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Grading Information

The following qualitative letter grades are employed by faculty members to characterize the quality of a student's work in a course: A (4.0), A- (3.7), B+ (3.3), B (3.0), B- (2.7), C+ (2.3), C (2.0), C- (1.7), D+ (1.3), D (1.0), and F (0). These grades will compute into a student's grade point average.

- A Designates that the work done by the student is superior and is of the highest honors quality.
- A- Designates that the work done by the student is less than superior but is of high honors quality.
- B+ Designates that the work done by the student is of high quality.
- B Designates that the work done by the student is of basic honors quality.
- B- Designates that the work done by the student is below honors quality.
- C+ Designates that the work done by the student is above satisfactory quality.
- C Indicates that the work done is of satisfactory quality.
- C- Indicates that the work done by the student is less than satisfactory and below graduation standards but is better than the minimum requirement for passing a course.
- D+ Indicates that the work done by the student is less than satisfactory and below graduation standards but is above minimum passing quality.
- D Indicates work which meets the minimum passing quality.
- F Designates course failure.

In addition to the above letter grades, the following symbols are also used to designate special enrollment provisions or course status and do not affect the student's academic average.

- P Designates completion with credit of an unrestricted elective which was taken on a pass/no credit basis.
- NC Indicates failure of an unrestricted elective which was taken on a pass/no credit basis.
- S Designates satisfactory completion of a practicum experience course with a grade of "C" or better.
- U Designates unsatisfactory performance in a practicum experience course with a final course grade of less than "C".
- INC Indicates a course that has not been completed.
- AU Designates that the student has registered for a course on an audit basis and has maintained an attendance record throughout the semester, which is sufficient to warrant an official recognition of course attendance. Credit may not be earned in courses that have been audited except by re-enrollment in and completion of the course with a passing grade. Students who have audited a course subsequently may not earn credit in the same course through tests of the College Level Examination Program or through other authorized examination procedures for course challenge. The fee for audit is full tuition.
- W Designates official withdrawal from a course within the established deadline.
- X Designates withdrawal after the established deadline for administratively approved reasons of an emergency or medical nature.
- Y Designates administrative withdrawal for other than academic reasons.

Pass/No Credit Course Registration

Students may elect to register on a pass/no credit basis for a maximum of four unrestricted elective courses. A student may not change his or her enrollment status from letter grade to pass/no credit or from pass/no credit to letter grade after the established deadline for adding a course. A pass/no credit course cannot be presented in fulfillment of University General Education requirements, major programs, minor programs or specifically designated courses (collateral requirements) of an established curriculum. A grade of "P" indicates that a student's performance merits an evaluation of "D" or better. "NC" indicates that a course has been failed but that such failure is without prejudice to the student's cumulative average. Although appropriate credits are granted to students when grades of "P" have been assigned, these credits are not qualitatively weighted and, hence, do not affect a student's academic average.

Satisfactory-Unsatisfactory Courses Registration

Certain courses (e.g., practicum experiences, advanced seminars and directed studies) may be graded as satisfactory or unsatisfactory. A grade of "S" indicates that a student's performance merits an evaluation of "C" or better. "U" indicates a course evaluation of less than "C". Although appropriate credits are granted to students when grades of "S" have been assigned, these credits are not qualitatively weighted and hence do not affect a student's academic average. A grade of "U" indicates that attempted course credits have not been granted and is awarded without prejudice to a student's cumulative average.

Administrative Dismissal from the University

A student may be administratively dismissed from the University through cancellation of registration for due cause, through suspension or expulsion for academic dishonesty, and through disciplinary procedures for violations of good conduct.

Administrative dismissal may be invoked when a student fails to comply, after due notice, with an administrative regulation of the University. Official notification of an administrative dismissal is noted on the permanent record (transcript) by the symbol "Y," which is entered for each course that has been carried by the dismissed student. Reinstatement of a student who has been administratively dismissed may be made only by application for readmission with Continuing Studies and only when the condition that has necessitated administrative dismissal can be ameliorated to the satisfaction of Continuing Studies. Examples of some conditions that may justify administrative dismissal are as follows:

- a. Forgery or fraudulent use of University records, documents or forms; unauthorized entry into University records (including computerized records);
- b. Non-payment of tuition, student fees, library fines, overdue University loans and other official University fiscal obligations;
- c. Failure to comply with a duly authorized administrative order relating to the safety of persons or the protection of University property;
- d. Failure to withdraw from the University after certification of a physical health or mental health condition of a hazardous nature.

Withdrawal

"W" notation is not an academic grade but a symbol designating official withdrawal from a course within the established deadline of the tenth class meeting of a semester. Official withdrawal is accomplished through ISIS (<http://isis.uml.edu>).

A notation of "W" cannot be given for unofficial withdrawal from a course or for unofficial withdrawal from the University. Accordingly, a student who registers for a course and is carried on an official class roster after the tenth class meeting of a semester (or its equivalent) must be graded in terms of the completion of the instructor's total course requirements even though the student did not attend any class meeting or unofficially left the University before the tenth meeting of the semester. A student who wishes to withdraw from a course after the deadline must submit a petition to the Registrar's Office. An "X" will be given only when it can be demonstrated that extended illness or a critical personal emergency of an extended nature prevented that student from complying with official withdrawal procedures. Students receiving benefits from the Veterans Administration are not eligible for retroactive withdrawal from courses.

