

**BOARD OF REGENTS**  
**EASTERN MICHIGAN UNIVERSITY**

**RECOMMENDATION**

**BOARD POLICIES RECOMMENDED FOR APPROVAL**

**ACTION REQUESTED**

It is recommended that the Board of Regents approve the proposed revision of Board Policy 6.2.1 effective immediately.

**SUMMARY**

This proposed revision reformats Board of Regents Policy 6.2.1 and aligns it with current practice.

Attached are two documents related to the major revision and reformatting of Policy 6.2.1:

1. Final Version recommended includes Chapter numbers 6.2.1.1, 6.2.1.2, 6.2.1.3, 6.2.1.4, 6.2.1.5, 6.2.1.6, and 6.2.1.7
2. Annotated version of the current policy showing recommended additions, deletions, and changes without reformatting (note that additions appear in red type and deletions are designated by cross-outs.

**FISCAL IMPLICATIONS**

There are no immediate fiscal implications.

**ADMINISTRATIVE RECOMMENDATION**

The proposed Board action has been reviewed and is recommended for Board approval.

\_\_\_\_\_  
University Executive Officer

\_\_\_\_\_  
Date

8/30/2011

## ACADEMIC REQUIREMENTS: UNDERGRADUATE COURSES

### CHAPTER 6.2.1.1 issue: Undergraduate Classes

Eastern Michigan University has a fundamental commitment to providing a sound undergraduate education that prepares students for informed citizenship, and productive and fulfilling personal and professional lives. Academic courses provide the core of this education. Course grades allow students to monitor their academic progress. Official transcripts and degrees awarded provide accepted validation of academic achievement.

The purpose of this policy is to provide a framework for establishing expectation for the conduct of academic courses and for ensuring the integrity of academic records, and to give direction to the Provost and other academic leaders for the development of more detailed academic policies and procedures.

### **ABSENCE FROM CLASS**

Students: Regular class attendance and active participation in classes are important elements in the learning process. Students are at the University primarily for the sake of their intellectual growth and development. Attendance and participation provide appropriate opportunities for the evaluation of the student's progress.

Each student is personally responsible for the satisfactory completion of the course work prescribed by his/her instructors. This means specifically that he/she is expected to attend classes regularly, and that he/she is responsible for the work assigned in class, the material covered in class and for participation in class activities (including discussion and listening) designed by the instructor as part of the learning experience. However, physical attendance shall not be the sole criterion for determining the student's course grade.

Faculty: Faculty members should notify their department heads when they are going to be absent from regularly scheduled classes. Written notification of circumstances causing prolonged absences must be sent to the applicable human resources office.

Faculty members are expected to arrange, through their department head, for a qualified substitute when they are absent from class.

### **DEVIATION FROM CLASS SCHEDULE**

Classes may be cancelled by the Office of the President or his/her designee.

Changes: Faculty may not change the assigned time of a class unless the change is approved by the department head and the dean of the college; assigned rooms may be changed only through the established room scheduling procedure approved by the Provost.

At the End of the Semester: Classes are taught through the last day classes for the term as indicated in the University calendar.

Near Holidays: Students are expected to attend all classes, and faculty members are not permitted to cancel classes or excuse students prior to any holiday.

### **TEXTBOOKS**

Subject to the approval of the department head and the dean of the college, wide latitude is accorded the instructor in selecting textbooks. Instructors are responsible for informing the University of their texts and other required course materials so that this information may be made available to students in a timely manner, in compliance with legal requirements.

### **FACULTY OFFICE HOURS**

Faculty members are expected to be available for conferences with students. Instructors should post their office hours on their doors and notify their classes and offices of their department heads of these hours.

### **FINAL EXAMINATIONS**

The responsibility for the evaluation of a student's achievement in a course rests with the instructor of the course.

Whether or not that evaluation shall include a final examination shall be determined by the instructor in line with departmental and university policy.

If a final examination is not given, the scheduled examination period shall be used for other class activity.

If a final examination is given, students shall take the examination with their own class and at the hour indicated on the examination schedule. Failure to take the examination at the scheduled time may result in a grade of "E" except when the requisite conditions for granting an "I" are present.

Students are to take their examinations with their regular classes at hours indicated on the schedule. If the student finds that he/she has three examinations scheduled on one day, he/she may request the instructor of the class having the first examination of the day to arrange for him/her to take the examination at another time. If he/she finds that he/she has four examinations scheduled for one day, he/she may request the instructors of the first two examinations to make arrangements so that he/she has to take no more than two in one day. He/she may appeal to the head of the department in which the course is offered if a satisfactory solution is not reached.

Students who cannot take a final examination at the assigned time because of religious observance are covered under the policy on religious holidays.

Any deviation of the student's examination schedule, other than to limit the exams to two in one day or to observe religious mandates, will be granted only in cases of extreme emergency.

### CHAPTER 6.2.1.3 issue: Undergraduate Grades and Academic Progress

#### CLASSIFICATION

For purposes of determining class levels, the following hours classifications are used:

Class	Semester Credit Hours
Freshman	0 – 24
Sophomore	25 – 54
Junior	55 – 84
Senior	85 or over

#### GRADES

The grades used by the University with their corresponding values in points are as follows:

<u>Letter Grades</u>	<u>Grade Point Values</u>	
A	4.0	
A-	3.7	
B+	3.3	
B	3.0	
B-	2.7	
C+	2.3	
C	2.0	
C-	1.7	
D+	1.3	
D	1.0	
D-	0.7	
E	0	
CR	0	Passing grade in Credit/No Credit courses
NC	0	No credit awarded in Credit/No Credit courses
S	0	Passing grade in Pass/Fail elections and credit for certification in student teaching courses
P	0	Passing grade in student teaching but not sufficient for certification
U	0	Failing grade in Pass/Fail and student teaching elections

Credits earned by student teaching, correspondence, credit/no credit classes or pass-fail options are not accorded grade point values.

Credit for a course in which the grades of "E" or "U" have been received can be earned only by repeating the course.

### **WITHDRAWALS**

The grade of "W" will be assigned only when an official withdrawal has been completed. If a student discontinues attending a class without officially withdrawing from a class, *the* grade of "E" will be assigned for the course.

