

# Academic and Administrative Policies

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## ACADEMIC POLICIES

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### Graduation Information and Requirements

#### Bulletin Jurisdiction (“Six-year Rule”)

All degree requirements must be completed prior to the awarding of the degree. Degrees are awarded on three degree dates each year in May, August, and December.

Each student is subject to one of the following:

- a. degree requirements published in the Bulletin at the time of graduation, or
- b. to degree requirements applicable at the time of matriculation, or
- c. to degree requirements listed in any Bulletin published between the student’s matriculation and graduation, provided that no more than six years separate matriculation and graduation. Students should be aware that specific courses applicable to the core will fulfill the core requirements only during the semester(s) that they are officially listed in a Bulletin or class schedule.

Courses which were listed as satisfying core or department requirements at the time of matriculation may be altered or removed from the curriculum before a student reaches graduation. In the case of department requirements, a student must plan alternate courses with the advisor.

#### Degree Progress Evaluation

Information on student degree progress is provided to students and their advisors via the Academic Requirements Report. The report summarizes and details student academic progress through each requirement for graduation.

Students are responsible for understanding and complying with academic regulations. It is in the student’s best interest to review the Academic Requirements Report during the advising session prior to registration each term. Additionally, students should review the Academic Requirements Report following each registration and grading period to verify the completion of degree requirements.

In addition to reviewing academic progress with their advisors, students may also contact the Office of Academic Advising to review the Academic Requirements Report and to ask questions concerning their academic progress.

#### Academic Load

These definitions are for university use. Some programs, to include financial aid programs, may be subject to external regulations using other definitions.

#### Credit

Courses offered under the semester calendar at the university are computed in units of credit. A unit is equivalent to four semester credits or six quarter credits.

#### Full-time Enrollment

1. A student enrolled in at least 3.00 units per semester.
2. An undergraduate student enrolled in a 1.00-unit co-operative education course during a semester; or an enrolled in a .50-unit co-operative education course plus at least 1.00 additional unit.
3. An Occupational Therapy student registered in a Fieldwork Experience or a Physical Therapy student registered in a Clinical Internship is full-time for the duration of the semester.

#### Half-time Enrollment

1. An undergraduate student enrolled in 2.00 or more units, but less than 3.00 units per semester.
2. An undergraduate student enrolled in a .50-unit co-operative education course or enrolled in a .25-unit co-operative education course plus 1.00 additional unit.
3. A graduate student enrolled in at least 1.50, but less than 3.00, units per semester.

#### Less Than Half-time Enrollment

1. An undergraduate student enrolled in less than 2.00 units per semester.
2. A graduate student enrolled in less than 1.50 units per semester.

#### Overload

An academic overload is 5 units or more. A student should consult with their academic advisor when considering an overload. The full time tuition rate for undergraduate students is 3 to 4.75 units. Enrollment exceeding 4.75 total units will incur a tuition overload based on the per-unit tuition rate.

#### Summer Term

1. A student is considered full-time for each six-week session if registered for 2.00 units, half-time if registered for 1.00–1.75 units, and less than half-time if registered for less than 1.00 unit.
2. A student is considered full-time if registered for 3.00 units across multiple sessions.
3. A student is considered half-time for an eight-week session if registered for 2.00 units, and less than half-time if registered for less than 2.00 units.
4. Students may not register for more than 2.00 academic units in a single summer session.
5. OTD students enrolled in OT 730 and 781 are considered half-time in the summer term.
6. MSOT students enrolled in OT 630 and OT 653 are considered half-time in the summer term.
7. An Occupational Therapy student registered in a Fieldwork Experience or a Physical Therapy student registered in a Clinical Internship is full-time for the duration of the summer term.

## Study Abroad

Students participating in a Puget Sound study abroad program for either a semester or an academic year must be enrolled full time.

Students participating in a Puget Sound study abroad program during the summer term will be enrolled full-time, if arrangements have been made to be registered for 2.00 or more units; half-time, if arrangements have been made to be registered for between 1.00 and 2.00 units; and less than half-time, if arrangements have been made to be registered for less than 1.00 unit.

## Classification of Students

*Undergraduate Student:* A student who is a matriculated candidate for a baccalaureate degree and is classified as:

*Freshman:* A student with fewer than 7.00 units earned toward a degree

*Sophomore:* A student with at least 7.00 but fewer than 15.00 units earned toward a degree.

*Junior:* A student with at least 15.00 but fewer than 23.00 units earned toward a degree.

*Senior:* A student with at least 23.00 units earned toward a degree.

*Graduate Student:* A student with a baccalaureate degree, enrolled in courses to complete pre-requisites for graduate or professional school, or to accumulate additional credit.

*Graduate Degree Candidate:* A student who is admitted with graduate standing and is granted candidacy by the Director of Graduate Study for a master's or doctoral degree.

*Non-matriculant:* A student who is not a candidate for a degree, including someone who is only auditing courses. A non-matriculant must complete a Non-Matriculant Registration Form, which may be obtained from the Office of the Registrar, prior to enrollment. No more than 3.00 units taken as a non-matriculant will apply toward an undergraduate degree.

*Contingent:* A temporary status describing a student who has applied for admission into a degree program and whose application is incomplete or subject to a condition.

## Course Numbering

The university course numbering system gives an indication of the expectations for the level at which the course is taught.

1. Courses numbered at the 100 level are introductory and open to freshmen. Normally, 100-level courses do not have prerequisites.
2. Courses numbered at the 200 level are generally designed for sophomores. Courses at the 200 level may be taken by any student and normally do not have prerequisites.
3. Courses numbered at the 300 level are normally taken in the junior and senior years and, even though prerequisites may not be stated explicitly, such courses may expect special proficiency or maturity in the discipline. The need for proficiency varies by department.
4. Courses numbered at the 400 level are senior-level. In most cases there is the expectation of previous experience in the discipline and junior or senior class standing.
5. Courses numbered at the 600 or 700 level are for graduate students or graduate degree candidates only.

## Course Requirements

### Coursework

It is recommended that each instructor within the first week of class outline assignments, readings, examinations, term papers, due dates, bases for evaluation, attendance policy, and the likelihood of examinations during the week preceding finals. An instructor does not have to accept late work or work received after the last day of classes unless the work has a scheduled due date during final exam week or an incomplete grade has been requested by the student and approved by the instructor. After permanent grades have been assigned, an instructor may not accept late or additional work in order to reassess or change the final grade.

### Reading Period

The reading period is intended to provide students with time to reflect on their semester's academic work and to prepare for final examinations. This time must be free from competing demands of class meetings, tests, deadlines for coursework, and other activities. Optional review sessions in which new course material will not be introduced are allowed. Requests to waive this policy must be submitted in writing to the Provost.

### Final Examinations

The Office of the Registrar schedules final examinations as an integral part of each semester and lists final examination dates and times on student class schedules and on instructor class lists. As there are three standard final examination time periods for each day of the final examination week, students may have up to three examinations in a single day.

In all classes in which a final examination is given, the final examination must be given during the time period assigned by the Office of the Registrar, and instructors may not grant exceptions to this policy. Students allowed a final examination accommodation by the Office of Student Accessibility and Accommodations (SAA) may have their final examinations scheduled by SAA in consultation with the instructor.

In summer classes, as well as in classes scheduled during the first session of a semester, any final examination is to be given on the last day of the class.

Requests to waive any part of this final examination policy must be submitted in writing by the instructor to the Provost.

## Credit Hour Policy

Courses offered under the semester calendar at the University of Puget Sound are computed in units of credit. In order to receive the baccalaureate degree from the University of Puget Sound, a student must earn a minimum of 32 units. For purposes of transferring credit, one unit is equivalent to six quarter hours or four semester hours. Courses are approved by the faculty Curriculum Committee on the basis of a unit offered over a 15-week semester.

Faculty expectations are that students will devote a minimum of 10 hours per week to a one-unit course, inclusive of time in class and outside of class, for each week of the 15-week semester. Examples of activities considered in the calculation of out-of-class time include, but are not limited to, time spent reading, studying, preparing for class, attending performances, lectures, or presentations related to the course, attending laboratory, studio, or rehearsal sessions, discussing the material with other students, or completing course-related assignments.

The Curriculum Committee, a standing committee of the Faculty Senate, reviews curriculum on a seven-year cycle inclusive of new or

revised course offerings. Course Proposal Forms include affirmation of anticipated course hour expectations, Course Revision Forms include a check on in-class and out-of class hours per week, and the Department and Program Curriculum Review self-study questions ask for affirmation of course hour expectations and explanation of any departures from this policy.

### Grade Information and Policy

#### Access to Grades

Grades are accessed by students through the myPugetSound portal. Grades are similarly provided by portal to instructors, department chairs, and academic advisors.

#### Midterm Grading System

Midterm grades are reported in the fall and spring semesters to students and their academic advisors. Midterm grades provide an evaluation of academic progress but are no guarantee of either passing or failing grades at the end of the term. Midterm grades are not recorded on the transcript and do not affect the grade point average. The midterm grades are:

- S – Satisfactory
- U – Unsatisfactory
- F – Fail

#### System of Permanent Grades

Courses at the university of Puget Sound use one of two possible grading systems: (1) Courses that assign letters grades on an A through F scale and (2) courses that assign Pass or Fail grades. Most academic courses are offered on the letter-grading system. Activity courses and a small number of academic courses are offered on the Pass/Fail system. As discussed below, courses on the letter-grading system may be taken on a Credit/No Credit basis. Pass/Fail courses cannot be taken on a Credit/No Credit basis.

| <i>Letter Grade</i> | <i>Grade Points</i>  |
|---------------------|--|
| A                   | 4.00   |
| A-                  | 3.67   |
| B+                  | 3.33   |
| B                   | 3.00   |
| B-                  | 2.67   |
| C+                  | 2.33   |
| C                   | 2.00   |
| C-                  | 1.67   |
| D+                  | 1.33   |
| D                   | 1.00   |
| D-                  | 0.67   |
| F                   | 0.00   |
| Withdrawal (W)      | Not computed in grade point average  |
| Credit (CR)         | Not computed in grade point average  |
| No Credit (NC)      | Not computed in grade point average  |
| Pass (P)            | Not computed in grade point average  |
| Fail (F)            | Equivalent to a F letter grade and computed in grade point average accordingly |
| Audit (AU)          | Not computed in grade point average  |

#### Dean's List

The Dean's List designation is awarded each fall or spring semester to those full-time, undergraduate students in a first baccalaureate degree program who meet the following criteria for a given semester:

1. A semester grade point average of 3.70 or higher.
2. No withdrawal from an academic course. A student may drop a course without record or may withdraw from an activity course with a W grade without becoming ineligible for the Dean's List.
3. Earn at least 3.00 units of academic credit with a letter grade (A – D-).
4. No incomplete grade in any course.

A student who qualifies for the Dean's List will have "Dean's List" recorded on the academic transcript for that semester.

#### Temporary Grades

There are two temporary grades, Incomplete (I) and In-Progress (IP). No grade points are assigned to an Incomplete or In-Progress grade until it is converted to a permanent grade. For courses initially graded with a temporary grade of in-progress or incomplete, no reference to the temporary grade remains on the transcript after the permanent grade is awarded.

#### Grades to Parents or Guardians

In compliance with the Family Educational Rights and Privacy Act, students' grades are not automatically provided to parents or guardians. A student who wishes parents or guardians to receive grades may complete a Release of Student Information form in the Office of the Registrar.

#### Credit/No Credit Grading (Student Option)

Unless otherwise restricted (see below), a student with junior or senior standing may choose to take a letter-graded course with a Credit/No Credit (CR/NC) option. The Credit/No Credit option is designed to encourage students to explore courses in academic areas outside of the major or minor. Therefore, courses taken with the Credit/No Credit option are not calculated into the student's grade point average. If the professor submits a letter grade of C- or higher the student will receive credit for the course; if the professor submits a letter grade of D+ or lower the student will not receive credit for the course.

Credit/No Credit registrations are not reported to the instructor; however, an instructor may prohibit the Credit/No Credit option or may limit the number of students who may enroll using the Credit/No Credit option. Students who wish to exercise the Credit/No Credit option must do so at the Office of the Registrar on or before the last day to add a class. After the add period, the grading option cannot be changed.

A student with junior or senior standing may elect to take one academic course with the Credit/No Credit grading option each semester. A maximum of 4.0 Credit/No Credit units can be applied to the 32.00 units required for graduation.

