

General Academic Regulations

Registration and Courses

Student Academic Classification

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

- First-year students 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 I, 8 semester hours
- Summer Term II, 4 semester hours

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

To request an overload a student must meet with his/her academic advisor. If the advisor agrees that a student may enroll for more than the maximum load, a note is sent to the Registrar's Office in person by the student. Upon receiving confirmation, the Registrar will add the overload coursework.

A student whose cumulative GPA is less than 3.0 may not register for overload hours in any term.

Course Registration

Students are expected to register for themselves on the designated days in August, January and February. Registration information is available online to all students via OnTrack. 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 \$270 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 \$948.

Withdrawing from Courses

A student may officially withdraw from 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 a student may not withdraw. 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. A student who withdraws from the university with a medical withdrawal will receive a "WD."

Independent Study

The purpose of the independent study option is to allow the student to pursue a subject in more depth than is available in a regular course. Students may engage in independent study of catalog courses, special topics, and research projects. In general, independent study is restricted to juniors/seniors, honor students, or students who need a specific course to graduate. Students will not be allowed to enroll in a course by independent study if that course is scheduled for that semester. Also, courses may not be repeated on this basis. The course requirements for an independent study should be detailed in a syllabus created specifically for each student. This syllabus is considered a contract between the instructor and the student. Within the syllabus the instructor should indicate the hours per week (e.g., 12 hours per week if 4 credit hours), assessment criteria, and work plan.

Undergraduate Research

Undergraduate Research and Creative Endeavors include activities undertaken by an undergraduate student with significant faculty mentoring that (1) lead to new scholarly insights and/or creation of new works, (2) add to the discipline, and (3) involve critical analysis of the process and/or outcome of the activities. Quality undergraduate research and creative activity

result in a product that has potential for peer-reviewed dissemination in the form of presentations, publications, exhibitions or performances. 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 3.0. A limit of 8 credit hours of undergraduate research can be applied toward graduation.

Undergraduate Research Projects, URP 499, are courses led faculty in the graduate programs who work with undergraduates on research projects. Individual URP courses must be approved by the Director of Undergraduate Research and will not count toward majors, minors, or general studies categories unless approval has been given by the appropriate program coordinator or department chair.

Pass/Fail Elective Courses

A student may take two courses outside the major, minor and General Studies requirements on a pass/fail basis. Study abroad courses and Study USA 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 before the first class meeting. To take a course pass/fail, a student can get the appropriate form in the Registrar's Office, Alamance 104 or on the Registrar's website at elon.edu/e-web/administration/registrar/Forms.xhtml.

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

Because 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.

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 a missed exam must be secured from the department chair. This permission is ordinarily not given except on the basis of a medical statement.

Exam Absence and Rescheduling Policies

The university expects students to attend examinations as scheduled. Dates and times for final exams may not be changed for a class without prior approval from the appropriate Department Chairperson. The chair will notify the associate vice president for academic affairs of course exam modifications when they are granted.

Under certain circumstances, adjustments to the individual student's completion of final examination may be made.

Multiple Exams on One Day

If a student has three (3) exams scheduled for the same day, he/she may secure a "Change Request Form" from the Registrar's Office or online at elon.edu/e-web/administration/registrar/Forms.xhtml. This change request form must be completed and returned to the Registrar's Office by 5:00 p.m. on the last day of classes before exams.

Medical Reasons

a. Medical Emergency Students who have completed sufficient work to complete a course but who become ill or injured just prior to or during the final exam period should contact the associate vice president for academic affairs in the provost's office (Alamance 120) to present verification. The associate vice president will notify instructors of the student's situation. As soon as they are able, students should contact individual instructors to discuss arrangements for completing work. In cases where the instructor is no longer employed at Elon after the end of the semester, the student should contact the department chairperson.

b. Medical Leave of Absence (WD) If a student has a documented medical condition that has impacted his/her ability to complete course work and will keep him/her from taking exams, the student should consult with the assistant vice president for student life for a medical leave of absence which will remove the student permanently (with grades of WD) from all classes. Students seeking a medical withdrawal must withdraw from all courses; they may not obtain a medical withdrawal from only selected courses. Students with medical withdrawals will not be permitted to complete courses.

Other Documented Excuses for Rescheduling or Missing Exams

Occasionally, a student will find him/herself in a situation that may be best resolved by not taking one or more final examinations as scheduled. Justifiable reasons for such absences may include school-sponsored representation at events, but will generally not include travel arrangements, starting a job or an internship, or participation in family events such as weddings and graduations.

a. Missing or Rescheduling ONE exam only per semester Requests by a student to miss or reschedule only one exam during a semester must be made to the appropriate department chairperson. When the chair agrees that the reason for missing is justifiable, the student is responsible for working with the faculty member to complete the work for that course.

b. Missing or rescheduling MULTIPLE exams in one semester Requests by a student to miss or reschedule more than one exam during any given semester must be made to the associate vice president for academic affairs. Because of the burden on faculty to revise or recreate and administer additional exams, such absences are not commonly awarded. If approved, the AVPAA will notify instructors that appropriate verification has been received. Students should, as soon as they are able, contact individual instructors to discuss completion of course work.

Students who misrepresent their requests to adjust exams will be charged with violating Elon's Honor Code.

Grades and Reports

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.

Grade	Quality Points
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 (not counted in cumulative average)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 withdrawal0.0
W	Withdrawal0.0
AU	Audit0.0
WM	Military withdrawal0.0
T	Transfer coursework0.0
BE	Credit by exam0.0
NR	No Report0.0

(NR – No Report: The grade was not received in time for processing. An “NR” is replaced upon receipt of an official grade change form. An “NR” not resolved by the university’s published deadline is automatically converted to an “F”.)

