

**BY-LAWS, RULES, AND REGULATIONS OF THE  
UNIVERSITY SENATE  
I. BY-LAWS**

**A. Quorum**

Not less than twenty-five percent of the members of the University Senate shall constitute a quorum at any meeting.

**B. Order of Business**

The order of business at regular meetings of the Senate shall be:

1. Minutes of preceding meeting.
2. Report of the Senate Executive Committee.
3. Reports of Standing Committees.
4. Reports of Special Committees.
5. Old Business.
6. New Business.

**C. Senate Committees**

1. *Executive Committee*

The Executive Committee organizes and coordinates the business of the Senate and its committees (See Art. X.G. of the *By-Laws of the University of Connecticut* for its composition, functions, and the election of its members). Its eight faculty members constitute the faculty membership on the Trustee-Administration-Faculty-Student Committee.

2. *Standing Committees*

There shall be eight standing committees of the Senate, as described in the following subparagraphs. Eligibility to serve on standing committees is not limited to Senate members. There shall be at least one member from the Regional Campus faculties and at least one student on each standing committee. The Vice President for Academic Affairs shall be a member of each such committee. Each standing committee shall submit an annual report for the final Senate meeting of the academic year.

a. *Growth and Development*

This committee shall keep under review the general changes, actual and prospective, of the University over time and may recommend any desirable expressions of Senate opinion on these matters. The committee may also provide on behalf of the Senate an evaluation and review of specific issues and activities related to institutional advancement. The committee shall include two undergraduate students and one graduate student.

b. *Faculty Standards*

This committee shall continuously review University policies and practices relating to tenure, academic freedom, work loads, rank and promotion, remuneration, retirement,

and other matters affecting the faculty and shall propose any desirable expression of Senate opinion on these matters, including proposals to the Trustees for modifications in their rules and regulations on these matters. The committee shall include two undergraduate students and one graduate student.

c. *Student Welfare*

This committee shall review the conditions that contribute to the academic success, personal development and well-being of students, including available forms of financial aid. It may seek the opinion of the Senate on such matters and make recommendations. The committee shall include one graduate student and two undergraduate students.

d. *Scholastic Standards*

This committee shall prepare legislation within the jurisdiction of the Senate concerning those scholastic matters affecting the University as a whole, and not assigned to the Curricula and Courses Committee, including special academic programs, the marking system, scholarship standards, and the like. This committee shall include two undergraduate students and one graduate student.

e. *Curricula and Courses*

This committee shall prepare legislation within the jurisdiction of the Senate on course requirements for general education of all undergraduate schools and colleges, ALL UNIV courses, and specific courses open to freshmen and sophomores. The committee shall include two undergraduate students.

f. *University Budget*

This committee shall review the planning, negotiation, and allocation of the University operating, capital, and other budgets, the process of making budgetary and financial decisions and the determination of priorities among academic and other programs having financial implications. This committee may recommend any desirable expressions of Senate opinion on these matters. The committee shall include two undergraduate students and one graduate student.

g. *Enrollment*

This committee shall propose legislation within the jurisdiction of the Senate and make recommendations on all matters relating to the recruitment, admission, enrollment, and retention of an outstanding and diverse student population. The committee shall include two undergraduate students.

h. *Diversity*

This committee shall review University policies, practices, and conditions relevant to supporting and promoting diversity among students, faculty, and staff. This committee may recommend expressions of Senate opinion on these matters. The committee shall include two undergraduate students, and one graduate student.

3. *Nominating Committee*
  - a. There shall be a Senate Nominating Committee consisting of six members of the Senate elected by the Senate. Each spring, after the Senate elections for faculty and staff are completed, the Executive Committee will distribute to Senate members a first ballot for the Nominating Committee with the names of the Senators newly elected for three-year terms, and the instructions that Senators may vote for four names. A second ballot with the names of the four senators receiving the highest number of votes will then be distributed to Senate members, with the instruction that Senators may vote for two names. The two Senators receiving the highest numbers of votes cast will be members of the Nominating Committee for three years, starting their terms when their Senate terms begin July 1. Vacancies will be filled by the available candidate with the highest vote at the last previous election in the appropriate class and constituency.
  - b. The Vice President for Academic Affairs shall convene the Nominating Committee, which shall elect its chairperson.
  - c. Each September the Nominating Committee shall submit to the Senate by written ballot a slate of four full professors without administrative office for election of two to the Faculty Review Board for a three-year term. Members of the Committee of Three shall not be nominated.
  - d. In October of each year the Nominating Committee shall submit to the faculty and to the professional staff slates composed of at least two nominees for each At-large seat to be filled in the Senate. Candidates may also be nominated by petition; if a petition signed by five members of the faculty or the professional staff in support of a candidate is submitted before 1 November, that candidate's name shall be included on the election ballot.
  - e. The Committee shall submit to the April meeting of the Senate its recommendations as to the chairpersons and members of the standing committees for the ensuing year (the number of nominees for each committee constituting a recommendation as to the number of members of that committee) and such nominations shall be included in the minutes of the Senate. Newly elected members of the Senate and all other members of the faculty and professional staff shall be asked by the Secretary in February if they wish to indicate an interest in serving on one of the standing committees, and the preferences so secured shall be turned over to the Senate Nominating Committee. Each year the Nominating Committee shall solicit for its consideration names of students from the Presidents of the Undergraduate Student Government and the Graduate Student Senate. The chairpersons and at least half of the membership of each standing committee shall be senators.
4. The Senate, annually at its May meeting, shall determine the number of members of each standing committee for the ensuing year, shall elect the members of such committees, and shall designate the chairman of each such committee. Before such elections, nominations for committee members and chairmen, in addition to those submitted by the Senate Nominating Committee, may be made from the floor. If there are more nominees for any

committee than the number of places to be filled or if there is more than one nomination for the chairmanship of any committee, the election of that committee or of that committee chairman shall take place by secret ballot. The newly elected committees and their chairmen shall take office on July 1 following their election. If any committee chairmanship shall become vacant, the Senate Nominating Committee shall present a nomination to fill the vacancy not later than the next regular meeting of the Senate, and after the opportunity for nominations from the floor the Senate shall fill the vacancy. The same procedure shall be followed to designate an acting chairman when it is known that the chairman of a committee will be absent from the University for a period as long as a semester. The Senate may similarly fill vacancies in the membership of any committee if it judges that the remaining number of members is insufficient to perform the work of the committee. In such cases the Nominating Committee shall be given the opportunity to present nomination.

5. Any Senate standing committee may report specific business that appears to require immediate attention at any regular or adjourned meeting. Each committee shall, however, make a general annual report at the particular meeting of the Senate designated above. In this annual report the committee shall review the current situation and problems in the subject-matter area with which it is charged and may propose any necessary additions to, and alterations of, previous Senate legislation or expressions of opinion in respect to this area. In the case of committees having frequent occasions to report specific items of business, the annual report may be summary in character.

#### **D. Senate Meetings**

(See also Art. X.E., of the *Laws, By-Laws and Rules of the Board of Trustees*)

1. All sessions of the University Senate shall be open to the public, except that by majority vote of the Senators present and voting at any session the Senate may declare the meeting closed to all except members of the Senate and anyone specifically invited to be present.
2. The Senate will occasionally include a question period in its agenda, during which the President or another University officer may respond to questions previously submitted in writing to the Executive Committee. The scheduling of these periods is left to the discretion of the Executive Committee.
3. In addition to the distribution of Senate minutes outlined in Article X. E., of the *Laws, By-Laws, and Rules of the Board of Trustees*, copies of the minutes shall be sent to the Chairperson WHUS, and to such other students as the President thinks advisable. Similar student officers at the regional campuses shall be included in the distribution.
4. The Senate invites all University committees to present reports at its May meeting concerning matters of policy that have been considered by them during the year.

#### **E. Changes in By-Laws, Rules, and Regulations**

The by-laws, rules and regulations of the University Senate may be changed at any regular meeting of the Senate by majority vote of those present and voting, provided that due warning of

the proposed changes has been given in the call. If due warning has not been given, a two-thirds vote of those present and voting shall be required.

## II. RULES AND REGULATIONS

### A. Admissions

The University Of Connecticut Office Of Admissions follows the formal Non-Discrimination Policy Statement and makes admissions decisions in accordance with this policy.

The University does not enter into any *quid pro quo* contracts, either explicit or implied, with admitted students. Services expected shall not be a consideration in admission.

No changes in the course requirements for admission shall be published after February 1 in any year to take effect for students entering in the following Fall semester.

The rules for admission apply to freshman and transfer students who seek to matriculate, i.e. be admitted as degree candidates. The minimum requirements for admission to the University are listed below; the specific requirements for admission to the schools and colleges are provided in the University Catalog online. Separate admissions requirements may apply to the University's articulation agreements with other Connecticut public colleges and universities.

#### 1. *Minimum Requirements*

Except as specified below, the following are the minimum requirements for admission to the freshman and transfer class in all undergraduate schools and colleges with the exception of the Ratcliffe Hicks School of Agriculture:

- a. Each applicant shall have graduated from AND have completed 16 units (or the equivalent) in an approved secondary school or program.

As a part of the 16 units in the typical U.S. four-year secondary school program, candidates for admission shall present 15 units of college preparatory work. This college preparatory work must include:

- Four units of English (composition and literature)
- Three units of mathematics (one unit of each of the following or their equivalents: algebra I, algebra II, geometry)
- Two units of laboratory science
- Two units of social science or history
- Two units (generally corresponding to two years) of a single foreign language or the equivalent
- Three units of electives (two units must be college preparatory)

Students attending secondary school programs outside of the United States that do not follow the typical US model of secondary education will have their curriculum evaluated within the context of the educational system in which they attend.