A course taken with the Credit/No Credit option cannot satisfy:

1. University Core requirements
2. Major/Minor degree requirements
3. Language graduation requirement
4. Upper-Division graduation requirement
5. KNOW requirement
6. Graduate degree requirements

#### Pass-Fail Courses (Faculty Designation)

Courses that do not assign letter grades are designated as Pass/Fail (P/F) Courses. Pass/Fail is a faculty designation for a course. Pass/Fail courses may not be taken for a letter grade or as Credit/No Credit. The instructor of the course shall establish the criteria for the determination of passing and failing the course and shall include that information in

the syllabus. Students who pass the course will receive credit for the course but no adjustment will be made to the grade point average. Students who fail the course will receive no credit for the course and 0.0 grade points will be included in their grade point average.

A maximum of 2.0 *activity* Pass/Fail units can be applied to the 32.00 units required for graduation.

### Audit

Auditing a course allows a student to register for a course without grade or credit.

Full-time students, alumni with Puget Sound degrees, law school alumni who graduated in August 1994 or earlier, and members of the University of Puget Sound Women's League may audit without tuition charge one class per term with a maximum of two classes per academic year, including summer term. Students who do not fit the categories listed may audit regularly scheduled classes at one-half the regular tuition fee. Audit registration opens on the first day of class and all auditors register on a space-available basis and only with the instructor's permission.

Students wishing to audit may submit their requests on an add form to the Office of the Registrar beginning on the first day of class through the last day to add. Audit registrations are not confirmed until the day after the end of the add period to ensure that space is available for students taking the course for credit. Students registered as auditors may participate in a class within the conditions specified by the instructor. The instructor has the authority to withdraw an auditor for non-attendance or when participation or the lack thereof detracts from the progress of other students taking the course and, in the judgment of the instructor, the posting of an audit on the permanent academic record is not warranted. Withdrawal from a course being audited will not appear on the transcript.

Students on study abroad may audit a course only if they are full-time students carrying at least 3.00 units of credit.

### Courses Not Available for Audit

Any SSI1 or SSI2 First-Year Seminar  
Independent Study, Directed Research, or Junior/Senior Research courses  
Senior Thesis or graduate/undergraduate project courses  
Laboratory, Fieldwork, or Clinic courses  
Internship, Co-operative Education, or Practicum courses  
Applied Music courses  
Any course numbered 495, 496, 497, 498, 499, 695, 696, 697, 698, or 699  
AFAM 360  
AFAM 401  
ARTH 372  
BIOE 392  
BIOL 364, 376  
CDV 301  
EDUC 613, 622  
EXSC 327, 336  
EXLN 350, 351, 401  
HIST 400  
HON 211  
HUM 315  
IPE 191  
MUS 109, 309, 422  
REL 303, 320  
STAF 150, 151, 250, 251  
THTR 490

### Withdrawal Grades

A student may drop without record from a course through the first ten days of the fall and spring semesters. Following this period, a W will be assigned through the twelfth week of classes. Starting in week thirteen, students are expected to finish the course with the grade assigned by the instructor or, under exceptional circumstances, to request an Incomplete (see Incomplete policy below).

During a summer session, students may drop without record during the first week of classes. Following this period, a W will be assigned through the fifth week of class for sessions 1 and 2 and session A, and through the ninth week of class for full session classes. Starting in week six of sessions 1, 2, and A classes and week ten of full session classes, students are expected to finish the course with the grade assigned by the instructor or, under exceptional circumstances, to request an Incomplete (see Incomplete policy below).

Withdrawal from a course past the date for withdrawal without record counts as a "course attempt." This means that if a student registers again for a course that had been assigned a W, the student is repeating that course under the terms of the policy titled "Reregistration for the Same Course."

A student who remains registered in a class but has a poor record of attendance may be subject to the registration and withdrawal policies that allow an instructor or the Registrar to withdraw that student. See the sections titled "Registration and Attendance/Participation," "Non-Attendance," and "Withdrawal from a Course/From the University."

Students who withdraw from all courses in a given semester must petition the Academic Standards Committee for re-enrollment to the university.

### Medical Withdrawal Policy

A medical withdrawal from all courses may be an appropriate response to a medical or psychological condition that prevents a student from completing the semester's work. Staff members in the Office of the Dean of Students and Counseling, Health, and Wellness Services (CHWS) assist students with this process.

Before petitioning for a medical withdrawal, a student should consult with the Office of Student Financial Services regarding financial aid. In order to seek a medical withdrawal, the student must submit a complete medical withdrawal petition by the last day of final exam week.

The following documents comprise a complete medical withdrawal petition:

1. Medical Withdrawal Petition form
2. Medical Withdrawal Personal Statement form

As part of their review, the Director of CHWS may discuss the petition with the student and/or the student's health care provider. They may also require further documentation from the student's health care provider.

After review of the petition, the Director of CHWS will forward a recommendation to the Office of the Dean of Students. The Assistant Director for Student Support will determine whether any additional information is needed and then render a written decision that will be communicated to the student, CHWS, the Registrar's Office, and the Academic Standards Committee.

If the medical withdrawal is approved, the student will receive Ws in all courses. Ws have no impact on one's GPA.

A student may seek to return from medical leave for any future semester. Re-enrollment is subject to approval of a re-enrollment petition. In order to seek re-enrollment, the student must provide the Director of CHWS with the following documents (which together comprise the re-enrollment petition):

1. Petition to Re-Enroll Following Medical Leave form
2. Health Care Provider Input form, completed by the student's health care provider

Health care providers may also stipulate conditions under which re-enrollment will be permitted; the student must meet such conditions and any continuing conditions set by a health care provider. The Director of CHWS may discuss the petition and any conditions with the student and/or health care provider as part of the Director's review.

After review of the petition, the Director of CHWS will forward a recommendation along with the academic section of the petition to the Academic Standards Committee. The Assistant Director for Student Support will determine whether any additional information is needed and then render a written decision that will be communicated to the student, CHWS, Academic Advising, the Registrar's Office, and the Office of the Dean of Students.

Forms for each step of this process can be obtained from the Office of the Dean of Students.

### Emergency Administrative Withdrawal Policy

Emergency administrative withdrawal may be an appropriate response to a sudden and catastrophic incident in a student's life that prevents a student from completing the semester's work. These rare cases would include family or personal emergencies of a traumatic nature that would severely impede a student's ability to remain enrolled (e.g. family death, home destruction by natural disaster, or fire). The emergency administrative withdrawal policy is not intended to apply in situations of chronic or ongoing medical, emotional, or psychological distress, nor in cases covered by the medical withdrawal or incomplete grade policies.

The staff members of the Office of the Dean of Students and the Office of Academic Advising assist students with this process.

The Academic Standards Committee may approve an emergency administrative withdrawal petition when the following steps are taken:

1. The student must withdraw from all courses. Withdrawal must be initiated on or before the last day of classes of the current term.
2. The student must submit a detailed statement describing the emergency conditions that prevent the student from completing the semester's work. Normally this application is submitted within 10 days of the sudden and catastrophic incident that prevents the student from completing the semester's work. In situations where the application comes after 10 days, explanation for the delay is required.
3. The student may submit supporting statements from the Assistant Director for Student Support and the student's academic advisor. The staff member working with the student may wish to consult with the student before acting on the petition.

If the emergency administrative withdrawal is approved, the student will receive Ws in all courses. Ws have no impact on one's GPA, but the student should consult with the Office of Student Financial Services regarding financial aid.

A student may return from an Emergency Administrative Withdrawal with the permission of the Academic Standards Committee. Permission may be granted with an approved re-enrollment petition to the Committee that includes the student's personal statement, an may include an endorsing statement from the Assistant Director for Student Support and the student's academic advisor, and any other statement required by the Committee.

### Incomplete Grade

An Incomplete grade (I) indicates that, although the work accomplished in a course is of passing quality, some limited portion of the coursework remains unfinished because of illness or other exceptional circumstance. The Incomplete may be assigned beginning in week thirteen of the fall or spring semester, or week six of a summer session. The Incomplete is not to be used to collect fees or equipment for which the student is obligated. An Incomplete grade may not be completed by attending the course when it is offered at a later date.

It is the responsibility of the student to request an Incomplete from the instructor prior to the last class session or the final examination period and to explain the exceptional circumstances. If the instructor decides that the request is not consistent with faculty grading policy or that the circumstance does not warrant an extension of time, the instructor will assign the appropriate final grade rather than an Incomplete.

In order for an incomplete grade (I) to be awarded, the instructor is required to complete an Incomplete Grade Contract available from the Office of the Registrar. The contract identifies the balance of work remaining; the date the work is due to the instructor; and a default grade. The default grade should be the grade the student would have earned had an Incomplete not been assigned. The contract must be signed by both instructor and student, and be submitted to the Office of the Registrar no later than the final grade due date. Following submission of the contract, the Registrar will enter the Incomplete grade into the student's record.

It is the responsibility of the student to complete the work by the end of the second week of the next regular semester, or by an earlier deadline set by the instructor, and to submit the work to the instructor. The instructor must not accept work after the second week of the next regular semester unless an extension has been approved by the Office of the Registrar.

It is the responsibility of the instructor to grade the work and to submit a Final Grade Submission form to the Office of the Registrar by the end of the third week of the next regular semester. If a grade is not submitted, and if an extension is not requested by the instructor, then the Registrar will enter the default grade from the Incomplete Grade Contract, or a grade of F if no default grade was supplied, into the student's permanent academic record. An Incomplete may not be changed to W, CR/NC, or AU.

When an Incomplete is assigned in the last term of study prior to graduation, the degree will not be awarded until the next regular degree granting date after submission of a satisfactory grade by the instructor.

### Extension of an Incomplete

An extension of time may be requested of the faculty member by the student. If the instructor agrees with the request, the instructor must submit a Grade Extension Request form to the Registrar. Extensions are granted only when unforeseen circumstances occurred which precluded completion of work during the period of time covered by the Incomplete. Verification of those circumstances must be provided to the instructor and to the Registrar. An extension may not be granted when the circumstances are within the purview of the student to control, e.g., did not know the due date, was not present on campus, took a trip to another geographic area, or had a heavy academic or work schedule.

The Registrar (as the Provost of the University's designee) makes the final decision to grant or deny an extension request and determines the duration of the extension and the date the grade is to be reported by the faculty member.



### In-Progress Grade

An In-Progress grade (IP) may be used for specific courses which are approved by the Curriculum Committee to extend over two or more terms.

In order to receive credit for the course, the student must complete the work within the time specified for the course. The instructor is expected to assign a permanent grade at the end of the course. If work is not complete at the end of the course, an Incomplete grade may be assigned at the instructor's discretion and within the provisions of the Incomplete Grade policy. The unit value of a course with an IP grade is not counted among the completed units until the permanent grade is assigned.

An IP grade may be converted to W through the duration of the course but not after an Incomplete has been assigned.

When an In-progress grade is assigned in the last term of study prior to graduation, the degree will not be awarded until the next regular degree granting date after submission of a satisfactory grade by the instructor.

### Change of a Permanent Grade

Faculty may not change permanent grades once recorded unless a documented error was made in assigning the original grade. The error must be reported to the Office of the Registrar by midterm of the next regular term after it was assigned and must be thoroughly documented by the faculty member. If documentation is not supplied, the grade cannot be changed. After permanent grades have been assigned, an instructor may not accept late work in order to reassess or change the final grade. This means that work completed after the term is over may not be used to change a permanent grade.

### Disputed Grades

The instructor alone is qualified to evaluate the academic work of their students and to assign grades to that work. However, when a student believes that a grade was assigned in a manner that was arbitrary or unjust, or that crucial evidence was not taken into account, the student shall follow the procedures outlined below.

It is the responsibility of the student to initiate the grade dispute process and, if the dispute cannot be resolved between the instructor and the student, to request a Hearing Board to adjudicate the dispute.

A student's intention to dispute a grade through a Hearing Board must be submitted to the Provost no later than the end of the fifth week of the semester following the term in which the disputed grade was given. Normally, the Hearing Board is to be convened by the end of the semester following the term in which the grade was given. Any change to the deadline for a grade dispute must be requested by the student no later than the end of the fifth week of the semester following the term in which the disputed grade was given and approved by the Provost.

### Establishing a Claim for a Disputed Grade Grievance and Organization of the Board

1. The student and instructor should discuss the matter and seek an appropriate resolution unless the nature of the situation is such that the student or the faculty member wishes to start at step 2.
2. If a satisfactory resolution is not possible, either party may consult with the Provost, who will meet with both parties to seek an appropriate resolution. The Provost may also consult with the chair or director of the department or school involved.
3. If the claims of the student and instructor are still not resolved following these discussions, a Hearing Board will be convened to review the case.

