

# Academic Policies

## ***University Degree Requirements***

To be eligible for a baccalaureate degree from the University, a student must meet the following:

- College readiness requirements
- Core curriculum requirements
- School or college major requirements

The Core curriculum requirements apply to all students who entered the University beginning September 1982 and thereafter. Transfer students should refer to the section, "Transfer Students and the Core Curriculum."

### ***College Readiness Requirements***

The University has defined measures of college readiness in writing and math. All students must demonstrate college readiness in these subjects. Some courses at other institutions may be used to meet the college readiness requirements in math or writing; please consult the Transfer Affairs office for specifics. These requirements can also be met through CLEP scores; consult the office of Prior Learning Assessment for an evaluation.

In math, students can demonstrate college readiness by any ONE of the following measures:

- An SAT Quantitative score of 550 or above.
- An ACT Math score of 22 or above.
- A passing score on the mathematics placement examination.
- A grade of C- or better in MAT 101B (4 credits)

In writing, students can demonstrate college readiness by any ONE of the following measures:

- An SAT Writing score of 500 or above.
- An ACT English score of 22 or above.

Students whose scores fall below these measures, or who do not have test scores, must fulfill their college writing requirement by taking ENG 104, Enriched College Writing.

Students whose first language is not English can demonstrate college readiness by any ONE of the following measures:

- An SAT Writing score of 500 or above.
- A TOEFL score of 79 or above.

Non-native speakers of English whose writing falls below these measures must complete ESL 104A Reading, Writing & Vocabulary, with a grade of C or better (and any prerequisite courses based on the ESOL Program's placement test). To complete their Core writing requirement, these students must then move on to ESL 100 College Writing.

## ***Course Numbering***

For information regarding the Core curriculum, including a list of courses approved to satisfy the Core, please refer to the section on the Core curriculum.

- 001-099 No Degree Credit
- 100-199 Introductory Level
- 200-399 Intermediate Level
- 400-499 Senior Level others by permission
- 500-599 Undergraduate and Graduate Students
- 600-799 Graduate and Professional Students Only

Note:

- All courses with number 100 or greater carry credit and quality points toward a baccalaureate degree.
- Matriculated baccalaureate students should not register for courses with numbers less than 100 unless meeting minimum proficiency requirements.

Some programs require a minimum grade point average (GPA) for a major change into a baccalaureate program.

## ***Registrar***

The Office of the Registrar serves as the legal custodian of University academic records and is responsible for the appropriate recording, production, and disbursement of those records. The Office is also responsible for recording such critical functions as academic honors, sanctions, and dismissals. The Office of the Registrar is located in Gorham in Bailey Hall (780-5230). Registration services are available in the Student Billing Office in Portland at Payson Smith Hall (780-5233) and at Lewiston-Auburn College (753-6500).

## ***Registration***

The registration process is conducted by the Registrar, Business Office, and many academic departments. It includes selection of courses, completion of proper forms, and payment of University charges. Newly admitted students are notified by Advising Services of their schedule for orientation, advising, and registration. Advising Services coordinates the new student academic advising process and initiates the registration procedure by approving course schedules prior to processing by the Registrar and Business Office.

Continuing degree students may advance register in priority order, based on credits earned and class level. Advance registration is conducted near the end of each semester for the following semester. Non-matriculated (special) students may register only during the open registration period. Degree students must obtain advisor approval prior to registration. No student may register for more than 18 credits in one semester without the permission of his or her advisor and the dean.

## ***Enrollment Status***

Undergraduate students are considered to be full-time if they are enrolled for 12 or more credits. Half-time enrollment requires an active enrollment of at least 6 credits.

