

# Academic Regulations and Procedures

## Student Academic Responsibility

- **You, the student, are responsible for planning your academic program and for meeting the requirements of the University and of departments.**
- This responsibility includes developing a complete understanding of, and following all degree requirements, academic regulations, and procedures.
- **You must obtain, retain, and consult regularly the sections from the applicable catalog that govern your graduation requirements.** The degree requirements specified in the catalog assigned to you at the time of admission or readmission serve as a two-way contract between you and the University. The contract specifies that the basic requirements to earn a bachelor's degree, the General Education Program, and major and minor requirements will not be changed as long as you complete a degree within seven years of the time of your initial enrollment in college. In turn, you are responsible for meeting these requirements.
- **The academic regulations and procedures described in this chapter may change during the period of your enrollment, and it is your responsibility to be aware of, and follow the academic regulations and procedures currently in effect.**
- All changes in regulations and procedures will be published in official University publications such as the Undergraduate Catalog and Registration Guide, with prior notice of changes provided.
- You are assigned an academic advisor, whose role is to **assist** you in planning the academic program and in interpreting degree requirements and academic regulations. It is your responsibility to confer regularly with your advisor. The advisor will provide the best, most current information possible, but, ultimately, **it is your responsibility to request and use this advice wisely and to meet graduation requirements and academic regulations.**
- **It is your responsibility to promptly declare or change your major.**

## Academic Advising, Policies and Procedures

Frostburg State University engages every student in collaborative, learner-centered advising, focusing on academic, professional, and personal development.

Frostburg State University:

- fosters a campus culture where advising is a shared responsibility essential to the education experience and student success;
- empowers students, faculty, and staff to utilize university and professional resources to promote students' ability to navigate the university and achieve their goals; and
- offers a university experience where holistic engagement prepares students to meet the challenges of a diverse, complex, and changing global society.

You always will have an academic advisor to assist you in realizing your academic and career goals. You are encouraged to see your advisor regularly to discuss your current academic work and future plans, to ask for advice about any problem you encounter, and to find out about other services on campus that are available to support

your academic success. You will need to see your advisor at least once per semester prior to registration to plan your schedule for the next term. Your advisor will activate your registration status in PAWS so you can register and drop/add on the web. You can call or email your advisor to make an appointment. Plan ahead to make your advising experience successful.

If you enter FSU as a **first-time college student**, you should plan to participate in our Preview orientation experience. As part of the Preview orientation experience, you will work with a faculty advisor who is specially trained to work with first-time students. During your first semester, your advisor will be the instructor of your ORIE 101, Introduction to Higher Education class. ORIE instructors/advisors include faculty and administrators who will assist you with your transition to college. Advising and planning are a major component of the ORIE 101 curriculum. You will meet your ORIE advisor twice a week, so take advantage of this contact to ask any question you have. First-year students may transition to academic departmental advising during their second semester after meeting with their ORIE advisor to discuss first semester outcomes and to confirm their choice of major. If you aren't ready to move to a departmental advisor or to declare your major, your ORIE instructor will continue to advise you until you are.

If you enter FSU as a **transfer student**, and know what major you want to pursue, you will be advised by the department chair or a designated faculty member during transfer orientation/initial registration. You then will be assigned your regular faculty advisor. If you aren't sure about your major, you will work with staff in the Center for Academic Advising and Retention who have experience working with exploratory students until you are ready to declare your major.

Your major advisor will work with you throughout your academic career. But always remember that you can change your major or request a change of advisor, at any time. Talk to the chair of the department that offers your major if you want to make a change.

## Registration

The Academic Calendar lists the registration schedule for each semester and summer session. You may change your schedule within the period prescribed in the Calendar. You must satisfy your financial obligations to the University to complete registration.

## Class Standing

Students achieve class standing according to the following table:

<b>First-Year</b>	<b>0-29 semester hours earned</b>
<b>Sophomore</b>	<b>30-59 semester hours earned</b>
<b>Junior</b>	<b>60-89 semester hours earned</b>
<b>Senior</b>	<b>90+ semester hours earned</b>

## Course Load

The unit of course work is the semester hour, defined as the normal amount of work done in one 50-minute class period and two hours of outside preparation a week for one semester.

The normal full-time load is 15-18 semester hours of credit. The minimum load for a full-time student is 12 semester hours of credit; the maximum, 18 hours. If you carry fewer than 12 semester hours of credit you will be classified as a part-time student.

To enroll for more than 18 semester hours of credit, you must have earned an FSU cumulative G.P.A. of 3.0 or above, have completed at least one semester of course work at FSU, and have the written permission of your advisor. Exceptions to these overload guidelines shall be made only upon recommendation of the advisor and the approval of the department chair (or Associate Provost if the student has not declared a major). Forms for requesting an overload must be submitted prior to registration. You will not be able to register for an overload without permission.

