

Academic Regulations and Procedures

All rules are subject to change in accordance with existing and hereafter adopted university policies. Official changes will be clearly stated in university policy documents.

Notations may indicate when specific regulations became or will become effective. If there is no notation, regulations are now fully in effect.

New in 2004-2006 Catalogue

A revised Grade Appeal policy has streamlined that process.

Our new student information system has changed the ID number and how students access individual information.

Catalogue Commitments

The catalogue which is in effect when a student first enters the university (as an admitted degree student) is generally the one that will govern that student's course and program requirements. However, circumstances may occur that require modification of this principle.

Changes may occur in the requirements for academic programs or regulations. Whenever possible, such changes will be phased in, with the class affected and year when the changes first apply being stated. If a formerly required course or courses should no longer be offered, substitutions will be considered in individual program planning; the institution will attempt to respond flexibly in such cases. In the rare event of an academic program being phased out, those in the program will be given a reasonable amount of time to complete the requirements. Neither transfers in nor new admissions will occur.

For students who return after a period of withdrawal or dismissal (in other words, who do not maintain continuous registration or who leave without a granted leave of absence), the governing catalogue will become that which is in effect when they are re-admitted. Individual requests to be allowed to revert to the earlier catalogue will be reviewed by the dean of the student's college.

Students may wish to change their majors a year or more after they join the university. Such students may be refused the option of using the version of the major that was

listed in a former catalogue, being instead subject to requirements of a newer version. Students who entered under one governing catalogue may prefer the requirements in a subsequent catalogue. They may request permission to have that newer catalogue apply to them; in such cases, however, they shall then adopt *all* requirements from the newer catalogue. Ten years is deemed sufficient time for a part-time student, in continuous registration, to complete a degree. If a student takes more time than this, the university will reserve the right to impose the requirements of a later catalogue. Because each edition of the *General Catalogue* may not be prepared significantly in advance of its distribution and the *Catalogue* is not re-edited every year, changes may go into effect before the next edition is printed. Such changes will be clearly stated in university policy documents.

Issues concerning the catalogue that governs for individual students are resolved at the level of the college dean.

Maintenance of University Records

The Office of the University Registrar maintains the official educational records of all graduate and undergraduate students.

The Registrar's Office also conducts registration, arranges schedules, enforces certain academic regulations, and issues official transcripts from the university. Petitions to receive credit toward one's university degree for courses which have been taken elsewhere must be filed with the Registrar. The Registrar also certifies enrollment to the Social Security Administration, the Veterans Administration, insurance companies, banks, guaranteed student loan agencies, and other agencies including higher education loan agencies.

Confidentiality of Records (FERPA)

The university policy on the confidentiality of records is consistent with the requirements of the Family Education Rights and Privacy Act of 1975 (FERPA).

The policy is designed

- to protect the privacy of educational records,
- to establish the right of students to inspect and review their educational records, and
- to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings.

Students also have the right to file complaints with the Family Policy Compliance Office, U.S. Department of Education, Washington, DC 20202-4605 concerning alleged failures by the university to comply with the Act.

Directory Information

The university is allowed to disclose certain basic information about students without their assent, and is in fact required to do so by state statutes. Such disclosable information is called "Directory Information."

The university has designated the following categories of student information as directory information: student's name, local and permanent addresses, campus electronic mail addresses, most-recently attended previous school or college, major field of study, dates of attendance, home town where applicable, membership in university curricular and extra-curricular organizations, weight/height of members of athletic teams, and degrees and awards received. Currently enrolled students may withhold disclosure of the above categories of information by submitting written requests to the Enrollment Services Center. Once a non-disclosure request has been filed, it will remain in effect until further notification from the student. The university assumes that absence of a student's request to withhold public information indicates individual approval of disclosure.

Once a nondisclosure request has been filed, it will remain in effect until further notification from the student. This applies both before and after graduation. We wish to alert students to possible negative consequences of withholding disclosure of directory information; an example might be a company asking for a current address to contact you to offer you a job.

UMass Dartmouth makes its current Directory available not only to students but to members of the general public, including political groups, public or private agencies, and advertisers; however, phone numbers are not included. The full directory is offered as a whole in printed form (computer print-out), for a fee that recovers our expenses. It is not offered electronically or sorted by special categories.

Access to Individual Educational Records

FERPA restricts significantly the right of others to view a student's educational records. The following are categories of individuals who by federal law and the

procedures established for UMass Dartmouth may view or receive a student's educational records:

1
The student him or herself (except materials to which the student has waived the right of access, such as confidential letters of recommendation).

2
Persons whom the student authorizes by name in a written, signed statement that names the records to be released. In addition to special circumstances, this rule covers requests to send transcript copies to others, such as employers or other educational institutions. Such disclosure may also be incorporated within signed agreements to participate in any activity or program—for example, receiving a scholarship.

3
Individuals who are "officials" of the campus and university and who have a "legitimate educational interest" in the record or a "need to know" information in the record.

At UMass Dartmouth, "officials" includes —

- Persons employed or contracted by UMass Dartmouth in an administrative, supervisory, teaching, research, or support staff position (in some cases including students hired as support staff);
- Officers of the UMass central administration;
- or**
- Students or others serving on committees where legitimate "need to know" exists (examples are persons serving on a committee that recommends award of scholarships or serving on the board of an honor society).

Such officials have a "legitimate educational interest" or "need to know" if performing a task that includes **each** of the following —

- It falls within the context of their assigned institutional duties or responsibilities;
- It relates to the functioning of the office, position, or committee involved;
- It relates to the education or the disciplining of the student; **and**
- It is consistent with the purposes for which the information is kept.

4

Parents who have established that the student is a dependent on their most recent federal income tax return, and then only in individual cases by special request. Otherwise parents have no right of access to their daughter's or son's educational records.

5
Persons or organizations providing financial aid to students or determining those aid awards, as necessary to determine eligibility, amounts, or conditions of an award or to enforce its terms and conditions.

6
Persons in compliance with a judicial order or lawful subpoena. The university will make a reasonable attempt to notify the student in advance of such release of information. In the case of a Federal Grand Jury subpoena, notification is not given.

7
Appropriate parties in an emergency if the knowledge or information is necessary to protect the health or safety of the student or others.

8
Officials of another school in which a student seeks or intends to enroll, upon request and with appropriate documentation.

9
Certain officials of the U. S. Department of Education, the Comptroller General, and state educational authorities, in connection with certain state or federally supported education programs.

10. State and local officials or authorities to whom such information is specifically required to be reported;

11
Organizations conducting certain studies for or on behalf of the university.

12
Accrediting organizations to carry out their functions.

13
An alleged victim of any crime of violence, of the final results of any institutional disciplinary proceeding against the alleged perpetrator of that crime with respect to that crime.

14
Post-secondary institutions may disclose the final results of any disciplinary proceeding for a crime of violence or non-forcible sex offense to anyone if the institution determines that the student committed a violation of its rules with respect to the crime.

15
Post-secondary institutions may disclose to a parent or legal guardian, information regarding a student's violation of any law or

institutional rule or policy governing the use or possession of alcohol or a controlled substance if the student is under the age of 21 and the institution has determined that the student has committed a disciplinary violation.

Persons authorized to view or retain a student's educational records, as above, may in no case transmit, share, or disclose the information to any third party. All third-party requests for information should be addressed to the Office of the University Registrar.

A complete copy of the university's procedures and policies regarding the Family Educational Rights and Privacy Act is available for inspection at the Office of the University Registrar. The complete statement gives additional details and categories and also defines what records are deemed to be "educational records" in this context. Notification of these policies is distributed in print each year to our active students through semester *Course Listings* booklets.

Access to One's Educational Records

Students may inspect and review their educational records upon request to the Office of University Records. The student should submit a written request which identifies as precisely as possible the record or records he or she wishes to inspect.

The Office of University Records will make the needed arrangements for access as promptly as possible and notify the student of the time and place where the records may be inspected. Access must be given in 45 days or less from the receipt of the request. When a record contains information about more than one student, the student may inspect and review only the portion of the records which relate to him/her.

Requests for Transcripts

Transcripts may be obtained through the University Enrollment Center or from the Registrar's Office. Both official and unofficial copies are available. Degree students pay a one-time transcript fee; transcripts are provided to them, and to all others, at no cost both now and for the future. Requests for transcripts must be made in person, in writing, or by FAX, because the student's signature is required as a release. The Registrar will enforce policies to see that transcript requests are reasonable.

Undergraduate Degree Requirements

Student ID/UMass Pass Card

Students, faculty, and staff are required to have a UMass Dartmouth identification card to access various university services and functions. A fee is charged for replacement cards. Further information is available in the "UMass Pass" section of the chapter on The Campus Experience.

Student ID/Social Security Number

Beginning in fall 2005, the university issues a special student identification number for use in campus transactions; the social security number will not be used in such transactions. It remains a requirement that all students submit their social security numbers (except international students who lack them), as a federal requirement; this number is used in tax reporting and in some financial aid and hiring situations. The university will respect and protect students' privacy and their social security numbers.

Change of Student Information

Students should notify the University Enrollment Center or Registrar's Office of any change in their student information, such as a change of name or address. A form is made available, and we anticipate being able to input such corrections via the Web. Current and accurate information is important, and for some purposes mandatory (for example, for international students to retain visa status).