Withdrawal from the University

A student who must discontinue attendance at the University must inform the Registrar's Office immediately and in writing.

Alternative to Withdrawal

Students are strongly encouraged to consider and investigate alternatives to withdrawing. Many options and resources are available to assist you in making an informed decision. Please contact the Dean of Students office at (978) 934-2100 for names and locations of staff who might be useful to you.

Refund Schedule for Tuition and Fees

Students that withdraw or drop all of their courses during the add/drop period will have a 100% adjustment to tuition and fees associated with that semester except for the following:

- 1) Residence hall charges and meal plan charges follow a different refund schedule. Please contact the Residence Life Office at (978) 934-5115 for further assistance.
- 2) Students are responsible for any book voucher monies advanced to them and used at the bookstore. The bookstore has its own refund policy on books and materials purchased directly from them. Please contact Barnes and Nobles at (978) 934-2623 for further assistance.
- 3) The Continuing Studies \$30.00 registration fee.
- 4) Students who are suspended or expelled for disciplinary reasons will forfeit all right to a tuition and fee adjustment.

Procedure

A student must bring a completed withdrawal form to the Registrar's Office, 883 Broadway Street, Dugan Hall, Room 104, South Campus, Lowell, MA. The official withdrawal form can also be found at www.uml.edu/admin/registrar/forms.htm. Failure to attend class does not constitute a withdrawal. PLEASE NOTE: There is no adjustment to the tuition and fee charges if you withdraw or drop a class after the add/drop period of the academic semester.

Additional Considerations

Health Insurance

All students that withdraw or drop all of their classes within the first 30 days (calendar days) of the academic semester are not allowed to be enrolled in the University student health insurance plan. Please see page 10 for additional information.

Financial Aid

All students that are financial aid recipients are reminded that their aid is also reduced and the financial aid adjustment schedule may be different than what has been stated above as required by federal law. Students are strongly encouraged to meet with their financial aid counselor prior to withdrawing. Please note that monies will be returned to the applicable financial aid assistance programs before any monies are disbursed to the student.

International Students:

The International Student Office at the University of Massachusetts Lowell will notify the Bureau of Citizenship and Immigration Services (BCIS) of all international students who either withdraw or drop their course load below full-time status during a given academic semester.

PLEASE NOTE: Graduate Teaching Assistant and Graduate Research Assistant contracts will be voided if the student drops below full-time status.

Final Clearance

Prior to having your records cleared and the issuing of any appropriate refund, outstanding University bills must be paid (library fines, parking fines, etc.) and all University owned property must be returned (athletic, lab, library books, etc.). If any debts remain unpaid your academic permanent record will not be released and you will not be readmitted until they are paid.

Incomplete Courses

The letter symbol "INC" (incomplete) is a temporary notation that is assigned for incomplete work in courses when the records of students justify the expectation that they will obtain a passing grade but for emergency reasons they have missed a minor part of the course requirement. Any missed final examination or other final course evaluation requires a student explanation within 48 hours so that the instructor can file the proper course notation with the Registrar's Office. A student who has evidenced an unsatisfactory course record, who has failed to complete a major portion of an instructor's course requirements, or who has failed to provide an instructor with a satisfactory reason for absence from a final examination or final course evaluation within the specified 48-hour period may not be assigned the letter symbol "INC". Responsibility for making arrangements with an instructor to complete all outstanding course work rests entirely with the student, who must complete all course work by the end of the official make-up period.

Please note that make-up final examinations administered by Continuing Studies are done so only on specific dates. The instructor is responsible for administering the make-up final examination if the student does not take the exam on the specified make-up dates.

Instructors who file letter symbols of "INC" also must file an end-of-course letter grade, which will be assigned in the event that incomplete course work is not made up by the student prior to the established deadline. At the end of the official make-up period (or in the event of a substantiated student emergency, at the end of an extended make-up period), the Registrar's Office will convert the temporary notation of "INC" to the appropriate permanent symbol. This permanent notation will be one of the following: 1) a letter grade that has been filed by an instructor during the grading period of the previous semester to designate the final course standing of

a student who has failed to make up incomplete course requirements, 2) a letter grade that is filed by an instructor at the end of the make-up period to designate the final course standing of a student who has made up incomplete course requirements, or 3) the letter symbol of "X" that must be approved to designate that a student has withdrawn from the University after the end of the semester for documented medical or personal emergency.

Limited extensions of the make-up period may be granted to students for serious medical reasons and for documented personal emergencies. Requests for such extensions must be approved and must be filed no later than one calendar week preceding the established deadline for instructors to submit final grades for incomplete courses. Except for extraordinary circumstances acceptable to the Dean, the maximum period for which an extension may be granted is the last scheduled class day of the semester following the assignment of "INC" notations.