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## Course Changes

*(Drop/add/withdrawal)*

You may change your registration (add or drop a course or change sections or credits) using PAWS from the time of registration through the first week of classes (or the equivalent proportion of class days in a session that is shorter than a semester) if the course or section added has openings. If the course is closed, you must request an override from the department chair involved. **You may not add courses after the first week of classes (or equivalent).**

You are responsible for dropping/adding courses/sections at all times. Failure to do so will result in a grade of FX in the course or section “dropped” and no credit in the course or section “added.” However, if you are enrolled in a class and miss the first class meeting without notifying the instructor/department, the department chair at his/her discretion has the authority to drop you from the course if other students are waiting for space in the class. All other drops must be initiated by you.

After the first week of classes, to withdraw from a class, you can use PAWS. If you withdraw from a course during the first 60 percent of a term (beginning with the first day of classes), you will receive a *W*. Exact dates governing withdrawal from a course without penalty appear in the Academic Calendar. After this period if you drop a course, the *WF* and *W* described below will apply. See the section “Withdrawal from the University” for a description of the process for withdrawing from all of your classes.

**WF – withdrew-failing** – for official withdrawal from a course after the first 60 percent of a term. (USED in computation of average.)

**W – withdrew** – with approval of the Dean of the College offering the course, who will grant approval only under exceptional circumstances (e.g. serious illness) documented by the student, after consultation with the instructor of the course. The Dean will notify the academic advisor if a *W* is approved. A *W* will not be considered after the last day of classes. (NOT used in computation of average.)

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## Class Attendance

Each faculty member sets his/her own policy on class attendance. Such policy is to be indicated to the student in writing at the beginning of the term and should not be changed during the term. It is the responsibility of the student to understand clearly the

attendance policy of each of his/her instructors and to act accordingly.

The student is responsible for explaining the reason for any absence to the instructor. If at all possible, the student is expected to contact the instructor prior to the absence. No administrative officer of the University issues class absence excuses for any reason.

## Absences for Health Issues, Bereavement and Other Emergencies

The Health Center does not issue verification notices for routine treatment to instructors. In cases of significant or prolonged impairment, the center will provide appropriate written verification of treatment at a student’s request.

The faculty recognizes that students may experience serious medical issues, the death of a loved one, or other significant and unexpected life events during the course of an academic term that may lead to extended absences. Instructors must permit student absences for a reasonable number of days based on the severity of the situation and considering any travel that may be necessary. To minimize the impact of serious life events on students’ academic progress, students must contact their instructor(s) within five days of returning to develop an accommodation plan to allow the student to make up any missed assignments, find alternative assignments or excuse some assignments, in whatever manner the faculty member believes is fair and appropriate. In the event that an experience cannot be replaced, the final grade will be computed in a manner determined by the instructor to be fair and reasonable, including assigning a grade of Incomplete if applicable. Faculty are not obligated to accommodate a student who has, even for legitimate reasons, missed so much of the critical components of a course that arrangements for makeup work would not be reasonable. Students who believe their final course grade has been determined in an unfair (arbitrary and/or capricious) manner should follow the Grade Grievance process found in the Undergraduate and Graduate catalogs.

If forced by an emergency to be absent from classes, a student should notify the Office of the Vice President for Student Affairs, which will keep such information on file should instructors wish to confirm the absence. Instructors may request students to provide documentation to verify the absence. In cases where it is unlikely or impossible for the student to be successful in one or more classes because of emergency absences, the student should contact the Office of Student Affairs to facilitate a regular or medical withdrawal subject to University policies and procedures on withdrawals (e.g., financial aid, refund policies). Students must consult financial aid or Office of the Registrar websites for withdrawal and refund policies and procedures. The goal is to balance support for students in achieving their educational goals with the academic integrity of the curriculum and the principles of faculty academic freedom.

## Absences for Religious Observances

It is the policy of Frostburg State University that the academic programs and services of the University shall be available to all qualified students who have been admitted to its programs, regardless of their religious beliefs. Students shall not be penalized because of observance of their religious holidays and shall be given an opportunity to make up, within a reasonable time period, any

academic assignment that is missed due to individual participation in religious observances. It is the responsibility of the student to notify his or her instructor of conflicts between religious observances and scheduled course activities.

### Absences for Activities

The faculty recognizes the value to the student of such activities as attendance at meetings of regional and national scholastic and professional organizations, participation in university-sponsored dramatic or musical events, and varsity athletics. Students participating in such activities, and who incur class absences because of them, are responsible for notifying their instructors in advance of such absences. Should an instructor have any question regarding the student's absence for such activities, she or he may call the faculty member of other persons responsible for the activity.

Undergraduate students on academic probation may not incur class absences for non-credit activities without prior permission of their instructors. Since field trips connected with activities offered for academic credit are a part of the academic program, students are eligible regardless of grade average.