4. The Hearing Board will consist of: the Provost (chair) and the Dean of Students, or their designees; two faculty members selected by the chair of the Academic Standards Committee; and two students selected by the chair of the Academic Standards Committee in consultation with the President of the Associated Students. The parties directly involved may have one other person present who is not an attorney. The chair shall designate a secretary, who will be responsible for recording the salient issues before, and the actions of, the Hearing Board.
5. The parties involved will be asked to submit written statements which shall be circulated by the chair to the members of the Hearing Board. All parties have the right to appear before the board, and may be asked to appear before the board, but the hearing may proceed regardless of failure to appear. The board will review written statements submitted by the parties and any other such relevant material that the chair of the board deems necessary. When all presentations are complete, the board, in executive session, shall reach its resolution of the problem.
6. If the Hearing Board finds that a grade has been assigned in a manner that was arbitrary or unjust, or that crucial evidence was not taken into account, the Hearing Board may direct the Registrar to change the grade to one which the board deems appropriate as determined from all documented objective evidence. The decision shall be presented in writing to the parties directly involved and to such other persons as need to know the results of the hearing. Upon completion of the hearing, the chair shall maintain a file of relevant material for a period of at least two years.
7. The decision of the Hearing Board shall be final.

### Assignment of Grades by a Person Other Than the Instructor

When a situation occurs in which a grade needs to be assigned and the instructor is no longer able to act or is not available, the following procedure shall be followed. This problem might occur in case of a faculty member's death, termination, resignation, or with supplementary faculty. The procedure may be applied for assigning grades at the end of a term, in the case of a missing grade, upon completion of an Incomplete, or in response to a grade complaint.

1. The department chair/school director will get permission from the instructor involved to act for the instructor. Such permission should be diligently sought and documented in writing.
2. If permission is secured, the department chair/school director and the Provost shall work out a written agreement for the completion of the work and the assignment of the grade. One copy of the agreement shall be filed in the student's record in the Office of the Registrar.
3. If permission cannot be secured by the department chair/school director, or if the instructor refuses or fails to provide a missing grade or finish an Incomplete, the department chair/school director, the Provost, and the chair of the Academic Standards Committee shall establish a written agreement for the completion of the work and the assignment of the grade. A copy of the agreement shall be filed in the student's record in the Office of the Registrar.

### Leave of Absence Policy

The leave of absence is intended to provide a short-term leave, not to exceed four consecutive semesters, for students who plan to return to the University of Puget Sound.

An undergraduate student who has completed one full term at Puget Sound and is enrolled or eligible to enroll may apply for a leave

of absence during a term or within eight weeks after the end of the last term attended. If the request for leave takes place during a term, the normal procedures for withdrawal from the university must be followed. Leaves are not granted to first-semester freshmen or to students who have been suspended or dismissed from the university.

Students usually request leaves for medical reasons, financial difficulties, uncertainty about academic or career goals, personal considerations such as illnesses within families, or special opportunities not available at this university. A student going on a university partner or approved study abroad program remains registered on campus as a study abroad student and completes a form issued by the Director of International Programs. International students are not allowed to take a formal leave of absence unless they will be out of the country and have obtained prior approval from the International Student Coordinator.

Students initiate the process by contacting the Office of Academic Advising to discuss their concerns, plans for their time on leave, and review the re-entry process.

A student who obtains a leave of absence and withdraws from Puget Sound during the tuition adjustment period, as published in the university's academic calendar, will be eligible for tuition adjustment according to the provisions of that calendar. No further adjustments are available for withdrawals after the conclusion of the tuition adjustment period.

The student must keep the Office of Academic Advising apprised of their mailing address and must meet all regular university deadlines for registration, housing reservations, financial aid applications, and similar matters. Financial aid/scholarship awards and university housing reservations do not automatically carry over. Students on leave are responsible for all arrangements with offices (Student Financial Services and Residence Life) serving them in these matters. They are also responsible for giving at least one month's notice of intent to re-enroll to the Office of Academic Advising in order that a registration appointment may be provided. If a student has not attended another college, the on-leave status will be changed to active student status.

If the student attends another college while on leave, official transcripts must be sent to the Office of the Registrar for the purpose of evaluating academic standing and credits according to regular transfer policy. Courses completed outside of the United States will not transfer while a student is on a leave of absence.

A student wishing to return to the university after their leave of absence has expired must contact the Office of Academic Advising to initiate the re-enrollment process.

### Registration for Courses of Instruction

During designated time periods, students register for classes through the myPugetSound portal. Dates of registration for each term are listed in the Academic Calendar. Classes are subject to change due to low enrollment or other extenuating circumstances.

Registration is complete only when payment arrangements are confirmed by Student Financial Services. Consult with Student Financial Services for official university policies and regulations governing financial obligations. The Bulletin is a standard reference for official university policies and regulations governing financial obligations.

Questions concerning registration, including repeat registration for the same course, should be directed to the Office of the Registrar.

### Wait-listing Classes

Students may wait-list up to two closed classes during registration periods prior to the start of the term. There is no waitlist option for incoming freshmen in the summer prior to their first semester. Students

are encouraged to use the Manage My Waitlist feature to set up a class swap through the myPugetSound portal.

As spaces become available in closed classes, the Office of the Registrar will register wait-listed students into those seats. Students will be notified when they are enrolled into a class via the wait-list. However, students should feel free to check periodically with the Office of the Registrar to determine their current wait-list status.

Once the semester begins, the wait-list is no longer in effect and students must then go through the regular add/drop procedure in order to add courses to their schedules.

### Gateway Policy

Courses may be designed for students with a specified characteristic (such as class standing, major, or program participation) that is fundamental to the academic objectives of the course. Some 100-level courses are designed primarily for freshmen, and all 100- and 200-level courses are normally constructed for lower-division students. Faculty may design such courses with an expectation that freshman and sophomores need different levels of guidance and different forms of challenge than do juniors or seniors, who are moving toward greater intellectual independence. However, certain of these courses may consistently be substantially filled with more advanced students because of the units-earned registration priority criterion. When such courses serve in part as gateway courses for a major or minor, lack of access for lower-division students may create obstacles to their beginning to meet major requirements in a timely way.

The Gateway Policy is designed to provide access to appropriate curricular opportunities for all students. Academic department chairs, program directors, and the Registrar will work together each semester to identify courses where student access to 100 level and gateway courses may be difficult, and they will allocate seats as necessary. This collaboration will occur early enough in the semester to allow sufficient time for the Registrar to publicize allocations in the schedule of classes.

To help monitor this policy, the Academic Standards Committee will consult with the Registrar and with the Director of Academic Advising to identify 100- and 200-level courses that appear not to be available to their intended freshman and sophomore student populations. The Committee will ask that department chairs, program directors, and the Registrar work together to manage better the allocation of seats for these courses. Likewise, the Academic Standards Committee shall consider whether there has been any negative impact of specified allocations on the academic progress of juniors and seniors in meeting Core, major, or program requirements. The Committee shall ask that department chairs, school directors, and the Registrar work together to accommodate the curricular needs of all students.

### Registration and Attendance/Participation

All students regularly attending a course must be admitted by the Office of Admission or by the Office of the Registrar and registered for either credit or audit. It is the student's responsibility to be properly registered. It is the instructor's responsibility to restrict attendance and participation in the class to those students properly registered. Visitors to classes are expected to conform to visitor regulations. Infants and/or small children may not attend classes.

### Non-attendance

If a student fails to attend the first class session or to notify the instructor in advance of a first-day absence, the instructor may ask the Office of the Registrar to drop the student from the course.

Regular class attendance is expected of all students. Absence from class for any reason does not excuse the student from completing all course assignments and requirements.

An instructor who notes a significant pattern of absence on the part of a student should submit a Student Alert. The CARE team will contact and inform the student of the instructor's concerns. When non-attendance is in the instructor's judgment excessive, the instructor may levy a grade penalty or may direct the Office of the Registrar to drop or withdraw (depending on when in the semester the limit is reached) the student from the course.

When non-attendance is excessive in all of a student's academic courses, the student is considered to have voluntarily withdrawn from the university. The Office of the Registrar will then officially drop the student from all registered courses and will inform the student thereof. Once dropped from all courses, the student is required to leave campus.

### Disruptive Class Behavior

Disruptive class behavior is behavior which, in the judgment of the instructor, impedes other students' opportunity to learn and that directly and significantly interferes with class objectives. Should such behavior occur, the instructor is expected to inform the student and the Director of Academic Advising of the behavior deemed to be problematic and to attempt to work out a solution to the problem. If a solution cannot be reached, the instructor will direct the student to leave class and will refer the matter to the Director of Academic Advising. Permission to return to class will be granted only after the student meets with the Director of Academic Advising and signs a contract agreeing to appropriate ameliorative action. If the disruptive behavior continues, the instructor may direct the Office of the Registrar to drop the student from the course. Students wishing to appeal an administrative drop for class disruption may do so by petition to the Academic Standards Committee. In such cases, students will continue to be barred from class until the Committee renders its decision.

### Late Registration

Late registration is possible through the last day to add a class published in the calendar. The student is responsible for securing advisor and instructor approval.

### Liability Release

Courses that entail elevated safety risks may require additional liability waivers (study abroad always requires a liability waiver). Course instructors may work with Risk Management for development and execution of any required waivers. Depending on the destination and/or activities involved, study abroad may also require an additional risk waiver or waivers prior to departure. Any required waivers that are deemed necessary will be provided through the Office of International Programs. Failure to complete a required liability waiver may result in dismissal from a course or study abroad program.

### Change of Registration

Students are responsible for each course in which they are registered. Once registered, a student may change the class schedule through the myPugetSound portal or by submitting an add/drop form to the Office of the Registrar. Deadlines to add and drop courses are published in the Academic Calendar. If an instructor is not available and a deadline must be met, the department chair, the Registrar, or an Associate Academic Dean may approve the change.

### Cancellation of Registration

The Academic Standards Committee has jurisdiction over forgery of faculty signatures on registration, Add/ Drop, and Petition forms. Taking another person's signature as one's own is a serious offense. Not only does forgery violate the spirit of trust necessary for the academic community to function effectively, but also this frequently carries with it severe penalties in other societal contexts. Faculty members must forward evidence of forgeries or misuse of codes to the Office of the Registrar.

Upon being notified that a forged signature exists on any document or that a code has been misused, the Registrar informs the Academic Standards Committee. The Registrar may consider any form with a forged signature, and any action taken on the basis of such a document will be subject to cancellation. For example, should the forged signature appear on a registration form, that student's registration may be withdrawn. Should the forged signature appear on an Add/ Drop form, the add or drop action will be canceled. Petitions containing invalid signatures will be rejected regardless of the request. Letters notifying students of the action taken in these cases will be placed in the official academic record of the student. Additional sanctions may also result (see the section titled "Academic Integrity").

### Activity Credit Limit

When the limit of 2.00 units on activity credit has been reached, additional activity courses may be taken and listed on the transcript. Such courses do not accumulate credit toward the degree, points toward the term or cumulative grade point averages, or units toward work completed successfully.

### Repeating a Course

A student may repeat a course one time. An attempt of a course occurs when a student enrolls for a course and withdraws after the date for withdrawal without record.

This policy allows students to take a course again to improve a grade or to complete a course for which the student previously received a W grade. Both courses and grades remain on the student's permanent academic record. The course with the higher grade is included in unit and grade point average calculations. If one of the assigned grades is a W, then the other permanent grade is used in unit and grade point average calculations. If a student attempting to improve a grade earns the same grade again, then the more recent grade is included in the appropriate calculations.

A student who receives an F a W grade grade for a Seminar in Scholarly Inquiry 1 may repeat that course by taking any other Seminar in Scholarly Inquiry 1 for which the student is eligible to enroll. Similarly, a student who receives an F a W grade grade for a Seminar in Scholarly Inquiry 2 may repeat that course by taking any other Seminar in Scholarly Inquiry 2 for which the student is eligible to enroll.

Students may receive credit for multiple attempts of specific courses. The course description in the Bulletin will indicate if a course may be repeated for credit. Some examples are:

1. Independent Study
2. Co-Operative Education
3. Physical Education
4. Music Performing Groups.



A student may ask to repeat a course at another institution by submitting a Transfer Evaluation Request available on the Office of the Registrar's website. Permission may be granted with the specific approval of the appropriate academic department. Some departments do not allow Puget Sound courses in which the student earned a low grade to be repeated at another institution. If a Puget Sound course is repeated at another institution, and if the grade earned in the transfer course is higher, the Puget Sound grade will be removed from the cumulative grade point average on the Puget Sound transcript. The transfer grade will not be reflected in the cumulative grade point average on the Puget Sound transcript but will be tracked to ensure fulfillment of the graduation requirement that all students must have a 2.00 or higher cumulative grade point average in all courses, including transfer work. Credit for the Puget Sound course will be removed and replaced by the transfer credit, even if there is a difference between the two.

