

Section 5

Eastern Connecticut State University

A Unit of the Connecticut State University System

Faculty Handbook

Academic Policies and Procedures

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Absence of Students Due To Religious Beliefs

The policy on the Absence of Students Due To Religious Beliefs is taken from Sec. 10a-50 of the Connecticut General Statutes. The policy is as follows, “No person shall be expelled from or refused admission as a student to an institution of higher education for the reason that he is unable, because the tenets of his religion forbid secular activity on a particular day or days or at a particular time of day, to attend classes or to participate in any examination, study or work requirements on such particular day or days or at such time of day. Any student in an institution of higher education who is unable, because of such reason to attend classes on a particular day or days or at a particular time of day, shall be excused from any examination and any study or work assignments on such particular day or days or at such particular time of day. It shall be the responsibility of the faculty and higher education to make available to each student who is absent from school because of such a reason an equivalent opportunity to make up any examination, study or work assignments which he has missed because of such absence on any particular day or days or at a particular time of day. No special fees of any kind shall be charged to the student for making available to such student such equivalent opportunity. No adverse or prejudicial effects shall result to any student because of his availing himself of the provisions of this section. For the purposes of this section, ‘institution of higher education’ shall mean any of the schools comprising the state system of higher education, as defined in section 10a-1.”

ACADEMIC ADVISEMENT CENTER

Mission

The Academic Advisement Center provides institutional leadership for the development and delivery of advisement and academic support services to all full-time undergraduate students. The Center offers a variety of well-defined and organized developmental advising services for students, and administrative advising services for faculty advisors. The focus of its programs and services lies in the great educative value of teaching students how to set meaningful and self-directed goals.

History and Role

The Academic Advisement Center is located on the second floor of the Student Support Center and has been providing academic direction to students since 1987. The Center uses a proactive approach in providing organizational support for a variety of undergraduate advising functions on campus, as well as additional forms of academic assistance for full-time undergraduate students.

The Center supervises the faculty advisement system, coordinates advisement services for the registration process of continuing and new students, provides students with information and assistance regarding academic related matters, handles student academic appeals, provides academic support services and activities, particularly to freshmen, probation, and undeclared students, and processes official student withdrawal from the University.

Advising Philosophy

Academic advising is . . .

- an institutional responsibility.
- enhanced when a team of professional and faculty advisors work collaboratively to address the academic support needs of students.
- more than the selection of courses and course registration.
- a developmental and instructional process that provides academic and career direction and creates intellectual and personal connection.
- one of the most important factors in student persistence and achievement during the freshmen and sophomore years.

Advising Services

Advising Programs and Services For Full-time Students

- Academic Orientation
- Academic Counseling
- Academic Planning
- Placement Testing
- New Student Advisement/Registration
- The Academic Support and Assistance for Probation Students
- The Freshmen Mentoring Program
- Undeclared Student Services (Major and Career Exploration and Confirmation)
- Academic Appeals (GER & General Academic Policies)
- GER Evaluation for Transfer Students
- New Students Faculty Advisor Assignment
- Change of Major and/or Advisor
- General Information and Referral Services

Faculty Advising Services

- Faculty Advisor Workshops
- Advisor Consultation Services
- The Faculty Associate Program for New Faculty Advisors
- Computer-Assisted Advising Services
- Faculty Advising Resources (advising folders, advising newsletter, advising handbook)

General Advising Services

- Transfer Compact Admissions Program with QVCC, MCC, TRCC
- Windham High Incentive Program (WHIP)
- Inter-Institutional Program
- Withdrawal From the University
- Academic Dismissal Process
- Advising Outreach Services
- Advisement Center's Web Page

Overview of Advising Information Most Requested

I. Advisor/Advisee Assignment

- New freshmen and transfer students are assigned to faculty advisors by the Director of the Advising Center.
- Assignments are mailed to students early September and late January (include advisor's name, office location and telephone number)
- Students seeking advising services who have selected a major and have not been assigned an advisor, should be referred to the Department Chairperson.
- Students seeking advising services who have not selected a major and have not been assigned an advisor, should be referred to the Academic Advisement Center

II. Withdrawal From the University

- Refer students who are contemplating withdrawing from the University to the Academic Advisement Center.
- A percentage of the student's tuition and fees may be reimbursed based upon the date the student requests a withdrawal from the University. (Refer to the Academic Calendar for specific reimbursement deadline dates).