### Roster Verification and Final Date of Attendance

To comply with financial aid regulations, instructors need to do the following regardless of attendance policy:

1. Verify that class attendance matches official rosters at the end of the add/drop period and make record of students on the roster who have not attended.
2. Record a date of last attendance for each student receiving a grade of FX at the end of the term.

## Attendance at Another Institution

Once you enroll as a degree candidate at Frostburg State University, you must request prior permission to pursue course work at another institution and transfer it into your program at Frostburg State.

This procedure is for your protection to ensure that course work is transferable, is equivalent to the course for which you seek credit, and meets the requirement you want to fulfill. Once you are a degree-seeking student at FSU, you can only transfer equivalents of the specific courses in the FSU general education program for general education credit and equivalents of the specific courses in your major or minor for program credit.

If you are an undergraduate student applying for readmission after an absence of at least five calendar years, and you have earned credit for general education courses at a Maryland public higher education institution during your absence, you might receive general education credit at FSU. The evaluation of transfer credits occurs at the time of readmission; therefore, you must provide official transcripts before the start of the semester in which you're being readmitted.

**If you have 0-89 total credits earned** (including previous transfer credit, credits in which you currently are enrolled at FSU or elsewhere, and the requested credits off-campus), you must follow these procedures:

1. Obtain a list of course offerings and catalog descriptions for the course(s) you want to take at another institution.

2. Complete the Authorization to Attend Another Institution Form in the Registrar's Office.
3. Have course equivalencies determined by the Transfer Credit Officer in the Admissions Office.
4. Return the form to the Registrar's Office for official signature.
5. Take the approval form to registration at the other institution.
6. After completion of the course work, have an official transcript forwarded from the other institution to Frostburg State University.

In addition to the steps noted above, the following special rules apply:

**If you have 90 or more total credits** (including previous transfer credits and credits in which you currently are enrolled at FSU or elsewhere), you may transfer a maximum of seven (7) additional credits of general education or general elective course work, provided that you still earn a minimum of 30 credits towards the degree at Frostburg State University. These credits may include courses that count toward the major or minor only if you will earn half of your major or minor credits at Frostburg State University. After you have a total of 90 or more credits, and you wish to participate in an organized academic program approved by the Provost (including those programs taking place at another academic institution):

1. Your academic advisor (or department chair/coordinator) must give prior approval for additional transferred credits of general education or general elective course work.
2. Your department chair or coordinator must give prior approval for additional transferred course work that counts toward the major or minor.
3. The Provost, or designee, must give prior approval for additional transferred credits that count toward the major or minor and are earned through participation in Study Abroad Programs.
4. The Provost, or designee, must give prior approval for additional transferred credits that count toward the major or minor and are earned through the National Student Exchange Program.

**If you have 70 credits transferred from two-year colleges**, you cannot transfer additional credit from a two-year college. This is a State regulation and no exceptions are allowed.

**Note:** Exceptions to all the rules specified above require an advance written appeal to the Academic Standards Subcommittee at least one month prior to the term in which you wish to study at another institution

## Auditors

To be an auditor (one enrolled for non-credit instruction in a course), ordinarily you must have earned a place on the Dean's List (at least a 3.40 average) the preceding semester. You also may request to audit a class in which you previously have received credit if a period of time has elapsed since you enrolled in the course and you wish to refresh your knowledge prior to enrolling in a sequence course. Finally, if you are a non-degree student enrolling in a course for personal enrichment you may enroll as an auditor. You are

charged the same tuition and fees for audit courses as for credit courses. You may be an auditor only if you have the consent of the instructor, ordinarily your advisor, and the Associate Provost and if space is available. If the space is needed, registrants for credit may supplant auditors.

As an auditor, you are expected to attend regularly but do not participate in class discussion except upon request. You are not required to write papers or take quizzes, tests, or examinations. No credit or grade will be earned, but the audited course when completed will carry the symbol AU (Audited).

You are not eligible for credit by examination to cover a course you have audited. Courses which have been audited may not be taken for credit.

To be admitted to class as an auditor, you must be officially registered. You may secure approval to audit through the drop/add period.

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## Testing

The University provides testing programs designed to help students through their academic careers. As a result of these measurements of aptitude and achievement, students with varied personal and educational backgrounds can evaluate their relative strengths and weaknesses. Because other colleges throughout the country administer these same tests, it is possible to compare FSU students with other college students objectively. The University makes use of this knowledge in planning the curriculum and in advising students about their programs.

### Testing for First-year Students

#### A. SAT:

To enroll in the University, you are required to submit the results from the College Board SAT. Take these tests at any convenient center on one of the dates assigned by the College Entrance Examination Board. Get detailed information at local high schools. If you take the American College Tests, it is recommended that you request a transcript of the results be sent to the University. Individual departments may also require achievement tests in their areas to be taken after you have been accepted to the University.

