

# General Academic Regulations

## **Registration and Courses**

### **Student Academic Classification**

Classifications are made at the beginning of the university year in August.

- Freshman ..... 1-29 semester hours completed
- Sophomore ..... 30-61 semester hours completed
- Junior ..... 62-95 semester hours completed
- Senior ..... 96 or more semester hours completed

### **Course Load**

Sixteen hours of university work per semester is considered the normal student load. Students who are on academic probation are limited to a maximum load of 14 semester hours in fall and spring semesters.

During the one-month winter term, four hours of university work is the normal load for all students.

Maximum load for any one semester is as follows:

- Fall and Spring Semesters, 18 semester hours
- Winter Term, 4 semester hours
- Summer Term, 8 semester hours

Any exception to this policy is the responsibility of the Assistant to the Provost, located in Alamance 102.

### **Course Registration**

Students are expected to register for themselves on the designated days in August, January and February. Registration information is available to all students. Registration includes academic advising, selection of courses and payment of fees. Before preregistration or registration, each student should consult with his/her academic advisor on course selection, General Studies requirements, major requirements and other degree requirements. However, it is the responsibility of the student, not the academic advisor, to ensure that all university graduation requirements are met.

Registration is for an entire course, and a student who begins a course must complete it except in unusual circumstances. Unless the student and his/her advisor consider it essential, a student should not change his/her schedule after registration.

### **Auditing Courses**

Persons wishing to attend certain courses regularly without doing the assigned preparation or receiving credit may do so with the approval of the Registrar. The cost is \$200 for each course.

### **Changes in Class and Schedule**

The university reserves the right to cancel or discontinue any course because of low enrollment or for other reasons deemed necessary. In order to assure quality instruction, the university reserves the right to close registration when the maximum enrollment has been reached. The university reserves the right to make changes in schedule and/or faculty when necessary.

### **Credit by Examination (Course Challenge)**

A student may receive credit for a course not taken by demonstrating mastery of its subject matter. To challenge a course, a student must have the approval of the appropriate academic dean, the chair of the department in which the course is offered and the professor who will test the student's mastery of the subject matter. Whenever possible, the student should consult the professor far enough in advance of the term in which the examination will be taken to determine course requirements and standards and to begin to make independent preparations. However, the student should expect no assistance from the professor other than being informed of the material to be covered on the examination. Under no circumstances shall a student be allowed to attend classes of the course being challenged. The cost for each examination is \$688.

### **Dropping Courses**

A student may officially drop any class with a "W" (withdraw without penalty) through half of the term. (A "term" includes the examination period.) The withdrawal period applies to the regular semesters, classes taught for one half-semester, winter term and the summer sessions. After that date no class may be dropped. Any exception to this policy is the responsibility of the appropriate Academic Dean's office.

A student who withdraws from the university, for any reason (except for a medical reason), receives grades of "W" if the withdrawal is before the designated half-term time period. After this time a student will receive a "W" or "F" depending on his/her grades at the time of withdrawal. A student who withdraws from the university with a medical withdrawal will receive a "WD."

### **Independent Study**

Students may engage in independent study of catalog courses and special topics. Independent Study is limited to Elon's honors students, juniors and seniors except by special permission. A course may not be repeated by Independent Study. Details concerning the procedure for developing an Independent Study proposal may be obtained in the Registrar's Office.

### **Undergraduate Research**

Undergraduate Research is an effort to discover something new, or to look at something from a new perspective. Students may earn academic credit for research undertaken with a faculty mentor. Research projects must include a review of the relevant research literature, research design and significant participation in the actual conduct of the research, including analysis and interpretation. A written report is considered essential, a copy of which should be made available in the department office. Undergraduate research

credit can be obtained by registering for a course numbered 499 and is limited to students with sophomore, junior or senior standing and a minimum GPA of 2.5. A limit of 8 credit hours of undergraduate research can be applied toward graduation.

### **Overload**

A student whose cumulative GPA is less than 3.0 may not register for overload hours in any term. See page 41 on course load.