III. Important Deadline Dates

(Refer to the University's Academic Calendar for specific dates)

- Last Day to Change Major or Advisor
- Advisement/Registration For Continuing Students
- Mid-term Grades Due:
- Credit/ No Credit:
- Withdraw Pass/ Withdraw Fail:
- Withdrawal From the University
- Last day to fill out course repeat card
- Last day to put a course on "Audit"
- "I" grade coursework grade must be submitted
- Application for graduation submitted

IV. General Academic Policy and Procedure

- Refer students to pages 53-89 of the 2000-2002 Undergraduate Catalog to ascertain information regarding the University's academic policies and procedures.
- Most referenced Academic Policies (refer to academic calendar for deadline dates)
 - The GER (General Education Requirements - Pgs.71-79)
 - Add/Drop
 - Withdrawal From A Course (WP/WF)
 - Credit/No Credit (CR/NCR)
 - Course Repeat
- Students who have questions regarding the University's academic policies and procedures should be referred accordingly:
 - Students With Major
Assigned Faculty Advisor
Department Chairperson
 - Undeclared Students
Assigned Faculty Advisor
Academic Advisement Center

V. Undeclared Student Services

- Students who are undeclared should be referred to the Academic Advisement Center for assistance in selecting a major
- Students must declare a major by the successful completion of 60 credits.
- Encourage students to enroll in the non-credit workshop series entitled "Discover Your Major" offered by the Advisement Center

VI. Freshmen Mentoring Program

- 250 freshmen participating in program
- 130 staff members serving as mentors
- Role of mentors:
 - To assist with social/personal adjustment
 - To refer students to other support service
- Contact persons:
 - Ms. Kathleen Frederick
 - Ms. Carol White

VII. Academic Support and Assistance Program (ASAP)

- An academic intervention program for probation students.
- Most probation students are freshmen and sophomores (15-45 credits attempted)
- Students are required to attend small group meetings and individual academic counseling sessions
- Contact Persons:
 - Mr. Alfy Roby
 - Ms. Carol White

VIII. Academic Advising Workshops/Survival Guide/Advising Tips

- If you have questions regarding any advising program or service offered by the Academic Advisement Center, call 465-4526

Or visit the ECSU Web Page * Click on Alphabetical Listings * Click on Academic Advisement Center's link

Academic Rigor

Members of the Eastern community have recognized the need to nurture academic rigor within its programs and are committed to the development and enhancement of an institutional image reflective of high academic standards. The University Senate has recognized that academic rigor is best initiated and maintained through policies developed and enforced within the academic departments. On February 15, 2000, the Senate passed four resolutions detailing methods in which academic departments and University management can encourage the initiatives of “Academic Rigor” and “Attracting the Best and the Brightest.” (For additional information, please see University Senate Web site at <http://www.ecsu.ctstateu.edu/senate/index.htm>)

Academic Standing

Students who do not maintain a cumulative grade point average (CGPA) of 2.0 will be placed on academic probation or dismissed from the University. A first-semester freshman whose grades are below a GPA of 2.0 at mid-semester may receive an academic warning that probation or dismissal will result if the student's grades are not improved by the end of the semester.

A student is subject to dismissal from the University if his/her cumulative GPA is:

- less than 1.8 at the end of the second semester or up to 30 credits attempted
- less than 1.9 at the end of the third semester or up to 45 credits attempted
- less than 2.0 thereafter

Transfer students:

- less than 1.8 at the end of the second semester or up to 30 credits attempted
- less than 2.0 thereafter

Students placed on academic probation must participate in an academic intervention program administered by the Academic Advisement Center or the Learning Center. Students who are on academic probation must meet with their assigned probation counselor to review program requirements, course selection, credit loads, and other relevant information.

Academic probation serves as a warning to students that they need to improve upon their present GPA. It does not imply that they cannot graduate or graduate on time if they carry normal course loads and meet all university graduation requirements. Academic deans have the prerogative to dismiss any student who is not making sufficient progress toward a degree. Thus a student who fails to attain the required GPA during the probationary semester is subject to dismissal.