- b. All applicants for admission to undergraduate degree programs are required to provide official transcripts of their high school grades and relevant test scores, including the College Board SAT or the ACT. English proficiency scores, such as the iBT (Internet Based TOEFL) or IELTS, must be presented by students for whom English is not a first language. All applicants for admissions are holistically reviewed, which includes an applicant's personal statement/essay, secondary school transcript, test scores, student involvement/activities, letters of recommendation and any other information the student presents as part of the application process. Admission is competitive and based on the applicant's likelihood of success.
- c. Transfer applicants are required to provide official transcripts from all colleges or universities where they have attempted collegiate coursework.
- d. Exceptions to the requirements of paragraph II.A.1.a. may be made by the Director of Admissions for individuals in the following categories: (a) applicants who have completed secondary school at least three years prior to the date of matriculation, (b) educationally disadvantaged students, including those from schools with inadequate course offerings, (c) applicants with highly specialized talents or backgrounds appropriate to a particular program of study, or (d) applicants with exceptionally high combined high school standing and test scores. The Director of Admissions may also waive test scores for students who demonstrate maturity and show promise of success.
- e. Each applicant may be called upon to provide supplementary information, if it is deemed necessary.

## *2. New England Regional Program*

As a member of the New England Board of Higher Education (NEBHE), the University of Connecticut provides residents of other NEBHE member states a tuition reduction when the student is enrolled in an approved degree program (as identified by NEBHE) that is not available at a public institution in their home state.

## *3. Transfer of Credit*

The Office of Admissions, in consultation with academic departments, will evaluate coursework completed by students at other collegiate institutions, as well as military credit as a result of years of service or training, for eligibility for awarding transfer credit. The number of transfer credits such students are awarded depends upon the character, quantity, and quality of the work they have done. Transfer credit will be given only for courses in which the student earned a 'C' grade or higher (2.0 on a 4.0 scale). Transfer credit will not be computed in a student's University of Connecticut GPA.

In addition to other procedures, and with the approval of the appropriate department and the Provost or designated representative, College Entrance Examination Board (C.E.E.B.) Advanced Placement or other examinations may be used as a basis for granting advanced standing to students at the time of admission. In such cases, the Admissions Office shall forward the materials compiled by these testing agencies to the department(s) teaching the subject matter(s) covered by the test. The department(s), having examined the materials submitted, shall determine whether the materials are sufficient to (1) grant a student full credit for a specified course as a transfer course, or (2) permit a student to use a specific course in meeting prerequisite requirements for more advanced courses or in fulfilling course requirements for graduation.

Students registered at the University who desire to take work in other collegiate institutions to be applied toward their degrees at the University should obtain approval from the Office of Admissions before taking such work.

#### *4. High School Students and Credit Bearing Courses*

The issuance of UConn credit to high school students is overseen by the Office of Early College Programs (OECF). High school students may enroll in UConn courses either through the dual-enrollment Early College Experience Program (ECE), or with permission, as independent non-degree students.

Students enrolled in high school who want to take UConn courses as non-degree students should contact the OECF prior to registration.

UConn departments are responsible for ensuring the equivalence of ECE courses taught in high schools and at UConn. Instructors must be certified by the University department to teach ECE courses and must follow accreditation criteria established by OECF and NEASC.

University departments offering their courses through ECE are responsible for monitoring grading practices and ensuring that they are comparable to practices in the department. Completed ECE courses will be recorded on a non-degree UConn transcript with grade.

- Students who earn a grade of 'C' or higher receive University credit.
- Students who earn a grade lower than 'C' shall not receive credit; the course grade will appear as "audit" on the student's transcript.

Upon matriculation, ECE students will be provided the opportunity to move non-degree coursework to the undergraduate record (see 5. below).

Students may withdraw from a course or from the ECE program at any time; also the University or the secondary school may require withdrawal from specific courses or from the entire ECE program at any time, per policies designated in the UConn ECE Policies and Procedures Guide.

#### *5. Non-Degree Students*

- a. Persons who wish to pursue college work without being formally admitted as candidates for an undergraduate degree at the University may register for courses as non-degree students.
- b. The Registrar shall set dates during which non-degree students may register for courses. Registration is on a space-available basis and limited to two courses totaling not more than eight (8) credits in a semester. -Requests for exceptions to this policy may be made to the director or designee of non-degree programs. Students who have been dismissed from the University must seek permission to take coursework with non-degree status from the dean or designee of the school or college from which the student was dismissed. They are not eligible for exceptions to course and credit limits.
- c. Continued enrollment of a non-degree student is dependent upon the student's maintaining a minimum cumulative grade point average of 2.0 after having attempted 12 credits or having been enrolled for two semesters.
- d. A non-degree student who wishes to become a degree candidate at the University of Connecticut must apply for admission in the same way as any other prospective student.

- e. When a non-degree student matriculates, the student will, in conjunction with the dean or designee of his or her school or college, or the director or designee of his or her program, determine whether or not credits earned as a non-degree student will be applied to the degree. Students who have coursework on their non-degree record that has not been assessed may seek approval by their school or college's dean or designee to have that coursework evaluated and moved to the undergraduate record. Once courses have been moved to the undergraduate record they cannot be removed unless, under exceptional circumstances, permission is given by the Vice Provost for Academic Affairs.

## **B. Academic Advising and Registration**

Academic advising is a service provided to assist students' progress toward meeting their academic objectives and completing their degree requirements. Each student will be assigned an academic advisor by the dean of his/her school or college. *Although students are assigned to advisors, it is the responsibility of the student to know and to follow the regulations of the University and to plan and carry out a program of study consistent with his/her academic and career goals and the degree requirements of the University.*

The function of advising is recognized as an integral part of the University's educational mission. Contact on an individual basis with an academic advisor is an important means of identifying the needs of individual students. The advising program, essentially consultative and designed to assist students in making intelligent decisions, includes the following aspects:

Communicating the meaning of higher education, the goals of a land grant institution, the aims of disciplinary and interdisciplinary study, and the rationale for academic requirements including minimum scholastic standards;

Describing registration procedures, course offerings, areas of faculty interest and expertise, educational opportunities, degree programs, and academic policies;

Planning semester by semester registration including selection of courses and course load adjustment;

Discussing educational and professional objectives based upon demonstrated abilities and interests and clarification of the relations among courses, programs, and careers;

Developing tentative and final plans of study;

Referring to appropriate sources for information and specialized services complementary to the knowledge and skills of the advisor.

The advising relationship is both consultative and mutually respectful: the advisee should respect the advisor's suggestions; the advisor is considerate of decisions made by the advisee. Advisors are responsible for informing students of appropriate courses of action. Students should expect advisors to have reasonable knowledge of the rules and regulations of the school or college and the University but must recognize that no individual can be fully informed in all areas.



Although the advisor is responsible for making appropriate academic recommendations, and indicates that this has been done by signing the appropriate registration forms, the student is responsible for his/her own academic progress. *Students must, therefore, assume ultimate responsibility for their decisions related to course selection and program planning, particularly when those individual decisions are inconsistent with program requirements.*

Academic requirements, legislated by the University Senate, are published in the University Bulletin, the Student Handbook, the Directory of Classes, departmental plans of study, and other documents with which students and advisors are expected to be familiar.

When students register for courses, they must first consult with their academic advisor and then submit to the Registrar a list of courses and sections for which they desire to register. The University attempts to meet the students' requests in instances where course selections conform with University regulations and where resources permit enrollment.

1. *Registration*

All undergraduate students are required to register on the dates announced and to pay the succeeding semester fee bills as due. Students are considered officially registered when they have met all University requirements for registration. Prior to the beginning of classes, a student will receive official notification of the courses for which enrollment has been completed. Registration instructions are provided by the Office of the Registrar.

Before being permitted to register for classes, each new student must present a satisfactorily completed health report upon forms provided by the University's Division of Health Services. In particular, the student must present evidence that he or she is free of active tuberculosis and is immunized against rubella and measles. Medical information maintained by the Division of Health Services is confidential.

2. *Late Registration*

Late registration is held each semester just prior to the beginning of classes to register students who were unable to register previously, such as late admitted or readmitted students. These students must also pay their fee bills as due and prior to registering. Students paid or deferred who must register on or after the first day of classes must consult with their advisor and then follow the Add/Drop procedures detailed in the University Catalog and the Directory of Classes.

3. *Improper Registration or Failure to Register*

No student is permitted to attend class unless officially enrolled in the course. If a student not officially enrolled does attend class, the instructor should notify the student of the registration discrepancy and report it to the Office of the Registrar. A student not officially enrolled may not at the end of the semester receive credit for courses or parts of courses completed. Exceptions may be granted if the student paid fees when due and obtains written permission for retroactive registration from the student's advisor, course instructors, heads of the departments offering the courses, and the dean of the school or college in which the student is enrolled.

4. *Credits Permitted in a Semester*

A student will be considered a full-time student if he or she initially registers for and is enrolled for at least 12 credits at the end of the fourth week of the semester. Courses for which credit restrictions apply count for full credit for registration purposes, but may not be applicable toward the degree.

In all schools and colleges, except Engineering, Fine Arts, and Pharmacy, the maximum number of credits for which a student may register or be enrolled shall be 17, unless he or she is enrolled in credit-bearing courses in Basic Military Science, or has earned, in the last semester for which grades are available, a grade point average of at least 2.6, in which case the maximum credits shall be 18. In these schools, no entering freshman may register for or be enrolled in more than 17 credits unless he or she is enrolled in credit-bearing courses in Basic Military Science, and no student may register for or be enrolled in more than 18 credits.

