

# Academic Regulations

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## Academic Advising

Each student is assigned to the academic department or school which corresponds to his or her major area of study. The head of the department or school will in turn assign a faculty advisor to the student. The faculty advisor will assist the student in determining and carrying out an academic program which will meet the student's educational aims and goals. Students required to enroll in a course or courses in Developmental Studies will also be assigned an advisor in the Developmental Studies Department.

Faculty advisors post a schedule of office hours and each student should feel free to call on his or her advisor or any faculty member at any time assistance or discussion is appropriate.

While an academic advisor's signature is generally not required for selection of classes, each student is strongly encouraged to meet with his/her advisor prior to course selection to review progress toward graduation.

## Academic Disciplinary Procedures

The administration of academic discipline is a function of the academic dean of the college concerned and is conducted by means of a due process procedure. Cases of alleged cheating and unethical conduct should be reported to the dean of the college concerned. Each case of alleged misconduct will be investigated through interviews. If further action is desired, those concerned will be given an opportunity to refute the charges. After giving the student notice of the allegations and an opportunity to explain his or her actions, the instructor may assign an "F" for the exercise, examination, or course.

## Academic Fresh Start

Any person who has not been enrolled in a college or university for a period of four years and who, upon re-enrolling, satisfactorily completes 40 hours of classwork, may petition to have grades on **all** prior coursework disregarded in calculating his/her cumulative grade point average. A written request and transcript should be sent to the dean of the college in which the student is pursuing a major. If the request is granted, the earlier courses would not count toward requirements for graduation or professional licensure but would appear on the student's transcript with appropriate notation.

## Academic Year

The regular academic year is divided into two terms, Fall and Spring. There is also the Summer term which is divided into four regular sessions: Session I, beginning in May, is approximately three weeks; Sessions II and IV are approximately five weeks in length; Session III (whole term) is approximately ten weeks. Additional sessions may be scheduled to accom-

modate the special needs of certain courses. An applicant may be admitted to any of these divisions.

## Accounts

No student will be issued a diploma, certificate of credit, enrollment verification, grade report, or transcript of his/her record until all debts or obligations owed to the University have been satisfied.

## Cancellation of Scheduled Classes

No scheduled class may be discontinued without the approval of the dean of the college concerned. The right is reserved to cancel any class when the number of students enrolled is deemed insufficient. A minimum of 15 for lower-division and of 10 for upper-division and 5000-level graduate classes is required. The minimums for 6000- and 7000-level classes are eight and four, respectively.

## Change of Major

A student who desires to change his or her major should secure a Change of Academic Program form from the department of the new major. The department of the new major will enter the new major code into the student's computer record and forward notification of the change of major to the former department. Any student receiving veterans benefits who changes his or her major must notify the Veterans Affairs clerk located in the Records Office.

## Class Attendance

A student is expected to attend each class for which he/she is registered except in cases of unavoidable circumstances. Class attendance will be monitored during the term. Students who are reported for non-attendance will be assigned a grade of F to appear on their transcripts, and non-attendance will be reported to appropriate agencies. Distribution of future financial aid will be suspended if applicable.

Exceptions are made for University-sanctioned activities. Students shall not be penalized for such absences. Students anticipating participation in University functions which will take them out of classes should discuss these absences with their instructors at the earliest convenient time.

The fact that a student may be absent from a class does not, in any way, relieve that student of the responsibility for the work covered or assigned during the absence. It is the responsibility of faculty members to excuse or refuse to excuse absences of students who miss their classes. It is the responsibility of the student to obtain excuses for absences and to arrange with the faculty member in question to make up the work missed. Absences begin with the first date the student is enrolled in class.

MTSU does not usually close because of inclement weather, but students will be allowed to use their own discretion when snow and icy conditions exist; they will be given the opportunity to make up the missed classes should they decide not to attend. To determine if classes are cancelled, students should listen to area radio and television stations; access the News and Public Affairs home page at <http://www.mtsu.edu/~proffice> (or click on "Events and News" from the MTSU home page at <http://www.mtsu.edu>); or call the news line at 904-8215.

