

## STUDENT ACADEMIC POLICIES

### Attendance Policy

Instructors establish attendance policies to support academic excellence in their courses. Students who must miss classes, especially for Stetson-sanctioned activities, must discuss these in advance with the instructor. Examples of sanctioned activities include but are not limited to participation in Stetson-authorized athletic competitions or musical performances. Stetson University supports participation in and observance of religious and spiritual practices and will endeavor to make reasonable accommodation of the academic schedule to make such participation possible. The impact on academic excellence is always the central concern in any accommodation.

### Change of Registration/Adding or Dropping Courses

Prior to making any changes to their registrations, students should consult with their advisers to ensure that they maintain enrollment in certain required courses and maintain compliance with any other academic and financial aid requirements. Student athletes should ensure that any changes of registration do not affect their NCAA eligibility. Until the end of the first week of each term, students may change their registration for most courses online, using the registration number provided by their faculty adviser. The exact dates for each term's add/drop period are published in the Academic Calendar on the Registrar's webpage.

Under rare circumstances, students may request permission to add a course after the close of the one-week add period. Students must obtain the appropriate form from the Registrar's Office and seek approval (signatures) first from the instructor of the course, then from the academic adviser, and finally from the Dean of the College or School offering the course.

Students who wish to request special permission to drop a course after the drop period has ended must obtain the appropriate form from the Registrar's office and secure signatures from their academic adviser and from the Dean of the College or School offering the course. **Students may not drop FSEM or ENGL 100/101.**

Students are expected to consult the Academic Calendar for the exact dates for adding or dropping courses each term. Courses dropped after the first day a class meets carry a financial penalty (see "Important Refund Dates for Fall and Spring" in the Expenses section of this *Bulletin*). Students with financial aid may also want to consult with the Office of Financial Aid before requesting permission to drop a course, as some forms of aid require a certain number of credits be earned each semester or academic year. If the credits are not earned, it can result in a reduction or even a loss of financial aid.

### Course Evaluations

It is the responsibility of all Stetson University students to complete the official course evaluations for all courses in which they are enrolled. Course evaluations are to be completed in the designated period; for fall and spring semesters, the designated period is the last two weeks of classes, no later than the end of Reading Day.

### Course Exclusion Option

A student may elect (with dean approval) to have the grade and the credit earned, or attempted in the case of failure, for one course excluded from credit toward graduation and from inclusion in the GPA. An excluded course, with the grade earned, will remain on the transcript and be designated as "E" or "excluded from GPA." An excluded course may not fulfill any requirement nor will it count toward credits/units needed for graduation. This may result in having to take additional courses to meet graduation requirements.

Although an excluded course will not affect a student's cumulative GPA, the grade received and associated credit(s)/unit(s) will be calculated for GPA to determine graduation honors.

A student must declare a course for exclusion after the grade for the course has been posted and no later than the last day of class of the next regular semester of enrollment (excluding summers).

The Course Exclusion option may not be used for a passing grade in First-Year Seminar, nor may it be used with a class taken during the last semester prior to graduation.

A student choosing to elect the Course Exclusion option must do so through the completion of a Course Exclusion form in the Office of the Registrar. Dean approval is required.

This policy replaces the former F-forgiveness policy. The F-forgiveness policy is no longer in effect for any student. Current students who have taken advantage of the former F-forgiveness policy and have applied this to one course, may use this new course exclusion option. Current students who have applied the former F-forgiveness policy to two courses, may not also use this new course exclusion option. Current students who have not used the F-forgiveness policy, may use this new course exclusion option.

### Course Substitutions

Under rare circumstances, students may request that a course requirement be fulfilled via another Stetson course (known as a course substitution). All such requests must be approved by the Chair of the department or program through which the major is administered and by the academic Dean. Students hoping to transfer in outside courses to substitute for Stetson course credit must follow the policies designed for the transfer of credits.

### Course Syllabi

Students will be provided with a syllabus on the first day of class, summarizing basic information about the course. This syllabus may take a variety of forms but must include the following information:

1. Course goals, objectives, and requirements as they relate to the goals of the academic program (major, minor, or General Education).
2. Methods of instruction to be used
3. Plan for how learning will be assessed, including a grading scale
4. Attendance policy
5. Instructor's office hours and methods of contact (e.g., email and office telephone)
6. Final examination requirement

7. Statement of Stetson's Academic Integrity policy (Honor Code)
8. Special Needs: Suggested language: "Any student who feels that she or he may need an accommodation based on a disability or medical condition should contact the Academic Resource Center in 220 CUB (822-7127 or [academicresources@stetson.edu](mailto:academicresources@stetson.edu)) to coordinate accommodations for documented disabilities."