### **INCOMPLETES**

An "I" is awarded only when a student's work has been of acceptable quality ("C" or better), but the required amount has not been completed because of illness, necessary absence or other satisfactory reasons. It is never applied to poor work or to nonattendance of class by the student. It is the responsibility of the student to request an incomplete from the instructor prior to submission of grades for the course, and to provide the reason and, if requested, supporting documentation for the request. If the instructor is satisfied that reason and documentation provided are sufficient and that the conditions above are met, he/she should provide a description in writing of the work to be completed and the deadline for completion; copies should be provided to the student and to the department head. The deadline for completion can be no later than one year from the end of the semester in which the course was taught.

An "IP" ("In Progress") is assigned to **all students** in a course or section that continues past the end of the semester. This grade does not apply to independent/directed studies courses or to individual students seeking an incomplete (I) grade. Once assigned, the "IP" has the same effect and is subject to the same rules and deadlines as the "I".

An "I" grade must be removed within one calendar year from the end of the semester or session in which that grade was given. The time for removal of an "I" may be extended upon written recommendation of the instructor and approval by the dean of the college. Such extension will be granted only under unusual circumstances. The initiative for conversion of an "I" grade to a letter grade rests with the student. However, the instructor may submit a change of grade without further notification if the student has not completed the required work by the deadline specified by the instructor.

When a letter grade (excluding "I" for incomplete or "IP" for in progress) is posted to a student's transcript it will be considered final unless an error in calculating the grade is discovered. Permitting a student to submit missing work or extra credit to improve a grade is not an acceptable reason for changing a grade.

Change from "I" or "IP" do not require department head or dean signatures if submitted within one year of the end of the course. After one year the student must provide an explanation of why the course work could not be completed within one year as required

by university policy; the extension will be granted only if both the instructor and the dean approve, and both signatures are required to change an "I" or "IP" beyond one year.

### **PROCESS AND DEADLINES FOR CHANGING GRADES**

If a calculation or grading error is identified, the instructor must file a grade change form explaining the error. This form requires approval of the department head, and the appropriate dean will review and approve grade changes to ensure consistency with academic policies. All changes in letter grades (excluding "I" or "IP" that are converted within one year) will require the signature of the dean of the college.

Any attempt to change an individual grade or to convert an "I" must be initiated no later than one year following the semester or session in which the grade was given. An extension beyond this limitation may be permitted only by the dean of the college in which the course was taken. Such extensions will be granted only on verifiable evidence of emergency circumstances, such as serious illness or military obligation, which prevented the petitioner from acting during the prescribed period.

All grades are final three years following the end of the close of the term; no grade changes will be made, and "I" and "IP" grades cannot be converted past that point without the approval of the Provost or his/her designee.

### **GRADE POINT AVERAGE**

The EMU Grade Point Average is determined by taking the total number of grade point values acquired and dividing by the total number of semester hours taken which carry grade point values. The University may establish rules allowing students to repeat a limited number of courses to exclude earlier grades from the calculation of the EMU grade point average. If students repeat courses outside the limitations of that policy, each attempt and each grade for the course will be included in the calculation.

The Academic Division may establish a policy of grade forgiveness (or "academic bankruptcy") in some courses for students who return to Eastern Michigan University after an absence of two or more years. The affected courses will remain on the student's transcript with a designation indicating that this policy has been applied and the grade has been removed from the calculation of the EMU Grade Point Average.

### **PASS-FAIL OPTION**

A student may elect to take a course under the Pass/Fail Option for various reasons (e.g. if he/she wishes to experiment in an unfamiliar field without jeopardizing his/her grade point average.) Under these circumstances, the limiting features of the option are as follows:

1. It may be exercised only by juniors and seniors in good standing.

2. It may be applied only to free electives, that is, to courses that are outside the student's major, minor, curriculum or general education requirements.
3. A maximum of six such courses may be applied toward graduation.
4. The student shall indicate his/her intention to take a course under the Pass/Fail Option at the time of registration
5. Students who elect a course on Pass/Fail may cancel the option and accept a letter grade up to the last day of class before the official University scheduled final examinations.
6. The instructor will not be notified of the student's election of this option. The regular letter grade reported by the instructor will be recorded on grade reports and transcripts as follows:
  - a. Grades of A, B, C, or D will be converted to S, and shall count as credit toward graduation (if it is at the 100 level or higher).
  - b. The grade of E will be converted to U and shall not count toward graduation.
7. A course taken under this option shall not be used in any way in the computation of the student's grade point average. Thus a Pass/Fail-election shall not be approved for a course in which the student previously received a letter grade.

## **AUDITING OF COURSES**

A student may be permitted to enroll in a course as an auditor, that is, one who merely attends class to "hear" or visit. No credit is awarded for an audit.

Subject to the approval of the head of the department offering the course, students wishing to audit a course must register for it just as for any other class, and then also turn in at registration a "permission to audit" card with the required approval.

The student's intention to audit a course rather than to take it for credit must be established at the time of registration. Shifting from credit to audit or from audit to credit is not permitted after the last day that classes may be added or sections changed.

Tuition and fees for enrolling in courses for audit are the same as for enrolling in courses for credit.

Under provisions of the University staff benefits program, full-time staff, faculty, and faculty spouses may "audit" classes without regular registration by completing an approval process initiated at the Staff Benefits Office.

Except for a staff benefits audit, no person is allowed to attend class unless officially registered on a credit or audit basis with appropriate fees paid.

### **PROGRESS REPORTS**

Instructors should submit officially requested student progress reports in a timely manner to facilitate student support services and compliance with regulations.

### **DROPS AND WITHDRAWALS FROM COURSES**

Drops and/or withdrawals from courses are permitted according to the following schedule for regular academic (fall and winter) semesters\*:

#### First Eight Days

Any change in the student's enrollment occurring during this period is accomplished through the regular registration adjustment system. Such changes are not recorded in the student's academic transcript.

#### Ninth Day through Tenth Week

All student-initiated withdrawals are accepted automatically and recorded as "W" grades during this period. These withdrawals may be processed through the registration system or by submitting a withdrawal form to the Office of Records and Registration.