## Classification of Students

No student may be classified as a sophomore until after earning at least 30 semester hours.

No student may be classified as a junior until after earning at least 60 hours.

No student may be classified as a senior until after earning at least 90 hours.

## Correspondence Credit

Correspondence courses taken at MTSU carry regular degree credit. Students can obtain a current listing of MTSU correspondence courses in the class schedule book or by calling the Correspondence Office at MTSU at (615) 898-5332.

Correspondence courses taken at other schools are accepted under the regulations governing acceptance of transfer credit (see page 26) and are subject to the following regulation: ENGL 1010 and 1020 and courses with a laboratory component must not be taken by correspondence except by the permission of the chair of the department and the dean of the college in which the course is offered.

No more than 66 semester hours completed or awarded in correspondence study, credit-by-examination, credit for service-related experience, and flight training may be counted for credit on a degree.

## Course Numbers

ACA 0100 and 3000 are academic success. Courses numbered 0700-0790 are basic; 0800-0890 are developmental, level I; 0900-0990 are developmental, level II; 1000-1990 are on the first year or freshman level; 2000-2990 on the second year or sophomore level; 3000-3990 on the third year or junior level; 4000-4990 on the fourth year or senior level; 5000 and above on the fifth year or graduate level. Course numbers beginning with 0 are not acceptable as degree credit work.

## Double (or Second) Major

A student may elect to obtain a double or second major for graduation by meeting the following requirements:

1. Satisfy general requirements as prescribed by the University and the specific requirements set forth by each major and for the degree sought.

2. Two properly approved upper-division forms must be filed, one for each major.

*NOTE: One upper-division form is acceptable, provided both majors are clearly identified on the form. In the case of a B.A. degree which requires only one minor, the second major may count as the required minor.*

3. In the case of a major requiring two minors, the second major may count toward fulfillment of one minor provided it meets the requirements of the particular degree. In the case of a B.A. degree which requires only one minor, the second major may count as the required minor.
4. The degree sought must be compatible with both majors; that is, a student with a major appropriate for the B.B.A. degree may not choose a second major that is not offered under the B.B.A. degree. As an example, a student pursuing a B.B.A. degree with a major in Business may not opt for a second major in History which is not offered under the B.B.A. degree.

## Dropping or Adding Courses

Tennessee Board of Regents policy prohibits students from dropping courses in the Developmental Studies Program. Under extenuating circumstances a course may be dropped with the approval of the director of Developmental Studies.

The procedures and deadlines to drop and add a class are listed in the appropriate class schedule book. Students who stop attending a class but do not officially drop the class will be assigned a grade of F which will be recorded on the student's permanent record.

Students wishing to drop all courses, i.e., withdraw from the University, should consult an associate dean of students and see the section "Withdrawals from the University" on page 54.

## Enrollment, Certification of Status of

The following schedule of hours attempted will be used to determine the status for various certifications of attendance requested by undergraduate students: Fall, Spring, and Summer Semesters: full-time - 12 semester hours, three-quarter time - 9 hours; and one-half time - 6 hours. Students desiring official verification of enrollment should contact the Records Office.

## Evening Classes

For the convenience of part-time students, many classes are scheduled on the campus in the evenings and on Saturdays. The Night School Office functions as a part of the Division of Continuing Studies and Public Service to assist students who wish to take classes at such times.

## Grades—Appeal of Course Grades

### Level One

1. Student appeals concerning a course grade should be resolved by conference between the student and the faculty member who assigned the grade. The appeal must occur within forty (40) days of the graduation date for each term.
2. In the event of an impasse between the student and the faculty member, a student with an appeal of a grade shall discuss it with the department chair within ten (10) days of the conference with the involved faculty member. The department chair shall investigate the circumstances, record his/her findings, and send a copy to the student and the faculty member within ten (10) days of the notification of impasse. Although the department chair does not have the power to change the grade, he/she will make a recommendation concerning the appeal. These findings will become a part of the appeals record.