#### B. Testing Policies of FSU:

1. All entering first-time students will be administered diagnostic placement tests in reading, writing and mathematics to determine their strengths and weaknesses in those areas. Transfer students with more than 12 credits who have not transferred Freshman Composition and/or a college-level mathematics course will also be required to take the appropriate diagnostic placement test(s).
2. If you earn below a predetermined standard on these examinations, you will be required to participate in specified courses in your first semester to develop your skills to a level which is expected of all entering students. You may not withdraw from these courses unless you are withdrawing from the University. If you are unsuccessful, you must re-enroll in the relevant course(s) in your second semester, and in each subsequent semester until you receive a *P* or *C* grade in the course.

### Senior Testing

Some graduate schools and advanced professional programs may require aptitude or achievement test scores for admission. Most of the commonly needed tests such as the Graduate Record Exam and Graduate Management Admissions Test are given on campus. The PRAXIS exam, which is required for Maryland certification as well as for certification in several other states, is also offered.

Dates for these tests are publicized on campus. Further information about these and other tests is available in Counseling and Psychological Services.

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## Non-Graded Assessment Requirements

Assessment is the evaluation of learning used to improve teaching and academic programs. It is designed to identify patterns of strengths and weaknesses in student learning so that changes can be made that will benefit students. Some non-graded assessment activities may be voluntary, others may be required for graduation.

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## Credit by Examination

In addition to earning credit at FSU or transferring course credit from other accredited institutions, you may acquire credits through examination. Examinations accepted include: Advanced Placement Examinations, College Level Examination Programs (CLEP), the International Baccalaureate Programme and special departmental examinations. Students who believe they may qualify for credit by exam must take the examination prior to signing up for the course. See the *Policies* section of this catalog for details on credit by exam procedures.

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## Transcripts of Records

To obtain an official transcript, file a request online through your PAWS account. Official transcripts will be forwarded to designated parties or may be picked up in person.

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## Withdrawal From the University

To leave the University, you must withdraw officially by completing the following procedure. Failure to follow this procedure may jeopardize the right to withdrawal without penalty and to any refunds (see *Refunds Policy* in the catalog section on Expenses).

To withdraw from the University prior to the end of the drop/add period for the semester in which you are enrolled, you must notify the Registrar's Office in writing. That office will remove you from your classes and notify the University & Student Billing Office that you will not be attending the current semester. You must contact the University & Student Billing Office to arrange any refund that may be due to you.

If you withdraw after the end of the drop/add period for a semester in which you are enrolled, your permanent academic record will always carry one of the following notations, as well as the date on which withdrawal procedures were completed. You will receive a *W* in each class if you withdraw within the first 60 percent of a term;

*W* or *WF* depending on the circumstances surrounding your withdrawal after the first 60 percent of a term.

To be eligible for the *W* after the first 60 percent of a term, you must provide written documentation of extenuating circumstances (such as medical problems) to the Office of the Vice President for Student Affairs. With approval of the Office of the Provost, the Registrar's Office will post a *W* for all courses and notify all other relevant campus offices of your withdrawal.

If you officially withdraw from the University near the end of a semester because of academic difficulty and receive *WFs* in courses for which you were registered, you may, as a result of your new cumulative grade point average, be academically dismissed from the University.

Once you withdraw, particularly for reasons other than medical, the University is not obliged to readmit you. Readmission especially will not be approved if you withdraw to circumvent regulations.

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## Call to Active Military Duty

A student called to active military duty during a national or international crisis or conflict should inform the University of the reason for his/her withdrawal prior to leaving, including presentation of copies of appropriate military orders, in order to benefit from special policies and procedures governing interruption of one's academic career for such military service. Please contact any one of the following offices. The designated contact person in each office will assist in facilitating your withdrawal and will contact other offices to insure that special exemptions concerning refunds and *W* or *I* grades are applied:

### Veterans Services

150 Park Avenue  
Phone: 301.687.4409 Fax: 301.687.4509

### Office of the Registrar

Pullen 144  
Phone: 301.687.4347 Fax: 301.687.4597

### Student Affairs

Hitchins 116  
Phone: 301.687.4311 Fax: 301.687.4937

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## Leave of Absence

If you withdraw from Frostburg State University with the intent to return within a semester or a year, you may request a leave of absence. If you are on an official leave of absence, you will continue to receive communications from the University, will not have to submit a readmission application or admissions deposit, and will be able to participate at the same time as continuing students in such activities as registration and the housing lottery. You must notify the Financial Aid Office that you are on leave, and file financial aid and scholarship applications by the regular deadlines.

To be eligible for a leave of absence, you must have no judicial system penalties or charges pending. You may obtain an application for a leave of absence at the Registrar's Office. The application requests information about the reasons you are requesting a leave, what activities you plan during the leave, and for how long you are requesting a leave (one calendar year maximum). Your advisor will

need to sign off on your application, which you then must return to the Registrar's Office no later than the last day of the drop/add (late registration) period in your first semester of leave.