### Regression Rule

Students who complete coursework at an intermediate or advanced level without first completing the lower level introductory courses may not then go back and take the lower level courses for credit. This rule applies primarily to coursework in mathematics, the sciences, and foreign language. It may also apply in other departments in which there is a clear content sequence between courses.

### Redundancy Rule

Redundancy occurs when a student takes a course, whether at Puget Sound or elsewhere, that covers topics substantially similar to topics covered in another course. Credit for redundant courses is not allowed, as indicated in the course description. Redundancy is determined by the appropriate academic department and the Registrar.

When a student is found to have redundant credit, the student's record is adjusted to remove the duplication. The grade entering the grade point average is the grade earned in the course for which credit is allowed.

The following courses have been identified as redundant:

ARTH 275 and HON 206  
BIOE 292 and SSI1 150, SSI2 150  
BIOL 101 and BIOL 102  
BIOL 101 or BIOL 102 and BIOL 111  
BIOL 361 and CHEM 461  
BUS 339 and BUS 439  
BUS 363 and BUS 463  
CHEM 110 and CHEM 115  
CHEM 110 or CHEM 115 and then CHEM 105  
CHEM 120 and CHEM 230  
CHEM 230 and CHEM 231

CHEM 461 and BIOL 361  
CONN 312 and STS 388  
CWLT and REL 307  
GEOL 101 and GEOL 104  
HIST 101 and HIST 113  
HON 206 and ARTH 275  
MATH 110, MATH 150, or MATH 160, and then MATH 103  
MATH 180, MATH 181, or MATH 280, and then MATH 170  
PHYS 111 and PHYS 121  
PHYS 112 and PHYS 122  
PSYC 222 and PSYC 220  
PSYC 222 and PSYC 221  
REL 292 and SSI1 150, SSI2 150  
SOAN 302 and SOAN 301  
SPAN 101 and SPAN 102, and then SPAN 110

A student who has received transfer or exam credit equivalent to a Puget Sound course is subject to reregistration, regression, and redundancy rules for that course, as well as any regulations of the corresponding academic department.

### Concurrent Enrollment in Another Institution

Degree-seeking students wishing to take a course at another institution that overlaps with their University of Puget Sound enrollment must secure approval from the Academic Standards Committee prior to beginning such study. Failure to receive prior permission to earn concurrent credit at another institution will result in the denial of the use of the credit toward meeting Puget Sound degree requirements.

### Withdrawal From a Course/Withdrawal From the University

Prior to the last day to drop without record, a student may drop from a course using their myPugetSound portal. Students dropping below full-time, including those withdrawing from the university, must contact the Office of the Registrar.

Following this period, students must provide the Office of the Registrar with either an add/drop form signed by the instructor or an email from the instructor acknowledging the drop to complete the withdrawal process. Students withdrawing from the university must contact the Office of Academic Advising to start the process.

If a student stops attending class without completing the withdrawal process or is not withdrawn by the instructor for non-attendance, the instructor must assign a letter grade based on the work completed by the student minus grade penalties for any missing assignments and for absences.

Failure to complete the term does not cancel the student's obligation to pay tuition and all other charges in full. For specific details regarding tuition refund policies contact Student Financial Services.

### ADMINISTRATIVE POLICIES

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It is the responsibility of students to comply with the academic and administrative policies and procedures relating to their course of study at the university as found in the University *Bulletin* and the online *Student Handbook*.

Although the university intends to be fair in the application of its rules, a student may petition the Academic Standards Committee for an exception to university policy provided the student can demonstrate extenuating circumstances and a reasonable alternative. Petitions will be approved only when, in the opinion of the committee, approval does not weaken the general integrity of the academic program. Policies that are not petitionable are listed in the section "Petitions for Exceptions to University Policies."

The university retains the right to change without notice the fees, rules, and calendar regulating admission and registration; to change policies concerning instruction and graduation from the university and its various divisions; to withdraw courses; and to change any other policy affecting the student body. In addition, the university further retains the right to modify its services or change its academic or cocurricular programs should economic conditions or national emergency make it necessary to do so. Changes go into effect whenever the proper authorities so determine and apply not only to prospective students, but also to those who, at that time, are enrolled at the university. As such, information in this publication is not to be regarded as creating a binding contract between the student and the university.

The university retains the authority to deny admission to any applicant who does not meet the university's academic or personal standards, or to rescind admission to a prospective student when it learns of any personal actions that are detrimental to the university community or conduct that would violate the Student Integrity Code, or when the prospective student fails to maintain academic standards prior to admission. The university also retains the authority to dismiss a student when formal action is taken by the Academic Standards Committee or a Hearing Board, to discontinue the enrollment of any student when personal actions are detrimental to the university community, and to discontinue enrollment of a student in violation of the Student Integrity Code.

## Academic Advising

### Advisors

All undergraduate students are assigned a primary academic advisor. Each entering first-year student is assigned an academic advisor in association with a first-year advising class and is expected to retain that advisor until the end of their second year or the point at which they declare a major, whichever comes first. Each entering transfer student is assigned a primary advisor either from the Office of Academic Advising or in the department of their intended major. Students with declared majors must have their primary advisors in the department of their first major. To change advisors, the student should meet with the new faculty advisor to discuss academic plans and notify the Office of Academic Advising of the faculty member's agreement to serve as advisor.

In the event of the temporary unavailability of their advisor, the student should first consult with the department chair. If the chair is not available, the student should consult with the Office of Academic Advising. It is then the student's responsibility to inform their advisor of the action.

A student may add a secondary advisor at any time. Secondary advisors are permitted to view students' academic records but cannot

authorize registration or transact other primary advising business for students. A student may request a secondary advisor when pursuing a second major, a minor, or a particular area of graduate study (pre-medicine or pre-law, for example), or when they wish faculty members to have access to their academic information for other reasons (letters of recommendation, for example).

### Declaring a Major

An undergraduate student must complete at least one major in order to receive a degree from Puget Sound. Majors may be declared after the first term of study for entering first-year students or immediately for transfer students. Students must declare majors by the end of their sophomore year.

Students wishing to declare or change their majors should meet with the new advisor to discuss academic plans and notify the Office of Academic Advising of the faculty member's agreement to serve as advisor.

### Declaring a Minor or Interdisciplinary Emphasis

A minor or interdisciplinary emphasis is not required to receive a degree from Puget Sound. A student pursuing a minor or interdisciplinary emphasis is advised to consult with a faculty member in the minor or interdisciplinary emphasis area to assist with appropriate course selection and the student has the option of selecting a secondary advisor for assistance. Students wishing to declare or change their minors and/or interdisciplinary emphases should notify the Office of Academic Advising.

## Academic Integrity

The University of Puget Sound is a community of faculty, students, and staff engaged in the exchange of ideas contributing to intellectual growth and development. Violations of academic integrity are a serious matter because they threaten the atmosphere of trust, fairness, and respect essential to learning and the dissemination of knowledge.

### Violations of Academic Integrity

Violations of academic integrity can take many forms, including but not limited to the following categories:

- Plagiarism is appropriating and representing the words, ideas, research, images, music, video, or computer programs of others as one's own, whether created by another human or by artificial intelligence. Copying or using material from any source without proper citation, including material from the internet, is also plagiarism even if the material appears authorless.
- Misrepresenting one's own work, which includes submitting the same paper or computer program, or parts thereof, for credit in more than one course without the prior permission of the instructors for all of the courses; and misrepresenting one's attendance in class or at events required of students enrolled in a course (e.g., viewing films, attending concerts, or visiting museums).
- Unauthorized collaboration with other students on coursework, which includes working together on projects designed to be independent work; copying another student's work; and seeking or providing inappropriate oral or written assistance that would give the recipient an advantage over other students in an exam, quiz, or other course exercise.

- Cheating on examinations, which includes the unauthorized use of notes, books, electronic devices, artificial intelligence, or communication with any person or entity to receive or to give information.
- Violation of honesty in research, which includes falsifying or inventing sources, data, results or evidence; hiding, destroying, or refusing to return sources in order to prevent others from using them; and marking, cutting, or defacing library materials.
- Violation of copyright laws: see Library website for a summary of copyright guidelines.
- Forgery, falsification, or misappropriation of information or documents, including signatures, documentation of an illness or emergency, and codes used for advising, registration, or identification.
- Misuse of academic computing accounts and facilities.

### Response to Violations of Academic Integrity

If a faculty member has reason to suspect a violation of academic integrity, the following procedure should be followed. The faculty member may consult with the department chair, program director, or the Registrar regarding the suspicion of a violation. The faculty member may also consult with a library liaison for assistance.

1. The faculty member notifies the student that a violation of academic integrity is suspected.
2. The faculty member meets with the student to determine if a violation of academic integrity has occurred. This meeting may at the faculty member's discretion include the department chair or program director. The meeting can happen in person or by phone, videoconference, mail, or email. If the student is unreachable, then the faculty member determines responsibility based on the available evidence.
3. If the faculty member determines that a violation of academic integrity has occurred, an Academic Integrity Incident Report is submitted to the Office of the Registrar. The report details the violation, the penalties the instructor intends to impose, and whether the instructor recommends further sanctions through the Hearing Board process. The faculty member must provide a copy of the complete report to the student.
4. The Registrar will review whether the student has any prior Academic Integrity offenses and will inform the faculty member and student of findings and any next steps, including a Hearing Board, that are required.
5. If there has been no prior reported violation of academic integrity, the penalties imposed by the faculty member conclude the case unless the student appeals the faculty member's decision or the faculty member asks for a Hearing Board. If either the student or faculty member asks for a Hearing Board, the Provost (or a designee) will meet first with both parties to seek an appropriate resolution. The Provost (or a designee) may also consult with the chair or director of the department or school involved. If no resolution is possible, a Hearing Board will be convened.
6. If a previous violation of academic integrity has been reported, the Registrar refers the matter to an Associate Academic Dean with a recommendation that a Hearing Board be convened to consider the case and to apply appropriate sanctions.

If a staff member has reason to suspect a violation of academic integrity, the following actions will be taken:

1. If the incident took place outside the context of a course, the staff member will report their concern in writing to an Associate Academic Dean not otherwise involved with the appeals or hearing board process. In this context, the Associate Academic Dean will

follow procedures outlined above for the faculty member in responding to the allegations.

2. If the incident took place in the context of a course, the staff member will report their concern in writing to both the instructor of the course and to an Associate Academic Dean not otherwise involved with the appeals or hearing board process. The instructor of the course and the Associate Academic Dean will consult on how to proceed with the allegation. If the instructor elects to pursue the allegation, he or she will follow the procedure outlined above. If the instructor does not elect to pursue the matter further, then the Associate Academic Dean may substitute for the faculty member in responding to the allegation. If the Associate Dean suspects that a violation of academic integrity has or may have occurred, they will follow the procedures outlined above for the faculty member in responding to the allegations.

### Hearing Board Procedures in Matters of Academic Integrity

The Hearing Board functions as a fact-finding group so that it may determine an appropriate resolution to the charge of a violation of academic integrity.

The Hearing Board consists of the Provost (chair) and the Dean of Students or their designees, two faculty members selected by the chair of the Academic Standards Committee, and two students selected by the chair of the Academic Standards Committee in consultation with the president of the Associated Students of University of Puget Sound. The parties directly involved may have one other person present who is not an attorney. The chair designates a secretary, responsible for recording the salient issues before the Board and the actions of the Board. All parties are expected to participate and have the right to appear before the Board, but the hearing may proceed regardless of failure to appear.

The parties involved are required to submit written statements. Copies of all Academic Integrity Reports and these written statements are circulated by the chair to the members of the Hearing Board. The Board reviews written statements submitted by the parties and any such other relevant material which the chair of the Board deems necessary.

In hearings involving charges of plagiarism, the Hearing Board may make a judgment that plagiarism has occurred on grounds other than a comparison of the student's work with the original material. Internal stylistic evidence, comparison of the work that is suspect with other written work by the same student, or the student's inability to answer questions about what he or she has written may each support a judgment of plagiarism. When all presentations are complete, the Board, in executive session, reaches its resolution of the problem.