### **Pass/Fail Elective Courses**

A student may take two one-semester courses outside the major, minor and General Studies requirements on a pass/fail basis. Study abroad courses may not be taken on a pass/fail basis. The pass/fail option encourages students to enrich their educational experience in subjects outside their major/minor fields and General Studies requirements in which they may feel unable to maintain a desirable GPA. The decision to take a course pass/fail must be made at registration before the first class period.

### **Repeat Courses**

Courses repeated within four semesters of attendance (excluding winter and summer sessions) following the first enrollment in the course count only once in computing the cumulative GPA. In such cases, the most recent grade is counted rather than any previous grade(s) received. However, a course repeated more than once will count in the cumulative GPA each time it is repeated. A course in which an "F" was received due to a violation of the Academic Honor Code may be repeated; however, the original grade will count in the cumulative GPA. (Students receiving Veterans' benefits should consult the VA representative.)

### **Attendance**

Since students must attend classes regularly in order to derive maximum benefit from their courses, the university strictly and fairly enforces policies governing classes, and students are responsible for knowing attendance regulations. Each department establishes its own attendance policy. If unwarranted absences occur, the Provost/Vice President for Academic Affairs may suspend the student from the class or from the university.

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### **Absence from Tests and Examinations**

Students who miss scheduled tests and examinations without excusable reasons may not make up such assignments. Authorization to make up tests missed for excusable reasons is obtained from the professor of the class. Final exam scheduled dates and times should not be changed for individual students or classes without prior approval from the appropriate department chair. Permission to make up missed exams must be secured from the department chair. This permission is ordinarily not given except on the basis of a medical statement.

## **Grades and Reports**

### **Grading System and Quality Points**

Graduation is dependent upon quality as well as upon quantity of work done.

A student earns quality points as well as semester hours if his/her level of performance does not fall below that of a "D-."

Letter grades are used. They are interpreted in the table below, with the quality points for each hour of credit shown at right.

<i>Grade</i> .....	<i>Quality Points</i>
A .....	4.0
A- .....	3.7
B+ .....	3.3
B .....	3.0
B- .....	2.7
C+ .....	2.3
C .....	2.0
C- .....	1.7
D+ .....	1.3
D .....	1.0
D- .....	0.7
F .....	0.0
I Incomplete.....	0.0
P Passing (not counted in cumulative average).....	0.0
S Satisfactory (not counted in cumulative average).....	0.0
U Unsatisfactory (counted in cumulative average).....	0.0
WD Medical withdrawal .....	0.0
W Withdrawal.....	0.0
NR No Report.....	0.0

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A grade in the “A” range indicates distinguished performance in a course.

A grade in the “B” range indicates an above-average performance in class.

A grade in the “C” range indicates an average performance in which a basic understanding of the subject has been demonstrated.

A grade in the “D” range indicates a passing performance despite some deficiencies.

A grade of “F” indicates failure.

Grades of “A” through “F” are permanent grades and may not be changed except in case of error. After an instructor has certified a grade to the Registrar, he/she may change it before the end of the next regular grading period. The change must be made in writing and have the written approval of the department chair.

An “I” grade signifies incomplete work because of illness, emergency, extreme hardship or self-paced courses. An “I” grade is normally not given when a student has missed more than 30 percent of the class work. It is not given for a student missing the final examination unless excused by the appropriate department chair upon communication from the student. The student receiving a grade of “I” completes all work no later than nine class days after mid-semester grades are due during the following semester. A final grade is submitted to the Registrar by the instructor the following Monday. After this date

the “I” grade automatically changes to “F” unless an extension is granted by the Provost/Vice President for Academic Affairs.

### **Grade Point Average (GPA)**

The GPA is computed by dividing the total quality points on work attempted at Elon University by the number of hours attempted except for courses with grades of “P,” “S,” “WD” or “W.”

### **Grade Reports**

Students are graded at mid-semester as well as at the end of each semester. Mid-semester grades serve as progress reports and are not entered on students’ permanent records.