In all schools and colleges, except Engineering, Fine Arts, and Pharmacy, a student in the Honors Program who has, or will have earned a minimum of 18 credits at the time of enrollment may register for or be enrolled in a maximum of 19 credits unless he or she is a junior or senior and has earned a grade point average of at least 3.0 for the last semester for which grades are available, in which case the maximum number of credits shall be 21.

In the Schools of Engineering, Fine Arts, and Pharmacy, a student may register for or be enrolled in a maximum of 19 credits unless he or she is a junior or senior and has earned a grade point average of at least 2.6 for the last semester for which grades are available, in which case the maximum number of credits shall be 21.

Credits registered for or earned toward the degree by undergraduate students in independent study, variable, and special topics courses shall be limited to a maximum of six in any one semester.

For courses that run outside the Fall and Spring semesters, credit limits will depend on the length of the session, as follows:

Session length	Credit limit
≤ 4 weeks	4 credits
> 4 weeks - ≤ 8 weeks	8 credits
> 8 weeks	12 credits

Exceptions to the regulations on credits permitted, including those resulting from overlapping sessions or terms, may be made by the dean or dean's designee of the school or college in which the student is registered after the student has consulted with their advisor.

5. *Full-Time and Part-Time Students*

Students are admitted to the University with full-time status, which requires their carrying at least 12 credits each semester. Students seeking to obtain part-time status, that is, carry fewer than 12 credits, must obtain written approval from the deans of the schools/colleges

in which they are enrolled. Part-time students may not participate in any extra-curricular activity involving intercollegiate competition except by permission of the Dean of Students or designee. Part-time status also affects financial aid, scholastic probation and dismissal, and could affect eligibility for University housing.

6. *Auditing Courses Without Credit*

Full-time students registering as course auditors must obtain consent from the course instructors. After the second week of classes, course audits require the same authorizations as add/drop transactions.

Part-time students must pay the regular fee to audit courses and must follow the consent rules above. (See also *Laws, By-Laws and Rules of the Board of Trustees, XV.N.*)

7. *Registration in Courses Labeled "Credits and Hours by Arrangement"*

When the number of credits to be earned in a course is specified in the catalog as "credits and hours by arrangement", the student must, in concert with the instructor, at the time of registration, indicate the number of credits the student expects to earn in the course. If the number of credits a student expects to earn changes during the semester, the instructor must report the change to the Office of the Registrar as soon as possible, via memo, class list, or grade sheet.

8. *Laboratory Credits*

When credit is assigned for laboratory work, laboratory periods of from two to three hours shall be assigned one credit with the exception that three credits may be assigned to four-hour laboratories which are laboratories of an advanced or design nature requiring outside preparation approximately equivalent to that required for a two-class period course.

9. *Repeating Courses*

Any student who is regularly registered for any course and who satisfied the requirements shall receive credit therefore, except that no student shall receive credit toward the degree for the same course twice, unless it is specifically so stated as in a variable content course. Courses with the same numbers that cover the same course content cannot be counted more than once for credit toward the degree. The parenthetical phrases (Formerly offered as...) and (Also offered as...) that follow a course title as a cross reference indicate that a student may not take both the course and the cross-referenced course for credit toward the degree. A student is regularly registered for a course only when in registering he or she has conformed to all university or college regulations or requirements applying to registration for the course.

A student may repeat a course previously taken one time without seeking permission in order to earn a higher grade. The student may take the course a third time with the permission of the dean or of the school or college in which the student is enrolled and the instructor of the course. Under no circumstances may a student take a course more than three times.

When a student repeats a course, credit shall be allowed only once. Furthermore, in the computation of the grade point average, the registered credit and grade points for the most

recent taking of the course shall be included in the GPA calculation and the registered credit and grade points for the prior taking of the course shall remain on the transcript, but shall be removed from the GPA calculation.

When a student repeats a course after receiving a degree, the student's transcript will indicate a grade, but no registered credit, for the repeated course. The grade and registered credit recorded for the course prior to receipt of the degree shall continue to be included in the GPA and credit calculations.

10. *Adding or Dropping Courses*

Instructions for adding and dropping courses appear in the Schedule of Classes. Within the following regulations, students may revise their course schedules on days and at hours specified by the Office of the Registrar. Though classes may be scheduled on weekends, these are not factored into the following regulations.

Students should consult with their academic advisor prior to adding or dropping courses.

If a particular course requires consent, a student must obtain that consent before adding that course.

Students may add semester courses during the first ten days of classes without special permissions. In exceptional circumstances only, a student may add courses after the tenth day of classes with the consent of the student's advisor, the course instructor, and the head of the department or program offering the course. After the fourth week of the semester, the permission of the student's academic dean or his/her designee is also required for adding classes.

Students may drop courses before the end of the tenth day of classes without transcript notations. After the tenth day of classes and through the ninth week of the semester, a student may drop one course for any reason with permission from the student's advisor. No student is permitted to drop a course after the ninth week of classes or to drop more than one course after the first ten days of classes unless on the recommendation of the advisor, an exception is made by the dean or designee of the school or college in which the student is enrolled. Exceptions are made only for extenuating circumstances beyond the student's control. Poor academic performance is not considered a sufficient reason for dropping a course after the ninth week. Any course dropped after the first ten days of classes will receive a 'W' on the transcript. Exceptions to transcript notations can be made only by the Provost or designee.

During the first ten days of classes of the semester, a student may change course sections without advisor consultation. After the tenth day of classes, course section changes require the same authorizations as other add/drop transactions.

A student who is enrolled in, but does not attend any classes or laboratory meetings during the first ten days of classes may be denied a place in the course (see II.E.11, *Class Attendance*). Such non-attendance, or non-attendance later in the semester, does not

constitute withdrawal; the student must officially drop the course by regular procedures or risk being assigned a failing grade.

In considering a schedule with fewer than 12 credits, a student should consult with an advisor and dean or designee of the school or college in which the student is enrolled. A student considering fewer than 12 credits should note the regulations concerning part-time students, scholastic probation and dismissal (see II.B.3, *Improper Registration or Failure to Register*, II.B.4, *Credits Permitted in a Semester* and II.E.15, *Suspension or Expulsion*), and financial aid.

A student who withdraws from a full-year course at the close of the first semester shall receive credit for the work of the first semester if the student has passed the course, unless it is announced in the catalog that the course must be taken in its entirety, in which case the credit shall be withheld until the course is completed.

Students at the University's regional campuses are subject to all regulations governing adding and dropping courses except that course instructors act for the department heads and the regional campus director or designee acts for the dean.

For courses of fewer than 14 weeks duration, the add/drop periods will be adjusted and set by the Registrar.

#### 11. *Withdrawals and Leaves of Absence*

All students withdrawing from the University for any reason must complete the proper forms through the Dean of Students Office or designee.

A student who withdraws from the University at any time before the final examinations in a semester shall receive no credit for courses taken nor be charged with any failures during the semester.

No student who withdraws after the end of the sixth week of a semester will be permitted to register for a subsequent semester without the permission of the Dean of Students or designee. It is understood that when such permission is sought, the Dean of Students or designee will ascertain the standing of the student at the time when he or she withdrew. For purposes of application for readmission such students shall be treated as a dismissed student if his or her standing at the time of withdrawal is such that if it were continued to the end of the semester he or she would then be subject to dismissal.

A student in good standing who leaves the University at the end of a semester and is out of residence for one or more semesters may re-enter at the beginning of any later semester upon application to the Dean of Students Office. The attention of such students is called to the fact that special permission is needed to count courses taken more than eight years before graduation (see II.C.1.e, *Eight-Year Rule*).

Students in good standing who wish to withdraw from the University may apply to the Dean of Students Office or designee for Leave of Absence, which will permit them to resume their studies in a semester specified by mutual agreement. Normally the period of such leaves would not exceed three semesters. Students called to active duty are afforded additional consideration and should contact the Dean of Students Office or designee to review their circumstances.

## 12. *Readmission*

A student seeking readmission to the University must apply through the Dean of Students Office. Readmission is not guaranteed. Criteria used in determining readmission include, but are not limited to, academic progress, university discipline history, and criminal history. All applications for readmission must be evaluated through the Dean of Students Office who will convene a readmission board including the deans' designees. The standards for academic evaluation can be found at the website of each school/college, the Dean of Students Office and the Regional Campus Student Service Offices. The attention of such students is called to the following University regulations:

1. A student who wishes to apply toward a degree credits earned more than eight years before graduation must obtain permission from the dean of the school or college concerned and the Office for Undergraduate Education.
2. All readmitted students (except those who are on an official leave of absence returning to their previous school or college) must satisfy the academic requirements of the school or college to which readmitted as stated in the catalog effective at the time of readmission, unless a subsequent catalog is elected. (9/6/2013)

## C. **Minimum Requirements for Undergraduate Degrees**

### 1. *Requirements in General*

The degrees of Bachelor of Arts, Bachelor of Fine Arts, Bachelor of Music, Bachelor of Science, and Bachelor of General Studies are awarded by the vote of the Board of Trustees to students who have: (1) met all the requirements of one school of the University; (2) earned at least 120 credits applicable toward the degree in all curricula; (3) earned at least a 2.0 grade point average for all calculable course work. Students should consult the Undergraduate Catalog for detailed statements regarding additional requirements.

Curricula requirements of departments must be approved by the schools and colleges. Degrees are awarded only to students who are in good standing, and who have met all their obligations to the University.