#### After Tenth Week – Until Last Day of Classes Preceding Final Exam Period

During this period, withdrawals are not automatically granted. An Administrative/Late Withdrawal (resulting in a "W" grade) may be granted only if students have specific extenuating circumstances that clearly prevent them from completing the course(s) in which they are enrolled and which prevented them from withdrawing by the tenth week of the course. Students must provide original, verifiable documentation of these circumstances along with their request to withdraw.

The decision on awarding the "W" will be made by the Provost or his/her designee. Students should not stop attending class until they have received official notice that their requested withdrawal has been approved. If the application for administrative/late withdrawal is denied and the student fails to complete the work of the course successfully, an appropriate grade (reflecting any incomplete work and/or absences from class) will be recorded by the instructor.

\*Appropriate dates for spring and summer semesters, and other special terms will be publically posted and available to students.

#### Additional Notes

When withdrawal from the class brings the student's academic load below the minimum number of hours necessary to qualify as a full-time student for University housing, scholarship aid, student loans, or any other benefit he or she enjoys for which academic enrollment was a prerequisite, the University may at its option take any or all of the following steps:

1. Deny permission to withdraw
2. Cancel the benefits as of that date

3. Declare the student ineligible for present and/or any future benefits of a similar nature
4. Deny permission to reenroll in subsequent semesters.

Withdrawal from the student's last/only enrolled course must be submitted to the Office of Records and Registration and cannot be accomplished through the online registration system.

The Provost shall be responsible for establishing and making publically available procedures to support this policy. The Provost and Registrar shall be jointly responsible to establish specific deadlines for regular and non-traditional terms and to make these dates publically available to students in a timely fashion.

### **TOTAL WITHDRAWALS FROM THE UNIVERSITY**

An undergraduate student who finds it necessary to withdraw from all classes (withdrawal from the University) for a given session is required to do so through the Office of Records & Registration. A student who is unable to accomplish the withdrawal in person may do so by a written request mailed to the Office of Records & Registration. The request should indicate reason for the requested withdrawal, and any tuition adjustment will be based on postmark date of that communication.

The Eastern Michigan University shall publish in advance of each session exact dates and deadlines for withdrawal requests and related tuition credit adjustment that will be provided.

Retroactive Withdrawal: The University recognizes that unexpected circumstances arise making it necessary for a student to initiate a request for a withdrawal after the completion of classes for a term. Normally, a retroactive withdrawal will only be considered for the preceding term.

Retroactive withdrawals may be granted for either one or both of the following reasons:

1. Administrative: through an administrative problem or error, the student received an "E" grade.
2. Mental or physical stress: subsequent to awarding of term grades, the student claims that severe physical or psychological stress was present during the semester. Original documentation of the circumstances and of the reasons for delay in seeking the withdrawal must be presented by or on behalf of the student and a consultation with the student may be required. In this case, the decision will affect all the classes the student was registered for during the term in question.

In all cases, the student must initiate the request for retroactive withdrawal. The Provost shall be responsible for establishing and disseminating criteria and the review procedures for these requests.

A student with an approved retroactive withdrawal does not automatically receive any consideration for tuition refund and grades of "W" will be posted on his/her official transcript.

These procedures also apply for Spring and Summer sessions. Eastern Michigan University will publish exact withdrawal dates for each semester in advance of each session.

### **READMISSION AFTER PROLONGED ABSENCE**

Re-enrolling and Readmission: Students whose transcripts show no active enrollment for eight consecutive semesters (two full years) must reapply and be accepted for admission before enrolling again. A student who withdraws from all courses with "W" grades on the transcript is counted as enrolled for that semester. A student who drops all courses in a semester, removing them from the transcript, is not counted as enrolled for that semester.

### **ACADEMIC PROBATION AND DISMISSAL**

An undergraduate student is placed on academic probation when his/her cumulative grade point average at EMU is less than 2.00 (a "C" average). Placement on academic probation is automatic and applies even if the student states that official notification of such probation has not been received from the University.

The University's action of placing a student on academic probation should make the student aware that satisfactory progress is not being made toward completing degree requirements. The student should also realize the need to take steps, such as seeking additional help and advice, to improve the quality of his/her academic performance.

A student will be removed from academic probation only when his/her cumulative grade point average at EMU is at least 2.00 (a "C" average).

Within the first thirty days of a semester -and preferably within the first week of a semester -the student on academic probation is required to have a conference with his assigned academic adviser to review the student's program of classes and his/her plans for the semester. Further conferences may be required, or the student's academic course load may be restricted, or the student may be informed of special conditions stipulated by a designated academic review committee to help ensure satisfactory progress toward graduation.

Students on academic probation who fail to achieve a grade point average of at least 2.00 ("C" average) in each term of enrollment at EMU while on probation will be subject to dismissal for academic reasons.

Exceptions to the above policies may be made under the following conditions:

1. A student on academic probation who earns less than the required grade point average of 2.00 ("C" average) in an enrollment period may be retained on academic probation provided this is the recommended judgment of the designated academic review committee.
2. A student on academic probation, whose grades for the current enrollment period contain an I will be retained only at the discretion of the designated academic review committee.

### **READMISSION**

A student is academically dismissed will normally not be eligible for reinstatement for one calendar year following the dismissal. Readmission is not automatic; an application for readmission must be submitted along with supporting documentation. A readmission interview will normally be required.

The student applying for readmission will be required to support his or her eligibility for readmission through:

1. Documentation of his or her activities during the dismissal period which relate to the reasons for dismissal and which support his or her readiness to resume his or her academic career at Eastern Michigan University.
2. Earning a minimum grade point average of 2.00 ("C" average) if courses are taken at other accredited collegiate institutions.

A student who is readmitted and is dismissed a second time normally will not be readmitted again.


#### CHAPTER 6.2.1.7    issue: Undergraduate Academic Honors upon Graduation

##### **ACADEMIC DISTINCTION**

Students who graduate with exemplary cumulative EMU Grade Point Averages will be recognized for academic distinction as follows:

- Summa Cum Laude - EMU GPA in the range 3.90 to 4.00
- Magna Cum Laude - EMU GPA in the range 3.70 to 3.89
- Cum Laude - EMU GPA in the range 3.50 to 3.69

The designation will be noted on the student's transcript and on his or her diploma.