Add/Drop

Students may add full-semester courses through the first week of the semester without written approval. During the second week, courses may be added with written approval from the instructor. Students may add less than full-semester courses prior to the first day of the class. During the first week, the course may be added with written approval from the instructor. In all cases, it is the responsibility of students to confer with their advisor before making changes to their schedule and add requests are only official with final approval by the Registrar's Office.

Students may drop full-semester courses through the first two weeks of the semester. Students may drop less than full-semester courses within the first week of class. After the first week of the semester, a full-time student for whom dropping a course would reduce their credit course load to fewer than 12 credits must request a withdrawal from the course. In all cases, it is the responsibility of students to confer with their advisor before making changes to their schedule and drop requests are only official with final approval by the Registrar's Office.

Course Audit

Persons who do not wish to register for credit may be permitted to register as auditors under the following circumstances: they pay the regular fee (no additional fees for students registered for a full-time load); obtain written consent of the instructor and their advisor; audit only courses for which there are adequate classroom and laboratory facilities; and, if a full-time student, carry a minimum of 12 credits of non-audited courses. Seats for auditors are available only after the registration period is complete. Students who audit courses should do so with the intention of attending all class sessions and fulfilling work agreed upon in advance with the instructor. All permissions and registrations for auditing courses must be filed with the Registrar's Office before the first class session.

Audit status may not be changed to credit status. A student may take a course for audit that previously had been taken for credit. Auditors are subject to any academic conditions mutually agreed upon in advance by instructor and student. Audited courses may be taken for credit during a later semester. A designation of "AU" will be placed on the transcript indicating that the audit occurred. If the student has not fulfilled the terms agreed upon in advance, the instructor may designate "no audit" and the audit will not appear on the student's transcript. It is the student's responsibility to return the course audit contract with appropriate signatures to the Registrar's Office.

Course Withdrawal

If students wish to reduce their course load after the deadline for dropping the course, they must obtain a withdrawal form from the Registrar's Office. The withdrawal form requires the signature of the student's academic advisor as well as a grade from the instructor. The instructor will indicate a grade of WP (withdraw passing) or WF (withdraw failing) on the form. The WP grade will be used only when a) the student is passing the course or b) the instructor has insufficient evidence for measuring a student's performance at the time of withdrawal. The WP/WF grade will be recorded on the student's permanent transcript but will not be used in calculating the grade point average.

The completed form must be submitted to the Registrar's Office. Withdrawals are not permitted in the last two weeks of classes or in the final exam period. If students have not withdrawn officially from a course before the deadline, the course will appear on their academic record with the appropriate grade assigned. Students who find they cannot complete a course in the last two weeks of classes are encouraged to obtain a grade of "Incomplete" from the instructor.

Credit for Life Experience and Learning

The Credit for Life Experience and Learning Program at Eastern Connecticut State University awards credit for the attainment of prior knowledge that can be documented and is equivalent to that expected of persons satisfactorily completing portions of a specific curriculum. Only matriculated students are eligible to be considered for this program.

Persons age 25 years or older, with a minimum of five years of successful work/life experience in areas of specialization taught by the University, may qualify for college credit. Only learning in subject areas offered by Eastern Connecticut State University can be considered for credit. Students interested in the possibility of gaining credit for life experience and learning should request detailed information from the School of Continuing Education.

Candidates must attend a non-credit Portfolio Preparation Workshop. Validation of experience is required. Letters of validation must include all details of experience and description of the knowledge, skills, attitudes and understanding acquired. A maximum of 60 credits for all types of nontraditional learning may be awarded to an individual student.

Credit/No Credit

Student-Selected -Students have the option to include up to four courses to be taken on a credit/no credit basis in addition to University-designated credit/no credit courses. Courses in the student's designated major, minor, concentration, the General Education Requirements, entrance requirements (such as the foreign language requirement), or for any other University requirements cannot be placed on Credit/Non credit. Only one student-selected credit/no credit course may be taken in any one semester. Students must file the appropriate form with the Registrar's Office no later than the tenth week of the semester for courses that fall within the regular semester schedule. For all other courses, the form must be filed no later than the end of the second third of the course. If the work is above passing, the course is recorded on the permanent record as credit (CR). If the work is below passing, the course is recorded on the permanent record as no credit (NC). The grade for a course placed on credit/no credit does not affect the grade point average. Student registration for the credit/no credit option is confidential information.