To earn a UMass Dartmouth undergraduate degree, a student must meet the following UMass Dartmouth requirements:

1 Be admitted to degree status as a UMass Dartmouth undergraduate student

UMass Dartmouth offers the undergraduate degrees of Bachelor of Arts, Bachelor of Fine Arts, and Bachelor of Science. (See the *Graduate Catalogue* for graduate offerings.) Each degree requires being accepted into and fulfilling the requirements of a major. Students are admitted to degree status through the Office of Admissions or through the official degree admission procedures of the Division of Continuing Education. Non-degree students, sometimes called "special students," are not eligible for a UMass Dartmouth degree.

2 Meet the residency requirement of UMass Dartmouth

At least 45 credits of work must be completed at UMass Dartmouth. However, no more than 60 credits can be credited toward the degree from any combination of postsecondary 2-year institutions, advanced placement, or CLEP credits. Credits that may be

applied to the degree include advanced placement, CLEP credits, and transfer credits.

At least 30 credits of advanced and specialized courses must be completed (UMass Dartmouth courses numbered 300 or higher, excluding courses numbered 900—Contract Learning).

It is expected that students will earn most of their advanced and specialized course credits at UMass Dartmouth. Students may be granted permission by the appropriate chairperson and college dean to earn some of these requirements at another institution, so long as UMass Dartmouth major and minor requirements are met to their satisfaction thereby.

3 Satisfy the general education requirements of UMass Dartmouth

This category refers to a series of requirements that all UMass Dartmouth students must meet, beginning with students entering in fall 1998. They are stated later in this catalogue section. Those entering previously do not need to meet a general education requirement (unless returning in fall 1998 or beyond after a lapse from active student status—see "Catalogue Commitments" section, above).

4 Satisfy the distribution requirements of the college and the academic major

UMass Dartmouth requires students to complete distribution requirements according to the degree sought and the program and College. These distribution requirements vary among colleges and majors and with year of graduation. They are described in the college and department chapters of this catalogue. Distribution requirements ensure breadth of studies beyond limits of the academic major.

5 Complete a UMass Dartmouth academic major

In order to graduate from UMass Dartmouth, a student must successfully meet all requirements for a specified major within a recognized department, or an approved inter-departmental



major. Specific requirements for each major are included in each department's section of this catalogue. A UMass Dartmouth major must consist of at least 30 credits in appropriate courses carrying departmental approval; some majors require additional credits. Most majors require a seminar equivalent or special individual project. Such a project may be incorporated in a specific course or carry separate credit.

While some programs require approval of a major early in a student's college career, all UMass Dartmouth students shall be required to request a major no later than the registration period for the fall semester of the junior year. Formal request shall be made to the appropriate chairperson, or as the case may require (e.g., multidisciplinary studies), the program coordinator.

Students whose overall grade point average is above the dismissal grade point average shall be allowed to request a major. (However, most majors require a minimum GPA of 2.0 or higher.) Students whose overall grade point average is below the dismissal grade point average shall be candidates for dismissal.

By being accepted into and fulfilling the requirements of two majors, a student may graduate with one degree and a dual major, or two degrees.

Students admitted to a major may remain in it until graduation, until they shift to another major, or unless they are dismissed from the major because they did not meet a requirement for progression. Requirements for progression in each major are stated in the appropriate sections of the General Catalogue. Such requirements may include (but are not limited to) the following: maintenance of a minimal GPA in all courses or in all major courses; satisfaction of requirements for progress in completing major courses; the passing of one or more mid-program reviews; the meeting of stated requirements for professional practice. Dismissals from a major are recommended by the department to the college dean.

6 Have a grade point average of at least 2.000 in all courses taken in the major

All work required in the student's major field of concentration must be satisfactorily completed. The cumulative grade point average for courses taken in the major shall be set by the department at not less than 2.000.

7 Have at least 30 course credits in advanced and specialized courses

At least 30 course credits in advanced and specialized courses—courses numbered 300 or higher, excluding courses numbered 900 (contract learning)—must be satisfactorily completed at or under the sponsorship of UMass Dartmouth.

8 Have a cumulative grade point average of at least 2.000

A cumulative grade point average of not less than 2.000 for all credits submitted for the degree must be attained.

9 Complete 120 credits of courses (minimum—some programs require a higher number of credits for the degree)

The requirement to complete 120 credits of courses is a minimum. Some programs require a higher number of credits for the degree.

Department or College Requirements

Academic requirements more restrictive than or in addition to UMass Dartmouth requirements may be established for any major or program.

Other Program Options

In addition to pursuing an academic major, many students will also work towards a certain goal, such as preparation for teaching, entrance to law school or medical school, or certification in a certain area of studies. Such options are described in other places in this catalogue. In addition, students may pursue a double major or a minor. A growing list of departments are facilitating access to a master's degree through a combined bachelor's/master's program.

Double Majors

By being accepted into and fulfilling the requirements of two majors, a student may graduate with one degree and two majors, or two degrees. Both majors are deemed to be of equal importance, and students must fulfil all requirements for both degrees. When the choice of two majors would result in the award of two degrees, for example, a BS and a BA, requirements for both must be met not only in major course work but in distribution requirements, general education requirements, and a language requirement if applicable. Students requesting special considerations regarding requirements beyond those of the specific major, such as in general education, need to receive approval from officials of the departments/colleges of both majors. If a student who is pursuing a double major decides to graduate before completing requirements of both majors, s/he will be subject to the requirements for Readmission to Complete a Second Bachelor's Degree covered later in this section; recently, hardship waivers to this rule have been permitted by the college dean or deans concerned.

Combined Bachelor's/Master's Programs

Academic departments may adopt formally a combined bachelor's/master's option allowing well-qualified undergraduates to move directly to master's level study in the same department. The policy permits curricular designs allowing up to 15 credits of coursework to count for both the bachelor's and master's level, thus reducing the total credits required to earn both degrees.

Academic Minors

Qualified students may complete an academic minor. Approved minors consist of at least 18 credits, of which 9 must be at the upper division level. The university's minimum requirement for access to a minor is that the student must be a degree candidate who has earned at least 54 credits, with a cumulative grade point average of 2.000 and with a 2.500 grade point average in the major. A department offering a minor may establish other requirements beyond these minima. The same course may count both for a minor and for distribution or general education requirement, but not also as a major requirement.

Specific minor-program requirements are stated in the program sections of this catalogue. Successful completion of a minor will be so noted on the student's transcript.

General Education Requirement

	General Education Area	Code	Qualifiers
<p>The current General Education program was initiated in Fall 1998, with a phase-in process between that date and fall 2000.</p> <p>To qualify for graduation, students must meet the General Education Requirement by means of an appropriate selection of courses. The table to the right summarizes the requirements.</p>	Cultural & Artistic Literacy	C	All regular courses from the departments of history, philosophy, foreign language, and English (literature and creative writing courses only); and from the College of Visual and Performing Arts. No more than 6 credits from the same department
	9 credits		
<p>Goal of General Education</p> <p>The goal of UMass Dartmouth's General Education program is to educate students to be not only proficient in their areas of specialty, but also</p> <ul style="list-style-type: none"> to have a working understanding of the connections between disciplines; to appreciate and respect the differences among ourselves; to be ethical, culturally-aware, and socially-responsible citizens; to be quantitative and rational thinkers; and to be effective and creative communicators. 	Ethics & Social Responsibility	E	A course which has at least 12 instructional hours in values and social responsibility, from the approved list OR A departmental major or college requirement (course or sequence of courses) which has at least 12 instructional hours in values and social responsibility, as approved for that unit
	3 credits		
<p>Information about General Education</p> <p>The <i>approved lists of general education courses and categories</i> are made available every semester in the published <i>Course Listings</i> booklets that give the schedule of classes.</p> <p>The code symbols from the chart in the next column are also shown in the course descriptions of the <i>General Catalogue</i> to identify all courses that have received "permanent designation" as counting for one or more of the general education areas.</p> <p>A few courses apply toward a category of general education only in certain years or depending on the instructor assigned to teach them; these courses, which receive "contingent designation," are identified only in the <i>Course Listings</i> booklets.</p> <p>The General Education Committee is actively at work helping the campus community to implement these requirements and approving additional general education course requirements.</p>	Global Awareness & Diversity	G	A three-credit course in global awareness, from the approved list;
	6 credits	AND	D
<p>Information & Computer Literacy</p> <p>6 credits</p> <p>(Advanced, Tier 2)</p>	Tier 1		English 101 and 102, incorporating computer-based assignments and library instruction
		AND	I
<p>Mathematics, Natural Science, and Technology</p> <p>9 credits</p>		M	A three-credit course from the department of mathematics (non-remedial)
		AND	S
<p>Written & Oral Communications Skills</p> <p>9 credits</p>	Tier 1		English 101 and 102 AND
	(Advanced, Tier 2)	W	Three credits in a writing-intensive course from the approved list. The curriculum is to be designed so students complete this course before the student's senior year. AND
		O	At least two formal oral presentations in one or more courses designated by the student's major department and approved for that unit (Tier 2 oral communications)

General Education Requirements

Code letters are used in the Course Catalogue to identify general education areas each course is approved for.