			<h1>Policies, Rules And Regulations</h1>
Effective Date	Date of Revision		
10-18-78	3-17-98		
Chapter Name	Chapter No.	Page	
ACADEMIC PROGRAMS AND REQUIREMENTS	6.2.1	Page 1 of 14	
		Issue	
		UNDERGRADUATE	

Eastern Michigan University has a fundamental commitment to providing a sound undergraduate education that prepares students for informed citizenship, and productive and fulfilling personal and professional lives. Academic courses provide the core of this education. Course grades allow students to monitor their academic progress. Official transcripts and degrees awarded provide accepted validation of academic achievement.

The purpose of this policy is to provide a framework for establishing expectation for the conduct of academic courses and for ensuring the integrity of academic records, and to give direction to the Provost and other academic leaders for the development of more detailed academic policies and procedures.

## ATTENDANCE AND CLASS SCHEDULES

Students: Regular class attendance and active participation in classes are important elements in the learning process. Students are at the University primarily for the sake of their intellectual growth and development. Attendance and participation provide appropriate opportunities for the evaluation of the student's progress.

Each student is personally responsible for the satisfactory completion of the course work prescribed by his/her instructors. This means specifically that he/she is expected to attend classes regularly, and that he/she is responsible for the work assigned in class, the material covered in class and for participation in class activities (including discussion and listening) designed by the instructor as part of the learning experience. However, physical attendance shall not be the sole criterion for determining the student's course grade.

Faculty: Faculty members should notify their department heads when they are going to be absent from regularly scheduled classes. Written notification of circumstances causing prolonged absences ~~should be sent to the dean of the college~~ **must be sent to the applicable human resources office.**

Faculty members are expected to arrange, through their department head, for a qualified substitute when they are absent from class.

Cancellation: ~~Cancellation:~~ Classes may be cancelled by the Office of the President **or his/her designee.** ~~through the Office of the Provost and Vice-President for Academic Affairs. Off-campus classes are cancelled only by the dean of continuing education.~~

Changes: Faculty may not change the **assigned** time or room of a class ~~printed in the University Class Schedule~~ unless the change is approved by the department head and the dean of the college.

Chapter Name	Chapter No.	Page
ACADEMIC PROGRAMS AND REQUIREMENTS	6.2.1	Page 2 of 14
Issue		
UNDERGRADUATE		

At the End of the Semester: Classes are taught through the last teaching day of the semester **classes for the term** as indicated in the University calendar.

Near Holidays: Students are expected to attend all classes, and faculty members are not permitted to cancel classes or excuse students prior to any holiday.

Lists: ~~Class enrollment lists are given to instructors during the beginning of the semester. Instructors should refuse admittance to students who are not on the list or who have not presented an official late registration "add slip."~~

Schedules: ~~The schedule of classes prepared by each department head is sent to the vice-president for academic affairs through the dean of the college. The schedule is printed prior to registration each semester.~~

Time: ~~Classes are usually 50 minutes, beginning on the hour and ending ten minutes before the next hour. Evening and summer session classes are scheduled differently.~~

## STUDENT REPORT OF ILLNESS

~~Excuses for students missing individual classes are not provided by the student Health Center in accord with the University absence policy.~~

~~The Student Health Center will provide absence slips to patients admitted into the infirmary or who have been under care for a long-term illness. When seen in the Health Center, confirmation of a student's illness (of less than a week) resulting in absences also will be available to faculty upon request.~~

## CREDITS

~~The unit of work is the "semester hour." A semester hour is the credit granted in a course meeting once a week for one semester.~~

## THE STANDARD COURSE LOAD

~~The standard course load is 15 to 16 hours per semester. During the seven and one-half week spring and summer sessions, the standard load is six to eight hours; the standard load in the six week session of summer school is five to six hours. First semester freshmen may not take more than the full-time academic load without special permission from the Academic Services Center. Students on academic probation may not take more than the full-time academic load. No credit will be given for work in courses not officially enrolled in or approved. In computing the standard course load, activity hours in physical education are not counted.~~

~~Pass-Fail semester hours are counted in the total course load.~~

## DROPS AND WITHDRAWALS FROM CLASS COURSES

~~(Time periods to be adjusted for shorter academic sessions.)~~

**Drops and/or withdrawals from courses are permitted according to the following schedule for regular academic (fall and winter) semesters\*:**

Chapter Name	Chapter No.	Page
ACADEMIC PROGRAMS AND REQUIREMENTS	6.2.1	Page 3 of 14
Issue		
UNDERGRADUATE		

#### First Three Weeks ~~Eight Days~~

Any change in the student's program ~~enrollment~~ occurring during this period is accomplished through the Office of the Director of Registration as a part of the ~~regular~~ registration adjustment process ~~system~~. Such changes are not recorded in the student's academic record ~~transcript~~.

#### Fourth ~~Ninth Day~~ through Tenth Week

All student-initiated withdrawals are accepted automatically and recorded as "W" ~~grades~~ during this period. ~~The instructor's signature must be secured on the withdrawal form as evidence that the instructor and the student have discussed the contemplated action, including possible alternatives and consequences.~~ ~~These withdrawals may be processed through the registration system or by submitting a withdrawal form to the Office of Records and Registration.~~

#### After Tenth Week – Until Beginning of ~~Last Day of Classes Preceding~~ Final Exam Period

A "W" may be granted during this period to students under either of the following conditions:

1. ~~The student's work in the course at the time of withdrawal request is A, B, or C.~~
2. ~~Unexpected emergency circumstances, which have arisen after the tenth week of the semester, prevent the student from completing the work of the course. These circumstances must be specific and verifiable.~~

During this period, withdrawals are not automatically granted. An Administrative/Late Withdrawal (resulting in a "W" grade) may be granted only if students have specific extenuating circumstances that clearly prevent them from completing the course(s) in which they are enrolled and which prevented them from withdrawing by the tenth week of the course. Students must provide original, verifiable documentation of these circumstances along with their request to withdraw.