### Declaring and Changing a Major or Minor

A student who wishes to declare or change a major or minor should first consult with his/her academic adviser. The change may then be made in the office of the appropriate academic Dean. Students must meet the degree requirements in effect at the time the change is made.

In cases when the change of major involves a change of College/Schools, additional steps are required. Students who are in good academic standing (GPA of 2.0 or better) must present a request for approval. To develop this request, students should consult with their academic advisers and the Deans of both the current and requested School/College; this process will ensure that the student clearly understands how the change will affect transfer of credits, additional or new requirements, and other curricular implications. Requests for changes of major that involve a change of Schools/College are addressed to the current academic Dean by filling out the appropriate form, available at the appropriate Dean's office.

Students who do not meet the minimum GPA criterion for a change of major that involves transferring to a new School or College must consult with the Dean of the intended College or School. The Dean and faculty advisers will help to map out a plan that can allow the student to return to good standing academically while also exploring the possibilities of the new major. Upon successful completion of the plan, the student will be admitted as a new major to the School or College

### Double Majors

Students wishing to work toward a double major are expected to fulfill the requirements for each major. Where major requirements such as the senior project may be sufficiently similar, students may seek accommodation to complete one combined senior project. Students wishing to pursue the double major should be aware that earning the credits required to complete both sets of requirements may require additional expense and time. Students wishing to pursue a double major within one College/School must consult with their academic advisers before formally requesting a double major. Such decisions are only approved by the appropriate academic Dean, after consideration of the student's academic ability and performance. Students wishing to pursue majors that span two College/Schools are considered to be pursuing a dual degree and should follow the applicable policy.

### Expected Course Load

Stetson University undergraduates typically carry a semester course load of 4 units (comparable to 16 credits) and may enroll in a total of 4.5 units (comparable to 18 credits) without special approval. Music majors may carry 19 credits without administrative or adviser approval once 30 credits have been earned.

A course overload (i.e., enrollment in more than 4.5 units or 18 credits) may be granted in cases where an academically strong student has a unique or unusual opportunity that is

unavailable in another semester. After consultation with the academic adviser and the department chair, requests for course overloads should be made to the student's academic Dean.

### Final Examination Policy

Examinations or equivalent final projects are given in all courses at the end of each academic term. These examinations are scheduled by the Registrar's Office and students may not reschedule or miss any final examination without prior approval of the academic Dean. Students who miss a final examination without prior approval of the academic Dean are liable for failure of the course. All students must complete a final examination or (at the discretion of the faculty member) an equivalent final project in each course. The academic Dean must give approval before any reasonable student request for rescheduling of a final exam can be accommodated by the faculty member. **Students scheduled to take more than two final exams in one day may request of the Dean's office that one examination be rescheduled. Final exams and student presentations will not be held on Reading Days.**

### Grievance Policy

#### *Request for Review of Academic Policy*

A Stetson University student who feels that an academic policy is unfair, inequitably applied, or arbitrary may request a review of the policy or may register a formal complaint ("grieve") about the policy in question. Students should initiate policy review requests by talking with the instructor and/or Department Chair. In the spirit of collegial problem-solving, all parties concerned should attempt to resolve the issue, adhering at all times to Stetson University's mission and values. If the student thinks that a complete or satisfactory explanation has not been provided by the instructor and/or the department Chair, the student may then initiate a formal grievance by directing an appeal in writing to the Dean of the College or School. The appeal should be delivered to the office of the Dean of the College or School and should provide the Dean with the following additional data:

Full name, student number, academic major, academic adviser, local/campus address, local telephone number, and local/campus email address

The Dean will communicate his/her response to the formal appeal in writing to the local address provided by the student in a timely manner after consultation with the parties involved in the matter. A student who feels that the Dean's decision is arbitrary, unfair, or has been reached by procedural error may appeal that decision to the Provost. This appeal must be in writing and must show why, in the view of the student, the decision of the Dean should be reconsidered. The appeal should be delivered to the Office of Academic Affairs, DeLand Hall, and should provide the Provost with the following additional data:

Full name, student number, academic major, academic adviser, local/campus address, local telephone number, and local/campus email address

The Provost will communicate his/her response to the formal appeal in writing to the local address provided by the student in a timely manner after consultation with the parties involved in the matter. The Provost is responsible for maintaining the integrity of all academic policies and regulations of the University and will make the final decision for the University.