Area C	Area E	Area G		Area I		Area S			Area O	
Cultural and Artistic Literacy	Ethics and Social Responsibility	Global Awareness	Diversity	Information and Computer Literacy		Mathematics	Natural Science and Technology	Writing Skills		Code O
				Basic requirement	Advanced major course(s)			Code W	Code O	
Code C	Code E	Code G	Code D	—	Code I	Code M	Code S	—	Code W	Code O
9 credits	unspecified	3 credits	3 credits	6 credits	unspecified	3 credits	6 credits	(6 credits)	3 credits	unspecified
<i>Courses from:</i> College of — Visual/Perf. Arts Depts. of — For. Lit. and Lang. History Philosophy Portuguese English — only literature and creative writing <i>Other courses from:</i> approved list No more than 6 credits may be from one dept.	Depts. may specify course or sequence or utilize approved list <i>Consult dept.-specific lists for your major, and approved list</i>	<i>Courses from:</i> Approved list	<i>Courses from:</i> Approved list	ENL 101 ENL 102 Both include computer-based assignments and instruction Also satisfies Area W, Tier 1 requirement	Depts. will specify course or sequence <i>Consult dept.-specific lists for your major</i>	<i>Courses from:</i> Dept. of Mathematics only	<i>Courses from:</i> Depts. of Biology Chemistry Civil Engr. Computer Sci. Electr. Engr. Genrl. Engr. Med. Lab. Sci. Mech. Engr. Physics <i>Other courses from:</i> approved list	ENL 101 ENL 102 Also satisfies Area I, Tier 1 requirement	Depts. may specify course or utilize approved list <i>Consult dept.-specific lists for your major, and approved list</i> Note: this requirement is to be met before the student's senior year.	Depts. will specify course or sequence <i>Consult dept.-specific lists for your major</i>

Courses excluded: experiential learning/internship; independent study/research; directed study; developmental/remedial; graduate; and courses taken Pass/Fail.

Gen Ed and Transfer Credit

Course equivalencies are determined in the transfer credit approval process. If a course from elsewhere is found equivalent to a UMass Dartmouth course or category of courses that satisfies a general ed requirement, the transferred-in course will satisfy that same requirement. For courses that do not have exact equivalency to a UMass Dartmouth course, those who make transfer credit decisions have discretion to make judgments that another school's course meets one or more of our general education requirements.

Relation to Other UMass Dartmouth Requirements

General Education course requirements take their place beside other requirements, as outlined in the section on Undergraduate Degree Requirements, rather than replacing any other graduation requirements. Students are alerted especially that the general education requirements and the distribution requirements for their major and college are not necessarily the same; *both* sets of requirements must be satisfied.

However, any courses used in satisfying a general education requirement may also be used to satisfy other kinds of requirements.

That is, Gen Ed is an "overlay" requirement, not a separate requirement.

For example, some courses used for general education will often also meet requirements for the major. Other general education courses may meet the "distribution requirements" established by the colleges of the student's major.

Can One Gen Ed Course Satisfy More Than One Gen Ed Requirement?

In the case of *content* courses (that is, courses that satisfy a C, D, G, M, S, or E requirement) that can satisfy different General Education content requirements, a student can use such a course only to satisfy *one* such requirement. For example, if a course is listed as satisfying both the Global Awareness and Diversity requirements, a student can use it to satisfy only one of those requirements.

When a general education content course

has also embedded within it a unit or attribute that satisfies a *skills* area requirement (that is, when a C, D, G, M, S, or E course is also identified as I Tier 2, W Tier 2, or O), it may be used to satisfy or contribute toward satisfying *both* one content requirement and the skills requirement. Similarly, a single course may be identified as satisfying more than one skills attribute.

Lists of Courses that Meet General Education Requirements

Courses that meet these requirements are coded in the departmental course listings of this catalogue. The complete list is also shown in each semester's *Course Listings* schedule booklet.

Academic Advising at UMass Dartmouth

Roles of the Academic Advisor

UMass Dartmouth's faculty take their obligation to advise students seriously. Students consult their advisors for assistance in —

- forming their academic goals and career objectives
- establishing an overall plan for their program of study
- understanding and meeting degree requirements, requirements in the specific academic program or major, distribution requirements and college requirements, and general education requirements
- understanding academic regulations and procedures
- monitoring their progress toward completion of their degree
- identifying campus services appropriate to their needs
- planning for any special programs like an experiential learning experience or study abroad
- responding to academic difficulties.

Students must see their advisor before they register each semester. In this contact, the advisor should review the student's academic progress, review the student's career plans, and assist the student in selecting the next semester's courses. To approve the student's course selections the advisor must sign an advising card or release permission for the student to register by Web; many advisors register students directly from their offices.

Students may see their advisor at other times. The advisor can call a conference with the student at any time, with reasonable notice. The first stop for students who receive notice of academic warning or probation should be the office of their advisor (see below, the section on "Academic Sanctions").

The Academic Advising System at UMass Dartmouth

Every degree candidate has an assigned individual faculty member who serves as his or her academic advisor.

The student's major program determines the assignment of the faculty academic advisor. The academic department assigns each

student to an academic advisor, except in certain special cases noted here —

- Students who have selected Liberal Arts as their initial program receive academic advising in the Academic Advising Center.
- Freshman students in certain majors—like Business—may receive academic advising from faculty selected from their college, located in the Academic Advising Center.
- Freshman students in the studio arts receive academic advising through a special orientation course and program provided in their College.
- Students pursuing their degree in the Division of Continuing Education receive academic assistance from qualified staff members, who provide a link between each student and the academic department of their major.

New students, be they incoming freshmen or transfer students, will meet their advisors at the New Student Orientation program.

In many academic majors, the student retains the same academic advisor throughout the program. In others, students change their advisor as they progress in their degree program.

In certain circumstances, a student will work with an advisor in addition to her or his main advisor—for example, if pursuing an academic minor; a special program such as teacher preparation, pre-medical, or pre-law; or cooperative education. When a student has a double major, s/he will have a different advisor assigned for each major.

Students have an obligation to know who their advisor is and to contact that advisor when required or when needing assistance. At the same time, academic departments have an obligation to post faculty advising assignments for each major student in the department, in the department office and in the electronic student information system. All members of the faculty must have scheduled conference hours posted on their office doors and are expected to be available during those hours to advisees; in addition, students may schedule appointments with their advisors at other times.

Because the department chairperson, not the advisor, must approve each student for graduation, the department chairperson or designee should review the record of each major in the department at the point of

completing 90 credits, or three-quarters of the requirements for the degree. The department chairperson or designee is responsible to inform the student of requirements that remain unfilled.

As partners with their faculty advisors in the advising relationship, students have the final responsibility to understand the requirements for their majors and degrees and the policies of the university. Each student is given a copy of the General Catalogue in effect for the year of their entrance to degree study.

Students needing assistance with the advising system should go either to the office of the Chairperson of the department of their major or to the university's Academic Advising Center. A current list of academic department locations and phone numbers is published annually in the Student Handbook, which is given to every student each year. The Academic Advising Center, described above in the chapter on Campus Services and Support, will consult with any student on a walk-in basis and provides special guidance to those considering changing their major.

The Dean of each College has ultimate responsibility for the academic advising system for the students in the programs in his or her College.

Statement of Final Responsibility

Although faculty advisors and many others seek to guide and assist each student, it is the student—not the faculty advisor, department chairperson, or other university official—who is ultimately responsible for seeing that his or her program fulfills degree requirements.

Academic Advising Goals and Emphases

The Faculty Senate has adopted the following "Academic Advising Policy Statement" to encourage faculty in the philosophy and practice of developmental advising.*

The functions of academic advising at UMass Dartmouth include:

- 1** Assisting students in self-understanding and self-acceptance (value clarification, understanding abilities, interests and limitations).
- 2** Assisting students in their consideration of life goals by relating interests, skills, abilities, and values to careers, the world of work, and the nature and purpose of higher education.
- 3** Assisting students in developing an educa-

Academic Regulations

UMass Dartmouth Courses

tional plan consistent with life goals and objectives (alternative course action, alternate career considerations, and selections of courses).

4 Assisting students in developing decision-making skills.

5 Providing accurate information about institutional policies, procedures, resources, and programs.

6 Making referrals to other institutional or community support services.

7 Assisting students in evaluation or reevaluation of progress toward established goals and educational plans.

8 Providing information about students to the institution, colleges and/or academic departments.

9 Facilitating the students' successful attainment of educational and career goals.

10 Facilitating the students' achievement of GPAs consistent with their abilities.

11 Making students aware of the wide range of services and educational opportunities that may be pertinent to their educational objectives.

12 Assisting students in exploring the possible short-and-long range of consequences of their choices.

13 Assisting students in choosing educational and career objectives commensurate with their interests and abilities.

* Adopted from the National Academic Advising Association.

Advising for Non-Degree Students or Prospective Students

Students who wish just to take a course or courses without being in degree status may receive assistance at the Academic Advising Center.

Such individuals may study at the university in non-degree special student status. The faculty advisors in the Academic Advising Center welcome contacts from such students and assist them in formulating their goals of study.

Students considering admission to degree study, either full or part time, should contact the Office of Undergraduate Admissions.