The Hearing Board may find the allegations not to be factual, or the Hearing Board may find the allegations to be factual and impose sanctions. Sanctions include, but are not limited to, warning, reprimand, grade penalty, removal from the course or major, disqualification from receiving university honors, probation, dismissal, suspension, and/or expulsion. The findings of the Board and its conclusion along with any sanctions are presented in writing to the parties directly involved and to such other persons as need to know the results of the hearing. If some action is to be taken, the chair of the Board is responsible for requesting that the action be performed and in ensuring that such action is taken.

The decision of the Hearing Board is final.

### Retention of Academic Integrity Documents

Academic Integrity Incident Report forms are retained in a confidential file maintained by the Registrar to provide a record of violations of academic integrity. Academic Integrity Incident Reports are disposed

of following a student’s graduation or four years following a student’s last enrollment provided the student in question has no more than one incident report or a Hearing Board does not direct otherwise. A student who is the subject of more than one incident report may have those reports included with the student’s permanent academic file as part of a Hearing Board decision regarding that student.

The chair of a Hearing Board will maintain a file of relevant material for a period of at least two years from the date of the meeting.

Contents of an Academic Integrity Incident Report and subsequent Hearing Board actions are released only with the written consent of the student, unless otherwise permitted or required by law, including the Family Educational Rights and Privacy Act.

No entry is made on the student’s academic transcript of a violation of academic integrity unless so directed by a Hearing Board.

## Academic Standing and Sanctions for Undergraduate Students

Good Academic Standing is defined as a 2.00 minimum cumulative grade point average (GPA) for undergraduate students. Academic standing and sanctions for graduate students are included in the Graduate Programs and Degrees section of the *Bulletin*.

Upon referral from the Registrar, the Academic Standards Committee reviews the record for each student eligible for a sanction based on the requirements below.

A student’s cumulative and term GPA includes grades earned at Puget Sound.

### First Semester Students

These sanctions will apply only at the end of an incoming student’s first term at Puget Sound.

| <i>Academic Standing*</i>                                | <i>Sanction</i>       |
|--|-----------------------|
| End of current term GPA is below 2.00 but 1.00 or higher | Probation             |
| End of current term GPA is below 1.00                    | 1-semester suspension |

*\*GPA is rounded to the hundredths place.*

### Continuing Students

| <i>Academic Standing*</i>   | <i>Sanction</i>       |
|---|-----------------------|
| End of current term GPA is below 2.00 but cumulative is 2.00 or above   | Probation             |
| Cumulative GPA is below 2.00 but current term GPA is 2.00 or above  | Probation             |
| End of current term GPA is below 2.00 AND cumulative GPA is below 2.00  | Probation             |
| but previous term and cumulative GPA is 2.00 or above   |                       |
| End of current term GPA is below 2.00 AND cumulative GPA is below 2.00  | 1-semester suspension |
| End of current term GPA is below 2.00 AND previous term GPA is below 2.00 but cumulative GPA is 2.00 or above | 1-semester suspension |
| End of current term GPA is below 2.00 AND previous term GPA is below 2.00 AND cumulative GPA is below 2.00    | 1-year suspension     |

*\*GPA is rounded to the hundredths place.*

## Academic Probation

When placed on Academic Probation, a student is expected to develop a plan for academic improvement with their academic advisor. Academic Probation is not recorded on the student’s academic transcript.

## Academic Suspension

In order to re-enroll following the imposition of Academic Suspension, a student is required to petition the Academic Standards Committee for reinstatement after the end of the suspension period. The petition must include a reasonable plan for academic improvement if reinstated. Students eligible for a 1-semester suspension may petition for immediate reinstatement. Students eligible for a 1-year suspension may petition for reinstatement after one semester. In both cases, the petition must include a compelling argument and plan for academic improvement in order to be considered by the Academic Standards Committee. An Academic Suspension is recorded on a student’s academic transcript.

## Academic Expulsion

A new or continuing student may be dismissed and precluded from ever returning to the university for violations of its academic or conduct standards. Expulsion is the most severe sanction available to a Hearing Board or to the Academic Standards Committee, and may be levied, for example, in response to a severe case of academic dishonesty. Academic Expulsion will be noted on the student’s transcript.

## Bereavement Policy

### Student Bereavement Policy

The University of Puget Sound recognizes that a time of bereavement can be difficult for a student. Therefore, the university provides a Student Bereavement Policy for students facing the loss of a family member.

Students are normally eligible for, and faculty members are expected to grant, three consecutive weekdays of excused absences, without penalty, for the death of a family member, including parent, grandparent, sibling, or persons living in the same household. Should the student feel that additional days are necessary, the student must request additional bereavement leave from the Dean of Students or the Dean’s designee. In the event of the death of another family member or friend not explicitly included within this policy, a bereaved student may petition for grief absence through the Dean of Students office for approval.

### Procedure

To request bereavement leave, a student must notify the Dean of Students office by email, phone, or in person about the death of the family member. When bereavement leave is approved, the Dean of Students office will notify the student and the Office of Academic Advising. In turn, Academic Advising will notify the student’s instructors and advisor of the dates of the excused absences for bereavement leave. When the student returns from leave, the student must submit to the Dean of Students office an obituary notice, a funeral or memorial program, or other documentation regarding the death of a family member.

While this policy excuses a student from class attendance, the student remains responsible for missed academic work. Therefore, the student is to seek the advice of each instructor to consider the options and to establish a plan to compensate for coursework missed during



bereavement leave. For more information, please contact the Dean of Students office.

### Eligibility for Student Athletics

Degree-seeking students are eligible to participate in student athletics. Eligibility for varsity intercollegiate athletic activities is subject to the policies outlined by the intercollegiate athletic organizations to which the university belongs. Final eligibility for student varsity participation will be determined by the Director of Athletics and the Office of the Registrar.

To compete in National Collegiate Athletic Association (NCAA) varsity athletics, a student must be full time, have a University of Puget Sound cumulative grade point average of 2.00 or higher, and must be making satisfactory progress toward a baccalaureate degree. For purposes of varsity athletic eligibility, satisfactory progress includes having completed successfully at least 6.00 units during the two preceding semesters of attendance.

### Honor Code

The Honor Code encapsulates a student's responsibility to the university community and is obligatory for all students. Students recite the code as a pledge during the Matriculation Ceremony.

*I am a member of the community of the University of Puget Sound, which is dedicated to developing its members' academic abilities and personal integrity. I accept the responsibilities of my membership in this community and acknowledge that the purpose of this community demands that I conduct myself in accordance with Puget Sound's policies of Academic and Student Integrity. As a student at the University of Puget Sound, I hereby pledge to conduct myself responsibly and honorably in my academic activities, to be fair, civil, and honest with all members of the Puget Sound community, and to respect their safety, rights, privileges, and property.*

### Independent Study Policy

#### Purpose

Independent Study allows students to explore academic areas of special interest not provided by the existing curriculum. It is carried out under the guidance of a member of the faculty.

#### Eligibility

Independent Study is available only to matriculated junior, senior, and graduate students who have a cumulative grade point average of at least 3.00. When the Independent Study is a required part of the academic major for all students in the department or program, the grade point average requirement is waived.

Students may not take more than one Independent Study per term and are limited to 4.00 units of Independent Study in the baccalaureate degree or 2.00 units in a graduate degree.

When any student with limited or no previous experience in the subject area of the department of proposed study applies for Independent Study, or when a regular course is proposed to be taken as an Independent Study, the student must secure approval by petition to the Academic Standards Committee.

Regular conferences with the supervising instructor are expected so the student and instructor should both be on campus.

### Contracts

An Independent Study contract must be completed in detail and approved by the supervising instructor and the department chair. In summer, the summer session program administrator's approval is also required. The contract is submitted to the Office of the Registrar by the last day to add a class.

The student's contract must have the following elements:

1. Background: Show preparation and competence of the student to do independent work and to address the proposed topic.
2. Description: Present an outline of proposed study which includes specific course objectives, desired outcomes, coursework, and the education value in the student's academic program.
3. References: Provide bibliographic references for the resources that will be used. Interviews planned or other resources should be specified. While substitutions and additions may be made as the study progresses, resource planning is an integral part of the contract.
4. Report Plan: Provide a schedule for meetings with the instructor, deadlines for completing coursework, and the criteria used to assign a final grade (including specific values or percentages for individual coursework).
5. Grading Basis for Independent Study. No Credit/No Credit courses shall be taken in the department of a student's major or minor.
6. Course Department and Number for the Study. For undergraduate students: 495 or 496; for graduate students: 595 or 695; and for graduate degree candidates: 695 or 696. These course numbers may be used more than once. No more than one Independent Study may be undertaken in a term. The 495 and 496 numbers are available for all departments wishing to use them. The 595, 596, 695, and 696 numbers are available to all departments, subject to Curriculum Committee approval prior to the beginning of the term in which the Independent Study is taken.
7. Unit Value for Study. A minimum of 150 hours of work is expected for a 1.00 unit Independent Study, a minimum of 75 hours for 0.50 unit, and a minimum of 37.5 hours for 0.25 unit.

### Internship and Co-operative Education Programs

#### Internship Program

The University of Puget Sound offers students the opportunity to undertake an internship in order to:

1. Apply cognitive learning in an off-campus work-related organizational setting.
2. Extend knowledge acquired elsewhere in the curriculum.
3. Reflect upon work experience within an academic context.

#### Eligibility

The eligibility of a student to undertake an internship will be determined by Career and Employment Services using the following criteria:

1. Sophomore, junior, or senior class standing.
2. Cumulative university grade point average of at least 2.50.
3. A major or minor in a department, school, or program; or other academic preparation appropriate for the internship placement.
4. Recommendation of the student's academic advisor.
5. Approval from the chair or director of the department, school, or program for which the student will receive credit (if a faculty-sponsored internship).

### Requirements

The requirements of the internship will be specified in the Internship Learning Agreement composed of an Academic Syllabus and an Internship Description. The Learning Agreement must be completed; signed by the intern, the supervising instructor, the department chair or program director (for a faculty-sponsored internship), and the work supervisor; and submitted to Career and Employment Services before the end of the add period during the term in question. The student may then be registered.

The Academic Syllabus\* should be comparable to the syllabus of any upper-division course in the curriculum and should include:

1. A list of the academic topics or questions to be addressed.
2. The learning objectives to be achieved.
3. The reading and/or research requirements relevant to the topics and learning objectives.
4. The assignments or progress reports (plus the dates they are due to the instructor) to be completed during the internship.
5. The final project, paper, report, or thesis to be completed at the conclusion of the internship.
6. A regular schedule of days and meeting times of at least 35 hours for the internship seminar. Or, a comparable schedule of at least 35 hours for consultation with the instructor and independent research in a faculty-sponsored internship. In either case, students should regularly review their progress toward their learning objectives and should discuss how they are applying their previous courses and experiences to the internship.
7. The date during the final examination period (or the date by the last day of the summer session) for the student to submit the self-assessment to the instructor unless arrangements have been made to extend the internship with an In-Progress grade beyond the normal end of the term.
8. The instructor's grading criteria.

\*A student in an internship seminar will also have a seminar syllabus from the seminar instructor. The student should not duplicate the seminar syllabus in the Learning Agreement Academic Syllabus but must address those items specific to the student's particular internship.

### Job Description

The job description will include:

1. A list of the specific job responsibilities and tasks relevant to the intern's academic learning objectives.
2. A list of the specific job responsibilities and tasks relevant to the student's employment expectations although not directly related to the academic learning objectives.
3. An employment schedule of at least 120 hours.
4. The criteria used by the supervisor to evaluate the intern's job performance.
5. The date by which the supervisor is to send the student's performance appraisal to Career and Employment Services.

### Grading

An internship is intended to be a graded course (although a student may select Credit/No Credit I grading). However, the instructor of a faculty-sponsored internship may determine that, due to the nature of the experience and the job assignments, pass/fail grading is appropriate.

A student's performance in an internship will be assessed by the student's achievement on the academic requirements, as assigned and graded by the university faculty member, and on the completion of work responsibilities, as evaluated by the supervisor at the organization

hosting the internship. Additionally, the student may be required to complete a self-assessment reviewing the learning objectives, how they were achieved, and how that achievement was demonstrated.

### Designation

1. The internship seminar will be designated as INTN 497.
2. The department-offered internship will be designated with the department abbreviation and the course number 497. (For example, the Writing Internship offered by the English Department is designated as ENGL 497.)
3. The internship sponsored by an individual member of the faculty will be designated with the department abbreviation of the faculty member and the course number 498.

### Credit

Credit for an internship is not applicable to the Upper-Division Graduation Requirement and only 1.00 unit may be assigned to an individual internship and no more than 2.00 units of internship, or the combination of internships with co-ops, may be applied to a bachelor's degree.