If you are planning study at another college during your leave, you must complete an Authorization to Attend Another Institution form (available in the Registrar's Office) and obtain the required approvals. See the section of this catalog on Attendance at Another Institution concerning the rules for transfer of credit for students seeking a degree at FSU. If you plan study abroad during your leave, you must use the procedures currently in place for international study, administered by the Center for International Education.

You must keep the University informed of your permanent and local addresses during your leave in order to receive the privileges specified. If you do not enroll at the University at the end of the time period specified in your leave request, you will need to go through the readmission process whenever you return.

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## Graduation

To graduate with a baccalaureate degree, you must earn a minimum of 120 semester hours of credit and fulfill all degree requirements. Carrying a normal load of 15 semester hours of credit each semester, you can complete a degree program in eight semesters. You may graduate in fewer than eight semesters by attending summer sessions and/or Intersession, or by carrying more than 15 semester hours per semester. To accelerate, you should plan your program well in advance with your advisor.

You may enroll as a part-time student, carrying as many as 11 semester hours in the regular program.

To graduate on a given date, you must make application on a form furnished by the Registrar's Office (also available online in PAWS). Submit the application to the Registrar's Office when you complete 70 credit hours, or at least one year prior to your proposed graduation date.

To participate in commencement, you must have successfully completed, or be enrolled in the semester prior to the ceremony, in all course work required for you to complete your degree. If you complete your degree requirements in January or May, you are eligible to participate in the May commencement ceremony. If you complete your degree requirements in July, August, or December, you are eligible to participate in the December ceremony.

Exceptions to these rules require a written request to the Registrar's Office at least four weeks prior to the commencement ceremony, accompanied by evidence that you have enrolled in, and paid tuition for, course work that will meet the remaining requirements during the summer session immediately following May commencement or the January Intersession immediately following December commencement. Permission will be granted only if you have no more than two courses totaling no more than nine credits remaining to complete your degree and have a 2.0 cumulative FSU grade point average and a 2.0 cumulative FSU grade point average in your major at the time of the request, as determined by the official degree audit performed by the Registrar.

Participation in commencement does not confer a degree. Your degree will be posted on your official transcript and you will receive

a diploma only after you have documented that you have met all degree requirements.

### Graduation With Honors

If you have completed at least 50 credits at this University with a high cumulative grade point average, your scholastic achievement is recognized in the honors degree, awarded as follows:

Cum Laude	from 3.400 to 3.649
Magna Cum Laude	from 3.650 to 3.899
Summa Cum Laude	3.900 and above

## Academic Standards

### Grades

Your progress as a student is evaluated and officially reported at the end of each semester. Letter grades are used to record achievement. Generally, grades represent standards of comprehension of knowledge and the ability to communicate knowledge, and are recorded on your permanent record at the end of each semester.

The grading symbols used at Frostburg State University are as follows:

A	Superior
B	Above average
C	Average
D	Passing, but below average
F	Failure
P	Pass
W	Withdraw
WF	Withdraw after the withdrawal deadline (counts as an F, failure)
FX	Failure for non-attendance (if you never attended class or stopped attending during the term without officially withdrawing or, for an online class, if you never logged in and participated or if you stopped performing course activities, without officially withdrawing. An FX grade will affect your GPA the same as an F grade. Failure to pass the course because you did not take the final exam or complete other course requirements will be recorded as a F grade rather than FX.)
NC	No credit
I	Incomplete
AU	Audit (no credit earned)
NR	Grade not provided by instructor
CS	Continued Study Required (you must enroll in a course which satisfies the requirement in the next semester). Only available in English and mathematics courses that meet Core Skills Requirements.

N Non-pass (not permitted except where P/N is the only method of evaluation for a particular course)

AP, CE, CL, IB, PT Pass by examination

### Incompletes

The grade I (Incomplete) may be given at the instructor's discretion in exceptional, documented cases if, after completing most of the work in a course, because of illness or other reasons beyond your control, you are unable to complete the remaining course requirements. An I may be removed and another grade substituted if you complete the course requirements to the instructor's satisfaction within six weeks of the beginning of the following semester. If you fail to remove the Incomplete within the prescribed period, the I will automatically be replaced by an F on your permanent record. It is your responsibility to make arrangements to complete the course requirements for the removal of the I.

### Withdrawal

W-Withdraw; WF-Withdraw After Deadline (Failing). A grade of W is not calculated in your GPA. A grade of W is given if you officially withdraw from a course by the published withdrawal deadline each term. It is also given if you obtain authorization from the Dean of the College offering the course to withdraw from a course or courses after the deadline. Such withdrawals will be granted only under exceptional circumstances (for example, serious illness) with information received from the instructor of the course.

### NC Grade

The grade NC (No Credit) is to be used at an instructor's option (instead of a grade of F) if you have put forth effort to master the content of the course but have not achieved at a level to warrant a grade above F. The NC grade may be used only if you have earned fewer than 60 credits at the end of the term preceding the term in which the NC is earned.