### Level Two

1. If the student is not satisfied, he/she may, within fifteen (15) days following receipt of the department chair's recommendation, refer the appeal plus all relevant data including stated reasons why he/she believes the appeal has thus far not been satisfied. The associate provost shall select a college committee to hear the appeal and transmit the appeal documents to the committee chair or to the office of the dean of the college which houses the selected appeals committee.
2. The committee hearing the appeal will receive documents and testimony regarding the circumstances, will record its findings, and shall render a decision. Notification of the committee's decision will be made to the student, faculty member, department chair, college dean, associate provost for Academic Affairs, and the director of Records.
3. The decision of the committee hearing the appeal will be final concerning the grade in question.

**NOTE:** *In cases where the department chair is the person against whom the complaint is lodged, then the dean in whose college the department is located shall assume the duties of the chair in the investigation and decision making.*

### Miscellaneous

1. The number of days indicated at each level above shall be considered the maximum, but every effort should be made to expedite the process.
2. The failure of the student to proceed from one level of the appeal procedure to the next level within the prescribed time limits shall be deemed to be an acceptance of the recommendations and/or decision previously rendered. All further considerations and proceedings regarding that particular appeal shall cease at that point.
3. A grade appeal may be withdrawn at any level without prejudice.
4. All appeal proceedings shall be kept as confidential as may be appropriate at each level.
5. A grade appeals committee shall have reasonable access to all official records for information necessary to the determination of a recommendation.

## Graduate Courses, Permission to Enroll in

Seniors at MTSU with 98 semester hours of credit may be allowed to take up to 12 semester hours of graduate coursework. Approval is required by the undergraduate advisor and by the dean of the College of Graduate Studies. **Graduate coursework may not be used to meet the requirements for an undergraduate degree.** Applicants for this status must complete a Half-and-Half form which is available at the Graduate Office.

**NOTE:** *The Jennings A. Jones College of Business does not have a Half-and-Half program.*

## Graduation

Graduation is conducted at the close of the Fall, Spring, and Summer terms. Students who plan to graduate should complete a Notice of Intention to Graduate form **within the first two weeks of the first term of the senior year.** This form is available in the Records Office, Cope Administration Building 102.

All students must complete the general requirements as prescribed by the University and the specific requirements set forth for the degree sought. A minimum of 132 hours is required with at least two semesters in which a minimum of 30 semester hours is earned in residence during the junior and senior year. The final semester must be in residence unless permission is granted by the dean of the college in which the student is pursuing a major.

A student must have a 2.00 GPA overall and a 2.00 average in the major and in 48 hours of upper-division work to graduate. Some departments require a 2.00 GPA in the minor. No more than 25 percent of the credits for nonbusiness degrees may be in courses commonly found in a school or college of business. No student will be issued a diploma, certificate of credit, enrollment verification, grade report, or transcript of his/her record until all debts or obligations owed to the institution have been satisfied.

**Applicable Catalog**—Students are ordinarily allowed to graduate under the requirements of the MTSU catalog that was current when they entered any college or university under the Tennessee Board of Regents, provided graduation is within eight years of that entrance date. Students may elect to meet the requirements of any one catalog published while they are in attendance at MTSU provided graduation is within eight years of the catalog date.

## Graduation with Honors—Undergraduates

Recognition of honors at the graduation ceremony will be made for those students obtaining the required grade point average by the beginning of their final semester.

Cum Laude: 3.50-3.74  
 Magna Cum Laude: 3.75-3.89  
 Summa Cum Laude: 3.90-4.00

Notation of graduation with honors is entered on the diploma and the transcript and is based on the cumulative grade point average on all degree credit courses.

## Dean's List

Dean's List designations are made each semester and are based on full-time undergraduate degree credit enrollment. Students whose GPAs for the current semester are 3.50 or greater are placed on the Dean's List. Courses graded on a pass/fail basis will count as quality hours in calculating full-time status for determination of dean's list designation. The grade of P will not count as quality hours for determination of grade point average.