### **President’s and Dean’s Lists**

The Dean’s List recognizes and encourages excellence in academic work. A student who has no grade below a “B-” and a GPA of at least 3.4 in a minimum of 12 semester hours in any semester is placed on the Dean’s List for the following semester. Those students who have no grade below an “A-” in a minimum of 12 semester hours in any semester are placed on the President’s List. Classes passed on a Pass/Fail basis or classes with grades of “S,” “WD” or “W” are not included in Dean’s List or President’s List eligibility.

### **Graduation With Honors**

Students completing at least 66 credit hours at Elon University may graduate with honors. Candidates for graduation with an average of 3.9 or above are graduated *summa cum laude*; those with 3.7 or above, *magna cum laude*; and those with 3.5 or above, *cum laude*. In computing eligibility for honors, only work attempted at Elon University will be used.

### **Access to Student Educational Records**

Elon University complies with the Family Educational Rights and Privacy Act of 1974. This Act protects the privacy of educational records, establishes the right of students to inspect and review their educational records and provides 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 Educational Rights and Privacy Act Office (FERPA) concerning alleged failures by the institution to comply with the Act.

Questions concerning the Family Educational Rights and Privacy Act may be referred to the Office of the Registrar.

### **Transcripts of Student Records**

Requests for copies of a student’s record should be made to the Office of the Registrar. All transcripts reflect the student’s complete academic record. No transcripts are issued without the written authorization of the student. No transcript is issued for a student who has a financial obligation to the university.

### **Work at Other Institutions**

Students who plan to take courses at other institutions must have the prior written permission of the Registrar. Currently enrolled students must have a minimum 2.0 GPA in order to transfer course credit from another institution to Elon University. After completion of such courses, the student presents an official transcript of his/her record to the Registrar.

## **Academic Standards and Withdrawal**

### **Academic Standing**

Academic standing is determined by the earned GPA for any one semester of attendance and for cumulative work. A student whose cumulative GPA falls below 2.0 is reviewed by the Academic Standing Committee and placed on academic probation or academic suspension.

### **Probation**

Students who are put on probation are notified that their GPA is below 2.0, that they are limited to a maximum load of 14 semester hours and that three consecutive semesters on probation will result in suspension.

### **Suspension**

Students who are suspended are separated from Elon University, and one academic semester must elapse before they are eligible for readmission. While suspended, students may not take classes at other institutions and transfer them to Elon University.

In order to continue at the university, a student must earn a minimum GPA each semester of 1.0. In addition, at the end of spring semester the student must have:

- Freshman: 1-29 semester hours completed, 1.70 GPA
- Sophomore: 30-61 semester hours completed, 1.80 GPA
- Junior: 62-95 semester hours completed, 1.90 GPA
- Senior: 96 semester hours completed, 2.0 GPA

A student who is suspended and is readmitted in a subsequent term must have a minimum GPA each term or semester of 2.3 (C+) until the student's cumulative GPA is 2.0 or higher. Failure to do so will result in a second and final suspension.

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Any student failing to meet these guidelines will be academically ineligible for the next semester and suspended from the university. During the suspension period which includes fall or spring semester, the student may apply for readmission and, if readmitted, will be placed on academic probation. A student who is suspended a second time for academic reasons is normally not readmitted to the university.

### **Dismissal**

The university reserves the right to suspend or dismiss any student(s) when it believes that such action is in the best interest of the institution and/or the student(s). This action will take place only after careful consideration with the student(s) in question and all other parties with information pertinent to the matter at hand.

### **Withdrawal**

If for any reason a student concludes that he/she must leave the university on a temporary or long-term basis, he/she must confer with the Office of Student Life to formalize plans. Faculty will be requested to report student progress in class at the time of withdrawal by indicating either a "W" or "F" grade. A student withdrawing with medical reasons will receive grades of "WD." The official record of the student cannot be cleared until the withdrawal is complete.