### Co-operative Education Program

The University of Puget Sound offers students the opportunity to undertake a co-operative education experience so students, through full- or part-time employment, may:

1. Gain pre-professional experience through academically related off-campus employment.
2. Gain relevant experience to provide context for later academic studies.
3. Extend theoretical knowledge to practical application.
4. Achieve work-related and academic goals in preparation for employment.

### Eligibility

The eligibility of a student to undertake a co-op will be determined by Career and Employment Services using the following criteria:

1. Sophomore, junior, or senior class standing.
2. Cumulative university grade point average of at least 2.50.
3. A declared major, minor, or interdisciplinary emphasis in a department, school, or program appropriate for the co-op placement.
4. Recommendation of the student's academic advisor.
5. Approval from the chair or director of the department, school, or program for which the student will receive credit.
6. Total enrollment in co-ops is limited to 20 students per term.

### Requirements

The requirements of the co-op will be specified in the Co-operative Education Learning Agreement composed of a Job Description and Learning Objectives. The Learning Agreement must be completed; signed by the student, the supervising instructor, the department chair or program director, and the work supervisor; and submitted to Career and Employment Services before the end of the add period during the term in question. The student may then be registered.

## Job Description

The job description will include:

1. A list of the specific job responsibilities and tasks assigned to the student.
2. The criteria used by the employment supervisor to evaluate the student's job performance.
3. The student's work schedule with start and end dates plus an outline of hours to be worked each day of the week.
4. The day and time during the week that the student will meet with the supervisor to review job performance and progress toward the Learning Objectives.
5. The date by which the supervisor is to send the student's performance appraisal to Career and Employment Services.

The Learning Objectives should reflect the student's academic and professional interests and must specify how the student intends to achieve a pertinent experience by including:

1. Specific intended objectives for undertaking the co-op.
2. A description of how each responsibility or task assigned by the employment supervisor can be made relevant to the intended objectives.
3. A schedule of days and times for meeting with the instructor to review the student's assessment of personal job performance and progress toward the Learning Objectives.
4. The date during the final examination period (or the date by the last day of the summer session) for the student to submit the self-assessment to the instructor unless arrangements have been made to extend the co-op with an In-Progress grade beyond the normal end of the term.
5. Any specific objective that may be assigned by the instructor.

## Grading

A student's performance in a co-op will be graded pass/fail by the instructor using the employment supervisor's appraisal of the student's completion of job responsibilities (forwarded by Career and Employment Services); the student's self-assessment regarding the completion of learning objectives, how they were achieved, and how that achievement was demonstrated; and by any additional criteria the instructor assigned in the Learning Agreement.

## Designation

The co-operative education experience will be designated on the transcript with the course department, number, and title of: COOP 499 Co-operative Education.

## Credit

Activity credit will be granted for a co-op based on employment hours:

1. .25 unit and less-than-half-time enrollment status for at least 120 hours.
2. .50 unit and half-time enrollment status for at least 240 hours.
3. 1.00 unit and full-time enrollment status for at least 480 hours.
4. This credit is not applicable to the Upper-Division Graduation Requirement.

As activity credit, a co-op is included in the limit of 2.00 units of activity credit that may be applied to a bachelor's degree. Apart from the activity unit limit, no more than a total of 2.00 units of co-ops combined with internships may be applied to a bachelor's degree.

## International Programs and Study Abroad

### International Students

United States Citizenship and Immigration Service (USCIS) regulations require international students to register for courses subject to the specific requirements for maintenance of their visa.

All international students and scholars are required to have medical insurance coverage for the duration of their studies in the United States. Please contact the Office of International Programs for further information on coverage requirements and to receive a copy of the International Student Handbook.

International students are not allowed to take a formal leave of absence from the university unless they will be out of the country and have obtained prior approval from the director of International Programs.

### International Student Regulations (F-1 Visa)

Students attending the university on an F-1 visa must follow certain regulations to remain in good standing with the United States Citizenship and Immigration Services (USCIS). The university must enforce such regulations to maintain its approval from the government to enroll F-1 students. Enrollment requirements for an F-1 student include a minimum of 3.00 units per semester, except for Summer Term when attendance is optional. Further, an F-1 student must successfully complete 3.00 units per semester to maintain normal progress toward a degree.

Any F-1 student who fails to register for a minimum of 3.00 units or who fails to complete 3.00 units per semester will be subject to dismissal from the university and may be reported to the USCIS.

International students must follow USCIS regulations to continually maintain their F-1 status. USCIS regulations are outlined on the third page of the I-20 and during International Student Orientation each year. Contact the International Student Advisor for assistance with these regulations.

### International Student Regulations (J-1 Visa)

J-1 (exchange students or non-degree) should consult with International Programs on Department of State guidelines for maintaining status.

### Study Abroad Requirements

Demonstrate Academic Achievement

1. Students must meet all program-specific requirements (including minimum GPA, class standing, course prerequisites, language prerequisites, etc.).
2. Students must have a cumulative grade point average above a 2.50, be in good academic standing, and not be on any type of academic sanction at the time of application and until the time of departure.
3. Students with a cumulative grade point average lower than 3.00 may apply but must demonstrate, in an additional application essay, that they have made significant progress toward achieving overall academic excellence.
4. Students applying to attend two different programs (one fall and one spring) must be aware that permission to study in two different programs during one academic year will be granted only in exceptional cases as justified by compelling academic goals. Students must submit an additional application essay that explains their reasons for applying to two programs, identify one preferred program, and identify how they will navigate the visa process for both programs in a timely manner.
5. Credit earned from approved study abroad programs is considered to be residence credit for satisfying these residency requirements:

- A minimum of 16 units in the degree must be completed in residence.
- A minimum of 6 of the last 8 units in the degree must be completed in residence.
- A minimum of 4 units in a major\* must be completed in residence.
- A minimum of 3 units in a minor\* must be completed in residence.

\*Please note that some academic departments and programs require a minimum number of courses be taken on campus at Puget Sound to earn a major or minor .

For more information on Study Abroad, visit the International Programs website.

### Petitions for Exceptions to University Policies

Students must petition the Academic Standards Committee to have a university academic policy waived or modified, to request reinstatement after academic suspension , , or to request re-enrollment after medical or emergency administrative, or a complete academic withdrawal.

#### Procedure

1. A student must complete a petition form and return it, along with a supporting statement from the academic advisor and other appropriate persons, to the appropriate office as designated on the form.
2. If a student desires to appear before the Committee at the time of consideration of the petition, a formal request must be made when the petition is submitted. In such a case, the student will be notified of the time and place of the meeting.
3. The petition will be forwarded to the Academic Standards Committee, which will take action and communicate its decision, through the Office of the Registrar, to the student.

#### Non-petitionable Rules

The Academic Standards Committee does not approve petitions for waiver of the following university requirements:

1. The 32.00 minimum units for graduation, the 8.00 units for a graduate degree or each additional baccalaureate degree.
2. The 16.00 minimum units of residence credit required for an undergraduate degree, the 6.00 units of residence credit for a graduate degree, the 8.00 units required for a second baccalaureate degree, or the 24.00 units required for two simultaneous baccalaureate degrees.
3. The requirement that the Connections Core be completed by a Puget Sound course.
4. The 8.00 minimum units, including the 4.00 units in residence, in a major.
5. The 5.00 minimum units, including the 3.00 units in residence, in a minor.
6. The minimum cumulative grade point average of 2.00 in all Puget Sound courses and of 2.00 in all graded courses (including transfer work) for the baccalaureate degree (majors, minors, and interdisciplinary emphases have the same Puget Sound and all-course grade requirements); the minimum cumulative grade point average of 3.00 in all Puget Sound courses and in all degree counting courses in a graduate degree.
7. Permanent grade changes.

#### Basis for Exceptions

The Academic Standards Committee will consider petitions for waiver of other university requirements if the situation is clearly exceptional and involves extenuating circumstances. Petitions will be approved only when, in the opinion of the committee, approval does not weaken the general integrity of the academic program. While the committee is aware of the cost of education, petitions based primarily on cost and/or convenience considerations may not be approved.

These are some of the questions considered by the committee:

1. Does the request involve a reasonable alternative rather than a lowering of academic standards?
2. Was the petition received by the Academic Standards Committee in time that, if denied, the regular university requirements can be met?
3. Do the unusual or extenuating circumstances, as judged by the committee on a case-by-case basis, warrant a waiver in university policies?
4. Is there documentation for petitions requesting waivers on the basis of academic misadvisement or neglect not attributable to the student?
5. Do requests for waiver of the last 6.00 of 8.00 units in residence involve students who are transferred to another geographic area or experience other unusual or extenuating circumstances? Such students are expected to have completed all other university residency requirements.
6. Is the petition carefully, accurately, and logically presented? The Academic Standards Committee does not take lightly the decision to grant exceptions and expects students to be equally thoughtful in preparation of petitions. Incomplete petitions are denied.

#### Core Requirements Petitions

In evaluating petitions related to a university Core Requirement, the following guidelines are applied:

1. A course taken at another institution is accepted toward an appropriate Core Requirement if it is equivalent to a Core course offered in the Puget Sound curriculum. However, regardless of content, the Connections Core Requirement may not be completed with transfer credit and must be taken at Puget Sound.
2. A Natural Scientific Approaches course taken at another institution is acceptable toward a Core Requirement only if fieldwork or a laboratory is a regular, integral component.
3. A course taken at another institution, the Puget Sound equivalent for which satisfies one Core Requirement, may not be applied toward another Core Requirement.
4. A Puget Sound course may not apply toward a Core Requirement unless it has been approved specifically for that purpose by the Curriculum Committee.

#### Language Substitution

Students seeking a substitution for the Language Graduation Requirement must provide documentation of a learning disability that affects the ability to learn a new language to the Office of Student Accessibility and Accommodation. The documentation must be current, thorough, and prepared by an appropriate and qualified diagnostic professional.

If approved for a substitution, the Office of Student Accessibility and Accommodation will notify the Office of the Registrar. The Registrar will then update the student's academic requirements report to display the pre-approved substitute courses the student can use to



satisfy the language requirement. To fulfill the requirement, students must take two pre-approved courses from a single cultural area that they have not already taken. In addition, the courses must be outside of their Core Requirements and the department of their first major.

A student may submit a petition to the Academic Standards Committee to request a course with a cultural component outside the pre-approved list to fulfill their requirement. Students wishing to submit petitions should meet with the Office of Academic Advising.

If the Office of Student Accessibility and Accommodation does not approve a substitution, students may still pursue the substitution by contacting the Office of Academic Advising to submit a petition to the Academic Standards Committee explaining their history with learning a new language and why they feel unable to complete the requirement successfully.

### Reinstatement Petitions

A student petitioning to re-enter the university from an academic suspension must complete a comprehensive plan for academic improvement. The outline indicates information which should be included but does not preclude providing other information pertinent to the petition such as a letter of support from an instructor at another institution, a reference from an employment supervisor, or a statement from a health care provider.

1. Address the problem(s) that caused the poor academic performance.
2. Explain how the problem(s) will be rectified and indicate any support systems that will facilitate a return to academic work; for example, a change of major, a change in living arrangements, or the planned use of the Center for Writing and Learning.
3. Provide a proposed schedule of courses for at least the next year including a rationale for repeating (or not repeating) courses in which unsatisfactory grades were received.
4. Indicate any specific persons from whom help will be sought if problems occur during the term or any arrangements set for review of academic progress.
5. Address the reasons for continuing or changing academic interests, career goals, or other plans.
6. Prepare an Academic Improvement Plan in close consultation with the academic advisor. (If the academic advisor is not available, the Office of Academic Advising may be consulted.)

### Academic Re-evaluation Petitions

Academic Re-evaluation is initiated by the Office of Admission in order to permit the admission or readmission of a student who normally would not be admitted to the University of Puget Sound. The policy is applied to the non-traditional student who, due to an earlier unsuccessful attempt at college, has a cumulative GPA below 2.00, has been out of school for at least five years, and has indicated the readiness and potential to successfully resume an academic program. Upon recommendation of the Office of Admission and concurrence by the student involved, a petition may be submitted to the Academic Standards Committee for admission under the Academic Re-evaluation Policy. The Academic Standards Committee will determine if admission is warranted. If there is an affirmative decision, the Academic Standards Committee will drop from consideration in the grade point average and the academic standing all courses with grades lower than C (2.00), to include P (pass) grades, contained in the student's previous academic program. Students should be aware that there will be a loss of credit for all courses dropped from consideration in the GPA.