## Identification Card

Students are required to carry a permanent ID card with a magnetic strip on the back. A student ID card will be made for each new freshman and transfer student during his/her first registration process. The card is required to receive a variety of services on campus including cashing checks, admission to athletic and special events, checking out library materials, obtaining meal tickets, and using Raider Funds. If any student loses his/her ID card or fails to have the card validated during registration, a replacement fee of \$10.00 is charged for each card. The \$10.00 fee must be paid at the Campus ID Station.

## Lower and Upper Division

Courses numbered 1000 and 2000 are on the lower-division level. Courses numbered 3000 and 4000 are on the upper-division level.

## Marking System—Grades

Following is a description of the criteria used in assigning letter grades:

A—work of distinctly superior quality and quantity accompanied by unusual evidence of achievement

B—work of good quality and quantity accompanied by evidence of achievement beyond the essentials of a course

C—work demonstrating fulfillment of the essentials of a course

D—passing work, but below the standards of graduation quality

F—failure, necessitating repetition of the course to obtain credit

N—not passing, necessitating repetition of the course to obtain credit (assigned only in certain courses)

P—passing (assigned only in certain courses)

I—incomplete (not used in calculating grade point average)

W—assigned in courses which are dropped during a specified period of time within a term. Students should consult the appropriate class schedule book for specific dates each term.

N/C—no credit (audit)

Plus/minus grading for undergraduate courses became effective Fall 2000. Grades which may be assigned are

A

B+, B, B-

C+, C, C-

D+, D, D-

F

Plus/minus grading will not be retroactive to any term prior to Fall 2000. Re-enrollment students will not be eligible to have courses re-evaluated if courses taken at a previous transfer institution were graded on a plus/minus system.

The P grade is given only in those courses with prior approval to use pass/fail grading. Courses may be taught on a pass/fail basis only after the approval of the appropriate group—Curriculum Committee (undergraduate) or Graduate Council. Catalog course descriptions include information indicating which courses are approved for pass/fail grading.

No more than fifteen semester hours in pass/fail coursework may be attempted by any student during any one semester. No more than one-half of the degree requirements may be obtained through correspondence study, credit-by-examination, credit for military service-related experience, flight training, and courses in which non-traditional grading such as pass/fail is used. More information can be found under the general requirements for the baccalaureate degrees elsewhere in this catalog.

The grade I indicates that the student has not completed all course requirements because of illness or other uncontrollable circumstances, especially those which may occur toward the close of the term. Mere failure to make up work or turn in required work on time does not provide a basis for the grade of I unless the extenuating circumstances noted above are present for reasons acceptable to the instructor. When a student fails to appear for the final examination without known cause, the grade to be reported should be determined as follows: If the student has done satisfactory work to that point, the grade I may be reported on the assumption that the student is ill or will otherwise present sufficient reason for official excuse; if the student has attended irregularly and has not done satisfactory work to that point, the grade F should be reported.

The “incomplete” must be removed during the succeeding semester, excluding summer. Otherwise, the grade of F is entered. **A student should not make up the “incomplete” by registering and paying again for the same course.** The I grade carries no value until converted to a final grade.

## Quality Credits—Grade Point Average

The following quality point system is used in determining the grade point average (GPA):

For each credit hour of A:	4 quality points
For each credit hour of B+:	3.33 quality points
For each credit hour of B:	3 quality points
For each credit hour of B-:	2.67 quality points
For each credit hour of C+:	2.33 quality points
For each credit hour of C:	2 quality points
For each credit hour of C-:	1.67 quality points
For each credit hour of D+:	1.33 quality points
For each credit hour of D:	1 quality point
For each credit hour of D-:	0.67 quality points
For each credit hour of F:	0 quality points

The scholastic standing of a student is expressed in terms of quality point ratio which is calculated by dividing the total number of quality points by the total number of quality hours.