University-Designated – A limited number of credit/no credit courses are offered at the option of ECSU departments and with the approval of the appropriate academic dean. If the student's work is above passing, the credit is recorded on the permanent record as "CR" and credit is given with no grade point assigned. If the student's work is below passing, the course is recorded as no credit (NC). For these courses the student has no option.

Student Credit Load

The standard course load for a full-time student is 15 credits per semester. A full-time student must carry a minimum of 12 credits per semester, but can register for up to 17 credits during the initial registration period. In addition, during the open add/drop period, up to 19.5 credits may be taken by students who have attended Eastern full-time for one semester, and have a cumulative grade point average of 2.7 or better. Up to 21 credits may be taken by those who have a cumulative grade point average of 3.50 or better and who carried at least 18 credits in a previous semester at Eastern.

Dean's List

Recognition for academic excellence is given at the end of each semester to full-time matriculated students in good standing with a semester GPA of 3.50 or higher. In order to be eligible for consideration, the student must have registered for and completed at least 12 credits in letter-graded courses during the semester in question and have no "Incomplete" for the semester. Recognition is given at the end of each semester to part-time students who have accumulated 15 credits and have earned a grade point average of 3.50 or higher. All grading rules that apply to full-time Dean's List recipients also apply to part-time Dean's List recipients.

Procedure for Administering Dismissal Process

The Academic Dismissal Committee meets at the end of each semester to review the academic records of all students who did not meet the University's academic requirement as outlined on page 65 of the 2001-2002 Undergraduate/Graduate Catalog. The Committee recommends to the academic dean the names of students who should be dismissed. Students who have extenuating circumstances and can provide documentation to support their claims may appeal the dismissal to their respective academic deans.

EXAMINATIONS

Examining Out of Course

The University recognizes the College Level Examination Program (CLEP), Defense Activity for Non-Traditional Education Subjects (DANTES), the American College Testing Program (ACT) results, and/or the College Entrance Examination Board (CEEB) Advanced Placement test results as a suitable basis for examining-out for credit.

If no measures for examining-out are available from other sources, faculty in the subject area involved may administer and evaluate necessary tests. Credit for a course may or may not be given, depending on the circumstances and the recommendation of the department and Dean of the School. (Refer to the *Academic Advisement Manual* for more information regarding CEEB.)

College-Level Examination Program (CLEP)

Eastern Connecticut State University accepts credits through the College-Level Examination Program (CLEP). The General Examinations provide a comprehensive measure of undergraduate achievement in five basic areas of liberal arts and sciences:

English Composition
Humanities
Mathematics
Natural Science
Social Sciences

The Subject Examinations cover specific course content.

Eastern serves as a regional testing center for this program. For information or registration forms, contact the School of Continuing Education, Burr Hall. A maximum of 60 credits for all types of nontraditional learning may be awarded to an individual student.

Defense Activity for Non-Traditional Education Subjects (DANTES)

Eastern Connecticut State University accepts credits for American Council on Education recommended passing scores on DANTES Subject Standardized Tests. For more information contact the School of Continuing Education. A maximum of 60 credits for all types of nontraditional learning may be awarded to an individual student.

ACT Proficiency Examination Program (PEP)

A limited number of credits may be earned in certain subject areas by taking examination(s) offered by the ACT Proficiency Examination Program (PEP). The ACT Proficiency Examination Program offers college-level exams in the arts and sciences,

criminal justice, business, education, and health. Students should consult with the Office of Admissions before arranging to take any ACT Proficiency Examination.

Placement Exams

The University's Academic Assessment Program is coordinated through the Academic Advisement Center. All new freshmen and transfer students who have not fulfilled Eastern's writing and math General Educational Requirements prior to enrollment, must take the University's writing and math placement tests. Eastern also administers a reading test to all first time freshmen. Based on the results of the tests, as well as other indicators of preparedness, students will be placed in courses that are appropriate to their skills and in which they have the greatest potential for success. Students admitted into the ECSU Honors Program are exempt from all placement tests. Students who earn a score of 600 or above on the SAT math exam are exempt from the math placement exam.

Final Examination Statement

By vote of the University Senate and approved by the Vice President for Academic Affairs, *"No examinations shall be given during the final week of scheduled classes of a full semester course."* Any changes in time and location must receive prior approval from the Vice President for Academic Affairs. The final week of classes is defined as the last five days of classes.