Role of the Deans of the Five Colleges

Students may consult the office of the Dean of their College for information or inquiries about the departmental programs or academic requirements, regulations, and processes. A role of the Deans is to approve special academic petitions and requests or to waive an academic regulation, due to hardship or special conditions. Another role is to give assistance with any student's concerns, or to handle complaints and special appeals. The Director of the School of Marine Sciences and Technology undertakes these roles for students in that School.

How do Students Access their Academic Information?

By policy, UMass Dartmouth communicates with students only by campus electronic mail and the student information Web interface.

We issue every student a personal identification code permitting access to the Web interface. There, students may check their previous term's grades, registration status, current courses, billing status, and official transcript. An increasing list of transactions may be conducted over the Web interface, like changing student information, verifying enrollment status, registering for the next term, and ordering transcript copies.

Statement on Outside Work

The University of Massachusetts Dartmouth is committed to delivering the highest quality education to all of its students. In this context, we believe that for each credit, students should expect at least three hours of related academic work outside of class. While the campus is appreciative of the necessity of students having outside employment, full-time students should think carefully about the number of hours they spend in outside employment. Faculty members offer students a workload that challenges students to get the most out of their educational experience. Each student at the University registered for 15 credits should expect at least 60 hours of academic work per week.

Course Credits

Courses are the basic units of teaching at UMass Dartmouth. A course is a segment of an academic or professional field which provides insight and understanding of those topics, skills, and approaches to knowledge which are determined by the University to be important to students' educational development, personal growth, and/or career preparation.

Each course at UMass Dartmouth carries the number of credit hours specified in the course description. Lecture/discussion courses ordinarily meet three hours per week in each semester. There is, however, a wide range of hour and credit arrangements. Consult the chapter on "Other Learning Opportunities" for further variations.

Course Load

Full-time load: An undergraduate student is deemed to be in full-time status during a semester if carrying 12 or more credits. A graduating senior in the final semester may be considered full time with fewer credits, thus maintaining financial aid status. Some financial aid programs may be reduced if enrollment is for fewer than 12 credits. Please confirm awards with the Financial Aid Services Office.

Maximum load: Undergraduate degree candidates who wish to register for more than 18 credits in a semester must obtain approval of the appropriate dean. A student may accumulate a maximum of 30 credits in excess of degree requirements.

Course Level and Number System

Courses are listed by number and title. Courses are numbered according to the following system:

100-level—introductory courses

200-level—intermediate courses

300/400-level—advanced and specialized courses normally requiring prerequisites; including seminars, honors, practica, theses, and independent study

500/600/700-level—graduate courses. Open to undergraduates only with permission. Some programs prohibit undergraduates from registering in 500/600-level courses.

Courses may be offered that do not give

Student Enrollment Status

credit toward graduation but count in calculating a student's load ("administrative credit"). Usually, these courses are numbered 100 or lower (e.g., Math 100).

Repeating of Courses

Students may repeat individual courses once, but only if space is available and with the written consent of their department chairperson and their advisor. Students who wish to take the same course a third or subsequent time may be permitted to do so only after obtaining written permission from the instructor, from the academic advisor, and from the chairperson. It is the student's responsibility to follow this procedure since instructors may remove names of students from the class roster who have not received permission to attend the class.

Only the appropriate UMass Dartmouth course may be used; no course taken at another institution can replace a UMass Dartmouth course's grade. Only the most recently earned course grade (whether higher or lower) shall enter into calculation of the cumulative grade point average. However, all courses attempted by a student will be part of the permanent record.

Transfer of Credit from Other Institutions

The detailed practices in transfer of credit by incoming students are stated above, in the chapter on Admission to the University, in the section called "Advanced Standing through Transfer Credits."

A current UMass Dartmouth student who wishes to enroll in courses in another university or college for transfer credit to UMass Dartmouth should have such courses approved in advance by the appropriate department chairperson and college dean in order to insure the transferability of such credits. A form is available for this purpose, and assistance may be sought at the Academic Advisement Center.

On completion of the courses, an official transcript should be forwarded to the UMass Dartmouth Registrar. A C- grade is the minimum acceptable grade for receiving undergraduate transfer credit at UMass Dartmouth. Transfer coursework for which credit is given will be recorded on the student's permanent record card without a grade designation. It will not be calculated in the student's grade point average.

Certain courses completed at another institution are, by prior arrangement, deemed to count as UMass Dartmouth credit. Examples include courses taken in Study Abroad, in formal Exchange status, and in special arrangements whereby another institution's courses are identified as receiving UMass Dartmouth credit (for example, if taken within a formal joint program between or among UMass campuses). Grades earned in such courses are displayed on the UMass Dartmouth transcript and affect the student's grade point average.

Registration

Registration is the process by which students enroll in courses each semester. Returning students are responsible for registering during the established registration period. New and transfer students and re-admitted students register according to the most recent instruction from the Office of the University Registrar. Registration will not be considered effective until all financial obligations to UMass Dartmouth are met.

Add/Drop

Up to the end of the first week (five class days) of the semester, a student may officially Add courses or Drop courses without record. In the case of courses that meet only once a week, the Add/Drop period shall be two weeks. No one shall enroll for Experiential Learning, Independent Study, and Honors Thesis credits after the second week (ten class days) of the semester without the permission of the appropriate dean or a designee.

Withdrawal from Courses

Students may withdraw from a course only through the end of the tenth week of classes of the semester. A grade of W will be recorded. Grades of W do not affect a student's GPA.

More than 24 credits of W makes the student subject to dismissal from the University through the action of the Dean of the student's College. The Dean will take mitigating factors like illness into consideration.

A student who withdraws from *all* courses shall be deemed to have withdrawn from the university.

Class Attendance

There is no University-wide attendance policy. Students are expected to be present at all scheduled activities related to courses in which they are enrolled and are responsible for the course work and assignments missed during any absences. They must take the initiative in making up any work missed and finding out about any assignments made during their absence. Extended absences for medical or personal reasons should be reported to the Office of the Dean of Students.

Individual faculty members are responsible for informing students of the attendance rules for each class and the penalties for violating them. Faculty members are solely responsible for the enforcement of these

rules.

A class session is considered canceled if the instructor does not report within ten minutes from the beginning of the class period.

Absence for Religious Observance

Students have the right to make up examinations, study, or work requirements that they miss because of absence from class for religious observance, but they also have an obligation to inform the course instructor as to the days on which they will be absent for religious reasons. Students should inform the course instructor in writing of the days they will be absent as early as possible in the semester and always prior to the day(s) the student will be absent for religious reasons.

If they feel that it is important for course planning, instructors have the right to require students to provide a written list of days they will be absent for religious observance within one full week after the students' enrollment in the course, provided the instructor lists this requirement and corresponding deadline on the course outline or other handout.

In the event of a dispute about religious observance between a faculty member and a student, the chairperson of the department in which the course is taught shall be responsible for its amicable resolution. If the dispute cannot be resolved at this level, the issue will be referred to the dean of the college in which the course is taught.

For convenience, a listing of major days of religious observance is given at the end of this chapter.

Change of Major or College

Students requesting a change of major will be expected to meet entrance requirements of the new major. Access to majors may be limited.

Requests for change of academic major or college must be approved by the department chairpersons involved and the dean of the college to which the student is transferring. The change of major form is obtained in the Registrar's Office and the Academic Advising Center.

Study Away/Study Abroad Status

Students who undertake formal study experiences such as study abroad, internships, clinicals, or cooperative education

placements at a different institution or off-campus setting may retain enrolled status at UMass Dartmouth and, in some cases, be eligible to receive UMass Dartmouth financial aid. Such study must be under the sponsorship of UMass Dartmouth, be an approved element in the student's degree program, and receive approval from the department, dean, and Academic Advising Center, which serves as the contact-point for requesting this status. Amounts and types of aid may vary depending on the type of program, length of study, and program costs.

Leave of Absence

A student may request of the appropriate college dean a leave of absence for a period no longer than two calendar years. Students on leave of absence may return within the stipulated period by writing to the college dean and Registrar's Office at least four weeks prior to the first day of classes in the semester of return. The college dean may specify an earlier notification deadline in limited enrollment programs. Students on leaves of absence who exceed their stipulated time on leave will be considered to have withdrawn and so will be subject to the re-admission procedures, below.

Students on leave are not considered enrolled.

Re-admission After Interruption of Study

Former students may request re-admission to continue undergraduate work, after an absence longer than that covered by an approved leave of absence or after an absence for which they did not obtain an approved leave. Re-admission requests are submitted to the Registrar, who forwards the request to the dean of the college of the student's major. A fee is charged to each applicant for re-admission.

An individual's re-admission is not automatic; some re-admission requests are denied. The individual is evaluated for academic progress and for availability of space in the major program and must receive Bursar's clearance. Applicants who wish to be re-admitted in a different major or who were not making satisfactory progress when they withdrew receive a special scrutiny at the departmental and dean's level. "Satisfactory progress" in the phrase above refers to students who were neither dismissed from the university for academic reasons nor on academic

probation at the time of withdrawal.