Grade Changes

At the end of each semester, grades are available to students via their self-service account on ISIS. All course grades become a part of the student's official record upon instructor assignment and may not be changed, except as specifically provided by University procedures. Corrections of grade point averages automatically are authorized when grade reports are corrected by instructors and when specific courses are deleted from grade point averages under provisions of University regulations governing repeated failed courses, change of enrollment status as an intercollegiate transfer within the University, and expiration of degree credits.

Students who believe that a mistake has been made in assigning or recording a course grade should notify instructors as soon as possible after receiving their grade reports but, in no case, at a time later than the deadline established for making grade corrections. The deadline for instructors to correct an erroneous grade report is one calendar month from the beginning of the semester following the filing of an erroneous grade. Changes of grades, other than the filing of grades for incomplete courses, require endorsement from Continuing Studies, Corporate and Distance Education. Grade changes may not be made on a student's permanent record after the deadlines cited above unless such changes have been authorized prior to the expiration of the correction deadline.

Repeated/Deleted Course Work: General Policies

Course repetition/deletion is permitted only in accordance with the policies cited below, the provisions of which are applicable only to courses taken at the University of Massachusetts Lowell. Course substitution is not permitted under the provisions of this regulation unless a course has been dropped as a University offering and an alternate course has been authorized as a suitable substitution by the Coordinator of a student's program. Once a student has reached the credit limitations that are cited below, no further courses may be deleted or repeated for the purpose of grade substitution. A student who has used the maximum number of course deletions and repetitions for the purpose of grade substitution may not petition to revoke any of the substitutions in order to permit additional grade substitutions in other courses.

Grade Substitution/Deletion Rule

Students who have entered the University as freshmen or transferred to the University with less than 60 semester credits are permitted a maximum of 15 semester credits of course deletions/repetitions with grade substitution for the purpose of adjusting cumulative grade point averages. (Transfer students who have entered the University with 60 or more credits are permitted a maximum of 7 semester credits of course deletions/repetitions for this purpose.) Only courses with grades of "C" and "D" and lower may be deleted or repeated for the purpose of grade substitution. The original credit and grade assigned for both repeated and deleted courses will be retained in brackets, and the student's original GPA and academic status will remain in appropriate semester footings for courses that are subsequently deleted/repeated.

Repetition of Passed Courses

Except for courses of a professional nature that regulations of a college may designate as being non-repeatable, students may repeat a course previously passed with a grade of "D+" or "D" within the provisions of the grade substitution rule cited above. When a previously passed course has been repeated within the provisions of this regulation, the cumulative grade point average is appropriately corrected for the semester in which the course is repeated. When repeating a course for the purpose of grade substitution, if the grade for the repeated course is lower than the original grade, the repeated course grade shall not apply to the GPA and the original grade shall remain. When repeating a course outside of the grade substitution rule, both grades will count in the grade point average. However, credit is never granted twice for a course that has been taken and passed and, subsequently, taken again and passed for the second time.

Repetition of Transferred Courses

When competence is demonstrably inadequate, a student who has been granted transfer credit (and on this basis has been assigned to advanced courses for which the transferred course is a prerequisite) may be advised to repeat such transferred work at the University or to take a more elementary course than that which has been transferred.

Permission to repeat a transferred course is granted by filing an Academic Petition Form with the Faculty Program Coordinator. Since credit may not be granted more than once for the completion of any course, a condition for filing such a petition is the simultaneous filing of a request to revoke recognition of the previously transferred course.

Off-Campus Study

Matriculating students in satisfactory academic standing may be permitted to apply off-campus courses to their degree programs when they comply with established procedures. Students wishing to apply credits earned off-campus must obtain approval prior to off-campus enrollment, through an Authorization of Off-Campus Courses form.

Off-campus courses may be taken in regionally accredited institutions only, and ordinarily should be taken at baccalaureate colleges or universities. Permission to pursue off-campus courses in regionally accredited associate degree institutions may be granted to students with less than 60 earned credits and only for courses that are to be presented for lower-division requirements of University of Massachusetts Lowell curricula. All off-campus courses must be taken under the regular grading system and may not be taken on a pass/no credit (pass/fail) basis.

University Restrictions Concerning Off-Campus Study

Students are not permitted to pursue off-campus courses until an initial evaluation of their academic progress at the University has been made. Students who have transferred to the University with 60 or more semester credits, or who have been admitted from another institution with a baccalaureate degree to pursue a second bachelor's degree, are not permitted to pursue off-campus studies. Students who combine University courses with off-campus courses during the regular academic year are subject to University restrictions on semester course loads.

Course Equivalency Examinations

Subject to specified policies of academic departments, qualified degree candidates are given the opportunity to demonstrate their special competencies and to receive University credit for such competencies through established course equivalency procedures without having to fulfill classroom or faculty course requirements. The University recognizes two types of course equivalency for which credit is awarded. These are:

1. CLEP Examinations

College Level Examination Program (CLEP) is a national program of credit-by-examination that offers the opportunity to obtain recognition for college level achievement no matter when, where or how learning has been acquired. These examinations can be taken in general subject areas or in specific subject areas. If the results of the examination(s) are acceptable to University guidelines, college credit is given toward an undergraduate degree.