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#### a. *Credit Extension Courses*

University Extension courses given for credit toward a degree must be regular courses or integral parts of regular courses, and students taking these courses must submit to the scholastic regulations of the University.

b. *Residence Requirement*

It is expected that advanced course work in the major will be completed in residence. Students must earn a minimum of thirty credits in residence toward a degree at the University, though particular schools and colleges may require more. Courses taken at the University and through the University's Study Abroad, National Student Exchange and Early College Experience programs are all deemed in-residence. Students desiring to transfer credits should be aware of residence requirements in the individual schools and colleges, and should request necessary permissions in advance. Students seeking exceptions to any additional residence requirements of a school or college must petition the dean or director of the appropriate program from which they will earn their degree.

c. *Exemptions and Substitutions*

Students who for any reason, desire to be excused from any requirements, or to substitute other courses for those prescribed, shall consult the dean of the school or college concerned. Such exemption or substitutions must be recommended by the dean of the school or college and approved by the Vice President for Academic Affairs.

For transfer students (those admitted to the University with advanced standing from another institution of higher education), exemptions and substitutions in the General Education Requirements for their prior academic work must be approved by the dean of the college or school to which the prospective student is seeking admission. These exemptions and substitutions should be made at the time of the student's enrollment at the University.

d. *Examination for Course Requirements*

Any student may, with the permission of the dean of the school or college concerned, meet school or college requirements by examination without credit, the examination to be given by the department in which the course meeting the requirement is offered.

e. *Eight-Year Rule*

A student who wishes to apply toward a degree credits earned more than eight years before graduation must obtain permission from the dean of the school or college concerned. The permission, if granted, applies only to the current school or college.

f. *Applicability of Requirements*

Students graduating in any school or college must meet the requirements of that school or college as they existed at the time they entered that school or college or at any subsequent time. Students who transfer out of a school or college do not retain any rights in that school or college and if they transfer back they can no longer continue under earlier requirements.

Students who withdraw (except those who are on an official leave of absence) or are dismissed from the University and subsequently are readmitted to their previous

school or college must satisfy academic requirements of the catalog effective at the time of their readmission or subsequent catalogs.

g. *Additional Majors*

A student may concurrently complete majors in one or more school or college. To do so, a student must meet all degree requirements for both majors as stipulated by the relevant schools and colleges. One major must be designated as the primary major. If the majors result in different degrees (e.g., Bachelor of Arts vs. Bachelor of Science), the primary major will determine the single degree awarded.

h. *Additional Degree*

A student may earn an additional baccalaureate degree either concurrently or after receiving another baccalaureate degree.. To do so, all requirements for each degree must be met and at least 30 credits more than the highest minimum requirement of any of the degrees must be presented for each additional degree. One degree must be designated as the primary degree if the degrees are being pursued concurrently. At least 30 of the additional credits must be 2000-level, or above, courses in the additional degree major or closely related fields and must be completed with at least a 2.0 grade point average. The requirement of 30 additional credits is waived for students who complete the requirements of both a teacher preparation degree in the Neag School of Education and a bachelor's degree in another school or college.

The total grade point average of students who are applicants for a second degree is based on all credits and grade points accumulated in fulfilling requirements for both degrees.

i. *Minors*

A minor provides an option for students who want to add further breadth to their academic program. A minor is available only to a matriculated student currently pursuing a baccalaureate degree. Minors will consist of 12 - 18 credits of 2000+ level course work. Unless a higher standard is noted in the description of a specific minor program, completion of a minor requires that a student earn a 'C' or better in each of the required courses for that minor. The same course may be used to meet both major and minor requirements unless prohibited by the department or program offering the minor as stated in the University catalog. Substitutions to minor requirements require the approval of the head or designee of the department or program offering the minor. The minor is recorded on the student's official transcript.

2. *General Education Requirements*

These General Education Requirements are effective commencing the 2005-2006 academic year. Continuing students who are under prior catalogs will be governed by the previous General Education Requirements, which are detailed in those catalogs.

Every undergraduate student in a baccalaureate degree program in the University, on all campuses must fulfill the General Education Requirements. Students are encouraged to



spread these minimum requirements over the years of baccalaureate studies, and to plan their courses of study, with the help of an advisor, early in their first year.

The purpose of General Education is to ensure that all University of Connecticut undergraduate students become articulate and acquire intellectual breadth and versatility, critical judgment, moral sensitivity, awareness of their era and society, consciousness of the diversity of human culture and experience, and a working understanding of the processes by which they can continue to acquire and use knowledge. It is vital to the accomplishment of the University's mission that a balance between professional and general education be established and maintained in which each is complementary to and compatible with the other.

General Education Requirements are described in terms of four content areas and five competencies.

a. *Content Areas*

Students will be required to take six credits in Content Area One – Arts and Humanities; six credits in Content Area Two – Social Sciences; six to seven credits in Content Area Three – Science and Technology; and six credits in Content Area Four – Diversity and Multiculturalism.

The courses fulfilling the Content Areas One, Two, and Three requirements must be drawn from at least six different subjects as designated by the subject letter code (e.g., ANTH or PVS). The courses within each of these content areas must be from two different subjects. Content Area courses may be counted toward the major.

Normally, the six credits required as a minimum for each Content Area will be met by two three-credit courses. However, in Content Area One and Content Area Four (including Content Area Four International), repeatable one-credit courses may be included. Students may use no more than three credits of such courses to meet the requirement.

In Content Area Three, one of the courses must be a laboratory course of four or more credits. However, this laboratory requirement is waived for students who have passed a hands-on laboratory science course in the biological and/or physical sciences.

In Content Area Four, at least three credits shall address issues of diversity and/or multiculturalism outside of the United States.

For all Content Areas, there can be multiple designations. An individual course may be approved for and count for one Content Area, two Content Areas, or three Content Areas if one of the three is Content Area 4.

Students must pass at least seven content area courses with at least three credits each (with the exception noted above regarding one-credit performance courses), amounting to a total of at least 21 credits.

Interdisciplinary (INTD = interdepartmental) courses are not necessarily multi-content area courses nor are multi-content area courses necessarily INTD courses. INTD courses may be proposed for inclusion in General Education. No more than six credits with the INTD prefix may be elected by any student to meet the General Education Requirements.

General Education courses, whenever possible, should include elements of diversity.

b. *Competencies*

The University of Connecticut places a high value on the ability of its undergraduates to demonstrate competency in five fundamental areas – computer technology, writing, quantitative skills, second language proficiency, and information literacy. The development of these competencies rests on establishing clear expectations for students both at entrance and upon graduation, and on constructing a framework so that our students can reach these competencies.

The structure of each competency involves two parts: one establishing entry-level expectations and the second establishing graduation expectations. The entry-level expectations apply to all incoming students.

c. *Principles for the General Education Curriculum*

The General Education curriculum should entail a breadth of academic experience for all students, while at the same time providing an intellectually rigorous and challenging set of courses.

In Content Area Groups One, Two and Three, General Education courses cannot have prerequisites except for other General Education courses. Courses in Content Area Four may also have prerequisites outside of General Education courses.

Each department or School and College may propose courses for any of the four Content Areas. All courses approved for the General Education Requirements must be valid for all Schools and Colleges of the University of Connecticut in meeting the University General Education Requirements. This in no way inhibits the various Schools, Colleges, departments or programs from setting up additional internal requirements, and allows for courses to be used by a student to satisfy simultaneously University General Education Requirements and requirements for the School, College, and/or major.

General Education courses should be delivered by faculty members. Whenever possible, class sizes should be limited to permit direct interactions between students and faculty.

All courses offered for General Education credit must be approved by the General Education Oversight Committee (see II.C.2.d, *Oversight and Implementation*).

No academic unit may set enrollment bars or priorities for their own students for any General Education course, with the following exceptions:

- An academic unit may reserve any percentage of seats for its own students in a 2000+-level W course that is not also approved for a content area.
- An academic unit may reserve a maximum of 50% of capacity for its own students in any section of a 2000-level course approved for Content Area 4 (Diversity and Multiculturalism) as long as it is not also approved for any other content area.

While many courses may require both quantitative reasoning and writing, for the purposes of order and clarity there will be no multiple competency designations for 1000+-level courses. This in no way should inhibit departments from requiring writing in their Q offerings or quantitative analysis in their W courses. Multiple competency designations, where a single course fulfills both Q and W requirements, are limited to 2000+-level courses.

University of Connecticut students seeking an Additional Degree or a Double Major are required to complete the degrees for both degrees/majors. Students will also be required to meet the advanced competency expectations in Computer Technology, Information Literacy and Writing for each degree/major. If an individual course is approved to fill a competency requirement for both degrees/majors, successful completion of that course will meet that requirement for both degrees/majors.

All students entering the University of Connecticut or changing school or college within the University beginning with the Fall semester 2005 are expected to meet these General Education Requirements. Bearing in mind the principles outlined in this document, the Dean of the admitting School or College may make substitutions to the requirements for students who entered higher education prior to Fall 2005 and on a continuing basis for other students. Each Dean will submit an annual report summarizing this activity to GEOC by the end of the Spring semester each year.

Undergraduate students with Bachelor's degrees from regionally accredited institutions are exempt from the General Education Requirements.

d. *Oversight and Implementation*

The curriculum in degree programs remains vibrant and alive because faculty members constantly attend to it. They debate what is essential and what is optional to a degree program; they assess how the character of individual courses contributes to the whole; and they consider whether courses are properly sequenced relative to one another. If a general education curriculum is to avoid almost instant ossification, it requires a similar level of faculty involvement and on-going attention.

General Education Requirements will be overseen by a General Education Oversight Committee (GEOC), a faculty group appointed by the Senate and representative of the Schools and Colleges. The Committee also will have an undergraduate and a graduate

student representative. The GEOC shall be a subcommittee of the Senate Curricula and Courses Committee, whose chair will serve as a non-voting member of GEOC. Representatives, either the Director or the Associate Director, of each of the W and Q Centers, will also be given non-voting appointments to GEOC. When Q or W Center Directors or Associate Directors are GEOC subcommittee chairs, and are members of the University faculty, they shall retain voting rights in the GEOC. The GEOC will monitor the General Education curriculum. This Committee will work in association with the Office of Undergraduate Education and Instruction. Financial support for the activity of the GEOC will come from the Office of the Provost.