The decision on awarding the "W" will be made by the ~~director of the Academic Services Center or the director's~~ ~~Provost or his/her~~ designee, ~~based upon academic standing at the time of application for the "W", and conferences with the student.~~ ~~Students should not stop attending class until they have received official notice that their requested withdrawal has been approved.~~ If the application for ~~administrative/late withdrawal~~ is denied and the student fails to complete the work of the course successfully, ~~a grade of "E" an appropriate grade~~ ~~(reflecting any incomplete work and/or absences from class)~~ will be recorded by the instructor.

#### Notes on Procedure ~~Additional Notes~~

For the fourth through the tenth week, a withdrawal form may be secured from the Academic Services Center, or from the office of any academic department. This form, with the instructor's signature, is submitted to the Academic Services Center for official processing.

Chapter Name	Chapter No.	Page
ACADEMIC PROGRAMS AND REQUIREMENTS	6.2.1	Page 4 of 14
Issue		
UNDERGRADUATE		

~~After the tenth week, the withdrawal request must be initiated at the Academic Services Center. The decision made on the request will be communicated in writing both to the student and to the instructor in question.~~

~~Students should not stop attending class until they have received official notice that their requested withdrawal has been approved. IF students discontinue attending a class without officially withdrawing from the class and do not take the final examination, University policy requires that the instructor issue a grade of "E" for the course.~~

When withdrawal ~~form~~ from the class brings the student's academic load below the minimum number of hours necessary to qualify as a full-time student for University housing, scholarship aid, student loans, or any other benefit he or she enjoys for which academic enrollment was a prerequisite, the University may at its option take any or all of the following steps:

1. Deny permission to withdraw
2. Cancel the benefits as of that date
3. Declare the student ineligible for present and/or any future benefits of a similar nature
4. Deny permission to reenroll in subsequent semesters.

Withdrawal from the student's last/only enrolled course must be submitted to the Office of Records and Registration and cannot be accomplished through the online registration system.

#### Comment

~~Please note that in this policy the faculty has indicated that the instructor does sign the withdrawal form, but that his or her signature does not show that the instructor necessarily approves, disapproves, or supports the withdrawal. The instructor signs before the end of the tenth week to show that there has been an opportunity to discuss with the student the advisability or implication of the withdrawal. After the tenth week, the instructor must sign the form and provide the information as to the quality of the student's work at this point.~~

\*Appropriate dates for spring and summer semesters, and other special terms will be publically posted and available to students.

The Provost shall be responsible for establishing and making publically available procedures to support this policy.

## GRADES

The grades used by the University with their corresponding values in points are as follows:

<u>Letter Grades</u>	<u>Honor Points</u>
	<u>Grade Point</u>
	<u>Values</u>
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7

Chapter Name	Chapter No.	Page
ACADEMIC PROGRAMS AND REQUIREMENTS	6.2.1	Page 5 of 14
Issue		
UNDERGRADUATE		

C+	2.3	
C	2.0	
C-	1.7	
D+	1.3	
D	1.0	
D-	0.7	
E	0	
CR	0	Passing grade in Credit/No Credit courses
NC	0	Failing grade <b>No credit awarded</b> in Credit/No Credit courses
S	0	Passing grade in Pass/Fail elections and credit for certification in student teaching courses
P	0	Passing grade in student teaching but not sufficient for certification
U	0	Failing grade in Pass/Fail and student teaching elections

Credits earned by student teaching, correspondence, credit/no credit classes, physical education activity classes or pass-fail options are not accorded ~~honor points~~ **grade point values**.

An "I" is awarded only when a student's work has been of acceptable quality ("C" or better), but the required amount has not been completed because of illness, necessary absence or other satisfactory reasons. It is never applied to poor work or to nonattendance of class by the student. ~~It means that the student has informed the instructor of the reason for the requested incomplete, and the instructor has agreed to the request.~~ **It is the responsibility of the student to request an incomplete from the instructor prior to submission of grades for the course, and to provide the reason and, if requested, supporting documentation for the request. If the instructor is satisfied that reason and documentation provided are sufficient and that the conditions above are met, he/she should provide a description in writing of the work to be completed and the deadline for completion; copies should be provided to the student and to the department head. The deadline for completion can be no later than one year from the end of the semester in which the course was taught.**

**An "IP" may be assigned for work in progress to all students in a course scheduled to continue across a change of academic terms if that grading option was established when the course was scheduled. The expectation is that the students will finish all coursework by the scheduled conclusion of the course. Once given, an "IP" has the same effect as an "I" and is subject to the same rules.**

An "I" grade must be removed within one calendar year from the end of the semester or session in which that grade was given. The time for removal of an "I" may be extended upon written recommendation of the instructor and approval by the dean of the college. Such extension will be granted only under unusual circumstances. The initiative for conversion of an "I" **grade** to a letter grade rests with the student, **but the instructor may submit a change of grade without further notification if the student has not completed the required work by the specified deadline. If not**

Chapter Name	Chapter No.	Page
ACADEMIC PROGRAMS AND REQUIREMENTS	6.2.1	Page 6 of 14
Issue		
UNDERGRADUATE		

~~converted to a grade by the end of the one-year period, the "I" will remain as a permanent part of the student's academic record. This policy concerning "I's" became effective April 19, 1975.~~

When a letter grade (excluding "I" for incomplete or "IP" for in progress) is posted to a student's transcript it will be considered final unless an error in calculating the grade is discovered. Permitting a student to submit missing work or extra credit to improve a grade is not an acceptable reason for changing a grade.

Change from "I" or "IP" do not require department head or dean signatures if submitted within one year of the end of the course. After one year the student must provide an explanation of why the course work could not be completed within one year as required by university policy; the extension will be granted only if both the instructor and the dean approve, and both signatures are required to change an "I" or "IP" beyond one year.

The grade of "W" will be assigned only when an official withdrawal has been completed. If a student discontinues attending a class without officially withdrawing from a class, the grade of "E" "F" will be assigned for the course.

Credit for a course in which the grades of "E" or "U" have been received can be earned only by repeating the course.