Please note that the College of Arts and Sciences does not recognize and will not award credit for CLEP tests in a foreign language offered to satisfy the language proficiency requirement.

2. Departmental Examinations

Students interested in taking departmental examinations must first arrange an interview with the appropriate Program Coordinator, at which time they must present evidence that they possess sufficient competency to warrant a departmental examination. Departmental examinations will not be given if a corresponding CLEP examination is available. Departments also reserve the right to refuse the granting of credit by examination for those courses that are presented by students for their major. When written permission is given to a student to take a departmental examination, the conditions of the examination will be set forth. Typically, the examination must be wholly or substantially written unless the nature of the course makes more appropriate an oral or performance examination. Students may be asked to take end-of-semester examinations, which are scheduled during the final examination period, when such examinations are adequate measures of total course requirements. A fee must be paid after the departmental exam form is signed by the Coordinator and the student, and before the student takes the examination.

Students may not repeat departmental equivalency examinations and, except for documented medical reasons or personal emergencies, they may not reapply for such examinations in the event that they fail to keep an examination appointment.

Students may not receive credit for a specific proficiency examination:

1. If they have registered at the University in the course which that examination represents;
2. If they have previously received a University grade for that course or a course in sequence above the course for which they wish to take the examination;
3. If they have previously attempted an equivalent course at another institution; and
4. If a general examination is related to the student's academic major.

Bachelor's Degree students may apply for course equivalency credits up to a maximum of 30 credits; however, the total number of equivalency and transfer credits may not exceed 90 credits for the baccalaureate degree; nor may transfer students present equivalency credits in fulfillment of the major field residency requirement of 15 credits in University courses or the general residency requirement of 30 credits (see pages 42-43 for details on residency requirement).

Directed Study

A directed study is ordinarily an alternative arrangement for enrolling in an advanced course not being offered during a particular semester. It allows the student to meet on a regular basis with an instructor who is willing to undertake the course. The student must complete the Request for Directed Study Form which lists the course, meeting dates, assignments, papers or projects to be completed; and the form should be signed by the instructor, Faculty Program Coordinator, and Director of Enrollment Management and Administration before the student may register. Students enrolled in the day school also must obtain approval from the Dean of the College before they can register for directed study. Because directed studies are considered special programs, tuition remission and certificates of eligibility cannot be used.

Instructor Course Requirements

At the first class meeting, instructors must distribute a written statement of requirements for each course to all students and to Continuing Studies. This statement must include prerequisites, if any, attendance policy, a specification of the number and types of course evaluations to be employed throughout the semester (including the dates of the examinations), special requirements for completing assignments and taking examinations, and a definition of course attendance policy. Normally, a minimum of three evaluations of student progress (written or oral examinations, written reports, recitations, laboratory techniques and reports, jury or performance evaluations) should be made in each course, at least one evaluation being required during each half semester. Upon the request of a student, an instructor is required to provide a statement of the student's course progress. Prior to the last date for withdrawing from courses, students who are in danger of receiving "D" or "F" grades either shall be so notified by the instructor or shall be in possession of such course evaluations as will permit such students to reasonably infer their course progress and academic jeopardy.

Course Examination Policies

Final examinations are required for all undergraduate courses. Final examinations may not be given at a place or time other than those that have been specified. Make-up examinations are the responsibility of the instructor.

Class Standing

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| Freshman Standing | 0-29 credits |
| Sophomore Standing | 30-59 credits |
| Junior Standing | 60-89 credits |
| Senior Standing | 90 credits or more |

Class Size

Courses are only offered if enrollment is sufficient. Consequently, to ensure the scheduling of desired courses, students are urged to register early. In the event that a course is cancelled, Continuing Studies will try to notify preregistered students. Students may also monitor their schedules on ISIS.

Attendance

Although the University does not require class attendance as a matter of institutional policy, course instructors may establish required attendance in their courses and specify violations of such attendance requirements. Examinations or other work missed by absence may, at the option of the instructor, be made up or failed (except for provisions provided by absences due to religious reasons).

Academic Standing

Academic standing and eligibility for a degree are determined by the quality of the student's course work.

Determination of Academic Standing

To ascertain the student's academic standing, the University uses a point system, each qualitative grade having an equivalent numerical value.

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|----|-----|
| A | 4.0 |
| A- | 3.7 |
| B+ | 3.3 |
| B | 3.0 |
| B- | 2.7 |
| C+ | 2.3 |
| C | 2.0 |
| C- | 1.7 |
| D+ | 1.3 |
| D | 1.0 |
| F | 0.0 |

Quality points are computed by multiplying the number of course credits by the numerical value of the qualitative grade assigned. For instance, a three-credit course with a grade of "B+" would carry 9.900 quality points (3 x 3.300). Grade point averages and cumulative grade point averages are obtained by dividing the number of quality points earned by the number of quality hours attempted.

Specified grade point averages are computed solely on the basis of those courses attempted at the University of Massachusetts Lowell that have been qualitatively evaluated with the following letter grades: A, A-, B+, B, B-, C+, C, C-, D+, D, and F.

All students are required to maintain at least a 2.000 average throughout their academic career. Academic records are evaluated at the end of each semester. No student, however, will be academically suspended without having at least one semester of academic warning.