## ***Grading System***

Grades at the University are given in terms of letters, with the option of a plus or minus designation, representing levels of achievement. The basis for determining a grade is the relative extent to which the student has achieved the objectives of the course. The student's work in each course is graded as follows:

- A High honors (A+ is not a valid grade.)
- B Honors
- C Satisfactory, successful meeting of the course objectives
- D Low-level work, below the average required for graduation for an undergraduate, and a failing grade for a graduate student. In addition, individual departments may limit the number of D grades accepted, as stated in the departmental sections of this catalog. The paragraphs on Minimum Grade and Academic Suspension and Repeated Courses should also be noted.
- F Failure to meet the course objectives
- P Pass: pass with a grade of C- or better in a pass-fail course
- H Honors performance in a pass/fail course
- LP Low Pass; pass with a grade of D-, D, or D+ in a pass/fail course
- I Incomplete; a temporary grade given when the student, because of extraordinary circumstances, has failed to complete the course requirements. Incomplete grades must be resolved by the end of each subsequent semester; the Registrar shall notify faculty members involved of students who have carried unresolved incompletes on their transcript for one semester. If the incomplete is not resolved by the instructor, an I grade will be converted to an F.
- INC Permanent Incomplete. When a temporary incomplete (I) grade is not resolved to a normal letter grade, a permanent incomplete may be assigned in extraordinary circumstances as determined by the instructor and the dean. In unusual circumstances wherein the faculty member is no longer available, the dean may exercise this function. The grade of INC has no impact on GPA; no credits awarded.
- L Stopped attending. The grade of L may be assigned to students who stopped attending a course without officially dropping the course. The grade of L will be computed as an F for purposes of the student's grade point average.
- MG Missing Grade: Occasionally, faculty may assign students invalid grades for a course, or may fail to submit a grade for a particular student in a course. In these cases, the Registrar's Office will note this act by designating a missing grade, or MG, instead of a grade for the course. Missing Grades must be resolved by the end of each semester. The Registrar shall notify faculty members involved, and their departmental chairperson, of students who have carried unresolved MGs on their transcript for one semester. If the missing grade is not resolved by the instructor, the MG will be converted to an F.
- W Withdrawal after the end of the add/drop period through 60% of a course. If a student has not officially withdrawn before 60% of the course has been completed, an F will be assigned. The W notation may be obtained after completion of 60% of the course under unusual circumstances if so determined by the instructor and the dean. A threat of failure is not considered to be an unusual circumstance. The grade of W has no impact on GPA.
- DG Satisfactory progress after one semester of a two-semester course; grade and credits to be given upon completion of second semester.
- AU Student attended courses on a noncredit basis.

### **Grade Point Averages**

The academic standing of each student is computed by the Registrar at the end of every semester. The following table represents the rating scale:

A	4.00 grade points per credit hour
A-	3.67 grade points per credit hour
B+	3.33 grade points per credit hour
B	3.00 grade points per credit hour
B-	2.67 grade points per credit hour
C+	2.33 grade points per credit hour
C	2.00 grade points per credit hour
C-	1.67 grade points per credit hour
D+	1.33 grade points per credit hour
D	1.00 grade points per credit hour
D-	0.67 grade points per credit hour
F	0.00 grade points per credit hour

To compute the grade point average for a semester, first multiply the grade points earned in each course by the number of credit hours assigned to that course. The resulting product is the number of quality points for that course. Then divide the total number of quality points earned during the semester by the total number of credits carried in that semester. The result is carried out to two decimal places to produce the grade point average for that semester.

To compute the cumulative grade point average, divide the total quality points earned by the total credits attempted in all semesters.

### **Dean's List**

At the end of each semester, full-time, undergraduate degree students (12 credit hours or more, with a minimum of 12 letter graded credits (A-F), and excluding developmental credits (course numbers less than 100)), with grade point average of 3.4 or above will be placed on the Dean's List. Students with incomplete or missing grades (I or MG) at the point when the Dean's List is produced (35 days after the end of a fall or spring semester) will not be eligible for the Dean's List. Those students on the Dean's List whose names appear in the public directory of the University will have their names released to the news media. Students who attend both the fall and the spring semesters as part-time degree students and who meet the above full-time Dean's List criteria when the fall and spring semesters are combined are eligible for the Dean's list at the end of the spring semester. A notation will be placed on the transcript of those who are placed on the Dean's List.