If a calculation or grading error is identified, the instructor must file a grade change form explaining the error. This form requires approval of the department head, and the appropriate dean will review and approve grade changes to ensure consistency with academic policies. All changes in letter grades (excluding "I" or "IP" that are converted within one year) will require the signature of the dean of the college.

~~Any attempt to change an individual grade or to convert an "I" must be initiated no later than the end of the eighth week of the next regular semester (fall or winter) following the~~ one year following the semester or session in which the grade was given. ~~For instructor requested changes, this means that the appropriate form has been submitted to the department head. For student appeals, it means that the instructor has refused to make a change, and the issue has been formally turned over to the departmental grievance board.~~ An extension beyond this limitation may be permitted only by the dean of the college in which the course was taken. Such extensions will be granted only on verifiable evidence of emergency circumstances, such as serious illness or military obligation, which prevented the petitioner from acting during the prescribed period.

All grades are final three years following the end of the close of the term; no grade changes will be made, and "I" and "IP" grades cannot be converted past that point without the approval of the Provost or his/her designee.

~~Note that the grade of "I" is covered by a separate set of requirements.~~

## PASS-FAIL OPTION

A student may elect to take a course under the Pass/Fail Option for various reasons (e.g. if he/she wishes to experiment in an unfamiliar field without jeopardizing his/her grade point average.) Under these circumstances, the limiting features of the option are as follows:

1. It may be exercised only by juniors and seniors in good standing.

Chapter Name	Chapter No.	Page
ACADEMIC PROGRAMS AND REQUIREMENTS	6.2.1	Page 7 of 14
Issue		
UNDERGRADUATE		

2. It may be applied only to free electives, that is, to courses which **that** are outside the student's major, minor, curriculum or ~~basic studies~~ **general education** requirements.
3. A maximum of six such courses may be applied toward graduation.
4. The student shall indicate his/her intention to take a course under the Pass/Fail Option at the time of registration. ~~This decision becomes binding at the end of the period for dropping classes (three weeks during the regular semesters.)~~
5. \*Students who elect a course on Pass/Fail may cancel the option and accept a letter grade up to the last day of class before the official University scheduled final examinations.
6. The instructor will not be notified of the student's election of this option. The regular letter grade reported by the instructor will be recorded on grade reports and transcripts as follows:
  - a. Grades of A, B, C, or D will be converted to S, and shall count as credit toward graduation **(if it is at the 100 level o higher).**
  - b. The grade of E will be converted to U and shall not count toward graduation.
7. A course taken under this option shall not be used in any way in the computation of the student's grade point average. Thus a Pass/Fail-election shall not be approved for a course in which the student previously received a letter grade.

~~Students should be fully aware of the possible implications of this option for acceptance into graduate schools and competition for financial aid there. It has been ascertained that most graduate schools will accept students who have elected to take courses on a Pass/Fail basis, but that if courses taken on this basis are sufficient in number on the transcript, the Graduate School Examination may be utilized to determine the student's acceptability. Graduate schools, in general, do tend to favor those applicants who have good letter grades on their transcripts.~~

~~Applications for Pass/Fail and approval can be obtained at the Academic Services Center, 229 Pierce Hall.~~

## TEXTBOOKS

Subject to the approval of the department head and the dean of the college, a wide latitude is accorded the instructor in selecting textbooks. **Instructors are responsible for informing the University of their texts and other required course materials so that this information may be made available to students in a timely manner, in compliance with legal requirements.**

## PROGRESS REPORTS

Instructors should **use submit officially requested student progress reports in a timely manner to facilitate student support services and compliance with regulations.** ~~report forms, particularly between the fifth and sixth weeks of instruction, for any student doing failing or sub-standard work during the semester.~~

Chapter Name	Chapter No.	Page
ACADEMIC PROGRAMS AND REQUIREMENTS	6.2.1	Page 8 of 14
Issue		
UNDERGRADUATE		

## FACULTY OFFICE HOURS

Faculty members are expected to be available for conferences with students. Instructors should post their office hours on their doors and notify their classes and offices of their department heads of these hours.

## FINAL EXAMINATIONS

The responsibility for the evaluation of a student's achievement in a course rests with the instructor of the course.

Whether or not that evaluation shall include a final examination shall be determined by the instructor in line with departmental and university policy.

If a final examination is not given, the scheduled examination period shall be used for other class activity.

If a final examination is given, students shall take the examination with their own class and at the hour indicated on the examination schedule. Failure to take the examination at the scheduled time will **may** result in a grade of "E" except when the requisite conditions for granting an "I" are present.

Students are to take their examinations with their regular classes at hours indicated on the schedule. If the student finds that he/she has three examinations scheduled on one day, he/she may request the instructor of the class having the first examination of the day to arrange for him/her to take the examination at another time. If he/she finds that he/she has four examinations scheduled for one day, he/she may request the instructors of the first two examinations to make arrangements so that he/she has to take no more than two in one day. He/she may appeal to the head of the department in which the course is offered if a satisfactory solution is not reached.

**Students who cannot take a final examination at the assigned time because of religious observance are covered under the policy on religious holidays.**

~~Students who, for religious reasons, find that they are not able to follow the examination schedule should make special arrangements with their instructor. If arrangements are not satisfactory, the student may appeal to the head of the department in which the course is offered.~~

~~Any deviation of the student's examination schedule, other than to limit the exams to two in one day or to observe religious mandates, must be approved by both the instructor and the department head, and will be granted only in cases of extreme emergency.~~

~~All special examinations must be concluded before the last day of final examinations in order to meet the deadline for turning in grades.~~

## SCHOLARSHIP INDEX **GRADE POINT AVERAGE**

The Scholarship Index **EMU Grade Point Average** is determined by taking the total number of honor points **grade point values** acquired and dividing by the total number of semester hours

Chapter Name	Chapter No.	Page
ACADEMIC PROGRAMS AND REQUIREMENTS	6.2.1	Page 9 of 14
Issue		
UNDERGRADUATE		

taken which carry ~~honor points~~ **grade point values**. ~~When a course is repeated, each attempt and grade is counted.~~ The University may establish rules allowing students to repeat a limited number of courses to exclude earlier grades from the calculation of the EMU grade point average. If students repeat courses outside the limitations of that policy, each attempt and each grade for the course will be included in the calculation.