The academic status of a student is one of the following categories:

Satisfactory Academic Standing

A student whose semester grade point average is at least 2.000 and whose cumulative grade point average is at least 2.000 is in Satisfactory Academic Standing.

Academic Warning

A student whose semester GPA is below 2.000 is placed on Academic Warning. A student on warning is still considered to be in acceptable academic standing, may register for the following semester and may participate in campus and athletic activities. Certain campus programs and activities may choose to prohibit the participation of students on Academic Warning. At the end of their warning semester a student's cumulative grade point average must be equal to or greater than 2.000 to continue in Satisfactory Academic Standing.

Academic Suspension

A student who was on Academic Warning at the end of the previous semester and whose cumulative GPA falls below 2.000 is placed on Academic Suspension. A student who is on Suspension may not enroll in the succeeding semester, and therefore may not represent the University in athletic programs nor participate in campus activities.

Academic Dismissal

A student who was on Academic Suspension at the end of the previous semester and whose cumulative GPA at the end of the probationary semester is below 2.000 is automatically dismissed from the University.

Appeal of Suspension

A suspended student may submit a written appeal to the Director of Continuing Studies, requesting permission to continue enrollment for an additional semester on academic. This appeal will be reviewed by the Program Coordinator. If permission to continue is granted, the program of study that must be undertaken and the minimum semester grade point average that must be attained during the additional semester of academic warning will be made explicit.

Grades earned during summer session or winter intersession may be used to change a student's academic status prior to the beginning of the following semester. A student who has been suspended is prohibited from enrolling in any credit-bearing program of the University, including credit courses offered by Continuing Studies, in summer sessions, or in winter intersession. If a suspended student chooses to enroll in another accredited degree-granting institution, earns credit at that institution, and subsequently seeks to return to UML, such credit may or may not be accepted in transfer at UML, depending upon the specific circumstances.

Students who enroll in University summer school and/or Continuing Studies courses after they have been notified by the Registrar's Office and the Provost's Office that they are suspended from the University for unsatisfactory academic standing are in defiance of University regulations. Grades received by such students will not be credited to University baccalaureate programs, even if the students are subsequently reinstated as probationary students or achieve satisfactory academic standing after reinstatement.

Academic Probation

A student who has been suspended from the University is entitled to apply to the Director of Continuing Studies for immediate readmission as a probationary student in accordance with procedures enumerated under the Probationary Readmission policy below.

Probationary Readmission

Students who have been suspended and decide to remain un-enrolled for a semester or more must apply for readmission on probation through the Admissions Office whenever they decide that they are prepared to undertake such a probationary period. The student will receive a letter that specifies the conditions of their probation, and the semester average that they must achieve during their probationary semester in order to achieve satisfactory academic standing.

A student who achieves the required minimum semester grade point average during his or her probation is automatically reinstated as a student in satisfactory academic standing.

Extended Academic Probation

Students whose academic performance during a probation semester has significantly improved, but whose cumulative grade point average is still slightly below 2.0, may apply to the Associate Provost for an extended period of probation. Students who are granted such extensions will be notified in writing prior to the beginning of classes for the following semester that they have been granted an additional semester to achieve satisfactory academic standing.

Students who fail to achieve satisfactory academic standing and are not granted extensions of their probations by the Associate Provost and students who are granted such extensions and fail to achieve satisfactory academic standing are dismissed from the University.

Students readmitted on probation should not withdraw from any course unless they withdraw from the University for emergency or medical reasons. A probationary student who withdraws from any course may thus be unable to satisfy the conditions of his or her probation and may be dismissed from the University at the end of the current semester of enrollment.

Probationary students who receive course evaluations of "INC" (incomplete) and who fail to make up their work prior to the beginning of the next semester are advised that they may not qualify for extension of their probation and may not register for or attend University courses (including Continuing Studies courses) until such time as a final determination of their status has been made. Probationary students who have received permission from the Associate Provost to extend their make-up period should understand that such extension does not waive the requirement for a final determination of academic standing that is based upon grades for all probationary courses.

Academic Dismissal

Students on academic probation who fail to achieve satisfactory academic standing during their probationary semester and are not granted extensions of their probation by the Associate Provost and students who are granted such extensions and fail to achieve satisfactory academic standing are dismissed from the University and are subsequently barred from attending both day and evening courses.

While on dismissal, students are not allowed to make progress toward a University degree. Students who have enrolled in University summer school and/or Continuing Studies courses after they have been notified by the Student Records Office that they are dismissed for unsatisfactory academic standing are in defiance of University regulations. Grades received by such students will not be credited to University baccalaureate programs even if the students are subsequently reinstated as probationary students or achieve satisfactory academic standing after reinstatement.

The University recognizes that dismissal from the institution for reasons of academic failure need not be permanent. Under the following circumstances readmission is possible:

Freshman and sophomore students (attempted less than 60 credits) who have been academically dismissed may qualify for readmission to the University as follows: 1) under the provisions of the Massachusetts Transfer Compact after completion of an associate's degree at a Massachusetts Community College; and 2) after a lapse of two years, under the provisions of the Fresh Start Program.