Following is an example:

Course	Hours	Grade	Points
ENGL 1010	3	C (2.0)	6
BIOL 1030	4	B (3.0)	12
ART 1030	3	B (3.0)	9
SOC 1010	3	B (3.0)	9
MUS 1030	3	F (0.0)	0
	<b>16</b>		<b>36</b>

To get the quality points listed in the last column, the credit hours (column 2) are multiplied by the point value of the grade earned (column 3); then the 36 is divided by 16 for a GPA of 2.25.

No rounding up or down of the GPA is done in determining eligibility for retention, graduation, honors, dean's list designation, or taking an overload.

The section on Repeated Courses explains the computation of the GPA for students who repeat courses. The grade of F counts as quality hours with zero quality points earned; P grades carry hours earned but no quality points.

## Repeated Courses

Students may repeat courses for the purpose of raising their grade point averages subject to the following:

- No course should be attempted more than twice (i.e. repeated more than once) except upon the advice of the faculty advisor. The first time a course is taken is the first attempt; it is not a repeat until taken again. If a student repeats a course more than once, the hours will be added to the total quality hours and therefore will be included in figuring the cumulative grade point average, the major average, the minor average, and the upper-division average. For example  
 first attempt of ENGL 1010:  
 F = 0 quality hours, 0 hours earned;  
 first repeat of ENGL 1010:  
 F = 3 quality hours, 0 hours earned;  
 second repeat of ENGL 1010:  
 C = 6 quality hours.  
  
 An example of a successful repeat:  
 first attempt of ENGL 1010:  
 F = 0 quality hours, 0 hours earned;  
 first repeat of ENGL 1010:  
 C = 3 quality hours.
- In other words, if a student **repeats** a course **once** and **improves** the grade, the effect on the cumulative hours taken is the same as if the course were successfully completed on the first attempt. However, if a student takes a three-hour course multiple times, each repeat increases the cumulative quality hours; taking the same three-semester-hour course five times, for example, is one attempt and four repeats and therefore is 12 quality hours;
- The last grade earned will stand even if the last grade received is an F and the student has previously received a grade higher than an F. The previous passing grade will not calculate in hours earned. All repeated courses remain on the student's transcript with repeat notation.
- Veterans receiving educational assistance benefits may not repeat courses previously passed and receive veterans financial assistance for such.

- Students may not repeat a course in which they have previously earned the grade of A or B without written approval from the dean of the college which houses their major.
- Students may use either ENGL 2130 or ENGL 2230 or ENGL 2330 or HUM 2610 interchangeably for purposes of repeating a course.
- This repeat policy took effect in Fall 1981. All courses attempted since then are subject to this policy. Courses attempted prior to Fall 1981 are subject to the previous repeat policy.

## Retention Standards—Suspension of Students

The minimum quality point average required to achieve the baccalaureate or associate degree is 2.00.

A student failing to meet one of the following standards during any term will be placed on academic probation for the subsequent term:

- attain a 2.00 GPA for current term, or
- meet one of the following retention standards:
 

00-29.99 quality hours	1.50
30-49.99 quality hours	1.80
50 or more quality hours	2.00

A student on academic probation who fails to meet one of the above standards during the next term in which enrolled will be suspended. (See re-enrollment policy on page 27.) Students previously suspended are not eligible for probationary status.

Any student who lacks developmental studies courses and attends another school while on suspension from MTSU must enroll for those developmental courses while attending the other school, if available.

Effective with new transfer students enrolling Fall 2002, grades for the transfer courses will no longer be used in the calculation of the cumulative GPA.

International students attending MTSU on student or exchange visas may not be readmitted after their second suspension even though the normal suspension period is over. According to the terms of their eligibility forms (I-20 or IAP-66), international students are expected to do satisfactory academic work and maintain a full course of study at MTSU. Failure to do this invalidates their student status, and Immigration Service will be notified. International students who are suspended may appeal to the Academic Appeals Committee for reinstatement if they feel that their poor academic performance was due to circumstances beyond their control.

