Undergraduate Academic Code

Major Changes from Existing Code

Guiding Principles

1. Develop an architecture for the undergraduate Code that is replicable by other schools.
2. Include only elements that are absolutely necessary and figure out elements that might appropriately be placed in other documents.
3. Criteria for inclusion of information:
   a. Student-related academic policies;
   b. Policies governing all academic programs and degree conferral; and
   c. Relatively permanent in nature.

Changes Throughout

1. Removed all provisions that applied exclusively to graduate and professional students.
   Graduate and professional students will be governed by a new Graduate Academic Code, although Law students will continue to be governed by the Hoynes Code.
2. Tightened up language; updated language to conform to current titles, offices, etc.
4. Combined separate sections that dealt with similar/related provisions in the existing Code and addressed any existing conflicts.
5. Updated some sections to reflect existing practice.

Specific Changes: How does the new Code version map into the old version and what are the substantive changes, if any?

New Section 1.0: Procedures Governing Admissions & Readmissions

1. Combines old Sections 1 (Admissions Responsibilities), 2 (Academic Status Classifications), 3 (Admissions Classifications) and 6 (Readmission).
2. Mainly streamlines the language in the existing sections.
3. States clearly that the admitting dean has the authority to determine the credits applicable to the degree program for the admitted student.
4. New Section 1.3, on Readmission, also eliminates part of old Section 7.1, which stated that credits earned are forfeited toward a degree after five years of non-attendance. Section 1.3 clearly gives discretion to the dean or dean’s designee to determine the applicability of credits to the degree under all circumstances of readmission after an absence of any length of time, other than through an approved leave of absence.
New Section 2.0: Degree Requirements

1. Incorporates old Section 15 (Degree Requirements).
2. Only substantive change is the addition of Section 2.2.8, which exempts the 3-2 and 4-1 dual-degree programs of the College of Engineering with various partner schools from requirements other than those stated, along with those in the program agreements, which are approved by the Provost. In practice, this refers only to the requirement in new 2.2.6 regarding 50% of degree credit hours being earned at the University, in favor of the requirement that exists in all of these agreements, of 60 credit hours being earned at the University.

New Section 3.0: Evaluations of Student Work

1. Combines old Sections 13 (Class Attendance and Conduct), 14 (Final Examinations), 16 (Midsemester Deficiency and First-Year Student Grade Reporting), 17 (Semester Grade Reporting), 18 (The Grading System), 19 (Pass-Fail Option) and 20 (Average Computation), along with sections addressing these issues in the Academic Guide.
2. Some language/phrasing changes made by the Registrar’s Office to conform to existing terminology.
3. Section 3.2.1 now explicitly prohibits administering final exams on normal class days or during Reading Days.
4. Section 3.2.4.2 changes the existing rule for exam conflicts, which currently gives priority to the smaller class, to give priority to the larger class. In practice, faculty teaching smaller classes are usually much more agreeable to giving a make-up exam in the event of a conflict, so the new rule reflects typical practice.
5. Section 3.3.10 changes the process for grade changes, eliminating need for provost approval and leaving the discretion with the dean.
6. Section 3.3.12 adds a provision that would allow faculty, departments and colleges to prohibit some courses from being taken pass/fail. This was deemed necessary in classes with significant group work, to ensure that all students had the same incentive to perform well.

Section 4.0: Progress toward Degree

1. Combines old Sections 8 (Class Ratings for Undergraduate Students), 12 (Transfers within the University) and 22 (Academic Good Standing).
2. Only substantive change in Section 4.2.3, which explicitly states that a student must be in good academic standing to change colleges within the University. This reflects existing practice.

Section 5.0: Registration, Enrollment, Scheduling, Course Credit, Class Load & Latin Honors

1. Combines old Sections 4 (Registration), 7 (Credit), 9 (Class Loads), 11 (Changes in Student Class Schedules) and 24 (Honors at Graduation).
2. Sections 5.1 and 5.2 contain new language provided by the Registrar’s Office to reflect new registration and enrollment processes.
3. Section 5.3, Schedule Modifications, changes the last add/drop day to the sixth day (formerly the seventh) of the semester. The seventh day allowed students to miss four MWF classes and three TR classes; the sixth day reduces the number of missed MWF classes to three.

4. Section 5.4.2 includes new language from the Registrar’s Office on the definition of credit hour, which does not change the existing practice, but spells out the requirements.

5. Section 5.4.3 changes the threshold grade for accepting transfer credit from another institution from a C to a B.

6. Section 5.4.5 clarifies the ways in which an entering first-year student may earn credit toward the degree for prior work.

7. Section 5.5.3 clarifies that a student may take a part-time load only in the graduation semester. The previous provision was vague; the proposed provision also comports with NCAA rules and ensures that student-athletes are treated no differently than other students.

8. Section 5.6.1 clarifies the rules for Latin Honors and includes new language provided by the Registrar’s Office, but does not change the rules at all.

**Section 6.0: Leaves of Absence & Separation from the University**

1. Combines old Sections 5 (Official Withdrawal from University), 23 (Separation from the University) and 25 (Leave of Absence Policy).

2. Section 6.1, regarding leaves of absence, did not change.

3. Section 6.2, regarding separation from the University, changed substantially. It divides the sorts of non-leave separations into withdrawal, voluntary separation and “involuntary” separation for non-academic or academic purposes.

4. Section 6.2.1, Withdrawal, contains a substantial change that prohibits withdrawal during the last ten class days of the semester unless the student has a documented medical reason for the leave. This change was made to prevent students who simply did not perform well from leaving at the last minute, as the old policy did not contain any limits on time for withdrawing from school.

5. Section 6.2.3, Non-Academic Dismissal, is new, and gives the University the right to require a student to leave campus if the student is determined to be a danger to self or others.

6. Section 6.2.4, Academic Dismissal, contains some new elements, including:
   a. Removes “subject to dismissal” language and replaces it with “shall be dismissed” language.
   b. Adds a provision for appealing an academic dismissal.
   c. Clearly spells out that a student’s second academic dismissal is permanent (after the appeal) – the student may not apply for readmission.
   d. Sets the effective date of dismissal at 14 days after grades are due at the end of the semester. This ensures consistency across all academic units, allows time for an appeal, and lends clarity to whether and when a student may continue to participate in athletics, band or glee club trips, etc. It also establishes a firm date for dismissal of international students for ICE purposes.

**Sections from old code dropped from new code:** 10 (Course Numbering); 21 (Dean’s List)