The Faculty Associate Program

The Faculty Associate program is a structured academic advising orientation and support service for new faculty members.

Benefits of Becoming a Faculty Associate

- Learn how to use the computer (CSUSIS/Banner) as an advising tool (retrieving transcripts; class rosters; using open/close file; viewing student demographics)
- Learn how to conduct unofficial audits (calculating GPA; GER analysis; developing academic plans)
- Receive assistance in scheduling appointments with your assigned advisees (expose your advisee to the many student support services available)
- Receive assistance in making appropriate referrals to other student support units (ensuring your advisees receive the help that they need)
- Receive assistance in maintaining advising files (documenting sessions; legal issues pertaining to advising)

What Must I Do to Become a Faculty Associate?

- Fill out the Faculty Associate Program Application (application available at the Advisement Center and in Forms section of handbook).
- Allocate at least two hours of your faculty office hours per week to provide advising services at the Advisement Center.
- Inform assigned advisees and students enrolled in your courses to call and make an appointment to meet you at the Advisement Center.
- Evaluate the quality of the program and make recommendations for program improvement.

Foreign Language Requirement

The University's foreign language requirement assures that students possess an awareness of another culture and an appreciation of its language. Students who have not taken two or more years of one language in high school or two or more semesters of one language at another college or university must complete the foreign language requirement for graduation.

General Education Requirements (GER)

Eastern Connecticut State University's General Education Requirements (GER) provide experiences that enlighten and deepen appreciation of all areas of inquiry. The ultimate goal is to prepare students for a lifetime of self-education, while, in the short-term, providing the foundation for all programs of study leading to the baccalaureate degree. In accord with the University's commitment to offering a quality undergraduate education, the GER stresses study in the arts and sciences, which enables the students to integrate knowledge from different disciplines. The liberal studies focus of the GER prepares students for the challenges of an examined life, and instills a capacity to adapt to change and to make informed and responsible choices.

The General Education Requirements (43 credits) are as follows:

- | | |
|---|-----------|
| I. Interdisciplinary | |
| A. Inquiry and Analysis | 3 credits |
| B. Aesthetic Awareness | 3 credits |
| C. Cultural Traditions | 3 credits |
| II. Humanities | |
| A. Literature | 3 credits |
| B. Fine Arts | 3 credits |
| III. Science and Mathematics | |
| A. Mathematics | 3 credits |
| B. Natural Sciences | 7 credits |
| IV. Social Sciences | |
| A. Society and the Individual | 6 credits |
| B. Economics, Political Science, Geography | 3 credits |
| V. General Requirements | |
| A. Writing Competency Requirements | 3 credits |
| B. Health and Physical Education Requirements | 3 credits |
| C. Computer Competency Requirements | 3 credits |

Policy on Gifted Middle and High School Students Taking University Courses

This policy has been developed to enable gifted and talented students of middle and high school age to attend regular university-level courses as non-matriculated students.

Criteria and Process for Permission to Enroll in Courses

1. The student must submit a written recommendation from the school counselor or principal indicating why and how the student will benefit from taking university courses.
2. The student must meet with the course instructor and receive written permission from the instructor to attend.
3. The student can enroll for one or more courses each semester or summer session by submitting the required written documentation to the Dean of the School of Continuing Education, who then gives the final approval to enroll in the course(s).
4. Approval to enroll is granted on a space available basis.
5. The student can audit the course or enroll for credit.
6. Whether the course is taken for audit or for credit, the student will pay all applicable tuition and fees.
7. A copy of the student's grade record will be forwarded to the school counselor or principal who recommended the student.
8. The student must present a copy of this policy to the school counselor or principal who will be recommending the student and the course instructor when requesting approval to attend course(s).
9. Permission is granted only to attend the approved courses. It does not extend to other services or activities offered by the University.

GRADING POLICIES

Policy and Process for Appeal by a Student for a Change in Final Grade

A student who believes that an error or a palpable injustice has occurred in assigning the grade may request a change of grade. Cases of simple error should be corrected at the instructor or chairperson stage of this process.

During any of the following procedures, the student or the faculty member may be accompanied to the meeting by a member of the college community as an observer and/or advocate. At any point, the instructor may choose to change the grade, or the student may choose to withdraw the appeal. No change of grade without the written consent of the instructor may be made prior to the hearing by the Grades Appeal Committee.