Grades Amnesty Policy

Grades Amnesty can be described as a means of conferring on our own students the benefits that transfer students receive. Grades Amnesty is intended to permit the readmission of formerly unsuccessful students who present evidence of motivation and ability to succeed if readmitted to the university. When such a student requests readmission, s/he declares an intention to invoke the amnesty policy. In addition to permitting readmission when a student's prior performance might not merit it, Grades Amnesty allows previous poor grades to be removed from the cumulative grade point average later, if certain conditions are met.

Students interested in readmission under this policy must first contact the Academic Advising Center to begin the process. Grades Amnesty is invoked at the time of readmission and approved by the readmitted student's advisor, chairperson, and dean. With the advisor's assistance, the student must set academic goals carefully not only ultimately to achieve grades amnesty but to avoid or minimize probation and prevent future academic dismissal.

Requirements for a student to be considered for readmission under Grades Amnesty, and conditions for initial semesters:

- The student must have been matriculated in an undergraduate degree program at UMass Dartmouth or a predecessor institution.
- The student must have left the university at least 5 years previously with a cumulative grade point average below 2.500.
- The student must present evidence of motivation and ability to succeed if readmitted to the university; for example, the student could show good grades earned in some subsequent college courses.
- The student will be subject to graduation requirements in effect at the time of readmission.
- Once a student has accepted readmission under Grades Amnesty, s/he may not reverse that decision and is subject to its conditions.
- With two exceptions, all the usual Probation and Dismissal rules will apply to the readmitted Grades Amnesty student. Exception (1): Academic dismissal will not occur after the

Major Days of Religious Observance 2005-2006

University policy and Massachusetts state law require faculty to offer makeup assignments or exams to students who are absent for religious observance. As an aid to curriculum planning, the following list of major religious observances is made available by the Office of the Provost. Faculty, staff, and students are advised that the list is not exhaustive of observances of any religion. Jewish, Baha'i, and some Islamic religious observances begin at sundown of the previous day. Students planning to be absent from classes due to religious observance must notify their instructors at least one week in advance, and otherwise follow the policy stated earlier in this chapter.

Observance/Religion

Fall 2005	Spring 2006	Summer 2006
Rosh Hashanah (Jewish New Year)/J October 4-5 (Tu, W)	Idul-Adha (Day of Sacrifice)/I January 10 (Tu)	Shavuoth (Festival of Weeks)/J June 2-3 (F, Sa)
Yom Kippur (Atonement)/J October 13 (Th)	Muharram ul Haram (Islamic New Year)/I January 31 (Tu)	
Sukkot (Festival of Tabernacles)/J October 18-19 (Tu, W)	Maha Shivaratri (worship of Shiva)/H February 26 (Su)	
Ramadan Begins/I October 4 (Tu)	Naw-Ruz (Baha'i New Year)/Ba March 21 (Tu)	
Durga Puja (Worship of Divine Mother)/H October 20 (Th)	Holi (Festival of Colors)/H March 14 (Tu)	
Diwali (Festival of Lights)/H October 31 (M)	Good Friday (Crucifixion of Jesus)/C April 14 (F)	
Birth of Baha'u'llah/Ba November 1 (Tu)	Easter (Resurrection of Jesus)/C April 16 (S)	
Idul Fitr (End of Ramadan)/I November 3 (Th)	Baisakhi (Brotherhood-Sisterhood)/S April 13 (Th)	
Bodhi Day (Enlightenment)/B December 8 (Th)	Ramanavami (Birth of Rama)/H April 10 (M)	
Christmas (Birth of Jesus)/C (legal holiday) December 25 (Sa)	Wesak (in celebration of the Buddha)/B May 12 (F)	
	First Days of Passover/J April 13-14 (Th, F)	
	First Day of Ridvan (Declaration of Baha'u'llah)/Ba April 21 (F)	

B=Buddhist

Ba=Baha'i

C=Christian

H=Hindu

I=Islamic

J=Jewish

S=Sikh

student's first semester back. Exception (2): Readmitted Grades Amnesty students may not, during their first semester back, serve on university committees, hold leadership positions, or represent the university in intercollegiate athletics. Beyond their first semester, all regular Probation and Dismissal rules apply. Thus, if probation is earned after the first semester back, it shall be so noted and will again prevent the student from engaging in activities as above. A readmitted Grades Amnesty student can be subject to dismissal after the second semester back.

Requirements for previous grades to be removed from the cumulative grade point average under Grades Amnesty:

- The student must have been readmitted to matriculated degree status and be still a matriculated degree-seeking student.
- The student must have completed at least 45 credits since returning, with a cumulative grade point average of at least 2.500.
- All courses and grades attempted and earned in the prior period of enrollment will remain a part of the student's permanent record along with academic notations. However, none will be calculated into the student's cumulative grade record and will be so annotated on the record.
- Courses passed in the prior period of enrollment with grades below C- will not be accepted toward satisfaction of any degree requirements following readmission, nor will the credits previously earned in them be credited toward the degree.
- Courses passed in the prior period of enrollment with grades of C- or better may be accepted towards satisfaction of major requirements if so approved by the department, but still are not calculated in the cumulative or major grade point averages.

Withdrawal from the University

A student who wishes to withdraw from UMass Dartmouth should file a Withdrawal Notice Form with the Registrar, who will inform the dean of the student's college. Failure to follow this procedure will jeopardize the student's re-admission. A student who officially withdraws shall receive a W in each course as appropriate (see Grading System). If a student does not reenter the University in the following semester but plans to at some later time, he

or she should apply for a leave of absence.

Veterans who withdraw are urged to consult the office that assists with veterans' affairs.

Full-time undergraduate degree candidate students who withdraw separately from all class sections in which they were enrolled in a term are deemed to have withdrawn from the university.

Students may withdraw from the university and receive "W" grades through the end of the final day of the official instructional period for that term or semester. If they withdraw after the final examination period has commenced, they are subject to standard grades for that term.

Withdrawal from the university can have consequences regarding need-based financial aid. Students who withdraw from the university before 60% of the semester is completed will have their Federal financial aid eligibility recalculated in direct proportion to the length of the enrollment. The percentage of time the student remained enrolled is that student's percentage of dispersible aid for the semester. A student who remains enrolled beyond the 60% point earns all aid for the period. Withdrawal is recorded by the Office of the University Registrar in accordance with UMass Dartmouth withdrawal policies. More complete information is available from the Financial Aid office or web site.

Re-admission to Pursue a Second Bachelor's Degree

Individuals who received a bachelor's degree from UMass Dartmouth or a predecessor institution may request re-admission to pursue a second bachelor's degree. As above, these requests are submitted to the Registrar, who forwards the request to the dean of the college of the student's intended new major. Such a student will complete at least 30 additional credits at UMass Dartmouth, and will complete all courses required for the second degree, including any prerequisite or deficiency courses not previously completed satisfactorily. Such a re-admitted student will be considered a regular degree-seeking student and be subject to major program requirements and the university's academic policies and procedures.

Re-admission to pursue a second degree is not automatic; some re-admission requests are denied. The individual is evaluated for academic qualifications and for availability of

space in the major program.

Students with a bachelor's degree from a different institution may seek admission to UMass Dartmouth to pursue a second bachelor's degree through the university's Office of Undergraduate Admissions. Such students, upon admission, will be required to complete at least 45 credits at UMass Dartmouth, meeting the terms of the university's undergraduate residency requirement, given earlier in this chapter.

Re-admission to Pursue a Non-Degree Course of Study

Former students who wish to return to UMass Dartmouth to earn a certificate or take courses not applied toward a degree should seek acceptance as non-degree special students, in a process described earlier in this chapter. Many options are available, from selecting courses for personal interest or benefit to entering one of the university's formal certificate programs, described below in the chapter on Interdisciplinary and Special Programs.

Admission to graduate level post-baccalaureate certificate programs as well as graduate programs is obtained through the Office of Graduate Studies.

Grades and Grading System

Grades are determined and assigned by Instructors according to the guidelines indicated below. Each student's academic achievement and fulfillment of degree requirements are reflected in the transcripts which are issued at the end of each semester.

The UMass Dartmouth grading system includes plus and minus grades which are used in computing grade point averages.

The grading system used specifically for undergraduate courses includes the following letter grades and quality points:

A Excellent

Quality Points:

A+	4.000
A	4.000
A-	3.700

B Good

Quality points:

B+	3.300
B	3.000
B-	2.700

C Satisfactory

Quality Points:

C+	2.300
C	2.000
C-	1.700

D Marginal

Quality Points:

D+	1.300
D	1.000
D-	0.700

D- is the lowest grade acceptable for credit.

F Unsatisfactory

Quality Points: 0

Failure to meet minimum standards either on the basis of work submitted or not submitted. No credit awarded. 0 quality points awarded for purpose of computing GPA credits as indicated in course description.

F(I)

Quality Points: 0

An F assigned for failure to complete a course within a year after the assignment of an I notation.

W

Official withdrawal by the student from a course after the Add/Drop period, and up to the completion of tenth week of the semester. No credit awarded. W grades do not affect a student's GPA

CR

A passing grade. Credit given upon satisfactory completion of a Cooperative Education semester or a contract under the Experiential Learning program. Not included in grade point average. This grade may also be assigned as a passing grade under grade appeal procedure.