### Limited Pass/Fail Option

You may take only one course per semester on the Pass/Fail Option and no more than four courses Pass/Fail during your college career. You will receive the grade of P for each of these courses passed. Credits earned in a course in which a P is received will be counted toward the number of semester hours of credit required for graduation. If you fail to do passing work in such a course, you will be graded F. The grade of P will not be used in the computation of cumulative grade point average; a grade of F will be computed.

Upon approval of your advisor, at final registration or up to eleven class days following registration, you may elect the P/F option for a course by submitting a form to the Registrar's Office. At no time during the semester will an instructor be informed by any administrative office which students are enrolled for P/F credit. The instructor will assign grades of A, B, C, D, FX, or F to each student, and the Registrar's Office will then enter grades of P for students earning A, B, C, or D but will retain a grade of FX or F.

If you wish to transfer or attend graduate school where letter grades are necessary, you may request, in writing, that the Registrar's Office provide letter grades for those courses in which a P was recorded.

Courses in the undergraduate program may be taken for P/F credit with the following restrictions:

1. The P/F option is not permitted to be used in the General Education Program.
2. The P/F option may not be used for any course taught by your major or minor department or which fulfills your major or minor requirements, including those courses which are required by, but offered outside of, the major or minor department.
3. If you are on academic probation, you are not eligible to enroll in a course on a P/F basis.
4. You may not elect to take more than one course per semester for P/F credit. The total number of courses you may elect to take for P/F credits is four.
5. Once registered in a course on a P/F basis, you may not later choose to take the course on the conventional letter-grade system, except as noted in number 6 below.
6. If you change your academic program so that a course previously taken for P/F credit becomes a requirement for a major, minor, or a professional program, you will receive the conventional grade originally reported by the instructor.
7. You may drop a P/F course the same as any other course.
8. You are subject to the same prerequisites and requirements for the course as is the student enrolled in the course under the standard grading system.
9. To be eligible for the Dean's List, you must take 12 semester hours of graded credit; thus 9 graded credits and 3 credits on a P/F basis do not qualify you for consideration.

Specifically, the P/F option may be used only for elective courses outside of the General Education Program, majors, minors, and concentrations.

## Mid-semester Warnings

Faculty members will assess students' progress in all 100- and 200-level courses, and in all courses that meet Core Skills Requirements in the General Education Program, prior to mid-semester. Students performing at the D or F quality level will be issued a mid-semester warning early in the seventh week of classes. Students are responsible for discussing their performance with their instructors immediately.

## Grade Points and Grade Point Averages

A four-point system is used to indicate quality of academic work through a grade point average:

Grade points per semester hour	
A	4
B	3
C	2

D	1
F, WF, FX	0

Grades of P, PT, N, NR, NC, I, W, AU, and CS are *not* used in computation of averages.

The grade point average for a semester is determined by dividing the total number of grade points by the total number of semester hours graded with A, B, C, D, F, WF, and FX that semester.

The cumulative grade point average is found by dividing the total grade points earned in all courses completed at Frostburg State University by the total number of semester hours graded with A, B, C, D, F, WF, and FX at FSU. For example: a junior has attempted 80 semester hours at Frostburg and has earned a total of 192 grade points. The cumulative GPA is 2.40. If a course is repeated, the last grade earned is included in the computation. (*See Course Repetition section below.*)

As with most colleges and universities, credit hours earned at other institutions are accepted for transfer but grades are not. Consequently, the grades from transfer credits are not computed into the cumulative grade point average at FSU. However, academic progress is expected according to the total credit hours earned, including transfer credits.

### Calculation of GPA in Major:

1. All courses taken in the major *department* count in calculating the grade point average for that major (unless specifically excluded).
2. Courses required for the major but taken outside the major department are not counted in the computation, unless specified in the catalog description of the major requirements.
3. Interdisciplinary majors, however, count all courses specifically listed as meeting the requirements for the major. Interdisciplinary majors include Environmental Analysis and Planning, Earth Science, Ethnobotany, International Studies, Law and Society, Liberal Studies, Social Science and Urban and Regional Planning.
4. Prior written approval of the advisor and the department chair is required to repeat a course in which a satisfactory grade has been earned (whether a grade is considered "satisfactory" in a given major is defined by each department).
5. If a course is repeated, the last grade earned is included in the computation. (*See Course Repetition section below.*)

### Calculation of GPA in Minor:

Grades earned in all core and elective course options that can be applied toward minor requirements are used in calculating the grade point average.

## Course Repetition and Grading

A course may be counted toward graduation requirements only once regardless of how many times it is repeated unless the officially approved course description states that the course can be repeated for credit.