The Academic Division may establish a policy of grade forgiveness (or "academic bankruptcy") in some courses for students who return to Eastern Michigan University after an absence of two or more years. The affected courses will remain on the student's transcript with a designation indicating that this policy has been applied and the grade has been removed from the calculation of the EMU Grade Point Average.

## CLASSIFICATION

For purposes of ~~figuring~~ **determining** class levels, the following hours classifications are used:

Class	Semester Hours
Freshman	0 – 24
Sophomore	25 – 54
Junior	55 – 84
Senior	85 or over

## ACADEMIC DISTINCTION

~~The term Summa Cum Laude (3.90 – 4.00); Magna Cum Laude (3.70 – 3.89); or Cum Laude (3.50 – 3.69) will appear on the diploma of an individual whose academic record warrants such a level of distinction.~~

Students who graduate with exemplary cumulative EMU Grade Point Averages will be recognized for academic distinction as follows:

- Summa Cum Laude - EMU GPA in the range 3.90 to 4.00
- Magna Cum Laude - EMU GPA in the range 3.70 to 3.89
- Cum Laude - EMU GPA in the range 3.50 to 3.69

The designation will be noted on the student's transcript and on his or her diploma.

## COURSE COMPLETION RATE

The EMU Course Completion Rate is determined by dividing the hours passed at EMU by the hours attempted at EMU.

## ACADEMIC RETENTION AND DISMISSAL

Chapter Name	Chapter No.	Page
ACADEMIC PROGRAMS AND REQUIREMENTS	6.2.1	Page 10 of 14
Issue		
UNDERGRADUATE		

An undergraduate student is placed on academic probation when his/her cumulative grade point average at EMU, ~~or from all college sources~~, is less than 2.00 (a "C" average), ~~or his/her EMU course completion rate is less than 0.67~~. Placement on academic probation is automatic and applies even if the student states that official notification of such probation has not been received from the University.

~~A student's probationary status results from his/her academic record for the semester which has just been completed, viewed in relation to the student's total academic record. (Note that "surplus" grade points from institutions other than EMU cannot be used to reduce a grade point deficit incurred at EMU.)~~

The University's action of placing a student on academic probation should make the student aware that satisfactory progress is not being made toward completing degree requirements. The student should also realize the need to take steps, such as seeking additional help and advice, to improve the quality of his/her academic performance.

~~While on academic probation, a student must earn a grade point average of at least 2.00 (a "C" average) in each succeeding period of his/her enrollment (including the spring and the summer session) until probation is removed. This requirement applies regardless of where the academic work is taken.~~

~~Academic probation will be removed when a student's~~ A student will be removed from academic probation only when hes/her cumulative grade point average at EMU ~~and from all college sources~~ is at least 2.00 (a "C" average) ~~AND cumulative completion rate at EMU is at least 0.67~~.

Within the first thirty days of a semester -and preferably within the first week of a semester -the student on academic probation is required to have a conference with his assigned academic adviser to review the student's program of classes and his/her plans for the semester. Further conferences may be required, or the student's academic course load may be restricted, or the student may be informed of special conditions stipulated by the Academic Services Center, acting for the Academic Standards and Admission Review Committee ~~a designated academic review committee~~ to help ensure satisfactory progress toward graduation.

Students on academic probation who fail to ~~meet the required~~ achieve a grade point average of at least 2.00 ("C" average) ~~and cumulative course completion rate of at least 0.67~~ in each enrollment period ~~term of enrollment at EMU~~ while on probation will be dismissed ~~subject to dismissal~~ for academic reasons.

~~Students who fail to return to good standing after one enrollment period on academic probation will be required will be provided an academic plan with benchmarks that, if followed, will return them to good standing within a specified number of terms of enrollment.~~

~~Students who are on probation with an academic plan will be able to continue if they meet their benchmarks; those who fail to meet their benchmarks will be subject to dismissal for academic reasons.~~

~~Students not on academic probation whose cumulative grade point deficit at the end of any enrollment period is 13 or more will be dismissed for academic reasons.~~

Exceptions to the above policies may be made under the following conditions:

Chapter Name	Chapter No.	Page
ACADEMIC PROGRAMS AND REQUIREMENTS	6.2.1	Page 11 of 14
Issue		
UNDERGRADUATE		

1. A student on academic probation who earns less than the required grade point average of 2.00 ("C" average) ~~or whose course completion rate is less than 0.67~~ in an enrollment period may be retained on academic probation provided this is the recommended judgment of the ~~Academic Standards and Admission Review Committee~~ **designated academic review committee**.
2. ~~A freshman may, with the approval of the Academic Standards and Admission Review Committee, be permitted two full semesters of enrollment even though the grade point deficit is greater than 13 during the first semester.~~
2. A student on academic probation with an academic plan who fails to meet a benchmark of the plan will be retained under a revised academic plan only at the discretion of the designated academic review committee.
3. A student on academic probation, whose grades for the current enrollment period contain an I ~~or W~~, will be retained only at the discretion of the Academic Standards and Admission Review Committee.

## READMISSION

A student is academically dismissed ~~will normally not be eligible for reinstatement for one calendar year following the dismissal. for two successive enrollment periods (one of which must be a full semester), unless unusual or extenuating circumstances exist. Readmission and re-enrollment cannot take place until this time period has elapsed. Readmission is not automatic; an application for readmission must be submitted along with supporting documentation, normally each student must have a~~ A readmission interview ~~will normally be required~~.

~~During this period a student may well gain the needed maturity for pursuing a degree through work experience, travel, or course work at other accredited collegiate institutions. The student applying for readmission~~ will be required to support his or her eligibility for readmission through:

1. Documentation of his or her activities during the dismissal period which relate to the reasons for dismissal and which support his or her readiness to resume his or her academic career at Eastern Michigan University.
2. Earning a minimum grade point average of 2.00 ("C" average) if courses are taken at other accredited collegiate institutions.
3. ~~Taking the SAT for re-evaluation in conjunction with the above items if considered necessary by the Academic Services Center.~~

A student who is readmitted and is dismissed a second time normally will not be readmitted again.