### *Grade Grievances*

Students are entitled to full and clear explanations of their grades. The teacher of each course has authority over all academic matters pertaining to that course, including (but not limited to) establishing requirements, assigning grades, and communicating the reasons for those grades to the student. A student who feels that a final course grade has been inappropriately influenced by prejudice, arbitrariness, or nonacademic factors has the right to appeal that course grade, first to the teacher; then, if the grievance is not resolved, to the Chair of the Department in which the faculty member teaches; finally, if the grievance is not resolved, to the appropriate academic Dean. A grade grievance must adhere to the timelines and steps detailed in the procedure below:

1. The student shall request an explanation of the grade from the faculty member. The faculty member should be prepared to discuss and show records relating the disputed grade to both the course assignment(s) and grading scale as defined in the course syllabus. This disclosure must not include any revelation of another student's grade(s).
2. If, after meeting with the faculty member, the student thinks that a complete or satisfactory explanation has not been provided, the student may direct a formal written appeal summarizing the grievance to the appropriate department chair. This appeal must be initiated no later than 30 calendar days after the beginning of the subsequent regular semester (i.e., fall or spring). The student bears the burden of proof to demonstrate that prejudice, arbitrariness, or nonacademic factors have inappropriately influenced the disputed grade. The Chair shall investigate the matter by collecting a written report from the faculty member. The faculty report will provide appropriate documents and supporting evidence; a written defense of the disputed grade may be included. The Chair shall make a decision within ten working days. If the Chair sustains the appeal, the faculty member shall be advised to assign a new grade. The new grade may be higher or lower than the disputed grade. If the Chair denies the appeal, the student shall be informed in writing immediately and the grade in question remains in effect.
3. Following the Chair's decision, either the student or the faculty member may initiate an appeal of the Chair's decision to the appropriate academic Dean. The appeal must be in writing and explain the reasons for the appeal. The Dean shall then refer the grievance to the school's Grade Grievance Officer. The Officer shall enlist two senior faculty members of the school of the faculty member concerned to constitute a three-person examining board. This board shall investigate the matter. The investigation must include a conference with both the student and faculty member present. (If circumstances prevent the faculty member's participation, the Dean may appoint a representative or delay the proceedings until the faculty member can be present.) The board shall submit a report to the Dean within ten working days. The board may recommend that the grade be upheld, that the faculty member assign a different grade, or that the record of the course be removed from the student's transcript. A recommendation for the assignment of a different grade may result in a grade higher or lower than the disputed grade. The Dean shall review the report and all supporting data and report in writing to all parties within ten working days. The decision of the Dean will be final.

### Independent Study Courses

Independent study courses are opportunities for students to propose topics of inquiry based on compelling interest and faculty expertise. Independent study courses are not intended to replace regularly offered or required courses in the majors. Independent study courses are arranged by approval of the faculty member, the Chair of the Department, and the academic Dean.

### Learning Assessment Policy

Stetson University is committed to excellence in all academic programs. The University measures the success of all programs by regularly assessing student performance. While the outcomes of these assessments are primarily for internal use, Stetson University may occasionally report the results of these assessments in published research or academic conferences. These result reports will not include information that could identify the student or the instructor. The use of this information within the institution is part of normal educational practice; however, students may choose **not to allow** data derived from their own work to be used for published reports or presentations by signing an “opt out” form in the Registrar’s office.

### Suspension, Readmission, and Dismissal

#### *Academic Suspension, Readmission, and Dismissal*

Students who receive an academic suspension from Stetson University may be readmitted to the University after one regular semester (not including summer). Inquiries and requests for readmission after suspension should be directed in writing to the appropriate Dean.

Undergraduate students who are readmitted to the University following an academic suspension but who fail to maintain a grade point average of 2.0 for each grading period until academic warning has been removed will be automatically dismissed from the University. A student who has been thus dismissed will typically not be considered for readmission to the University.

Academic suspension and readmission are the administrative responsibilities of the Deans of the College/Schools. The decisions made by the academic Dean on suspensions are final. The Provost is the final level of appeal for academic dismissal decisions.