Students of junior or senior standing at the time of dismissal may reapply to the University after an absence of at least two years, under the provisions of the Fresh Start Program.

The procedure for readmission of academically dismissed students begins with filing an application with the Admissions Office. The final decision to readmit an academically dismissed student rests with the dean of the college in which the student was enrolled at the time of dismissal from the University.

Fresh Start Program

Students who have been absent from the University for two years or longer may be readmitted under the terms of the Fresh Start Program. Under this program, a returning student will be treated as if he or she were a transfer student. Courses completed during earlier periods of enrollment with grades of "C" or above will be accepted toward graduation but will not be included in the cumulative average. Courses completed during earlier periods of enrollment with grades below "C" will not be counted toward graduation or included in the cumulative average.

A maximum of 75 earlier UML transfer credits will be accepted toward graduation, and after readmission under the Fresh Start Program the student must earn a minimum of 45 credits in residence at UML in a matriculated program of study.

Courses taken in the academic major during earlier periods of enrollment must be approved by the major department before those courses can be counted toward the requirements of the major. (This provision is especially important in majors that undergo regular curriculum revision).

Student Rights and Responsibilities

This section outlines student responsibilities and pertinent state and federal laws that protect a student's rights with respect to privacy, discrimination, harassment and affirmative action.

STUDENT RESPONSIBILITY

In registering for courses and/or accepting admission into the University, each student assumes responsibility for knowledge of and compliance with the definitions, regulations and procedures of the University pertaining to his or her student status as set forth in the appropriate University of Massachusetts Lowell, Division of Continuing Studies, Corporate and Distance Education publications and catalog.

It is the student's responsibility to become familiar with all the regulations and procedures required by the academic program being pursued. In no case should students expect waiver or exception to published program requirements by pleading ignorance to the regulation or asserting that a Faculty and Student Support Specialist or other authority did not present the information correctly. All students are expected to become familiar with the academic information section of this catalog and the specific program requirements.

Students must pay for University equipment that they have broken or damaged, provided that such breakage does not occur while the student is under direct supervision of the instructor. In some instruction, students are required by law to wear safety glasses or other safety devices. The instructor of such classes will inform students of their obligation to obtain and wear the necessary safety protection.

Students who have questions about the interpretation or application of University policies should consult with the Academic Counselors or the Faculty Program Coordinators.

Student Status Committee

The Student Status Committee of the Registrar's Office meets approximately every six weeks to review petitions on a variety of issues submitted by students. Students are requested to submit appropriate documentation with their petitions, and they will receive a determination in writing.

ACADEMIC INTEGRITY POLICY

The integrity of the academic enterprise of any institution of higher education requires honesty in all aspects of its endeavor. Maintaining academic integrity is therefore the responsibility of all faculty, staff and students at the University of Massachusetts Lowell.

Academic dishonesty is prohibited in all programs of the University. Sanctions may be imposed on any student who has committed an act of academic dishonesty. Academic dishonesty includes but is not limited to:

Cheating – use, or attempted use, of trickery, artifice, deception, breach of confidence, fraud or misrepresentation of one’s academic work.

Fabrication – falsification or invention of any information or citation in any academic exercise.

Plagiarism – representing the words or ideas of another as one’s own work in any academic exercise.

Facilitating dishonesty – helping or attempting to help another commit an act of academic dishonesty, including substituting for another in an examination, misrepresenting oneself or allowing others to represent as their own one’s papers, reports or academic works.

Any person who has reason to believe that a student has committed academic dishonesty should bring such information to the attention of the appropriate course instructor as soon as possible. The procedures outlined below are intended to provide the process by which sanction may be imposed if it appears that academic dishonesty has occurred, and by which students may appeal such sanctions.

Procedures Concerning Acts of Academic Dishonesty

These procedures apply to all students and faculty participating in academic classes and programs, including all graduate, undergraduate and CSCDE programs. The procedures associated with this policy are the only official procedures for making allegations of, issuing sanctions because of, or appealing charges of academic dishonesty.

Process*

Any faculty member of the University community may initiate charges of academic dishonesty by following the procedures outlined below.

When academic dishonesty is suspected, the faculty member (complainant) must notify the student, written or oral, of the incident to review what was observed and what sanction will be imposed. Notification to the student must be delivered no later than ten business days after recognizing the alleged incident. The faculty member must fill out a “Notification of Academic Dishonesty Form” available online at the website for the Office of the Registrar and email or fax this form to the Associate Provost or designee. In lieu of the form, an email with the necessary information will suffice.

1. The Associate Provost or designee will send the student official notification of the sanction via certified mail.
2. The Associate Provost or designee will maintain this information and record the sanction. The record will be kept until the student graduates UML.
3. If the student admits to the charges and accepts the sanction the process is finished.
4. If the student is found innocent of the charges all records of the incident will be destroyed.

Appeal

If the student denies responsibility or believes that the sanction is too severe, the student may appeal the sanction to the Academic Dean of the college of the complainant’s department or designee in writing, within five business days of receiving notification of the incident. During the appeals process the student is expected to continue attending the class in which the sanction has been issued unless prohibited by department policy. The Academic Dean or designee will commence a review of the issues raised in the appeal and forwards the decision to the office of the Associate Provost as soon as practicable.