**Appeal of Academic Suspension**—Appeals for undergraduate students will be reviewed by an appeals committee and consideration will be given for readmission if the student presents adequate evidence of ability, maturity, and motivation. Academic appeal forms for undergraduates are available in the Records Office, Cope Administration Building. There is a filing deadline for appeals prior to the beginning of classes each semester. Students should contact personnel in the Records Office for the deadline date applicable to each se-

mester, refer to current class schedule book, or access the Records Office homepage.

## Semester Hour Load of Student

Students should determine their semester course loads after careful consideration of time commitment outside the classroom. Students who work a significant number of hours per week should consider attempting fewer hours each semester. One's own time commitments, work and study habits, and other considerations should be reviewed with the academic advisor prior to the selection of courses.

**Fall and Spring Semesters**—Sixteen or seventeen semester hours of credit is the "normal" load for students who wish to graduate in four years. Eighteen semester hours (excluding courses for audit) is the maximum load for a student during any semester. A student desiring an overload must obtain overload permission from the dean of the college in which that student is pursuing a major at least two weeks prior to registration.

1. Students with a 3.50 average on all college work attempted may be permitted to take up to 21 semester hours in a semester.
2. Students with a 3.00 average may be permitted to take a maximum of 19 hours in a semester provided one hour is Military Science, Physical Education activity, or CSCI 1000.
3. Graduating seniors may be permitted to take an overload with the limits above during the last semester in residence in order to graduate.

**Summer**—Following are the maximum number of semester hours in which an undergraduate student may enroll:

Session I - 4 hours

Session II - 8 hours

Session III - 14 hours

Session IV - 8 hours

All Sessions - combined total of 18 hours

Students who wish to enroll for credit hours in excess of these limitations must obtain permission from the appropriate dean as determined by the student's major.

## Schedule

The schedule of courses provided each semester is for the convenience and guidance of students and faculty. The University reserves the right to change courses and schedules when the interest of all concerned may best be served.

## Transcript of Credits

Official or unofficial copies of a student's record are furnished free of charge upon written request by the student. No student will be issued a diploma, certificate of credit, verification of enrollment, grade report, or transcript of record until all debts or obligations owed to the institution have been satisfied.

## Unit of Credit

The semester hour is the unit of credit in courses and represents satisfactory completion of one 50-minute class period or equivalent, with all required preparation, during a Fall, Spring, or Summer term. Laboratory, shop, and studio classes usually earn one credit for each two hours of attendance or equivalent for a semester unless otherwise indicated.

## Withdrawals from the University

Students finding it necessary to withdraw (completely separate) from the University after having selected classes for a future term should use the Telephone Response at Middle (TRAM), (615) 898-2000, or WebMT, <http://www.mtsu.edu>, to drop all classes. A student may also initiate the official withdrawal process at the University Withdrawal Office, Keathley University Center 120. Consult the class schedule book for each term to determine whether withdrawal should be accomplished by TRAM or WebMT or through the University Withdrawal Office. Once classes have begun for the Summer term, withdrawal for that Summer term cannot be accomplished via TRAM or WebMT.

The Records Office will be notified of the withdrawal and will notify each of the student's professors regarding the withdrawal and its effective date as determined by the University Withdrawal Office.

The grade for a student who officially withdraws from the University will be determined by the student's academic performance prior to withdrawal. Withdrawal early in a term may result in no grades being assigned to the student. (The current schedule of classes carries dates governing withdrawal and appropriate grades.)

A student may not officially withdraw from the University after a date in the semester or term which is one week or less prior to the beginning of final examinations, except for reasons of mitigation or extenuation as shall be determined by the University Withdrawal Office.

Any student who leaves the University without officially withdrawing will receive a grade of F for all work attempted.

A student under certain conditions may receive an administrative withdrawal from a single course or courses. Similar procedures are provided for a total severance from the University if conditions warrant. The following policy will determine the eligibility for an administrative withdrawal: The entry of W indicates that the student has been withdrawn from a course without reflection of grades. The entry of W results from a situation involving extreme extenuating circumstances as identified and originated with the University physician or counselors at the Counseling and Testing Center and/or the associate dean of students. The entry of W will be accomplished only with the full knowledge and written concurrence of the faculty member concerned.