The GEOC will be charged with:

- setting the criteria for approving all course proposals for the Content and Competency Areas;
- setting the criteria for entrance and exit requirements for the Competency Areas;
- developing policy regarding the delivery of the University-wide General Education program;
- reviewing and approving courses proposed for inclusion in the General Education Requirements;
- determining the resources necessary to deliver the General Education Curriculum;
- monitoring periodically courses that satisfy General Education Requirements to ensure that they continue to meet the criteria adopted by the Senate; and
- reviewing the University-wide General Education program to ensure that its goals are being met and recommending changes to the Senate Curricula and Courses Committee when appropriate.

The membership of the GEOC shall be representative of the Faculty of all of the Schools and Colleges and members shall be appointed following current Senate Nominating Committee practice. While the members and chair shall be proposed by the Nominating Committee and approved by the Senate, the process of consultation shall include the Vice Provost for Undergraduate Education. Because the GEOC is a subcommittee of a Senate committee, the chair need not be a Senator.

Terms of appointment to the GEOC shall be two years, except in the case of the student member where a one-year term is appropriate. In addition, one half of the first group of GEOC members shall be appointed for one year to ensure some overlap in membership from year to year. Normally, no member shall serve more than two consecutive terms of two years each without leaving the committee for at least two years. The chair shall serve one three-year term and shall not be re-appointed.

The chair of the GEOC shall be responsible for the management of the General Education course proposal review process and the continued oversight of the curriculum. Because of the unusually demanding nature of this position, the chair will be given 50% release time and be provided with administrative support.

Faculty members involved in General Education have different pedagogical challenges from those facing instructors in major or graduate courses. These faculty members should be brought together on a regular basis to collaborate on issues concerning the delivery of these courses. This can be accomplished by the chair of the GEOC, who will organize their regular meetings. These meetings will provide the kind of on-going discussion necessary to keep this part of the curriculum vibrant and vital.

The GEOC shall establish and appoint members to four Content Area subcommittees. Each subcommittee will establish the criteria for all courses to be approved for its respective Area. Each of these subcommittees shall have broad representation from the Schools and Colleges and should be limited to a workable number.

The GEOC shall establish and appoint members to five Competency subcommittees. Each subcommittee will establish and continue to review entrance and exit expectations for its respective Area. Each of these subcommittees shall have broad representation from the Schools and Colleges and should be limited to a workable number.

Once the criteria or any changes to the criteria for each of the Content Areas and Competencies are developed and accepted by the GEOC, they must be submitted to the Senate Curricula and Courses Committee and then to the Senate for final approval.

Courses proposed for General Education, once they have been approved by the GEOC, will be submitted to the Senate Curricula and Courses Committee for formal approval and submission to the Senate.

The Senate Budget Committee is charged with determining:

- if sufficient seats and resources exist to handle the undergraduate enrollment;
- if academic resources, particularly TA's to assist in W courses, are available to meet enrollment demands; and
- if the Learning Center has been adequately funded to support the General Education Requirements.

### 3. *Conferral of Degrees*

Degrees will be conferred three times annually: on Commencement Day in May, on August 24 following the summer sessions, and on the Sunday following the end of final examinations in December. Students who do not complete work for the degree by one conferral date may qualify for the next conferral date by satisfactorily completing all graduation requirements.

The University has one Commencement Day each year, in May, following the spring semester. Students who are candidates for May or the following August may participate in the May Commencement. Students who received degrees at the end of the previous

summer or fall semester and students who anticipate completing degree requirements by the May Commencement or the following August may participate.

## **D. Choice of Studies**

### *1. Levels of Instruction and Prerequisites*

Courses numbered 0000-0999 are for Ratcliffe Hicks School of Agriculture or pre-college work; they may not be taken for degree credit by Baccalaureate students. Courses numbered 1000-1999 are introductory courses, usually with no prerequisites, primarily intended for freshmen and sophomores. Courses 2000-2999 are primarily intended for sophomores and usually have no more than one prerequisite. Courses numbered 3000-3999 are advanced undergraduate courses, primarily intended for juniors and seniors. Courses numbered 4000-4999 are advanced undergraduate courses, primarily intended for seniors. Courses numbered 5000-5999 are entry-level and intermediate graduate courses. Courses in clinical doctorate programs generally should be numbered at the 5000 level. Courses numbered 6000-6999 are advanced graduate courses.

Undergraduates are allowed to take courses at the graduate level only if they have a cumulative grade point average of 2.6 or above and if they are in the seventh or eighth semester of University standing. Exceptions can be made only by the instructor and the dean of the school or college in which the student is registered.

All prerequisites to courses as listed in the catalog must be met before registration in those courses. If, however, students consider that they have the equivalent of a prerequisite listed for a given course, they may present evidence thereof to the instructor concerned, and may register for the course if written consent is filed by the instructor in the Registrar's Office.

No course prerequisite to a second course in the same department is open for degree credit to a student who has already passed the second course unless the head of the department offering the course makes an exception, in writing to the Office of the Registrar, in an individual case.

### *2. Course Credit by Examination*

All registered students are eligible to take examinations for course credit. However, course credit by examination may not be used to meet credit requirements for graduate degrees at this institution.

When there are acceptable candidates, examinations will be prepared in courses that are listed in the current undergraduate catalog. They will be given, not more often than once a semester, and only at the periods stated in the University Calendar appearing in the undergraduate catalog.

Examinations will be constructed and evaluated by the instructor in charge of the course. Examinations must be wholly, or in substantial part written, unless the nature of the course makes more appropriate an oral or performance examination. Examinations in laboratory courses may be written, but should give assurance that the laboratory techniques have been

understood and mastered. Copies of past examinations may be released by the Bureau of Educational Research as sample examinations when approval is given by the department concerned.

A student taking an examination for course credit must first have his or her academic qualifications reviewed and receive written permission of the instructor administering the examination and the written approval of the head of the department concerned. A student must also have his or her administrative qualifications (listed below) reviewed by and receive written permission of the dean of the school or college in which the student is enrolled. After obtaining these permissions on the "Petition for Course Credit by Examination" form (available at the Office of the Registrar), the student arranges through the Bureau of Educational Research to take the examination.

The following constitute the administrative qualifications for taking the examination:

A student may not earn by examination more than one-fourth of the credits required for the degree.

A student may not take course credit by examination for a course in which he or she has earned a grade of 'F' (see "Scholastic Standing"). A student who has failed an examination which is offered for course credit may not repeat the examination.

A student may not take an examination covering a part of a course with the expectation that other parts will be made up in class or laboratory or otherwise.

A student may not take an examination for credit in a course if any substantial portion of the course has been covered previously in any college or secondary school course for which the University has granted credit.

A student may not take an examination for English 011, 103, 104, 105, and 109; for 1000-level foreign language courses; or for other courses for which credit by examination is prohibited by the individual schools and colleges.

If a student earns an 'F' grade on the examination, that grade will not be posted to the student's academic record. A student who passes an examination for course credit receives the grade in the course that he or she makes on the examination and the regular grade points for that grade. A student may not elect the pass/fail option.

### 3. *Plan of Study*

Each student except those in the schools of Nursing, Pharmacy and Allied Health Professions shall file with the department of the major after consultation with the academic advisor, a tentative plan of study on a form provided by the dean of the school or college. The plan of study documents the program the student will follow to satisfy degree requirements in compliance with the curricular requirements and educational objectives of the student's school/college and the University. This shall be done as early as possible, but in no case later than a date fixed by the school or college.

A final plan of study approved by the major advisor and the department head must be filed with the Registrar during the first four weeks of classes of the semester in which a student expects to be graduated. This approval indicates that the advisor and department head believe that, on the basis of the information available to them, the program followed by the student meets degree requirements. The student's program is still subject to audit by the Registrar to ensure that all requirements have actually been met.

4. *Change of School*

Changes from one school or college to another may be made with the written permission of the dean of the school or college to which the student wishes to transfer.

5. *Military Training*

Juniors or seniors who do not sign the contract for the advanced work in the Reserve Officers' Training Corps may not elect the junior-senior courses in national defense, except with the consent of the Professor of Military Science or the Professor of Aerospace Studies.

No credit toward the degree is granted for the R.O.T.C. summer training course prescribed for those who are candidates for a Reserve Officers' Commission.

With the permission of the Professor of Military Science or the Professor of Aerospace Studies a student who has failed a national defense course may repeat the course and register for a following course in the same semester and receive full credit in the two courses, although taking only one corps training or leadership laboratory training period.

Within a quota assigned by the Department of Defense, the President of the University, and the Professor of Military Science or the Professor of Aerospace Studies may select students who have completed the Basic Course for entry into the Army or Air Force Advanced Program. Entry into either Advanced Program is subject to a contractual agreement that the student will complete the advanced Program. Veterans who are candidates for the Army or Air Force Advanced R.O.T.C. courses may be eligible for the Advanced Programs without completing the Basic Courses.

Juniors or other students with four semesters remaining in the institution may apply for the advanced Army or Air Force 2-year programs and, if medically and otherwise qualified, enter directly into a commissioning program without having taken the basic courses. Prerequisite course work will be taken during summer training periods but academic credit will not be granted.



## E. Scholastic Standing

### 1. *Classification of Students*

A student in good standing is listed as a sophomore, junior, or senior, if the student has earned 24, 54, or 86 credits, respectively.

### 2. *Responsibility for the Academic Assessment of Students*

The authority to determine a student's grade in a course lies with the instructor of record. In order to minimize student misunderstandings, course requirements must be stated in the syllabus for the course (*see II.1.5 Syllabi*).