1. The Associate Provost or designee must notify the student, by certified mail, and other relevant parties of the outcome of the appeal process.
2. The Associate Provost or designee will maintain this information and record the sanction. In cases of multiple violations of the Academic Integrity Policy the Associate Provost may initiate further review.

Appeal of Due Process or Sanction

The decision reached by the Academic Dean or designee is final and may only be appealed if the student believes that he or she did not receive due process or maintains the sanction is too severe. Appeals may be filed by the student or complainant to the Associate Provost or designee within three business days of receipt of the decision. Such appeals shall be in writing and shall be delivered to the Associate Provost or designee, and must be based on the “Grounds for Appeal.” The Associate Provost or designee may decide to uphold the decision of the Academic Dean or designee or convene the Academic Integrity Appeals Board (“Board”). All decisions by the Associate Provost or designee are final and may not be appealed. Such decisions will be made as soon as practicable.

Grounds for Appeal of Due Process or Sanction

An appeal shall be limited to a review of supporting documents and the process and outcome of the Academic Dean or designee for one or more of the following grounds:

1. Bias by the Faculty, Academic Dean or designee substantially influenced the outcome of the process to the detriment of the student.
2. If new, relevant information has come to light that was not available at the time of the hearing by the Academic Dean.
3. If the sanction is inappropriate for the offense.
4. If unusual procedures were followed or if the procedures outlined herein were not followed, and such unusual procedures or the failure to follow procedure affected the decision of the Board to the detriment of the student.

Academic Integrity Appeals Board

Membership:

The Academic Integrity Appeals Board is chaired by the Associate Provost or designee. The Associate Provost or designee will vote only in the case of a tie. The Board consists of a minimum of three faculty members chosen by the Associate Provost or designee with no two members selected from the same College and cannot include a faculty member within the department initiating charges of academic dishonesty.

Procedures:

In cases heard by the Board, the following procedures apply:

1. The Associate Provost or designee will notify the student and complainant in writing of the date, time and location of the hearing. Hearings are closed and recorded. All information is maintained in the Office of the Associate Provost.
2. An appeal shall be strictly limited to a review of the process and stated grounds for appeal, except as required to explain the basis of new information.
3. The student must direct all questions or concerns about any related matter or hearing to the chair of the Board.
4. The student may only correspond about his or her case with Board members and witnesses during the Board hearing.
5. When new information is presented, both the student and complainant will be allowed to be present.
 - a. Before the hearing the student and complainant may review any new evidence that will be introduced to the appeal hearing.
 - b. The student appearing at the hearing may have an advisor of his or her choice from the University community. The advisor may neither address the Board nor participate in the proceedings. The advisor cannot also be a witness for the student (see Right to an Advisor).
 - c. The student and complainant may hear and question witnesses pertaining to the new evidence. The chairperson reserves the right to allow only those questions that are relevant to the new evidence.
6. The Board will make its decision promptly and communicate it to the student in writing by certified mail within five business days upon completion of the deliberations. The decision of the Board is final and may not be appealed. The Board has the following options:
 - a. To decide to uphold the original decision.
 - b. To dismiss the charges.
 - c. To impose a sanction other than the initial sanction.
 - d. To refer the incident for a new hearing to an alternate Academic Dean. If the incident is referred for a new hearing the appeal process is reinitiated.

Right to an Advisor

A student may elect to be accompanied at all proceedings of the disciplinary process by an advisor of his or her choice. The advisor must be a current member of the faculty, staff or student body of the University. The role of the advisor in all cases is limited to advising the student during the academic dishonesty proceedings. The advisor may not speak on behalf of the student, or examine or cross-examine a witness, or address the process publicly during proceedings.

Accommodations for Students with Disabilities

The University of Massachusetts Lowell is committed to providing appropriate accommodations to students with documented disabilities so that all students have meaningful access to all UMass Lowell programs and services, including the Academic Integrity Process.

All those with disabilities who are involved in the Academic Integrity Process, including accusers and accused students, advisors, and witnesses may seek accommodations for any stage of the Academic Integrity Process. Any student requesting an accommodation must do so far enough in advance to allow the request to be reviewed and an appropriate accommodation identified and implemented. Although there is no firm deadline beyond which an accommodation cannot be requested, the student will be held accountable for making any request in a timely fashion: The University may not be able to provide an accommodation unless it is requested at least five working days before the accommodation is needed.

A request for accommodation can be made to the Director of Disability Services ("Director"), the designated Academic Dean or the Associate Provost. The requests will be reviewed by the Director, who will apply appropriate legal standards and University policies and procedures to determine what accommodation, if any, is appropriate. The student will be given an opportunity to have an interactive role in the review process (i.e., to discuss the request with the Director, before the Director completes the review). The Director may require the student to provide appropriate documentation from qualified health care professionals to support the request. In addition, the Director may consult, as appropriate, with the Academic Dean or the Associate Provost, or another expert of the Director's choosing. The Director will make a decision in light of the student's particular disabilities and the nature of the Academic Integrity Process, upon reviewing any consultations, relevant documentation and relevant previous accommodations provided to the student. The student will be given an explanation of the Director's determination.

