


Effective Date		Date of Revision		<h1>Policies, Rules And Regulations</h1>
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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.

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

Cancellation: Classes may be cancelled by the Office of the President through the Office of the Vice-President for Academic Affairs. Off-campus classes are cancelled only by the dean of continuing education.

Changes: Faculty may not change the 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.

At the End of the Semester: Classes are taught through the last teaching day of the semester 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.

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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.

WITHDRAWALS FROM CLASS

(time periods to be adjusted for shorter academic sessions.)

First Three Weeks

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

Fourth through Tenth Week

All student-initiated withdrawals are accepted automatically and recorded as "W" 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.

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After Tenth Week – Until Beginning of 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.

The decision on awarding the “W” will be made by the director of the Academic Services Center or the director’s designee, based upon academic standing at the time of application for the “W”, and conferences with the student. If the application is denied, and the student fails to complete the work of the course successfully, a grade of “E” will be recorded by the instructor.

Notes on Procedure

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.

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 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.

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.

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GRADES

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

<u>Letter Grades</u>	<u>Honor Points</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	Failing grade 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.

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.

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" to a letter grade rests with the student. If not 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.

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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.

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

Any attempt to change an individual grade must be initiated no later than the end of the eighth week of the next regular semester (fall or winter) 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.

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.
2. It may be applied only to free electives, that is, to courses which are outside the student's major, minor, curriculum or basic studies 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.
 - 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

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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.

PROGRESS REPORTS

Instructors should use progress report forms, particularly between the fifth and sixth weeks of instruction, for any student doing failing or sub-standard work during the semester.

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 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, 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.

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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

The Scholarship Index is determined by taking the total number of honor points acquired and dividing by the total number of semester hours taken which carry honor points. When a course is repeated, each attempt and grade is counted.

CLASSIFICATION

For purposes of figuring 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.

ACADEMIC RETENTION AND DISMISSAL

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). 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

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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 cumulative grade point average at EMU and from all college sources 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 the Academic Services Center, acting for the Academic Standards and Admission Review Committee to help ensure satisfactory progress toward graduation.

Students on academic probation who fail to meet the required grade point average of 2.00 ("C" average) in each enrollment period while on probation will be dismissed 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:

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 Academic Standards and Admission 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.
3. A student on academic probation, whose grades for the current enrollment period contain an I, will be retained only at the discretion of the Academic Standards and Admission Review Committee.

READMISSION

A student is academically dismissed 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; normally each student must have a readmission interview.

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 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.

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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.

WITHDRAWALS FROM THE UNIVERSITY

An undergraduate student who finds it necessary to withdraw from all classes (withdrawal from the University) for a given session does so through the 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 Registration Office. The request should indicate reason for the withdrawal. Any adjustment will be based on postmark date. 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 each session gives exact dates for tuition credit adjustment.

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" grade.

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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. Documentation must be presented by or on behalf of the student and a consultation may be required. In this case, the decision will affect all the classes the student was registered for during the term in question.

In both cases, the student must initiate the request in the Academic Services Center. 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 student with an approved retroactive withdrawal does not receive any consideration for tuition refund and grades of "W" will be posted on his/her official academic record.

These procedures also apply for Spring and Summer sessions. Please refer to current class schedule for the session concerned for exact withdrawal dates.

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.

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

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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 any one 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. Minutes of the Board of Regents, March 17, 1998; para. .5352M.