Students entering the university under this policy will be accepted as regular matriculants and assigned to an advisor. Students whose petitions are approved will have the conditions of admission outlined in a letter from the Office of Admission, copies of which will be sent to the Office of Academic Advising and to the advisor. The Office of Academic Advising monitors these students for the first semester and consults with the Academic Standards Committee if problems arise.

## Records Policy

### Annual Notification to Students of Rights Under the Family Educational Rights and Privacy Act (FERPA)

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

1. The student's right to inspect their education records within a reasonable period of time.

A student may submit a written request to the Registrar that identifies the record(s) the student wishes to inspect. Within a reasonable period of time, not to exceed 45 days after receiving the request, the Registrar will make arrangements for access and will notify the student of the time and place at which the records may be inspected. If there are records included in the request that are not maintained in the Office of the Registrar, then the Registrar will coordinate with the appropriate University of Puget Sound official to arrange access for the student.
2. The student's right to request the amendment of an education record that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student seeking to amend an education record should write the university official responsible for the record, clearly identify the part of the record the student wants amended, and specify why the record should be amended.

If the responsible official decides not to amend the record as requested, the responsible official will notify the student in writing of the decision and of the student's right to a hearing regarding the request for amendment. When notified of the right to a hearing, additional information regarding the hearing procedures will be provided to the student.
3. The student's right to provide written consent before the University of Puget Sound discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent. FERPA authorizes the disclosure of education records without a student's written consent to school officials with legitimate educational interests. A school official is a person employed by the University of Puget Sound in an administrative, supervisory, academic or research, or support staff position (including staff in Security Services and staff in Counseling, Health, and Wellness Services); a person or company with whom the University of Puget Sound has contracted as its agent to provide a service instead of the using University of Puget Sound employees or officials (such as an attorney, auditor, or collection agent); a person serving on the board of trustees; or a student serving on an official committee, such as the Academic Standards Committee of the Honor Court, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs access to an education record in order to fulfill his or her professional responsibilities to the University of Puget Sound. Upon request the University of Puget Sound may also disclose

education records without consent to officials of another college or university in which a student seeks to enroll or is enrolled. The U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local education authorities may allow access to a student's education records without the student's consent to any third party designated by a federal or state authority to evaluate a federal or supported education program. Federal and state authorities may also allow access to student education records without the student's consent to researchers performing studies, even if the University of Puget Sound objects to, or does not request, such research. To receive student information under this provision, federal and state authorities must obtain a certain use restriction and data security promises from the entities authorized to receive student information, although the authorities do not need to maintain direct control over such entities. In addition, state authorities may collect, compile, permanently retain, and share personal student information without the student's consent to support a statewide longitudinal data system in order to track a student's participation in education and other programs by linking personally identifiable student information to other federal or state data sources, such as workforce development, unemployment insurance, welfare, military service, or migrant student records systems. The University of Puget Sound may disclose education records without consent to the parents of a dependent student regarding the student's violation of any federal, state, or local law, or of any institutional policy or rule governing the use of alcohol or a controlled substance.

The University of Puget Sound also reserves the authority to release education records if the university determines the information contained in those records is necessary to protect the health or safety of the student or others.

4. The student's right to file a complaint with the U.S. Department of Education concerning alleged failures by the University of Puget Sound to comply with the requirements of FERPA.

FERPA is administered by the Family Policy Compliance Office at the following address:

Family Policy Compliance Office U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, D.C. 20202-4605

The university's *Education Records Policy* explains procedures used by the institution for compliance with the provisions of FERPA.

### Public Notice Designating Directory Information

The University of Puget Sound designates the following types of student information as "directory information."

- Name
- Enrollment Status
- Class Schedule
- Dates of Attendance
- Class Standing
- Program of study to include major, minor, or emphasis
- Honors and awards to include Dean's List
- Degree(s) conferred and graduation date(s)
- Attendance at other educational institutions
- Participation in officially recognized sports or activities
- Physical factors of athletes
- Photograph
- Date and place of birth

- Campus mailbox
- Local address
- Permanent address
- Telephone numbers
- Email addresses

While directory information may be disclosed by the university at its discretion, currently enrolled students have the right to withhold the disclosure of directory information and may exercise that option through a written request to the Office of the Registrar. In honoring a request to maintain directory information as confidential, the university cannot assume responsibility for contacting a student regarding permission to release directory information in circumstances not necessarily anticipated by a student. Additionally, regardless of the effect upon the student, the University of Puget Sound assumes no liability as a consequence of honoring a request to withhold directory information.

### Transcript Request

To order an official transcript, current students will sign into the myPugetSound portal, select Order Official Transcript from the Academics menu, and then follow the instructions. Current students can access unofficial transcripts through their myPugetSound portal or by contacting the Office of the Registrar.

**NOTE:** The time required to process a transcript request may be extended during the two-week grade-recording period at the end of each semester.

## Religious Observances and Reasonable Accommodation for Religious Holidays

### I. Policy Statement

The University of Puget Sound values the rich diversity of religious traditions, observances and beliefs represented in our campus community and supports the rights of students to practice their faiths. The university recognizes that in some instances, a student's religious observances may conflict with the student's academic schedule. In such cases, the university is committed to compliance with state, federal and local laws, including RCW 28B.137.010, regarding reasonable accommodations for those observances. Consistent with the Campus Policy Prohibiting Harassment and Discrimination, this policy also supports the university's commitment to providing a learning environment free from discrimination and harassment.

### II. Coverage

This policy applies to all university students enrolled in academic courses or programs.

### III. Definitions

- A. *Reasonable Accommodation:* In this context, a reasonable accommodation means a faculty member's coordination with the student on scheduling examinations or other activities necessary for completion of the course or program, including rescheduling examinations or activities or offering different times for examinations or activities.
- B. *Religious Observances:* Holidays observed for reasons of faith or conscience, including as part of a sincerely held religious belief, or for organized activities conducted under the auspices of a religious denomination, church or religious organization.

- C. *Undue Hardship*: Undue hardship refers not only to significant financial difficulty, but to accommodations that are unduly extensive, substantial, or disruptive, or those that would fundamentally alter the nature or operation of the course or program. The university will assess whether a proposed accommodation creates an undue hardship on a case-by-case basis.

#### IV. Requesting and Responding to a Reasonable

##### Accommodation for Religious Observances

- A. Student Responsibilities
1. A student seeking an academic accommodation for a religious observance shall consult with each of their faculty members and submit separate request(s) for accommodation to those faculty members.
  2. A student must submit a written request to the faculty member within two (2) weeks of the first day of the course or program, and the request must include the specific date(s) for which the student requires accommodation regarding examinations or other activities.
- B. Faculty Responsibilities
1. A faculty member shall promptly evaluate each request and reasonably accommodate any requests so that the student's grades are not adversely impacted by absences covered by this policy, provided that the accommodation does not cause an undue hardship to the student, other students, the faculty member, or the university.
  2. Within five (5) calendar days of receiving a student's written request, a faculty member shall respond in writing to the student acknowledging the request and inviting additional conversation regarding the requested accommodation, if needed.
  3. Absent exceptional circumstances, the faculty member's approval or denial of the student's requested accommodation should be provided in writing to the student no later than two (2) weeks after receipt of the student's request.

##### V. Resources for Assistance

- A. Students may consult with the University Chaplain regarding reasonable accommodation requests, as needed, or for other questions about this policy.
- B. Faculty members may consult with the University Chaplain or the Associate Academic Dean for assistance as needed or for other questions about this policy.

##### VI. Grievance/Appeal Procedure

- A. A student may appeal a faculty member's response or non-response to a request for a reasonable accommodation under this policy by providing written notice to the Dean of the Faculty in the Office of the Provost.
- B. Such appeal must be submitted either (1) within five (5) calendar days of the student's receipt of the final written determination from the faculty member regarding the request; or (2) within five (5) calendar days after a faculty member fails to respond to the student's request within the timeframe established under Section IV.C., above.

- C. In reviewing the appeal, the Dean of the Faculty shall consult with the student and the faculty member, and may consult with others as appropriate (e.g., University Chaplain). Absent extraordinary circumstances, the Dean of the Faculty should provide a decision in writing to both the student and the faculty member generally within two (2) weeks of the receipt of the student's written appeal.
- D. The decision of the Dean of the Faculty is final.

##### VII. Notice

- A. This policy is available on the university's website at [pugetsound.edu/about/offices-services/human-resources/policies/campus-policies/student-religious-accommodations-in-academic-courses-or-programs](http://pugetsound.edu/about/offices-services/human-resources/policies/campus-policies/student-religious-accommodations-in-academic-courses-or-programs).
- B. Faculty members must include a link to this policy in course or program syllabi.

##### VIII. Effective Date

This policy is effective as of January 1, 2020, and supersedes the university's "Religious Observances" statement in the Academic Handbook.

- Chapter 28B.137.010 RCW

## Student Accessibility and Accommodation

The University of Puget Sound is committed to provide all otherwise qualified students equal access to programs and activities by having nondiscriminatory standards in all academic areas, and by providing reasonable accommodations on a case-by-case basis. Reasonable accommodations are adjustments or minor changes that remove barriers. They do not involve lowering academic standards or alterations to a program. Some examples of accommodations are: extended time for exams, note-takers, accessible books, readers, interpreters, scribes, flexibility in attendance, assistance with class registration, and accessible campus housing.

Student Accessibility and Accommodation (SAA) is the university-designated office that determines if a student qualifies for a disability-related accommodation under the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973. To begin the process, a student needs to submit documentation from a qualified, licensed professional that includes a diagnosis, how the diagnosis was established, the functional impairments, and a rationale for requested accommodations to the Director of Student Accessibility and Accommodation, [saa@pugetsound.edu](mailto:saa@pugetsound.edu). Please see the SAA website for more detailed instructions and to download intake and documentation forms, or call 253.879.3395 for assistance. Accommodations are determined on a case-by-case basis and depend on documentation, student's needs, requested accommodations, and what is reasonable under the law. Once a student is registered, they will be able to formally request academic accommodation each semester by meeting with an SAA staff member to receive a signed accommodation form that is brought by the student to their professors and returned to SAA with each professor's signature. The nature of the disability is confidential. Professors are informed of the accommodations, not the diagnosis. University transcripts will not reflect any involvement with SAA.

A student who disagrees with an accommodation decision made by the Director of SAA may appeal that decision to the Dean of Faculty Affairs.

At any time in a grievance process, students may file a complaint with the responsible state or federal agencies. The right of a student to

prompt an equitable resolution of a complaint shall not be impaired by this action. These agencies are:

Washington State Human Rights Commission  
Olympia Headquarters  
711 S. Capitol Way, Suite 402  
Olympia, WA 98504  
800-233-3247  
<https://www.hum.wa.gov/>

Department of Justice, Civil Rights Division  
950 Pennsylvania Avenue, NW  
4CON, 9th Floor  
Washington, DC 20530  
202-307-0663  
<https://www.justice.gov/crt/disability-rights-sect>

Office for Civil Rights  
Central Building  
810 3rd Avenue, Suite 750  
Seattle, WA 98104-1627  
206-684-4500  
206-684-4503 TTY  
<https://www.seattle.gov/civilrights>

### Transfer Information

Transfer credit may be evaluated for a matriculated student if that student has an official transcript provided to the University of Puget Sound either as part of the admission application or within one term of the completion of the course. Students are reminded that they, and they alone, must arrange for an official transcript to be sent. The confidentiality of a student's academic record is protected by federal law and all colleges and universities direct students to submit transcript requests in writing.

Additionally, students are obligated to inform the university regarding previous or concurrent attendance at any other institution of higher education. Failure to do so is grounds for refusal of any possible transfer credit and dismissal from the university.

### Transfer Credit Evaluation Policy

The University of Puget Sound will consider transferring credit for a course offered by a regionally accredited, or similarly qualified, institution of higher education if that course:

1. is sufficiently similar to a course in the curriculum of the University of Puget Sound;
2. is in a liberal arts discipline;
3. is a scholarly approach to the topic; or
4. is appropriate for inclusion in a Puget Sound degree as determined by the appropriate academic officer.

These qualifications are the criteria a transfer credit evaluator will use in making a judgment about the transferability of a course from another institution. Additionally, these criteria exclude the following types of courses from transferring:

1. Vocational or technical courses.
2. Remedial or retraining courses.
3. Personal development, human potential, or coping skills courses.

4. Courses designed for individuals who have completed a degree or certificate and who want to upgrade their occupational or professional skills, to acquire new skills, or to prepare for a proficiency examination. Such courses are commonly identified under such classifications as professional development, in-service education, or continuing education.
5. Courses in professional disciplines not supported by the university. The professional disciplines supported by the university are:
  - A. Business Administration
  - B. Education (graduate level)
  - C. Engineering (3-2 Engineering Program)
  - D. Occupational Therapy (graduate level)
  - E. Physical Therapy (graduate level)
  - F. Public Health
6. Courses that instruct in doctrine or ideology.