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 or online 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,” “WM,” “AU,” “T,” or “BE.”

Grade Point Average Calculation

Students may access online assistance for calculating their GPA (cumulative, in the major, in the minor) at the following link: elon.edu/e-web/administration/registrar/gpacalculation.xbtml

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 3.5 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” “WM,” “W,” “T,” or “BE” 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 will be used.

Notification Of Student Rights Under Ferpa

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student’s records within 45 days of the day that the institute receives the request for access.

Students should submit to the Registrar a written request that identifies the record(s) they wish to inspect. The Registrar will make arrangements for access and notify the students of the time and place where the records may be inspected.

2. The right to request an amendment of the student’s education records that the student believes is inaccurate or misleading.
 - a) Students may ask the institution to amend a record that they believe is inaccurate or misleading. They should write the Registrar, clearly identifying the part of the record they want changed, and specify why it is inaccurate or misleading.
 - b) If the institution decides not to amend the record as requested by the student, the institution will notify the student of the decision and advise the student of his or her right

to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

- c) The process of amending the academic record only pertains to information that has been recorded inaccurately or incorrectly. It is not a process to appeal grades, disciplinary decisions, or other university decisions with which the student disagrees but which have been recorded accurately. Normal review and appeal channels must be used where the dispute is with the decision itself and not with the accuracy with which the decision or information has been recorded. Information pertaining to grade and disciplinary appeals may be found in the student handbook.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

- a) One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person whether volunteering for or employed by the institution in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the institution has contracted (such as an attorney, auditor, or collection agent); staff in the Office of the Attorney General; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
- b) A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. The right to file a complaint with the United States Department of Education concerning alleged failures by Elon University to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW Washington, DC 20202-4605

5) The institution will honor requests to withhold the information listed below but cannot assume responsibility to contact students for subsequent permission to release them. The institution assumes no liability for honoring instructions that such information be withheld.

The items listed below are designated as Directory Information and may be released for any purpose at the discretion of the institution unless the student requests the information be withheld:

- a) Name, address, telephone number, dates of attendance, class, and electronic e-mail address.
- b) Previous institution(s) attended, major field of study, awards, honors (included Dean's list), degree(s) conferred (including dates).
- c) Past and present participation in officially recognized sports and activities, physical factors (height, weight of athletes), date and place of birth

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. The Transfer Request Form is available from the Office of the University Registrar or the Registrar's web site. Students must consult with their academic advisors to review their academic planning and secure the advisors' approval on the transfer request form prior to meeting with the Registrar.

Currently enrolled students must be in good academic standing and have a minimum 2.0 GPA in order to transfer course credit from another regionally accredited institution to Elon University. Each course is evaluated on an individual basis and must be approved prior to registration in order to assure credit will be transferred.

Students transferring courses worth fewer than four credit hours must still meet the total semester hour requirements in the affected program area. To earn a bachelor's degree from Elon University, students must earn a minimum of 132 total semester hours.

A grade of "C-" or higher must be posted on the official transcript for each course in order for the credits in that course to transfer. Courses posted in an un-graded format, including but not limited to pass/fail, audit, or credit/no-credit, will not transfer. Grades do not transfer, only the credit hours will be posted to the Elon University transcript with no change to the Elon grade point average.

Credits will not transfer for a course in which the student has already earned credit hours at Elon. Students may not transfer courses in which they have incurred an honor code F at Elon University.

If the course under consideration does not meet the specific requirement the student seeks to fulfill, he/she will be directed to the appropriate academic department chair.

Students must complete a minimum of 60 semester hours at Elon University.

Class Rank

Elon University does not calculate class rank by major nor by degree.

Academic Standing and University 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, 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.

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.

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 until the cumulative GPA reaches 2.0. 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 from the University

If for any reasons an undergraduate student concludes that he/she must leave the university on a temporary or long-term basis, he/she must confer with the Elon Student Health and Wellness Center (Room 104) to apply for a withdrawal and formalize plans. The university does not administratively grant temporary leaves of absence for any reason. If a student needs to leave campus or miss class, but does not wish to request a withdrawal, the student must make arrangements with individual faculty members. Permission to miss class is solely at the discretion of the faculty member/departmental policy and may be subject to review by the dean of the school. The Elon Student Health and Wellness Center (Room 104) will work with the student to secure medical documentation for the faculty member, if requested.

Students who withdraw from the university prior to the published date for dropping courses with a "W" will receive grades of "W". If a student withdraws past this date in the term, faculty members will be requested to report the student progress in class at the time of withdrawal by indicating a "W" or "F" grade. That designation will be entered as the grade on the Official Transcript.

If a student's medical or psychological condition is such that he or she cannot successfully complete the academic term, then he or she may apply for a medical withdrawal. A student who is granted a withdrawal for medical reasons will receive grades of "WD" for all coursework in progress at the time of the withdrawal. The official records of the student cannot be cleared until the withdrawal process is complete. A student may be required to remain on medical withdrawal for specified number of terms.

Graduate students should consult with the appropriate Graduate Program Director regarding withdrawal procedures for those programs.

All students who withdraw from the institution must reapply for admission to the university. Readmission procedures may be found on the Admissions website.

Students and parents who believe circumstances warrant an exception from the published policy must appeal to Mr. Gerald Whittington, Senior Vice President for Business, Finance and Technology, Alamance 107. Medical withdrawals are handled on a case-by-case basis.