NC

A failing grade. Under Cooperative Education or Experiential Learning program, no credit awarded. For purposes of computing GPA credits as agreed upon by contract.

I

Work Incomplete. May be given only in exceptional circumstances at the instructor's discretion and at the student's request made no more than 48 hours after the final examination or last class. The student must be passing at the time of the request or must be sufficiently close to passing for the instructor to believe that upon completion of the work the student will pass the course. If the work is not completed within a year of recording of the I, the grade will become an F(I). "I" grades cannot be changed to W.

P

Passing. The P grade is recorded for grades of A, B, C, or D, under the pass-fail option. The grade of P may also be used for satisfactory completion of courses that do not carry graduation credit. Not figured in grade point average.

IP

In Progress. Notation used in special cases to indicate that academic progress covers more than one term; e.g., that a grade will be assigned on the completion of the task involved. The "IP" notation is replaced upon receipt of the official grade. Until or unless replaced by an official final grade, the notation "IP" will remain on the transcript.

NR

Grade not reported by instructor at time of grade processing. "NR" is not a permanent grade.

F

Under pass/fail option. See "F" definition above. No credit awarded. 0 quality points awarded, for purposes of computing GPA Credits as indicated in course description.

AU

Audit. This notation is used when a student sits in on a course for personal or educa-

tional enrichment but receives no evaluation and takes no examinations. No credit is awarded. Audited courses do not count toward a student's semester credit load. Auditors must register for the course, first receiving permission of the instructor, no later than the end of the add-drop period. Normal tuition and fee charges apply. Notation of auditing is posted to the academic record.

Pass/Fail Option

Sophomores, Juniors, and Seniors may select a Pass/Fail Option for one course per semester (up to a maximum of four courses), except in the following cases:

- any course specified as a degree requirement;
- any course in a student's major, unless the department rules otherwise;
- any course used to satisfy general education requirements or the distribution requirements of the degree program in which the student is enrolled.

Pass/Fail is not available to graduate students.

Selection of Pass/Fail Option

Students will be given through the first five weeks of each semester to exercise the option, which shall then be irrevocable. Only the student and the Registrar shall know that the option has been selected. Grading practice, vis-a-vis faculty and students, will be identical to the usual marking procedure.

The burden of selecting a proper course under Pass/Fail rules shall be borne by the student. Any doubt whether a course is a degree requirement and so not eligible for Pass/Fail shall be resolved by consultation with the dean of the college in which the student is enrolled. If the course chosen is a degree requirement, then the student will be subject to the usual marking practices.

Pass-Fail Grading

Grading practices under this option are as follows:

- A Pass/Fail student who does passing (i.e., A through D-) work in a course shall be given a grade of P (Pass). Passing a course shall earn a student graduation credits but shall not be counted in the cumulative average. Failure in a course will be 0 quality points and will be counted in the GPA

- The Registrar shall be required to keep a separate record of the grades obtained in the Pass/Fail courses and will issue this record only on the request of the student.

- The transcripts will contain the Pass/Fail notation, but the grade actually achieved will be kept on file in the Registrar's Office.

Scholastic Standing

A grade point average (GPA) is determined for each student at the end of each term's program of courses. A GPA is computed by multiplying the credit of each UMass Dartmouth course by the quality points of grade received in that course. The sum of the above is then divided by the total number of credits in courses in which the student enrolled. Grades of P, CR, I, W, WP, WF, IP, AU are not included.

A cumulative grade point average is the average of all the UMass Dartmouth grades other than of P, CR, I, W, WP, WF, IP, AU, of the student. Grades of F, F(I), and NC earn zero quality points. Such grades are included in the student's average according to the number of credits specified in the course description.

Change of Grade

Whether for a one- or two-semester course, the grade received at the end of each semester stands as the final grade for the semester. See above for I and IP grades. Faculty will accomplish a change of grade using a form that they (or their chairperson or the office of their dean, if those approvals are required) submit directly to the Registrar.

The statute of limitations on all grade change requests is one year from the date that the grade was placed on the student's record. In extreme and exceptional cases, on request of the student and recommendation of faculty, the instructor and/or the appropriate college dean may authorize changes in grades given over one year from the date the grade was assigned.

Grade Appeal

Grade appeals are pursued through a formal process, which is conveyed in the university's Grade Appeal Policy. *The grade appeal policy has been revised, effective May 2004*; faculty and students should be careful to consult the new, revised version. It is available on the Web and in the offices

of the college deans, at the Academic Advising Center, and at the Office of the Provost/Academic Affairs. The following paragraphs summarize the grade appeal process.

Students and faculty should make every effort to resolve questions about grades without seeking a formal grade appeal. *Grade Appeal is a last resort.* A grade appeal will be pursued only if there is a valid basis and evidence.

What Can Be Appealed

A Only final course grades may be appealed.

B Grades may be appealed that are alleged to be caused by:

1 Unfair and unequal application of grading standards or applying grading criteria to one student or some students in a manner that treats them differently.

2 Unfair or unannounced alteration of assignments, grading criteria, or computational processes.

3 Computation dispute about calculation of a final grade or its transmission to the Registrar.

4 Failure to document a finding of plagiarism that results in a punitive final grade. Definitions of appropriate kinds of documentation are provided by the Academic Ethics Committee in their Plagiarism Policy report approved in April, 2004.

Grade Appeal Officer

A faculty member is identified as the Grade Appeal Officer, who serves students and faculty as an ombudsperson for grading issues. *S/he* provides students and faculty with someone to "go to" with questions relating to grading fairness and process; provides the first level of adjudication when issues related to grading arise between students and faculty by conducting an informal investigation of the issue and suggesting a non-binding solution where possible; and serves as facilitator for a formal grade appeal process when one is to occur.

Rights Concerning Grading Practices

At the beginning of a course, students have a right to be told what and how much work will be required and the detailed basis of grading in the course. Any modifications

must be communicated clearly and in a timely manner.

Both during a course and at its end, students have a right to know how their work was evaluated and the bases for the calculating of scores and grades. If an instructor is no longer available, the department chairperson is responsible to facilitate this communication. In matters of grading, the chairperson can act for a faculty member who is no longer working at UMass Dartmouth.

Faculty have a right to judge their students' academic work. Others' judgments will not be substituted.

Timing of a Formal Appeal

A formal appeal is submitted in writing to the Grade Appeal Officer explaining the basis and providing the evidence for the formal appeal, with copies to the faculty member and to the faculty member's department chair. This must be done within the first 20 class days of the following semester, excluding summers, or within 25 working days from the date that the grade is made available to the student by the Registrar's office, whichever is later, or by a specific later date set by the Grade Appeal Officer.

Class Standing

Freshman/First Year: Up to and including 29 credits or 1/4 of graduation credit requirements in the student's degree program.

Sophomore/Second Year: From 30 to 59 credits or 1/2 of graduation credit requirements in student's degree program.

Junior/Third Year: From 60 to 89 UMass Dartmouth credits or up to 3/4 of graduation credit requirements in student's degree program.

Senior/Fourth Year: More than 90 credits or more than 3/4 of graduation credit requirements in student's degree program.

The university's computer system will identify students' class standings by credits completed—freshman, through 29; sophomore, 30 to 59; junior, 60 to 89; senior, 90 or above. Students may request a calculation by hand if the standard calculation is wrong for their program.

Academic Recognition and Academic Honors

Dean's List

Following the completion of each semester, full-time undergraduate degree students (in both "day" and Continuing Education) who have completed at least 12 course credits, excluding courses taken under the Pass-Fail option and Experiential Learning, and who have no "I" grades outstanding for that semester, are considered for the Dean's List and the Chancellor's List for that semester. Those who achieved a grade point average of at least 3.200 will be named to the Dean's List for that semester. This accomplishment will be noted on the student's transcript.

Part-time students who meet the above criteria in the just-completed semester together with the semester or term just preceding it, may receive the same recognition if the total credits completed in the two terms are at least 12 and the combined grade point average for those two semesters is at least 3.200.

Chancellor's List

Under the same limitations as for the Deans' List, those who achieve a GPA of 3.800 or better for a given semester will be named to the Chancellor's List rather than the Dean's List. This accomplishment will be noted on the student's transcript.

Part-time students who meet the above criteria in the just-completed semester together with the semester or term just preceding it, may receive the same recognition if the total credits completed in the two terms are at least 12 and the combined grade point average for those two semesters is at least 3.800.

Graduation with Distinction

Students are eligible for graduation with distinction provided they achieve a cumulative grade point average in all of their UMass Dartmouth credits of:

3.200 to 3.499	Cum Laude (Distinction)
3.500 to 3.799	Magna Cum Laude (High Distinction)
3.800 to 4.000	Summa Cum Laude (Highest Distinction).

Graduation with "Cum Laude," with "Magna Cum Laude," or with "Summa Cum Laude" is inscribed on the student's diploma. Graduation with distinction is

based on all UMass Dartmouth work including the final semester.

University Honors Program

University-wide honors activities are available to full-time undergraduate students who demonstrate high academic achievement. University Honors Programs are designed to:

- provide a forum for the discussion of topics of academic interest along interdisciplinary lines;
- offer departmental and interdisciplinary honors courses; and
- recognize those students whose academic accomplishments are outstanding.