## TOTAL WITHDRAWALS FROM THE UNIVERSITY

Chapter Name	Chapter No.	Page
ACADEMIC PROGRAMS AND REQUIREMENTS	6.2.1	Page 12 of 14
Issue		
UNDERGRADUATE		

An undergraduate student who finds it necessary to withdraw from all classes (withdrawal from the University) for a given session ~~does~~ **is required to do so** through the **Office of Records & Registration Office**, Briggs Hall. A student who is unable to accomplish the withdrawal in person may do so by a written request ~~addressed to the~~ **mailed to the Office of Records & Registration Office**. The request should indicate reason for the **requested** withdrawal, and ~~Any~~ **any** **tuition** adjustment will be based on postmark date **of that communication**. ~~The Withdrawal from the University policy is stated below.~~

- ~~1. Students who withdraw during the first seven calendar days of the semester (three calendar days for Spring and Summer) will receive a 100% tuition credit adjustment and no grades will be posted.~~
- ~~2. Students who withdraw during the next fourteen calendar days of the semester (the next four calendar days for Spring and Summer) will receive a 50% tuition credit adjustment and no grades will be posted.~~
- ~~3. Students who withdraw after twenty-one calendar days (seven calendar days for Spring and Summer) through the day prior to the first day of University final examinations will receive no tuition credit adjustment and grades of "W" will be posted.~~
- ~~4. No withdrawal will take place after the University final examination period has begun.~~

The Eastern Michigan University Class Schedule published shall publish in advance of each session gives exact dates **and deadlines** for **withdrawal requests and related** tuition credit adjustment **that will be provided**.

~~A student who has withdrawn from the University during the first twenty-one calendar days and desires to enroll in a subsequent semester or session shall follow the admission procedure for former students (re-enrollment) as described in the University Catalog.~~

Retroactive Withdrawal: The University recognizes that unexpected circumstances arise making it necessary for a student to initiate a request for a withdrawal after the completion of classes for a term. Normally, a retroactive withdrawal will only be considered for the preceding term. ~~The Retroactive Withdrawal policy is stated below.~~

Retroactive withdrawals may be granted for either one or both of the following reasons:

1. Administrative: through an administrative problem or error, the student received an "E" **"F"** grade.
2. Mental or physical stress: subsequent to awarding of term grades, the student claims that severe physical or psychological stress was present during the semester. **Original documentation of the circumstances and of the reasons for delay in seeking the withdrawal** must be presented by or on behalf of the student and a consultation **with the student** may be required. In this case, the decision will affect all the classes the student was registered for during the term in question.

Chapter Name	Chapter No.	Page
ACADEMIC PROGRAMS AND REQUIREMENTS	6.2.1	Page 13 of 14
Issue		
UNDERGRADUATE		

In both all ases, the student must initiate the request in the Academic Services Center for retroactive withdrawal. After reviewing the request, the documented evidence, and possible further consultation, the director, or designee, will recommend action to the vice-president for academic affairs. The Provost shall be responsible for establishing and disseminating criteria and the review procedures for these requests.

The A student with an approved retroactive withdrawal does not automatically receive any consideration for tuition refund and grades of "W" will be posted on his/her official academic record transcript.

These procedures also apply for Spring and Summer sessions. Please refer to current class schedule for the session concerned for Eastern Michigan University will publish exact withdrawal dates for each semester in advance of each session.

Re-enrolling and Readmission: Students whose records show no active enrollment for eight consecutive semesters (two full years) must reapply and be accepted for admission before enrolling again. A student who withdraws from all courses with "W" grades on the transcript is counted as enrolled for that semester. A student who drops all courses, removing them from the transcript, is not counted as enrolled for that semester.

## AUDITING OF COURSES

A student may be permitted to enroll in a course as an auditor, that is, one who merely attends class to "hear" or visit. No credit is awarded for an audit.

Subject to the approval of the head of the department offering the course, students wishing to audit a course must register for it just as for any other class, and then also turn in at registration a "permission to audit" card with the required approval.

The student's intention to audit a course rather than to take it for credit must be established at the time of registration. Shifting from credit to audit or from audit to credit is not permitted after the last day that classes may be added or sections changed.

Tuition and fees for enrolling in courses for audit are the same as for enrolling in courses for credit.

Under provisions of the University staff benefits program, full-time staff, faculty, and faculty spouses may "audit" classes without regular registration by completing an approval process initiated at the Staff Benefits Office.

Except for a staff benefits audit, no person is allowed to attend class unless officially registered on a credit or audit basis with appropriate fees paid.

Chapter Name	Chapter No.	Page
ACADEMIC PROGRAMS AND REQUIREMENTS	6.2.1	Page 14 of 14
Issue		
UNDERGRADUATE		

## HONORS PROGRAMS/COURSES

Outstanding entering freshmen and other students with excellent records are offered or may request the opportunity to enroll in honors sections of some freshmen Basic Studies courses in biology, English composition, literature, history and political science. The courses offer an enriched intellectual experience for the able, interested student. Freshman students who appear Qualified for these courses are usually selected before or during the Summer Orientation and Advising Program and have an opportunity to discuss their decision with an adviser. Questions concerning eligibility for these courses may be directed to the Academic Services Center or the department offering the course. These courses and regulations concerning them do not require that students are majoring in the area and are completely separate from departmental honors courses and programs described below.

Honors courses are offered in several departments to qualified seniors specializing in those departments. These courses are geared to encourage creative interest, to promote subject investigation in depth and to permit overviews of subject matter fields.

To be eligible a student must have completed twenty semester hours of work on his major.

An eligible student should consult with the head of the department, who will cooperate with the student in the preparation of a systematic proposal which must include a statement of the problem, the resources or references to be used, the method by which the problem is to be solved, the amount of time required and the credit to be given. This statement must be filed with and approved by the dean of the college in which the course is taken. The honors course election is limited to two semester hours in anyone semester.

The Department of English Language and Literature offers a special Honors Program for English Majors.

## Authority for Creation or Revision

Minutes of the Board of Regents, October 18, 1978; para. .1997M. March 17, 1998; para. .5352M.