At any step, evidence to justify changing or not changing the grade may consist of attendance records; instructor's statement of course policies and objectives distributed on the first day of class; graded examinations; other assignments such as written papers, creative projects; standardized tests designed to show knowledge and/or skill in the questioned area, or additional assignments, which may be made by any of the people who are being asked to change the grade.

A student who believes a grade involved an error or a palpable injustice shall consult with the instructor of the course within three weeks after receipt of the grade or within three weeks of the first day of classes in the following semester. When a grade has been granted after the beginning of the semester (i.e. an incomplete changed to a letter grade), the conference with the instructor shall occur within three weeks after the student receives the grade. If the deadline for initiating the grade change appeal has passed because of the student's physical and/or mental incapacity, the student may ask to have the deadline waived by petitioning (as appropriate) either the Vice-President of Student Affairs or the Dean of Continuing Education, who, after investigation, may recommend to the appropriate academic dean that the deadline be waived. Upon written approval from the academic dean, the student may appeal to the instructor and follow the normal sequence thereafter.

If, after the consultation with the instructor, the student continues to believe that an error or palpable injustice has occurred and has not been remedied, the student shall, within two weeks, file with the chairperson of the department granting credit for the course a Grade Re-evaluation Request Form (available from the Registrar).

Within two weeks of receipt of the Grade Re-evaluation Request Form, the chairperson will convene and preside over a meeting between the instructor and the student. (If the chairperson is the instructor who originally granted the grade or is unavailable during the time period of the request, the meeting will be convened by another department member, selected at the beginning of each academic year as the alternate convenor for a departmental level Grad Re-evaluation Request). The chairperson (or alternate) shall send a decision to the student within one week of the meeting.

If the student wants to seek further appeal after this decision, he/she shall appeal in writing within one week to the dean of the school concerned. The dean will request the chair to forward the re-evaluation form and any appended materials and will, as appropriate, either meet with the student and instructor and/or convene the Grade Appeals Committee within two weeks of receipt of the student's request. The committee shall consist of the dean of the school concerned (or designee), one teaching faculty person chosen by the University Senate for a three-year term and one student in good academic standing chosen by Student Senate for a one-year term, and alternates for the latter two. The committee has the right to review materials, conduct investigations and hold hearings as appropriate. Should the Grade Appeals Committee decide that a palpable injustice has occurred it shall have the power to adjust the student's grade. After the hearing, the Dean shall send the committee's decision to the student, instructor, and chairperson within one week.

If the instructor is deceased or cannot be located, the student may submit the Grade Re-evaluation Form to the chairperson who may deny the student's appeal, recommend a grade change to the dean in cases where error has occurred, or, if a palpable injustice may have occurred, ask the appropriate dean to convene the Grade Appeals Committee. The student, if not satisfied with the chairperson's decision, may ask the dean to convene the committee. The normal timelines for an appeal shall be followed.

No grade change involving instructor error or a palpable injustice shall be made at Eastern Connecticut State University except those made following the procedures stated above.

Grade Changes

A request to change a grade, other than an "Incomplete," must be made within one month after final grade recording. A change in an "Incomplete" is due within six weeks after the beginning of the first full semester following the granting of the "Incomplete."

Change of Grade Report forms are available from the Registrar's Office and Academic Deans' offices. A completed form is signed by the instructor and forwarded to the appropriate Academic Dean for approval. The Academic Dean's Office forwards the change of grade to the Registrar's Office for processing. The Registrar's Office notifies the student of the grade change and revised cumulative grade point average.

Grade Point System

The semester grade point average (GPA) is calculated by a three-step procedure: (1) multiply the grade points for each course by the number of credits for that course; (2) add the figures for each of these courses to arrive at a grade point total; (3) divide this grade point total by the total number of credits for which a grade was received. The cumulative GPA is calculated similarly, taking into account all courses taken in residence.

Grade Reports

It is important to keep students informed of their progress and the quality of their work through reporting of grades. Feel free to consult with your Department Chair regarding the determination of grades. Instructors are obliged to provide students, at the first class meeting, with specific information concerning their method of evaluation (grading policy).

The Registrar's Office provides final class rosters for the reporting of semester grades. Grades for students enrolled in any undergraduate program of the University are reported on the following scale.