### 3. *Grades*

#### a. *Grades used to calculate the GPA*

Instructors will grade undergraduate courses based on the following letter (and point) system:

Grade	Points per credit	Evaluation of Course Work
A	4.0	Excellent
A-	3.7	
B+	3.3	
B	3.0	Good
B-	2.7	
C+	2.3	
C	2.0	Fair
C-	1.7	
D+	1.3	
D	1.0	Poor
D-	0.7	
F	0.0	Failure

b. *Grades not used to calculate the GPA*

Satisfactory/Unsatisfactory. The S/U grade designation is determined by the faculty; it is not a student-determined option. This grade designation is available only for courses that have been approved as such by the Senate Curricula and Courses Committee. Instructors assign a grade of 'S' to represent satisfactory work or 'U' to represent unsatisfactory work to students. These courses may or may not award credit, but in neither case will grade points be awarded. No course used for fulfillment of the general education requirements may be assigned an S/U grade.

Pass-Fail Option. A student who has earned at least 26 credits and is not on scholastic probation may elect a maximum of 12 credits to be distributed over not more than three courses, to be recorded as 'P' for Pass or 'F' for Fail on his or her permanent record. Courses taken Pass-Fail may only be used as electives; they may not be used to satisfy general education, school/college, major or minor requirements. Students who are selecting a course for the Pass-Fail option must do so within the first two weeks of the semester. Students who are removing a course from the Pass-Fail option must do so within the first nine weeks of the semester. For courses taught outside of the fall and spring semesters, these deadlines will be adjusted in a pro-rated fashion by the Registrar.

During the semester the student completes the course and is graded in the usual way by the instructor; and the instructor submits a letter grade (per 3a, above). This letter grade is translated into a 'P' ('D-' or above) or remains an 'F.' In neither event will a course taken under the Pass-Fail option be included in the computation of the semester or cumulative grade point average, but a grade below 'C' makes the student ineligible for Dean's List. The individual schools and colleges have the privilege of adopting the Pass-Fail option with or without supplementary restrictions. Students are referred to the detailed statements of the various schools in the University Catalog for such restrictions.

Non-Credit Course Grades. In all non-credit courses, student grades shall be reported as 'P' for passed or 'F' for failed.

Audit Option. A student auditing a course will receive 'AUD' on the grade report (see II.B.6, *Auditing Courses without Credit*).

#### 4. *Temporary Grades*

Temporary grades signify that credit has not been earned in that course, and may subject the student to scholastic probation or dismissal. Temporary grades shall not prevent the calculation of either the semester or the cumulative grade point average.

a. *Temporary Grades Related to Incomplete Work*

An instructor may assign a temporary grade for a course when student work is not completed within the semester.

Temporary Grade	Conditions for Assigning a Temporary Grade
N No basis for grade	A student has completed few or no assessments and no make-up schedule has been agreed upon with the instructor; the instructor has no basis for a grade.
I Incomplete Work	A student has not completed all of the assessments but work completed is of passing quality and a make-up schedule has been agreed upon with the instructor.
X Final assessment absence	A student did not submit a final assessment and might by means of a satisfactory performance on the assessment complete the course with a passing grade. If in the opinion of the instructor such a student would fail the course regardless of the result of the assessment, the student shall be given a grade of F. Procedures for rescheduling final assessments are described in II.E.12, <i>Examinations and Assessments</i> .

The student must complete all outstanding work on a schedule determined by the instructor, and by the end of the third week of the following semester. Exception to this deadline is made by the Dean of Students or designee with the consent of the Instructor.

Once the student submits the outstanding work or completes the final assessment, the instructor must submit a change of grade within 10 working days.

If the student does not submit outstanding work by the agreed-upon deadline and has not been granted an exception, the instructor will calculate the student's grade based on work completed for the course.

Passing grades will replace temporary grades on the transcript. For students who do not complete the missing work and therefore fail the course, the temporary grade will be retained on the transcript and followed by 'F.'

*b. Temporary Grades Related to Course Scheduling*

An instructor should assign a temporary grade of "Y" to students enrolled in a course that extends beyond the standard semester schedule. The "Y" is intended as a placeholder until the course is complete, at which time the instructor will replace the "Y" grade with a permanent grade. If a student has work outstanding, the "Y" grade should be changed to a temporary grade that reflects the type of work outstanding (see section 4a).

*5. Reporting Grades*

Semester grades shall be reported to the Registrar as soon as possible after the completion of the final assessment, and in no case later than 72 hours after the end of the final assessment period. Exceptions to this deadline may be made by the Provost or designee. Except in the case of non-semester related courses (Y courses), a regular grade may be assigned in the place of the temporary grade only by standard grade-change procedures.

#### *6. Mid-Semester and Semester Reports*

Mid-Semester Report. Instructors of 1000- and 2000-level courses shall notify the Registrar by the end of the sixth week of the semester of students who appear to be in danger of earning less than a 'C', or 'U' or 'N' grades. The Registrar will inform the students. The mid-semester report grade information is not part of the student's permanent file.

Semester Report. The Registrar provides to the student a semester report, which includes all courses for which the student is registered, the credit value of each course, and the student's grade in each course.

#### *7. Changes of Course Grades*

Grades are part of the student's permanent record; they should never be changed for reasons unrelated to course requirements or quality of work. Once the grade in the course has been submitted, an instructor may neither accept additional work nor give additional examinations.

Instructors should change grades for the following reasons: a computational error, clerical error, and the discovery of overlooked components in a student's body of work. In cases when the instructor concludes that a course grade ought to be changed, the instructor determines a corrected grade and initiates the grade change process. The head of the department or program offering the course and the dean of the school or college in which the course is taught will be notified of a grade change to ensure consistency with the By-Laws.

#### *8. Appeals of Assigned Course Grades*

If a student believes that an error in grading has occurred, the student may request (within six months of the final grade being posted) that the instructor review the grade. If the student cannot contact the instructor, then the student should contact the department head. When the course is in a non-departmentalized school or college, the student should contact that dean or the dean's designee.

If the instructor agrees that a grade change is justified, the instructor will initiate the grade change using procedures described by the Registrar.

If the instructor believes that the original grade is correct, the student has 30 days to appeal the decision to the head of the department in which the course is taught. The department head will seek input from the instructor and the student to determine his/her opinion related to the merits of the grade appeal

If after this review, the instructor and the department head agree that a grade change is justified, the instructor will initiate the grade change according to the procedures described by the Registrar.

If the instructor and the department head agree that a grade change is not justified, the department head shall notify the student in writing with a copy to the instructor. If the student is dissatisfied with the appeal decision, the student has 10 working days to request, through the dean of the school or college in which the course is taught, a review by a Faculty Grade Change Review Panel (see below).

If the department head thinks that a grade change is justified but the instructor does not agree, the department head shall request, through the dean of the school or college in which the course is taught, a review by a Faculty Grade Change Review Panel. The department head's request shall be made within 10 working days of completion of the grade appeal review.

Faculty Grade Change Review Panel. The Faculty Grade Change Review Panel, hereafter referred to as the Faculty Review Panel, shall be composed of three full-time faculty members appointed by the dean of the school or college in which the course is taught. The Faculty Review Panel shall convene a hearing within 10 working days of notification of a case. Both the appealing student and the course instructor should be present at the hearing. The student will be afforded an opportunity to state the grounds on which he or she is appealing the grade. The instructor will be afforded the opportunity to document the basis on which the grade was awarded. Both parties may present supporting evidence and/or request testimony of others. The Faculty Review Panel may request input from the department head.

If the Faculty Review Panel recommends a grade change, it is authorized to execute the change by sending to the Registrar a change of grade request signed by all the members of the Faculty Review Panel. The Faculty Review Panel will send a written report of the decision to the instructor, the student, the department head, and the dean of the school or college offering the course within 10 working days of the decision. The decision of the Faculty Review Panel shall be considered final.

## *9. Class Attendance*

The faculties of the University consider attendance at classes a privilege which is extended to students when they are admitted to the University and for as long as they are in good standing. The Instructor concerned is given full and final authority (except in the case of final examinations) to decide whether or not a student is permitted to make up work missed by absence and on what terms.

Instructors are expected to turn in grades which indicate the extent to which the student has mastered the work of the course. In some courses, the demonstration of mastery may depend in part on classroom activity (e.g., oral recitation or discussion or laboratory work). In such courses, absences may affect the student's accomplishments and so be reflected in grading; however, grades are not to be reduced merely because of a student's absences as such. In all

courses instructors are expected to indicate at the beginning of the semester how they will determine the student's grades.

As an exception to the general rule concerning absences, if a student does not attend any of the classes or laboratories of a course during the first two weeks of the semester and does not notify the Dean of Students Office or designee of the reasons for his or her absence, the instructor may assign his or her seat to another student. Such non-attendees may, after the second week, request to continue in the course on the same basis as a student not registered for the course.

If space is not available for such a non-attendee, the student must drop the course by the regular procedure or run the risk of being assigned a failing grade (See II.B.10, *Adding or Dropping Courses*, paragraph 7).

In the event that the University is closed due to inclement weather or other emergency on a regularly scheduled class day, instructors are expected to make reasonable attempts to complete all stated course learning objectives by the last day of classes. Approaches that an instructor may use to ensure the completion of all stated course learning objectives include, but are not limited to:

- a. Scheduling class make up on the "Emergency Closing Make Up Date(s)" designated by the Registrar's Office in the University Calendar.
- b. Scheduling class make up at other times
- c. Extending class times
- d. Using educational technology and other not in-person alternatives.

In all situations in which stated course objectives would be completed outside of the regularly scheduled class time, it is essential that instructors should be sensitive to students' inability to attend these alternative class times due to unavoidable conflicts such as, but not limited to, religious observances and other previously scheduled University obligations. Reasonable accommodation should be offered to students with such conflicts.