#### *Disciplinary Suspension and Dismissal*

A student who has been suspended or dismissed consequent to being found guilty of violating the Student Code of Conduct shall have his or her enrollment terminated and shall be excluded from the University for the period specified in the terms of the suspension or dismissal. **Infractions of the Honor System for Academic Integrity also may result in disciplinary suspension or dismissal.**

### Transfer of Credits

#### *University Guidelines*

For traditional undergraduate degrees, Stetson University accepts credits from regionally accredited institutions. Transfer credits are awarded only for courses 1) which are equivalent to a Stetson offering and 2) in which the student has earned a grade of C (not C-) or better.

*A maximum of 64 credits* may be transferred from other institutions or awarded on the basis of college courses or examinations.

The Registrar of the University will, in consultation with the appropriate faculty, examine official transcripts from appropriately accredited institutions. The Registrar will also determine any allowable pre-College credit, including credit by AP, IB, or other examination or through “dual enrollment,” using guidelines published on the Registrar’s webpage. A copy of the evaluation of credit eligible for transfer will be mailed to the student after admission to the University has been granted.

Depending on the specific Stetson University degree program, transfer credits may be used to fulfill requirements in General Education, Electives, or the Major. Academic departments and Deans will determine whether credits are applicable for specific degree programs. Courses completed at the 100/200 level elsewhere may not be used to complete advanced requirements (300/400 level) at Stetson. Students who have completed their high school degrees through dual enrollment are considered “first time in college” students and are subject to those expectations. Students who are “first time in college” or transfer to Stetson with fewer than 30 credits must complete a First-Year Seminar, a Junior Seminar, and a Writing course at Stetson.

#### *College/School Policies*

Beyond these University policies, each College or School has specific guidelines for transfer credit:

*The College of Arts & Sciences* allows a maximum of 3 transferred courses (up to 12 credits) to be used to meet Major requirements. No more than 3 transferred courses (up to 12 credits) from a single discipline may be used to meet General Education requirements. To complete the Modern Language category in General Education, the student must successfully complete a language course at Stetson at the 102 or higher level.

*The School of Business Administration* allows a maximum of 2 transferred courses (up to 8 credits) to be used to meet Major requirements.

*The School of Music* allows transfer credit for coursework required in the major (the music core or courses unique to a particular curriculum offered by the School of Music) based upon placement examination upon entry, portfolio review, and/or interview with the Dean of the School.

#### Advanced Placement Credit Policy

Stetson allows a maximum of 8 units (32 credits) to be awarded on the basis of approved pre-college examinations. Credit is not awarded in the same subject for two examinations (such as AP and IB)

#### Articulation Agreements with Florida Community Colleges

Stetson University’s academic programs are rigorous and challenging, requiring at least a “C” (2.0) average overall and in the major. The University General Education Requirements vary slightly by program and are detailed in the Stetson Bulletin <http://www.stetson.edu/bulletin/>.

Students with an earned Associate of Arts degree from a Florida community college or state college may receive up to 64 credits at Stetson University from credits earned elsewhere. Transfer students entering Stetson with an AA will be required to take a Junior Seminar course and demonstrate essential competency for the Writing requirement. In order to receive a diploma from Stetson University, all students must complete at least 50% of their coursework at Stetson University.

#### International Baccalaureate Credit Policy

##### Policy for IB Students Admitted to Stetson University Beginning Fall 2011

Stetson University recognizes the achievement of students who have successfully completed rigorous pre-college courses through the International Baccalaureate Program.

Students earning the IB Diploma with 30 or more total points will be granted sophomore status and guaranteed 7 course units or 28 academic credits determined on the basis of their IB scores.

Students earning the IB Diploma with 24-29 points may earn course units for both Standard and Higher Level examinations with a score of 5 or higher.

Students who have not earned the IB Diploma may earn course units for scores of 5 and above on individual Higher Level examinations. See our Registrar's page for specific credit allocations. In general, a score of 5 on a Higher Level exam earns 1 unit (4 credits); scores of 6 or 7 earn 2 units (8 credits) in some disciplines.

Scores on individual Standard Level examinations, absent the IB Diploma, are not eligible for credit, but are valuable to faculty advisors in determining appropriate placement in Stetson courses.

Stetson allows a maximum of 8 units (32 credits) to be awarded on the basis of approved pre-college examinations. Credit is not awarded in the same subject for two examinations (such as AP and IB).