Grade Points

| | | |
|--------------|---|---------------------------------|
| A | = | 4.0 |
| A- | = | 3.7 |
| B+ | = | 3.3 |
| B | = | 3.0 |
| B- | = | 2.7 |
| C+ | = | 2.3 |
| C | = | 2.0 satisfactory |
| C- | = | 1.7 |
| D+ | = | 1.3 |
| D | = | 1.0 minimum passing performance |
| F | = | 0.0 failure, no credit |
| I | = | 0.0 incomplete |
| CR/NC | = | 0.0 credit/no credit |
| AU | = | 0.0 audit |
| W (Withdraw) | = | 0.0 (without penalty) |
| WP/WF | = | 0.0 (without penalty) |

*NR (No Report)

**Only the Registrar can assign this grade symbol.*

Final Grades

Each semester, specific directions for the final grading period are sent to faculty members by the Registrar's Office. Final grades may be turned in until 7:00 p.m. on the deadline date, which appears in the academic calendar.

Incomplete Grades

Instructors may award the grade of "Incomplete" when students are temporarily unable to fulfill course requirements because of illness (documented) or other verifiable emergency. Instructors must file a form with the course grade report sheet indicating the reason for the "Incomplete," the work that the student must finish, and the time by which it is to be completed. A copy will be given to the student, and it is each student's

responsibility to complete the work within six weeks after the beginning of the first full semester following the granting of the "Incomplete". If grades are not submitted by the deadline, an official grade of "F" will be recorded.

In unusual cases, an instructor may request from the appropriate dean an extension of time. To assist students and instructors in evaluating circumstances justifying the granting of an "Incomplete", the following represent sample cases in which an "Incomplete" will not be granted:

1. Students missing the final examination and carrying "F" at that time.
2. Students asking to improve their grades by doing extra work.
3. Students requiring additional time to complete regularly assigned work, in the absence of a clearly defined emergency.

Mid-Term Grade Reporting

All instructors of undergraduate courses are required to submit mid-semester grades based on a meaningful evaluation of student progress. The deadline for submission of mid-semester grades is listed in the academic calendar.

Independent Study

An important part of the academic program is the opportunity for students to undertake independent study as a way to increase self-reliance and pursue a subject or topic of special interest. It does not normally substitute for required courses or duplicate regular course offerings of the University. Students who are interested in independent study must confer with the appropriate department chairperson who will evaluate their eligibility and suggest possible faculty sponsors. Students and faculty sponsors are jointly responsible for defining the project in detail and justifying the number of credit hours requested.

Policy - This program provides students the opportunity to investigate subjects that hold special interest. The investigation, to be done on an individual basis under the guidance of a faculty member, may be viewed as a way of carrying formal coursework to a higher or more detailed level of inquiry, or of broadening a necessarily limited curriculum. Such an investigation, which includes library, studio, or laboratory research, must culminate in a formal presentation (research paper, art piece, or performance). The program does not supply alternatives to the following: regularly scheduled courses, practica, internships, and extracurricular activities.

To consider the possibility of independent study, the student must consult his or her adviser and the faculty member under whose guidance the study is proposed. The final proposal requires approval from the faculty director, supervising Department Chairperson, and the appropriate Dean. Students are cautioned that each credit of independent study implies a minimum of three hours each week of the semester. Though the University regards independent study as an added dimension of the student's

academic preparation because of the responsibility of self-discipline required, no faculty member is obliged to accept the supervision of any proposed independent study.

Implementation – Steps for the implementation of the Independent Study Program are as follows:

- Independent Study Permission to Register forms are available in the offices of the Department Chairperson and the Academic Dean. Upon the Dean's approval, copies of the form are sent to the faculty director, Department Chairperson, and the original to the Registrar's Office. The Registrar's Office registers the student upon receipt of the form. If a student is not going to complete the independent study, he or she is responsible for filing a drop slip, with the appropriate signatures, with the Registrar's Office.
- Independent study will normally be available only to sophomores, juniors, and seniors. Levels of expectation will correspond to the course number: 280 for sophomores, 380 for juniors, and 480 for seniors.
- A student must have a 2.0 GPA at the beginning of the semester in which the independent study is to be undertaken.
- A student with an outstanding "Incomplete" at the beginning of the semester in which the independent study is to be undertaken is not allowed to pursue independent study.
- A student may take no more than three credits of independent study each semester. In recognition of the maturity of seniors and the experience they have gained, a senior may take six credits of independent study his or her final semester.
- The faculty director and the student are expected to meet on a regular basis during the semester. Faculty workload credits will be given according to the contract formula.