#### 10. *Examinations and Assessments*

Instructors of undergraduate courses shall provide a clear form of assessment of student work that shall be consistent with and sufficient for the learning goals of the course. During the semester or term, examinations shall be held only during regularly scheduled class periods. Permission for exceptions to this rule may be granted by the deans or designees of the school or college in which the course is offered. Exceptions must be granted prior to the start of registration. Sections of courses for which such exception has been granted shall carry a footnote to that effect in the published Schedule of Classes. In the event of student absences from assessments given during the semester, decisions regarding possible make-up assessments shall be the prerogative of the instructor.

In-class final examinations must be given in the places and at the times scheduled by the University. In the case of online final examinations, although faculty may choose to make examinations available for an extended period of time, students must be allowed the opportunity to take the examination during the time scheduled by the University.

Each instructor shall determine for his or her own courses the weight to be assigned to the final assessment in computing the semester grade of a student. Each instructor in charge of a course will assume responsibility for proctoring in-class assessments, including those during finals week.

A student who is prevented by sickness or other unavoidable causes from completing a scheduled final assessment must apply to the Dean of Students or designee for validation that will authorize the student's instructor to give a substitute assessment. A student whose absence is excused by the Dean of Student or designee shall have an opportunity to complete a substitute assessment without penalty. A student whose absence from a scheduled final assessment is not excused in this way shall receive a failure for this assessment.

There shall be no more than five examination periods scheduled each day, covering two class periods, and each examination period shall be no more than two hours in length. Any extension of the two hour limit will require approvals from both the department head and the dean or his/her designee, and will be published in the Schedule of Classes. A student whose final examination schedule includes four examinations in two consecutive calendar days may request a rescheduled examination in place of one of the four scheduled examinations. A student whose schedule includes three examinations in one calendar day or three examinations in consecutive time blocks spanning parts of two consecutive days may request a make-up examination in place of one of the three scheduled examinations. In all cases concerning the rescheduling of bunched exams, the student must present to the instructor a note of permission granted by the Dean of Students Office, whose prerogative it is to determine which of the bunched examinations may be rescheduled.

### *11. Cheating - Student Academic Misconduct*

Academic misconduct is dishonest or unethical academic behavior that includes but is not limited to misrepresenting mastery in an academic area (e.g., cheating), failing to properly credit information, research or ideas to their rightful originators or representing such information, research or ideas as your own (e.g., plagiarism).

Instructors shall take reasonable steps to prevent academic misconduct in their courses and to inform students of course-specific requirements. Students' responsibilities with respect to academic integrity are described "Responsibilities of Community Life: The Student Code."

When the instructor of record or designee (hereafter referred to as instructor) believes that an act of academic misconduct has occurred he or she is responsible for saving the evidence in its original form and need not return any of the original papers or other materials to the student. Copies of the student's work and information about other evidence will be provided to the student upon request.

When an instructor believes there is sufficient information to demonstrate a case of academic misconduct, he or she shall notify the student in writing of the allegation of misconduct and the academic consequences that the instructor will impose. The appropriate academic consequence

for serious offenses is generally considered to be failure in the course. For offenses regarding small portions of the course work, failure for that portion is suggested with the requirement that the student repeat the work for no credit. The written notification shall also inform the student whether the case has been referred to the Academic Integrity Hearing Board (Board) for consideration of additional sanctions. The instructor shall send the written notification to the student with a copy to the Office of Community Standards within five business days of having discovered the alleged misconduct. At the Regional Campuses, a copy shall be sent to the Office of Student Affairs (Regional Campus Student Affairs). Cases that are purely technical in nature, without any perceived intent to achieve academic advantage, may be reported at the discretion of the instructor.

In certain cases, the dean of a school or college or designee may become aware of alleged academic misconduct and may bring a complaint forward to the Academic Misconduct Hearing Board.

The student has five business days from receipt of the written notice to respond to the instructor and/or to request a hearing (see Academic Integrity Hearing Board). If the student does not respond within the allotted time the instructor's sanctions shall be imposed. If the student requests a hearing the instructor shall forward the request to the Office of Community Standards. At the Regional Campuses, the instructor shall forward a copy to the Office of Student Affairs. If the student and the instructor reach a mutually acceptable resolution of the case the instructor shall notify the Office of Community Standards (or the Regional Campus Office of Student Affairs) of the agreement. The instructor shall also notify the Office of Community Standards (or the Regional Campus Office of Student Affairs) if he or she withdraws the allegation of misconduct. A student who has been notified that he or she has been accused of academic misconduct may not withdraw from the course in which the alleged misconduct has occurred without the approval of the instructor and the appropriate dean. If a student withdraws from a course during a pending academic misconduct case, any academic sanction imposed will overturn the withdrawal.

If a semester concludes before an academic misconduct matter is resolved, the student shall receive a temporary 'I' (incomplete) grade in the course until the instructor submits the appropriate grade.

### **The Academic Integrity Hearing Board**

The Academic Integrity Hearing Board, which is administered by the Office of Community Standards (Dean of Students Office), comprises two faculty members, two students, and a nonvoting chairperson, all of whom are appointed by the Director of the Office of Community Standards. At each Regional Campus, a designee working in conjunction with the Office of Community Standards is responsible for the organization and administration of their Academic Integrity Hearing Board. Hearing procedures will be in accordance with the hearing procedures described in "The Student Code." The Office of Community Standards will ensure that appropriate Dean(s) and Faculty are kept informed of the status of misconduct cases in a timely fashion.

The accused student or the accusing instructor may refer a case of alleged academic misconduct to the Office of Community Standards for it to be adjudicated by the Academic



Misconduct Hearing Board. Community Standards will review all academic misconduct cases as they are received to determine if a case needs to be heard by the Board to determine if additional sanctions need to be considered. After receiving written notification of academic misconduct from the instructor, Community Standards may meet with students to discuss additional sanctions outlined in *The Student Code* to determine if an agreement about additional sanctions can be reached. If an agreement cannot be reached between a student and Community Standards, the case will be heard by the Board.

### **Hearing on Academic Misconduct**

If the Board finds that the student is “Not Responsible” for the alleged misconduct the Board shall not impose any sanctions and the instructor must reevaluate the student’s course grade in light of the Board’s finding.

If the Academic Misconduct Hearing Board finds that the student is “Responsible”, the instructor’s grading sanction shall be imposed. The Board does not have the authority to change or influence the grading sanction imposed by the instructor.

Upon consideration of a student’s record of misconduct and/or the nature of the offense the Board may impose additional sanctions. The Board should apply these sanctions in proportion to the severity of the misconduct. These sanctions may include any sanctions as described in *The Student Code*.

### **Hearing Appeal**

The decision of the Academic Misconduct Hearing Board may be appealed to the Provost or his/her designee. An appeal is not a new hearing. It is a review of the record of the original hearing.

1. An appeal may be sought on three grounds:
  - a. On a claim of error in the hearing procedure that substantially affected the decision.
  - b. On a claim of new evidence or information material to the case that was not known at the time of the hearing.
  - c. To determine whether any additional sanction(s) (not including academic consequences) imposed by the Board were appropriate for the violation of *The Student Code* based in the student’s conduct history and/or significance of the violation.
2. Appeals on such grounds may be presented, specifically described, in writing within five business days of the announcement of the Board’s decision.
3. The decision of the Provost or his/her designee is final. There will be no further right of appeal.
4. The Provost or his/her designee shall have the authority to dismiss an appeal not sought on proper grounds.

If an appeal is upheld, the Provost shall refer the case with procedural specifications back to the original Hearing Body who shall reconsider the case accordingly.

12. *Suspension or Expulsion*

Suspension or expulsion may be incurred as a result of unsatisfactory conduct. Both suspension (temporary separation from the institution) and expulsion (permanent separation from the institution) entail non-residence on the University campus. No student who has been expelled shall receive an honorable dismissal and no student who has been suspended shall receive an honorable dismissal during the period of his suspension.

13. *Scholastic Probation and Dismissal*

Scholastic probation and dismissal from the University for scholastic reasons shall be administered by the Vice Provost for Academic Affairs, at the recommendation of the schools and colleges or regional campuses, in accordance with the regulations that follow:

Scholastic probation is an identification of students whose scholastic performance is below University standards. The student and the student's advisor are informed that a marked academic improvement in future semesters is necessary to obtain the minimum scholastic standards.

Students are on scholastic probation for the next semester in which they are enrolled if their academic performance is such that they are included in any of the following conditions:

- a. Students who have earned 0-11 credits (considered to be 1<sup>st</sup> semester standing) and who have earned less than a 1.8 semester grade point average.
- b. Students who have earned 12-23 credits (considered to be 2<sup>nd</sup> semester standing) and who have earned less than a 1.8 semester grade point average.
- c. Students who have earned 24 credits or more (considered to be 3<sup>rd</sup> semester or higher) and who have earned less than a 2.0 semester grade point average or cumulative grade point average.
- d. Any student placed on academic probation because of a cumulative grade point average less than 2.0 shall be removed from probation when the cumulative grade point average reaches 2.0 or above.

The end of the semester is defined as the day when semester grades must be submitted to the Registrar. This must occur no later than seventy-two hours after the final examination period ends.

Incomplete and Absent grades ('I', 'X', and 'N') do not represent earned credit. A student placed on probation with unresolved grades will be relieved of probation status if satisfactory completion of the work places his or her academic performance above the probation standards.

Warning letters will be sent to students in good standing who have completed their first or second semester with less than a 2.0 semester grade point average.

A student who fails to meet these minimum scholastic standards for two consecutively registered semesters is subject to dismissal. However, no student with at least a 2.3 semester grade point average after completing all courses for which he or she is registered at the end of a semester shall be subject to dismissal; the student will be continued on scholastic probation if such status is warranted.