Students with an excellent academic record receive an invitation also to participate in the Honors Colloquium, an Honors Essay Contest, and other events that recognize the achievement of honors students.

For further information contact the office of University Honors Programs located in Room 339 of the Group I Building, x8277.

Students with a minimum GPA of 3.200 may enroll in available introductory level honors sections of courses such as history, sociology, psychology, English, chemistry, philosophy, biology, and business. Students applying for admission to UMass Dartmouth with test scores and/or high school records which predict university performance at honors level will also be invited to enroll in honors sections, and nominations from high school counselors or teachers of their creative, high-potential students are welcome.

For continuation in the program students must maintain a minimum GPA of 3.200 in honors courses and 3.200 in all course work. Those who complete the full University Honors Program earn the designation *Commonwealth Scholar*. Required are:

- completion of at least 12 credits of honors courses outside the field of the student's major
- completion of HON 201 Multidisciplinary Approaches to Research and Writing
- completion of 9 credits of honors course-work in the student's major, including an

honors thesis

- completion of 6 additional credits in honors work.

Departmental Honors

Several Departments offer to qualified students a special curriculum leading to Honors in the major field. Students satisfactorily completing the departmental requirements for Honors in the Major will, upon graduation, have their diplomas so inscribed and be so designated on the graduation program. Departments will notify all eligible candidates by the end of their Junior year. Potential participants shall follow departmental guidelines for entry into the Honors program.

Participants shall have a minimum GPA of 3.000 for all course work. Departments may require higher minima and, in addition, may set minimum GPAs in the majors. GPAs will normally be determined after the fifth semester.

Departmental Honors Programs will include an appropriate end product, normally a project or thesis. A maximum of six credit hours may be awarded for completion of the project/thesis. Departments shall develop procedures for approval of participants' proposals. A faculty sponsor or honors advisor shall advise an honors candidate, according to departmental or program guidelines. An evaluation committee, which shall be multidisciplinary in nature, shall be established according to departmental or program guidelines. This committee shall evaluate the completed honors project/thesis and determine if the work meets standards for honors.

Academic Sanctions

Academic Warning

Any student having a semester grade point average below 2.000 at the conclusion of any term shall be issued an academic warning. Such warning will be available to the student's dean, department chairperson, an academic advisor, or, in the case of students who have yet to declare a major, to their advisors of record and to the Academic Advising Center. (In cases of concurrent "day" and DCE enrollment, the semester GPA will combine the two.)

Students who receive three or more grades of "I" or "W" in a semester shall be issued an academic warning.

The purpose of academic warning is to call the interested parties' attention to the student's academic situation and to begin to institute action where necessary. Students receiving academic warning should immediately contact their advisors.

Academic Warning status shall be rescinded if the student's grade point average for the succeeding term is 2.000 or above, or, in the case of grades of "I," when the work has been completed and the grade recorded. Deans may rescind academic warning status if they determine that warning status has been inappropriately applied.

Academic Good Standing

A student is deemed to be in academic good standing if maintaining a cumulative GPA of 2.000 or above after completing 30 credits and if not having received a second consecutive Warning.

Academic Probation

Any student having a cumulative grade point average below 2.000 after the completion of 30 cumulative credits and two semesters at UMass Dartmouth, or who shall have received academic warning in two consecutive semesters, shall be placed in academic probation. Notice of probationary status shall be available to the student's dean, department chairperson, and academic advisor, or, in the case of students who have yet to declare a major, to their advisors of record and to the Academic Advising Center.

The purpose of academic probation is to notify the student of the possibility of his or her dismissal from the university for academic reasons, and of the seriousness of the student's position.

Academic probation has serious consequences. Among them:

- Probationary status is marked on the student's transcript; and
- Probationary status precludes a student's participation in extracurricular activities, including intercollegiate athletics. See separate statement below on Academic Eligibility.

Students placed on academic probation may request from the appropriate dean(s) a leave of absence, especially if continued academic activity is likely to lead to a notice of dismissal. Length of the leave and terms of readmission should be determined as a part of the negotiation process for the leave of absence.

Academic Probation status shall cease when the student's cumulative grade point average rises to 2.000 or above or, if the student's probationary status stems from consecutive semesters of academic warning, when the student completes a semester with average grades of 2.000 or above. Deans may rescind academic probation status if they determine that warning status has been inappropriately applied. In such cases notice of probationary status shall be expunged from the student's record.

No student will be placed on probation after only one semester at UMass Dartmouth.

Academic Dismissal

Any student whose cumulative grade point average falls below a satisfactory level in relation to the number of credits completed or who shall have been on academic probation for more than three consecutive terms shall be subject to dismissal by his or her college dean for unsatisfactory academic performance.

Satisfactory levels are as follows:

Cumulative credits to 30	GPA requirement
31-60	1.500
61-90	1.700
91-above	1.850
	2.000

"Cumulative credits" include transfer, CLEP, prior learning, exchange, and UMass Dartmouth credits and exclude courses graded W, I, AU, IP, and NR.

Students who withdraw from courses whose cumulative credits exceed 24 are subject to dismissal.

Students who accumulate more than 30 credits in excess of degree requirements within the major are subject to dismissal. Therefore students whose grade point averages are 2.000 or above but whose average grades within the major are below the minimum standards set by that major have a limited time to reach the major's grade point average after their other degree requirements have been met. In each case the student's dean or his or her designee will define "degree requirements" as reflected in the professional certification in addition to meeting the requirements of a traditional major.

Students receiving notice of academic dismissal should discuss their status immediately with their college deans and chairpersons.

No student will be dismissed for academic reasons after only one semester at UMass Dartmouth.

Academic Eligibility

Students who have been placed on academic probation may not serve on university committees, hold leadership positions in student government and other major co-curricular organizations, or represent the university in intercollegiate athletics.

A permanent Academic Eligibility Appeals/ Review Committee is established as a sub-committee of the university's Student Faculty Academic Affairs Committee (SFAAC). This committee is composed of two faculty members from that committee (elected by the SFAAC, one elected chair), two students from that committee (elected by the SFAAC as observers, non-voting), the Faculty Athletic Advisor, and the Associate Dean of Students (ex-officio, non-voting). This committee may review requests for waiver of academic eligibility sanctions.

To be eligible for leadership positions in co-curricular organizations, non-Continuing Education students shall be enrolled full time (at least 12 hours) and Continuing Education students shall be enrolled at equivalent full-time levels for their specific programs. Participation in intercollegiate athletics is also governed by enrollment status conditions.

Satisfactory Academic Progress for Financial Aid Eligibility

In order to be eligible for continued receipt of financial aid, Federal policy requires the establishment of qualitative and quantitative measures of incremental progress toward the completion of degree requirements. For financial aid purposes and in order to maintain satisfactory progress toward degree completion, students must meet both quantitative and qualitative measures at specific measurement points. Transfer students who have credit hours accepted by UMass Dartmouth toward UMass Dartmouth degree completion requirements will have those hours calculated into the quantitative measure of progress. Administrative credit remedial courses (those that do not count toward degree requirements) are excluded from satisfactory academic progress determination. Repeated courses are included in the measurement of satisfactory academic progress. The Financial Aid Services office will measure incremental progress toward degree completion annually at the end of the academic year in June. The Financial Aid Services office will notify students who fail to meet the progress requirements listed below. Such students have the option to satisfy the requirements in one of two ways:

- Taking program-related courses (at their own expense) to raise either the credit hour or grade point average requirement, or both.
- Requesting a waiver of the requirements due to mitigating circumstances. Students who wish to have the requirements waived due to mitigating circumstances (including, but are not limited to, medical issues, family difficulties, documented waiver or addition by Dean to program/major requirements) should write a letter to the Director of Financial Aid detailing reasons for failure to meet the requirements. Students who receive this waiver will receive notification of the requirements necessary to bring the hours or grade point average into compliance at the next incremental measurement period.

Students who fail to meet the requirements will be ineligible for all financial aid programs, including Federal, state, institutional, and private alternative loan programs, until the student is once again in compliance. If the requirements are met due

to one of the two options listed above, the student may receive financial aid for the following academic year.

Quantitative Component

For an undergraduate degree, the maximum credits attempted cannot exceed 150% of the published credits required for completion of that program. For example, students could not attempt more than 180 credits in a 120 credit program.

A student who has completed all of the coursework for his or her degree or certificate but has not yet received the degree or certificate cannot receive further financial aid for that program.

At each annual measurement period, students must have completed at least 67% of all courses attempted. The calculation of credits successfully completed does not include grades of W, I, F, NC, AU, IP, and NR.

Qualitative Component

At each annual measurement period

<i>Students with this number of completed credits:</i>	0-30	31-60	61-90	91-above
<i>Must have at least this minimum cumulative GPA:</i>	1.500	1.700	1.850	2.0.

A 2.0 cumulative grade point average is required for graduation.

Academic Ethical Standards

All UMass Dartmouth students are expected to maintain high standards of academic integrity and scholarly practice. The University does not tolerate academic dishonesty of any variety, whether as a result of a failure to understand proper academic and scholarly procedure or as an act of intentional dishonesty.

A student found guilty of academic dishonesty is subject to severe disciplinary action which may include expulsion from the University. Refer to the Student Handbook and Student Judicial Code for due process.