Beginning with courses repeated in fall 2007 and after, when you repeat coursework in which you earned a grade of A, B, C, D, F, FX or WF, the last grade earned, whether higher or lower, will count in your cumulative grade point average. Only a grade of A, B, C, D, F, FX, WF, or P (in courses where all students are graded P/F) can replace the previous grade earned. The earlier grade will continue to appear on your transcript, but the credit hours attempted or earned and the grade earned in the previous attempt will not be used in calculating the cumulative grade point average and cumulative credits. The coursework must be repeated at Frostburg State University. *(See the special rule above concerning approvals required for course repetitions in your major.)*

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## Change of Grades

A faculty member desiring to change a student's grade that has already been recorded with the Registrar must submit to the Registrar a Change of Grade form stating the reasons for the change. If the change of grade is not from "I" (incomplete) to a letter grade, the form must be approved by the Chair of the Department (or the Dean of the College if the Chair is the instructor) in which the course resides.

All grade changes must be made within six weeks of the beginning of the following semester. No grade changes are allowed after this date except in the case of an ongoing grade grievance that has reached Stage II; a late withdrawal due to documented extenuating circumstances; or, in exceptional cases, with the approval of the Dean of the College that offers the course. Faculty and students should raise issues about grades immediately upon recording and receipt.

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## Dean's List

Shortly after the end of each semester, the Dean of each College announces the names of students recorded on the Dean's List. The list includes all students who have earned a grade point average of at least 3.40 with at least 12 semester hours of graded credit for the semester.

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## Final Exam Rescheduling Policy

Students should not be required to take more than two final exams in one calendar day, and where conflicts arise, faculty should work with students to make necessary arrangements to avoid the conflict. It is recommended that students meet with their professors to reach alternate arrangements. If students are unable to reach alternate arrangement with their professors, they should contact their academic advisor or department chair for assistance.

# Standards Governing Academic Probation and Dismissal

A cumulative grade point average (GPA) of 2.0 is the minimum standard acceptable for work leading to a bachelor's degree. If your cumulative GPA falls below 2.0, you will be placed on academic probation or be subject to academic dismissal.

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## Review of Student Records

Your records will be reviewed for possible dismissal at the end of the fall and spring semesters and the second six-week summer session. If you do not meet prescribed standards at the end of the spring semester, you will be so informed, but you will be permitted to attend any summer session except the third four-week session. You will need to meet the standard prescribed for your number of earned hours and number of semesters on probation no later than the end of the second six-week session or you will be dismissed and not allowed to apply for readmission until the following summer.

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## Academic Dismissal

You will be dismissed for unsatisfactory scholarship if **any one** of the following conditions applies:

1. Your earned cumulative grade point average is 0.0.
2. You fail at least half of the semester hours of credit in any single semester while on academic probation.
3. You fail to meet the minimum academic progress standard for your number of earned hours while on academic probation. *(See table on this page.)*
4. You remain on academic probation for three successive semesters without achieving a cumulative GPA of at least 2.0. Any enrollment in a summer session counts as one semester on probation.

## Dismissal Conditions

1. You will not be allowed to enroll at Frostburg State University for at least two semesters. The summer sessions are considered the equivalent of one semester.
2. After the minimum two-semester dismissal period, you are eligible to apply for readmission through the Admissions Office. Readmission is not guaranteed. *(See the section on readmission in the admissions section of the catalog.)*

## Dismissal Appeals

You may appeal your dismissal for unsatisfactory scholarship. All appeals are to be submitted to the Academic Standards Subcommittee.

1. Submit a letter of appeal to the Academic Standards Subcommittee, c/o the Associate Provost, who serves as Chair.



- You must submit your letter of appeal and all documentation by the deadline specified in the academic dismissal notice. Letters of appeal received after the deadline will not be considered.
- Your letter of appeal must demonstrate that your poor academic performance has resulted directly from serious physical, emotional or other personal problems. You must detail the reasons for your poor academic performance and provide documentation of the existence of the problems. You must show that the problems described have been addressed and that there is reason to believe that these problems will no longer affect your academic performance.
- The University reserves the right to deny the dismissal appeal of any student whose former records and/or observed conduct are incongruent with the established guidelines for student behavior and academic responsibility at Frostburg State University.
- If you are reinstated on appeal, you will have to agree to meet specified conditions listed in the response to your appeal.

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## Academic Probation

- If you have earned a cumulative GPA above 0.00, but below 2.0, you will be placed on academic probation.
- If you are a first-time FSU student placed on probation whose GPA is less than 1.40, you must meet with an assigned advisor to develop an academic recovery plan, and may enroll in no more than 13 credit hours during the following semester. Academic recovery plans must be submitted to the Center for Academic Advising and Retention.
- You will be allowed to continue to enroll on academic probation if you meet the minimum academic progress standard for your number of earned hours (*see table on this page*), but for no longer than three successive semesters.
- If you are on academic probation during the fall semester, you may not register for January Intersession courses. If you are on academic probation during the spring semester, or are placed on academic probation at the end of the spring semester, you may not register for the third four-week summer session.