The university reserves the right to limit the transferability of a course based on the source of credit, the method of instruction, or the duration of the term.

### College Credits Earned Prior to High School Graduation

College credits earned prior to high school graduation may transfer to Puget Sound if the credits were completed through and appear on the transcript of a regionally-accredited college or university. This includes coursework completed through concurrent enrollment programs, such as Washington's Running Start and College in the High School programs. All other transfer restrictions apply.

### Direct Transfer Agreements – WA, OR, and CA

A student who matriculates at Puget Sound after completing a Direct Transfer Agreement (DTA) associate degree through a Washington, Oregon, or California community college with a grade point average of 3.00 or higher shall be awarded junior standing, 16.00 total units of transfer credit, and shall be considered to have completed the first Seminar in Scholarly Inquiry (SS11) as well as the Five Approaches to Knowing requirements. Completion of additional core and graduation requirements will be determined by evaluation of the student's previous coursework on a course-by-course basis. Degrees included in this policy are Washington's DTA associate degree (AA-DTA), Oregon's AAO, and California's AA-T and AS-T degrees.

### Credit-by-Examination

The University of Puget Sound does not offer examinations for the purposes of awarding credit but does recognize the following credit-by-examination programs:

- A. Advanced Placement (AP) Examinations  
The university may grant 1.00 or 2.00 units of lower-division credit for an Advanced Placement (AP) Examination passed with a score of 4 or 5.
- B. International Baccalaureate (IB) Examinations.  
The university will grant 1.00 unit of lower-division credit for each International Baccalaureate (IB) Higher Level Examination passed with a grade of 5, 6, or 7.  
Additionally, 1.00 unit of lower-division credit will be granted for Theory of Knowledge, if a student has earned the IB diploma.



- C. International recognized academic programs (such as Cambridge GCE A-levels)  
Exam credit other than AP and IB is evaluated on a case-by-case basis. Students interested in pursuing such credit should provide course/exam syllabi and have their official results sent to the Office of the Registrar. The University does not accept College-Level Examination Program (CLEP) or Defense Activity for Non-Traditional Education Support (DANTES) results for credit.

The exact units and course exemptions granted for AP and IB exam results are detailed on the University website under the Office of the Registrar. The university's goal in allowing credit for the above examination results is to award students a fair amount of credit for their advanced study in high school as indicated by their examination results; to ensure that students are placed in the next appropriate course, should they continue to study in that discipline; and to direct students into courses that will supplement their academic achievement in high school.

If a student who has received credit for an examination result takes the equivalent University of Puget Sound course, that student's exam credit will be replaced by University credit (see also the section titled "Redundancy Policy"). In addition, some departments place special conditions on AP or IB Examination Results in order for them to be applied toward a major or minor.

### Credit Limits

1. *Transfer Credit*  
An undergraduate degree requires a minimum of 32.00 units, at least 16.00 of which must be earned at the University of Puget Sound. Therefore, transfer students are limited to a maximum of 16.00 units (64 semester credits or 96 quarter credits) of transfer credit.
2. *Activity Credit*  
The maximum activity credit allowed within a degree program is 2.00 units.
3. *Work Experience*  
Work experience credit earned through courses in practicum, internship, or co-operative education programs may be transferable to a maximum of 2.00 units, subject to transfer evaluation criteria.
4. *Independent Study*  
Credit for Independent Study may transfer, but the decision to do so may be based on an evaluation of an Independent Study contract/agreement or the finished Independent Study project. Regardless of credit source, no more than 4.00 units of Independent Study are acceptable toward a baccalaureate degree and no more than 2.00 units toward a graduate degree. Independent Study may not be applied to university Core Requirements.
5. *Academic Pass/Fail*  
Courses graded pass/fail may transfer within the limit of no more than 4 academic courses taken pass/ fail (either as mandatory pass/fail or with the pass/fail grading option) can apply to a baccalaureate degree. Such courses do not apply to the university Core Requirements, the Upper-Division Graduation Requirement, or the Language Graduation Requirement, and may not apply to major or minor requirements.

Activity courses graded pass/fail may transfer and are included in the limit of applying no more than 2.00 units of activity credit toward a baccalaureate degree.

6. *Self-Paced Study and Distance Education*  
No more than a combined total of 4.00 units of self-paced study (e.g., correspondence, programmed text, or telecourse) or distance education (e.g., online and electronic) courses are accepted in transfer. Such courses do not apply to university Core Requirements, the Upper-division Graduation Requirement, or the Language Graduation Requirement. These courses will be evaluated on a course-by-course basis for consideration for transfer. Students requesting credit for self-paced or distance education courses may be required to provide a course syllabus or course outline to the Transfer Evaluator in the Office of the Registrar.

Courses combining elements of self-paced or distance education with reduced on-campus instruction (e.g. 'hybrid courses') are also subject to this policy.

7. *Extension*  
The transferability of a course offered through an institution's "extension program" will be determined based on content and method of instruction. Extension courses designed for specialized professional or personal interest are not transferable.
8. *Core and Language Requirements*  
In order to fulfill a university Core or Language Requirement, an eligible transfer course must be worth at least 3 semester credits or 4 quarter credits at the original institution and must be equivalent to a Core course at Puget Sound (for the Natural Scientific Approaches, a course must have a regular, formal, laboratory component). Additionally, courses used to complete Core Requirements may not be graded pass/fail and may not be completed through distance, self-paced, online, or independent study. Appropriate course sequences which, when combined, total at least 3 semester credits or 4 quarter credits may be accepted.

The Connections Core may not be completed by a transferred course.

### Repeating a Course

A course taken at the University of Puget Sound may be repeated at another institution provided the student is eligible to attend the other institution, has selected a course approved for transfer by an evaluator in the Office of the Registrar, and has the specific permission of the appropriate department. (A department may require that a course be repeated only at Puget Sound.) If a Puget Sound course is repeated at another institution, and if the grade earned elsewhere is the higher of the two, the Puget Sound grade will be removed from the grade point average, but the transfer grade will not be computed in the grade point average. Credit for the Puget Sound course will be removed and replaced by the transfer credit, even if there is a difference between the two.

It is also possible to repeat at Puget Sound a transfer course taken elsewhere. A student who has transferred a course to Puget Sound may repeat that course at Puget Sound by taking its equivalent, as listed on either an official Puget Sound Transfer Evaluation or an official Puget Sound Transfer Evaluation Request.

### Grade Point Calculation

Transfer courses do not enter into the University of Puget Sound grade point average as listed on a student's transcript. However, a student must have both a Puget Sound grade point average of at least 2.00 and a cumulative grade point average of at least 2.00 for the combination of all Puget Sound and all transfer courses. The same grade point average requirements apply to all courses applicable in a major, minor, or program. Grade point averages will be adjusted for successful repeats as noted above under "Repeating a Course."

A prospective transfer student with a cumulative grade point average below 2.00 may be admitted under the Academic Re-evaluation Policy, which appears in the "Petitions for Exceptions to University Policies" section of this publication.

### Concurrent Enrollment

A matriculated student may not be enrolled at the University of Puget Sound and another institution at the same time during the same term. An exception may be made, when appropriate, by the Academic Standards Committee in response to a petition submitted by the student prior to the intended concurrent enrollment.

### Institutional Accreditation and Transfer Credit

Academic credit from an institution of higher education may transfer if that institution is accredited by one of the seven regional accrediting associations. However, Puget Sound reserves the right to accept only those courses and credits that the university considers appropriate for inclusion in a degree. Additionally, the university reserves the right to distinguish transfer courses based on the source of the instruction. That is, if an institution assigns credit to a course in which the instruction was provided by an agency that was distinct from the institution, the university may evaluate that transfer credit separately.

Similarly, if an institution is not accredited by a regional accrediting association but is accredited by a national or professional association, the university may consider the nature of that accrediting association along with the content of the transfer course when making a transfer evaluation.

Undergraduate transfer of credit from unaccredited institutions with "candidate status," may be recognized formally after successful completion of 8.00 units at Puget Sound. Transfer credit for graduate degree programs must be from an accredited institution and approved by the Director of Graduate Study. Bachelor's degrees from unaccredited institutions with "candidate status" are recognized as acceptable for admission to graduate programs.

Courses offered by unaccredited institutions may satisfy major or minor requirements in some cases at the discretion of the department. However, such credits will not count toward the minimum 32.00 units required for graduation. Degrees from unaccredited institutions are not recognized as bachelor's degree equivalents for entry into the graduate program or for any other purpose. Puget Sound reserves the right to not recognize the actions of a regional accrediting association outside of its geographical jurisdiction. A list of the regional associations or accredited institutions may be obtained from the Office of the Registrar (Jones Hall, Room 013).

### Transfer Rights and Responsibilities

The University of Puget Sound endorses the rights and responsibilities regarding transfer students as established by the Washington Higher Education Coordinating Board in 2010, and now administered by the Washington Student Achievement Council.

### Student Rights and Responsibilities

1. Students have the right to clear, accurate, and current information about their transfer admission requirements, transfer admission deadlines, degree requirements, and transfer policies that include course equivalencies.
2. Transfer and freshman-entry students have the right to expect comparable standards for regular admission to programs and comparable program requirements.
3. Students have the right to seek clarification regarding their transfer evaluation and may request the reconsideration of any aspect of that evaluation. In response, the college will follow established practices and processes for reviewing its transfer credit decisions.
4. Students who encounter other transfer difficulties have the right to seek resolution. At the University of Puget Sound, students may seek resolution through a petition to the Academic Standards Committee.
5. Students have the responsibility to complete all materials required for admission and to submit the application on or before the published deadlines.
6. Students have the responsibility to plan their courses of study by referring to the specific published degree requirements of the college or academic program in which they intend to earn a bachelor's degree.
7. When a student changes a major or degree program, the student assumes full responsibility for meeting the new requirements.

### College and University Rights and Responsibilities

1. Colleges and universities have the right and authority to determine program requirements and course offerings in accordance with their institutional missions.
2. Colleges and universities have the responsibility to communicate and publish their requirements and course offerings to students and the public, including information about student transfer rights and responsibilities.
3. Colleges and universities have the responsibility to communicate their admission- and transfer-related decisions to students in writing (electronic or paper).

### Transfer Credit Evaluation Request Form

A continuing student wishing to take a course at another institution should obtain written verification of the transferability of that course using a Transfer Evaluation Request form available from the Office of the Registrar.

### **Veterans Education Benefits Information**

Selected academic programs at the University of Puget Sound are approved by the Washington Student Achievement Council/State Approving Agency.

A student who is eligible for Chapter 30, 35, 1606, or 1607 benefits should contact the School Certifying Official in the Office of the Registrar and provide a copy of the Certificate of Eligibility. A student who qualifies for Chapter 33 (Post 9/11) or for Chapter 31 Vocational Rehabilitation benefits should contact the School Certifying Official in the Office of Student Financial Services and provide a copy of the Certificate of Eligibility.

Prior to the beginning of each term a student will need to request to be certified if they would like to use their benefit. The student must also be in good academic standing and meet Satisfactory Academic Progress. Once certified, regular attendance in accordance with the stated policy for a course is required. Students who receive an F, or are dropped due to non-attendance, may be required to repay tuition. Additionally, receiving No Credit (NC) for a course taken with the Credit/No Credit grade option may cause the student to owe tuition. Please also see the information for Veterans Benefits listed in the Student Financial Services section.

The Department of Veterans Affairs will only pay for courses that advance a student's progression toward a degree and reduce

the number of units needed to graduate. An undergraduate student who has 12.00 or more units is expected to declare a major. Graduate students cannot be certified for courses that are not required by their program. A student who must repeat a course must notify the School Certifying Official in the Office of the Registrar. A student planning on taking a course at another institution should complete a Transfer Evaluation form to have the transferability of credit evaluated.

A student's enrollment status is a factor in determining the total amount of funding paid by the VA. The university must report changes of enrollment status. A student who decides to withdraw from a course or courses should contact the School Certifying Official in the Office of the Registrar.

A student called to active military service must work with the School Certifying Officials in the Office of the Registrar and Student Financial Services for advice on withdrawing from classes and settling the student's financial account. Depending on the date of withdrawal, a student may be dropped without record or with a W grade. Military orders must be provided. Additionally, military orders may also provide a student a complete tuition adjustment. A student is eligible to apply for a leave of absence through the Office of Academic Advising in accordance with the university Leave of Absence policy.