A high standard of academic integrity promotes the pursuit of truth and learning and respect for the intellectual accomplishments of others. These are values that are fundamental to the mission of this University. Such values are undermined by academic dishonesty.

Academic dishonesty is defined as attempting to obtain academic credit for work that is not one's own. Examples include: (1) copying another student's answers on an examination; (2) obtaining, or attempting to obtain, the answers to an examination in advance; (3) submitting a paper that was written by someone else; (4) submitting a paper that includes phrases, sentences and paragraphs that were copied verbatim, or almost verbatim, from a work written by someone else, without making this clear without indicating that these words were someone else's through the use of quotation marks or other appropriate citation conventions; (5) collaborating on a homework assignment when this has been expressly forbidden by the professor; (6) using unauthorized materials in completing assignments or examinations; (7) submitting the same paper for more than one class without the express permission of the instructors involved. This list of examples should not be considered exhaustive.

This definition of academic dishonesty applies to information submitted in other forms besides paper. Submitting a project of a musical or artistic nature where all or part of the project is someone else's work,

without acknowledging this fact, constitutes academic dishonesty. Submitting computer files that do not represent one's own work is also considered to be academic dishonesty; examples of computer-based academic dishonesty would include submitting a computer program or text file created by someone else as one's own, or submitting the output of a computer program written by someone else, and claiming to have written the program that generated the output.

For all forms of academic dishonesty, students who knowingly allow other students to use their work are themselves considered to be academically dishonest. Examples would include students who knowingly allow other students to copy their exam answers, and students who give papers that they have written to other students so that the other students can submit them for credit.

A faculty member is appointed by the Faculty Senate to act as an Academic Ethical Matters Facilitator. This individual will offer advice to both students and faculty about the issues involved in penalizing academic dishonesty, and the process of appealing such penalties.

Penalties assessed by faculty members for academic dishonesty generally consist of a reprimand, a requirement to resubmit the work in a more acceptable form, a lowering of a grade, failure in the course in which the alleged infraction took place, or a combination of these.

Instead of (or in addition to) assessing such penalties, a faculty member may refer the matter to the UMass Dartmouth Student Judiciary. Decisions made by the Student Judiciary may be appealed to the University Appellate Board.

A form acknowledging that each student has read, understands, and will abide by these standards will be signed by the student and placed into the student's permanent file.

Graduation Requirements

Degree Conferral

Candidates for graduation must declare their intention to graduate formally at the Registrar's Office. The deadlines for that filing are shown in the table. We strongly advise meeting with one's academic advisor during the previous semester to plan the final semester's selection of courses. At about the same time that they declare intention to graduate, students should review their academic records with their departmental advisors for a final time, to ensure that all requirements will have been met properly.

Completion of degree requirements is certified at three different times during the year. Diplomas and transcripts show the date of degree conferral as in the table below.

To give an example, students who completed final required courses in December 2003 had the degree conferred on January 31, 2004, as did students completing a final required course in the January 2004 Intersession. Students completing final required courses in spring 2004 had the degree conferred on May 23, when commencement was held that year. (See below, under "Commencement Exercises," for the policy allowing some students who will not yet have completed requirements to participate in the graduation ceremony.) Students completing requirements in July and August will receive the September 1 completion date.

The spring graduation conferral date is the date of the actual commencement ceremony. Students who complete their final required courses in a term ending by that date will have the June conferral date.

Course grades are recorded for the term in which the student registered for the course. In the case of incompletes, the actual work

will be completed after that date. If a student cannot graduate at the end of his or her last term because one or more courses required for graduation have incomplete grades, the student will not receive the diploma or the final transcript until after the incomplete work is made up and the professor has assigned the appropriate new grade. In other words, diplomas and final transcripts are given out after all work required for the degree is completed, but the date on the diploma corresponds to the term in which the final grade is registered.

Graduate students have an exception to this rule for a thesis, project, or dissertation that is not completed by the time that all coursework for the degree is completed. These students register in a special "continuation" status for each term needed to complete their work, and the date of the degree conferral is that for the end of the term in which that work is completed and approved for graduation. See the *Graduate Catalogue* for details.

Once a student graduates, the transcript is closed to subsequent changes (with the exception of correction of errors), to preserve the accuracy of the certification.

Commencement Exercises

The university holds one formal commencement ceremony each year, at the conclusion of the spring semester. Students may participate in the spring commencement exercises once their records are certified. Those whose requirement records are incomplete may also participate under the following conditions:

- **Insufficient Credits:** Undergraduate students who are no more than *nine* credits shy of completion may participate in the spring commencement exercises but will not receive diplomas at the ceremony. Permis-

sion to participate in the graduation ceremony will be determined by the student's department. The student must be able to complete work to be eligible for the January 31 diploma at the conclusion of the fall term.

- **Missing Transfer Credits:** Students whose records will be completed with the inclusion of credits for one or more courses in transfer from another institution must insure that UMass Dartmouth will have received notification from the other institution by the ending due date for UMass Dartmouth's spring term final grades. Those for whom such notification is received later may participate in the ceremony but will not receive diplomas there. They will receive their diplomas at a later date, and their degree certification will be retroactive to the date of course completion.

We invite students completing requirements in July/August or December/January to participate in the up-coming June graduation ceremony, if they have not already participated in the previous spring. An individual may participate in only one graduation ceremony per degree.

Graduate students should consult the current *Graduate Catalogue* about requirements for participation in commencement.

<i>Completion occurring</i>	<i>Date on diploma</i>	<i>Deadline to declare intention to graduate</i>
In July/August	September 1	July 1
In December/January	January 31	November 1
By commencement	Day of commencement	March 15

Enrollment as a Non-Degree Student

For assistance:
contact Academic Advisement Center, x8455

Non-Degree Student Registration

Non-Degree Student status allows those not seeking a UMass Dartmouth degree to register for undergraduate classes of the university on a space-available basis. (For graduate non-degree student registration, see the *Graduate Catalogue*.)

The following types of people are welcome to request undergraduate non-degree student status:

- Students not seeking a degree who wish to take courses for personal and professional reasons. At least a high school diploma or GED must have been received in order for registration to occur. Students must each submit proof of having received a high school diploma or GED, or an associate's or post-baccalaureate degree, before grades are issued at the end of the semester of registration as a special student.

- Visiting students matriculated at another college. Before registration, an official letter of authorization should be provided from the student's home institution verifying that the student is in good standing. International students seeking a degree and in good standing at another university and holding the F-1 visa from that institution may also request registration as visiting special students at UMass Dartmouth. Visiting students from another UMass campus are invited to use a simplified process to enroll here; see the Admissions chapter of this catalogue.

- Exchange students studying here by terms of an agreement between UMass Dartmouth and the home institution in another country, pursuing a degree at the home institution. Exchange students receive formal acceptance to the exchange program and are registered in special student status.

- Persons pursuing one of the certificate programs of the university, listed in the *General Catalogue* chapter on Interdisciplinary and Special Programs. Because certificate students do not receive a formal degree, they are registered as special students. The university's certificate programs offer various opportunities for advisement, program planning, and registration for courses. Participants in certificate programs apply for and formally receive acceptance, and they must meet formally expressed conditions for completion of the program

and award of the certificate.

- High school students. Exceptional high school students may be accepted as part time special students. High school transcripts and letters of recommendation must be provided by the student's high school counselor or principal prior to registration. Such students may study here under the Commonwealth's Dual Enrollment program, described in the chapter on Admissions.

- Applicants for admission to UMass Dartmouth who were qualified but were denied admission because of space limitations.

The following are not accepted as non-degree students:

- Generally, applicants who were denied admission to UMass Dartmouth because they did not have the necessary qualifications. However, such students may seek permission in the Academic Advising Center to enroll as non-degree students to overcome specific deficiencies and prepare for subsequent degree admission.

- Students who have been dismissed by UMass Dartmouth or any other college or university, for at least one semester following the dismissal. Such dismissed students may be recommended by the dean of their college for admission as special students, after a semester away, with conditions for re-admission as regular students specified and with an educational plan designed to assist in the amelioration of past deficiencies. (Others may be recommended to apply for re-admission as regular students after a semester or more away.)

- International students who would need F-1 visas, except in the case of certain formal certificate programs.

The following procedures and regulations apply to non-degree students:

Students may remain as non-degree students at UMass Dartmouth for a maximum of 30 credits. (The 30-credit limit does not apply to senior citizens.) After completion of 24 credits, the Registrar's Office will inform the student that a maximum is being approached. Non-degree students who later decide to pursue a degree should seek admission at an early time to guarantee adequacy of academic advisement and progress without an interruption.

Non-degree students whose academic performance falls below the university's general requirements for continuation or who are demonstrably unable to benefit from the educational experience offered may be prohibited from future registration. Such cases are reviewed by the Director of the University Academic Advising Center, whose recommendations are brought for action to the Associate Vice Chancellor for Academic Affairs and Graduate Studies.

All non-degree students will go to the Academic Advising Center for approval of an application to register for undergraduate courses.

Those seeking graduate enrollment as non-degree students may contact the Office of Graduate Studies for assistance.

Note on financial aid

Non-degree students are not eligible to receive financial aid. An exception to this rule may be made for those admitted to certain official certificate programs.