Effective Fall 2000, the registration deadline for internships, practica, and independent studies is the same as the deadline for “add/drop with instructor permission.”

Internships

Every academic program uses practica, internships and field experiences to help students blend practical experience with theoretical instruction. Students interested in Internships should be instructed to consult with their advisor concerning the requirements and opportunities for such courses.

Effective Fall 2000, the registration deadline for internships, practica, and independent studies is the same as the deadline for “add/drop with instructor permission.”

Posthumous Certificate of Academic Accomplishment

The University Senate passed a bill establishing a Posthumous Certificate of Academic Accomplishment. SB 92/93-1 was passed on November 3, 1992 and reads as follows:

Preamble

The University has no guidelines for recognizing the academic achievements of deceased senior students. Eastern has over the years lost matriculating students during their senior year and the Eastern community would wish to convey a sense of loss to the student's family.

Policies and Procedures

The University will present a Certificate of Academic Accomplishment to the family of a deceased senior student who was matriculated in good academic standing. The family of a deceased senior student will be presented the Certificate of Academic Accomplishment by the President or his/her designee at a brief private ceremony. The family of a deceased senior student who was enrolled the last semester of study will be invited to commencement by the President.

Office of the Registrar

The Registrar's Office, located on the main floor of the Support Services Center, maintains academic records, registers students for courses, determines eligibility for graduation, processes course grades, issues academic transcripts and verifies enrollment. The following forms and applications are available from the Registrar's Office:

- Add/Drop Request Forms
- Student Selected Credit/No Credit Option Forms
- Approval to Take Courses outside of Eastern Request Forms
- Application for Degree
- Official and Unofficial Academic Transcript Request Forms
- Withdrawal from Course Approval Forms

Repeating Courses

A student requesting to repeat a course must file an appropriate form with the Registrar's Office no later than the fourth week of the semester in which the student is repeating the course.

Any course may be repeated once by an undergraduate student subject to the following conditions:

- If the previous grade was a "C-" or lower, the course may be repeated for a letter grade; a grade of "audit" will appear for a repeat of a course with an initial grade of "C" or higher.
- After a transcript accumulates 5 repeated courses, all subsequent repeated courses will appear with a grade of audit on the transcript.
- Grades for all attempts at a course will appear in the student's official transcript.

Only the grade and credits for the second attempt will be used in the cumulative grade point average and applied towards graduation requirements.

(Transfer) Courses Taken at Another Institution

After a transfer student is admitted to Eastern, all prior academic work is evaluated by the Office of Admissions and the results are forwarded to the student. Transfer applicants without associate degrees will receive credit in transfer for grades of "C-" or better in courses applicable to degree programs at Eastern. A copy of the catalog from all previous colleges attended, appropriately marked to indicate courses completed and courses in progress, may be required to evaluate transfer credits. Transfer credits are not calculated in a student's cumulative grade point average at Eastern. All questions concerning transfer of credit should be referred to the Office of Admissions.

University Writing Requirements

After writing an initial placement essay, students entering Eastern with fewer than 75 transfer credits must complete the following requirements:

Stage 1. ENG 100, College Writing (3 credits), *or* ENG 100P, College Writing Plus (5 credits). Your placement essay will determine which of these courses you need to take.

Stage 2. After you pass ENG 100 or ENG 100P, you are required to demonstrate your continuing competency in writing (WRT 050 on your transcript) in one of three ways:

- a. Submitting a portfolio of papers written for 200- or 300-level courses
- b. Passing the Writing Competency exam
- c. Passing ENG 200, ENG 203, HIS 200, or HON 200 with a “B” or better, or receiving “WRT 050” credit in BIO 221 or BIO 234

More details about these options are available in the English Department office, WH 225.

Passing Stage 2 is a pre-requisite for Stage 3.

Stage 3. A Writing-Intensive Course in Your Major (recorded on your transcript as WRT 075)

The final writing requirement for graduation is a 300- or 400-level writing-intensive course designated for your major. To learn which courses are designated for your major, check the list in the registration booklet each semester.

Spring 2001