Students who are subject to dismissal but who, for extraordinary reasons, are permitted to continue may be subjected by the Vice Provost for Academic Affairs to other conditions for their continuance.

When a student is dismissed from the University for scholastic reasons only, any certificate or transcript issued must contain the statement "Dismissed for scholastic deficiency but otherwise entitled to honorable dismissal."

Dismissal involves non-residence on the University campus and loss of status as a candidate for a degree effective immediately upon dismissal.

Students who have been dismissed may, during a later semester, request an evaluation for readmission to the University. Students wishing to apply for readmission, whether at Storrs or a regional campus, must do so through the Dean of Students Office who will convene a readmission board including the deans' designees. Readmission will be considered favorably only when the evaluation indicates a strong probability for academic success. In their first regular semester after readmission, dismissed students will be on scholastic probation and may be subjected by the Vice Provost for Academic Affairs to other conditions for their continuance. Students who have left the University for a reason other than academic dismissal are readmitted under the same scholastic standing status as achieved at the time of their separation from the University.

Students who are dismissed from the University for the first time may, upon approval, matriculate no sooner than two semesters following dismissal. Students who are dismissed from the University for the second time may, upon approval, matriculate no sooner than eight semesters following dismissal. No student will be readmitted to the University after a third dismissal. Readmitted students will remain on scholastic probation until both their semester and cumulative GPA are 2.0 or above. Students will follow the catalog requirements for the semester of their readmission.

## **F. Scholastic Honors**

The purpose of the University in formulating the regulations concerning scholastic honors is to stimulate its more promising students to a full use of their powers by offering them special opportunities for study, to make them ambitious to master their chosen field of knowledge and to accord suitable recognition to those who show true scholarship.

1. *Dean's List*

Semi-annually the deans of the various schools and colleges shall issue a list of those full-time degree-seeking students who for the previous semester (a) were registered for at least twelve calculable credits, (b) received no mark below 'C' nor received a 'U' in any course, (c) earned at least a 3.0 semester grade point average, and (d) were in the upper quartile of their respective school or college.

Annually, at the conclusion of the Spring semester, the deans of the various schools and colleges shall issue a list of those degree-seeking students who did not attain full-time status at any time during the previous 12 months, but who, during this 12 month period (including summer and intersession sessions) (a) were registered for a total of at least twelve calculable credits, (b) received no mark below 'C' nor received a 'U' in any course, (c) earned at least a 3.0 grade point average, and (d) were in the upper quartile of their respective school or college based on the Spring data. [note: These students will receive the distinction: "Dean's List (Part-time)".]

2. *General Graduation Honors*

Members of the graduating class are eligible for Honors based on their complete academic record at the University of Connecticut. General Scholastic Honors will be awarded on the basis of the combined cumulative grade point averages of the highest-ranking seniors in each school or college.

To be eligible for general honors seniors must have 54 calculable credits at the University of Connecticut. Those seniors whose combined grade point average is at least 3.0 and falls in the 75th percentile or above in their respective school or college will graduate cum laude; seniors whose combined grade point average is at least 3.4 and falls in the 85th percentile or above in their respective school or college will graduate magna cum laude; seniors whose combined grade point average is at least 3.7 and falls in the 95th percentile or above will graduate summa cum laude.

General graduation honors for students meeting requirements at the conclusion of the summer sessions or the fall semester will be based on the grade point average cut-off points used for the previous spring semester to establish class rank in each school or college.

3. *University Scholars*

- a. The University Scholar Oversight and Selection Committee, appointed by the Honors Board of Associate Directors is authorized to select as University Scholars no more than thirty in any one year of the most promising undergraduate students. These students will be granted significant curricular freedom in order that they may develop a program of study, including a substantial research or creative project, which will have personal and academic merit.
- b. To be eligible for this program, students should have completed at least 54 credits towards a degree at the University of Connecticut, and show high levels of academic success. The application and selection processes are determined by the University

Scholar Oversight and Selection Committee in consultation with the Honors Board of Associate Directors.

- c. Each University Scholar shall assemble an Advisory Committee of three full time faculty members to include at least one tenured or tenure-track faculty member with representation from the student's major(s), one of whom will be designated Chair. At the end of the senior year, the University Scholar Oversight and Selection Committee following the recommendation of the University Scholar's Advisory Committee shall certify to the Registrar that the student is entitled to the bachelor's degree.
  - d. The following privileges will be granted these Scholars:
    1. The waiving of fees and charges or the assignment of a stipend, the amount and duration to be set by the Provost or designee.
    2. The removal of the limitation of credit-load in a semester.
    3. The waiving of maximum credit to be taken in special topics, variable topics and independent study courses in a department.
    4. Permission to take courses numbered 5000 and above.
    5. If accepted into a University of Connecticut graduate program, permission to enroll concurrently in undergraduate and graduate degree programs.
    6. Access to courses outside the student's school or college.
    7. The waiving of all further ordinary requirements for a degree, after completion of requirements prescribed to the time of entry into the program.
4. *Honors Program*
- a. The Senate Committee on Scholastic Standards is authorized to conduct an Honors Program as a regular part of the instructional program of the University and to delegate such authority as it may deem necessary to the Honors Board of Associate Directors to administer this program. Changes in the Senate regulations required by the Honors Program shall be submitted to the Senate for action through the Committee on Scholastic Standards. Schools, colleges, and departments involved shall be consulted by the Honors Board of Associate Directors on all matters touching their interests. For the current regulations governing the Honors Program see the minutes of the University Senate.
  - b. The Honors Board of Associate Directors shall report to the Senate annually through the Committee on Scholastic Standards on the progress of the Honors Program.

## G. Eligibility for Participation in Collegiate Activities

### 1. *NCAA Competitions*

The following categories of students may be eligible to participate in NCAA competition: a) Full-time students who are registered in a baccalaureate degree program, or b) Full-time graduate students who have obtained a baccalaureate and who have eligibility remaining.

The rules of the athletic conferences in which the University has membership and the National Collegiate Athletic Association shall apply as minimum standards governing eligibility for intercollegiate competitions.

### 2. *Non-NCAA Competitions and Intramural Activities*

Ordinarily all matriculated students are eligible to participate in non-NCAA competitions and intramural activities. The decision as to whether or not non-degree students shall participate in such activities is left to those in charge of activities.

## H. University Calendar

The Academic calendar will be determined according to the schedule given (and is on file in the University Senate Office and the Board of Trustees) and will adhere to the following principles:

1. There will be two semesters each year with 14 weeks of classes plus six days of examinations in each. Fall semester classes will begin on the Monday before Labor Day. Spring semester classes will begin on the Tuesday following Martin Luther King Day. There will be two calendar days between the last day of classes and the first day of final examinations which shall be known as Reading Days.

Whenever appropriate, instructors with Monday classes are encouraged to arrange make up classes, make up assignments, or other accommodations for students having Monday class holidays so they will not be deprived of course content that would be available to students in Tuesday-Friday classes.

2. The general class schedule will be as shown in the file copy.
3. **Fall Semesters** will adhere to the following principles:
  - a. Classes shall begin on the Monday preceding Labor Day.
  - b. Residence Halls shall open no later than the weekend before classes start.
  - c. Classes shall not meet on Labor Day.
  - d. Classes shall not meet on the week of Thanksgiving.
  - e. No regularly scheduled final examinations shall be held on the first Thursday of final examination week, which shall be known as a Reading Day.
4. **Spring Semesters** will adhere to the following principles:
  - a. Spring semester classes shall begin on the Tuesday after Martin Luther King Day.

- b. Residence halls shall open no later than the weekend before classes start.
- c. A one-week spring break shall take place after 8 weeks of classes, counting the week with Martin Luther King Day as the first week.
- d. Commencement cannot occur at a time when a final exam is given.

## **I. Miscellaneous**

### 1. *Faculty Absences*

Instructors shall make proper clearance with heads of departments and deans if absence from their classes is necessary.

In case of an instructor's absence from class, a properly qualified substitute should conduct the class in the usual manner. If this is impossible, careful planning should be made as to how work for the class during the period of absence is to be organized and carried out.

For further regulations on faculty absences, see *Laws, By-Laws, and Rules of the Board of Trustees*, XV.K.

### 2. *Scheduling Student Events*

Those responsible for scheduling events which draw students away from classes shall schedule such events so that students' absences will be reduced to a minimum.

### 3. *Reading Period*

Schools and colleges may authorize the substitution of a reading period for a week of classes in 200's level courses.

### 4. *Metanoia*

From time to time during the academic year, a day may be devoted to intensive discussion of topics of great concern to the University community. The term "metanoia" is used to refer to those occasions.

There is a "right to Metanoia" which a group or groups within the University community might invoke on not more than one day per month. Regularly scheduled classes are held on Metanoia Day. In order to allow for the maximum possible participation panels, workshops, speakers, and other Metanoia activities should ordinarily be scheduled at times when most students are not in class.

Any group within the University community that wishes to have a topic considered for a Metanoia should request a meeting of the Administrative, Faculty, and Student members of the TAFS Committee by notifying the President of the University or the Chairman of the Senate Executive Committee. The Administrative, Faculty, and Student members of the TAFS Committee would have the authority to determine whether or not there is to be a Metanoia Day. The task of planning a Metanoia Day Program would be assigned to an ad hoc committee of faculty and students specifically chosen for the occasion by the

authorizing body. The authorizing body would designate one faculty and one student member of this ad hoc committee to be co-chairpersons.

5. *Syllabi*

Faculty shall provide syllabi to students in their courses, including internships and independent studies. Syllabi shall specify what will be taught, how it will be taught, how learning will be assessed, and how grades will be assigned.