### Minimum Academic Progress Standards

The minimum academic progress standards you must meet in order to be continued on academic probation are as follows:

Total Hours Earned <sup>1</sup>	Minimum FSU Cumulative GPA <sup>2</sup>
0-14	1.00
15-29	1.40
30-44	1.60
45-59	1.80
60-above	2.00

<sup>1</sup>Total hours earned = all earned hours, graded and ungraded, including transfer credits.

<sup>2</sup>Cumulative FSU GPA = all letter grades (A, B, C, D, F, FX, WF) earned in all courses attempted at Frostburg State University, excluding

*prior grades in courses repeated at FSU and grade forgiveness. Enrollment at schools other than FSU cannot improve the GPA because credits, not grades, transfer from these institutions.*

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## Academic Warning

If your semester GPA falls below 1.5 and your cumulative GPA is below 2.5 you will be placed on academic warning, and must meet the warning conditions specified below.

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## Additional Probation and Warning Conditions

If you are on academic probation or warning, the following rules apply:

- You may not enroll for more than 15 credit hours per semester.
- You must have your course schedule and load reviewed and approved by your academic advisor. You must meet regularly with your advisor throughout the semester. (The Academic Standards Subcommittee seriously considers the written report of your advisor should you be subject to academic dismissal.)

## Academic Eligibility for Athletes

As a student-athlete, you must be eligible according to the regulations of the National Collegiate Athletic Association Division II and the academic eligibility standards of Frostburg State University. Specifically, in order to be eligible to participate in intercollegiate athletics, you must meet the following criteria:

- Be regularly admitted as a degree-seeking student.
- At the time of participation in intercollegiate athletics, be registered with the NCAA Eligibility Center. Incoming freshmen must be classified as a Final Qualifier by the Eligibility Center to participate during their first year.
- At the time of participation in intercollegiate athletics, be registered for and maintain enrollment in 12 or more credit hours, with the following exceptions:
  - You may practice and compete during the vacation period immediately preceding initial enrollment provided you meet all other eligibility requirements.
  - If you are an undergraduate student enrolled in the final semester of a baccalaureate program, who is certified as enrolled in all courses required to complete degree requirements by the Registrar's Office, you may practice and compete while enrolled in less than 12 credit hours with the approval of the Assistant Director of Athletics for Compliance and Certification.
  - If you are a graduate student who previously attended this institution as an undergraduate, you may practice and compete while enrolled in a minimum of nine credit hours with the

approval of the Assistant Director of Athletics for Compliance and Certification.

4. You may participate in a maximum of four seasons of competition in any one sport during the first 10 semesters (15 quarters) of full-time enrollment in a collegiate institution.
5. If you are a transfer student, prior to participation, your eligibility must be reviewed by the Assistant Director of Athletics for Compliance and Certification and the Director of Special Academic Services in accordance with NCAA rules and regulations.
6. If you are a continuing or readmitted student, you must meet all of the following eligibility standards:
  - a. Pass a minimum of 9 credits during the preceding academic semester.
  - b. Pass a minimum of 18 credits for the Fall and Spring semesters combined.
  - c. Pass a minimum of 24 credits since the beginning of the previous Fall semester. This includes Intersession and Summer courses.
  - d. By the beginning of the fifth full-time semester, declare an academic major as proof of normal progress towards the degree.
  - e. After the beginning of the fifth full-time semester, all courses completed must count in your declared degree program.
  - f. Meet the minimum academic progress standards defined for your academic level (see table below), with the following exceptions:
    - If you are ineligible at the beginning of a semester, you may become eligible mid-semester only due to:
      - Successful completion of a course in which you earned an incomplete (I) grade
      - An official grade change
      - A grade change due to recognition of an institutional error

In any of these circumstances, you will not be eligible until the grade change is officially recorded in the Registrar's Office.

7. If you are allowed to re-enroll on academic probation or based on a successful appeal of academic dismissal, or you are readmitted on academic probation, you will not be allowed to participate in athletics unless your Frostburg State University cumulative grade point average meets the minimum specified above for the number of semesters of enrollment, and you have met all other eligibility standards outlined on this page (credit hours, progress toward degree, etc.).
8. Requests for the application of the exceptions specified above must be submitted to the individual or committee listed. Requests for waivers of NCAA regulations must be submitted to the Assistant Director of Athletics for Compliance and

Certification for approval and transmission to the appropriate authorities.

### Minimum Academic Progress Standards for Athletes

Semester at Frostburg State <sup>1</sup>	Minimum FSU Cumulative GPA <sup>2</sup>
First & Second	1.65
Prior to Third or more	2.00

<sup>1</sup>Semester at Frostburg State = number of semesters enrolled at FSU, including current semester and excluding summer and intersession.

<sup>2</sup>Cumulative FSU GPA = all letter grades (A, B, C, D, F, FX, WF) earned in all courses attempted at Frostburg State University, excluding prior grades in courses repeated at FSU and grade forgiveness. Enrollment at schools other than FSU cannot improve the GPA because credits, not grades, transfer from these institutions.