If the student requesting accommodations disagrees with the Director's determination on appropriate accommodations, he may appeal the determination to the Office of ADA Compliance (Office of Equal Opportunity and Outreach) within five working days of the Director's decision.

Student Complaints

Complaints Arising from Grades and Grading Policy of the Faculty Member

Faculty are expected, as a matter of right and professional standards, to recompute any grade in which a computational error is alleged or suspected, provided that the student challenges the grade before the deadline established by the calendar for filing final course grades and changes. However, no challenge or appeal shall be allowed in the matter of grades and grading policies except when a faculty member is alleged to have violated University, College or Department academic regulations and policies, or the faculty member's own grading policy, the latter to be determined from the syllabus for the course or section in question.

Appeals of grades or grading policies arising from alleged violations of established or published policies will follow procedures cited below under the heading "Complaints Concerning Classroom Matters." The terms "grade" and "grading policy" refer to: 1) all grades awarded; 2) the computation of grades for examinations (including final examinations), tests, quizzes, paper essays, laboratory reports, practice experiences, and any other kind of academic activity for which a grade of any kind is awarded; and 3) the final course grade, which is submitted directly to ISIS by the faculty.

Complaints Concerning Classroom Matters Exclusive of Grades and Grading Policy

Students confronting classroom problems that are a source of legitimate concern are entitled to have their complaints heard and resolved according to the procedures specified below.

Classroom problems may include but are not limited to the following examples (but note that questions concerning grades and grading policies are reserved to the process specified above):

1. Faculty failure to observe University of Massachusetts Lowell Division of Continuing Studies policy and/or regulations, such as violating the regulation against scheduling examinations (with the exception of final exams) during the last week of the semester;
2. Changing class schedules or rescheduling of final examinations without permission of the Director of Enrollment Management and Administration;
3. Terminating semester classes prior to the date specified by the Division of Continuing Studies calendar;
4. Failing to fulfill instructional obligations (such as unjustified cancellation of class, frequent absenteeism and lateness);
5. Failing to provide and distribute a written statement of course requirements, which is mandated for all instructors;
6. Failing to adhere to the written statement of course requirements.

Students normally should seek to resolve problems by discussion with the faculty member. If this is not feasible or if, after discussion, the matter cannot be resolved, the student shall inform the faculty member in writing that he or she will initiate a formal complaint. This complaint shall be in writing and shall be addressed to the Faculty Program Coordinator of the discipline in question and the Director of Enrollment Management and Administration for Continuing Studies. After discussing the problem with the student and the faculty member, the Faculty Program Coordinator and the Director will determine if the complaint is valid.

Formal complaints about classroom problems shall be initiated before the last day of the semester examinations in the semester during which the violation is alleged to have occurred. The determination of the Program Coordinator and Director shall be made within 10 working days following receipt of the student complaint.

University Policies

Right of Access to Student Records

The Family Educational Rights and Privacy Act of 1974 (FERPA) grants any student currently in attendance, or to any former student, the right of access to inspect or review his or her educational files, records, or data. Students who wish to inspect their records must file a Right of Access Form with the office or department in which the desired record is kept. Right of Access Forms are available in the Office of Student Services or through self service on ISIS. Within 10 days of receipt of the Right of Access Form, the office or department will notify the student as to the date, time and location that the desired record will be available for inspection.

The file of each student must contain a record of all non-University affiliated individuals or organizations requesting access to it, plus statements that specify the legitimate educational purposes for which access was requested. The record of access may be released only to University personnel or to state or federal officials as a means of auditing the reporting of access to student records. Information of records concerning individual students may not be released to any individual or agency without written permission of the student. Any request for such information received without such written notice will not be honored and will be returned with a request for a written release by the student.

Educational records may be released without permission to the following individuals or agencies under the following specific conditions:

1. Personnel of the University, i.e., faculty, administrators or staff for legitimate educational purposes only;
2. Officials of other institutions in which the student is enrolled, provided that the student is notified of the release;
3. Federal or state officials in connection with the audit and evaluation of programs funded by the federal or state governments or in connection with the enforcement of legal requirements that relate to such programs or in connection with the student's application for or receipt of financial aid;
4. State and local officials pursuant to any state statute adopted prior to November 19, 1974;
5. Organizations conducting studies for the purpose of developing predictive tests, administering student aid programs and improving instruction;
6. Accrediting organizations in order to carry out their accrediting functions;
7. Parents who claim the student as a dependent on their IRS statement; and
8. When necessary, in an emergency, to protect the health, safety or welfare of the student or others, to persons who are in a position to deal with the emergency. The following data is considered informational in nature and may be released, without permission of the student, at the discretion of the University: name, city/town of residence, date of birth, previous educational institution(s) attended, major field of study, dates of attendance, awards and honors received, degrees conferred. Any student who believes that his or her records are inaccurate or misleading may request a meeting with the Division of Continuing Studies to discuss the contents of such records. Additional information on procedures or policies relating to University compliance with the Family Rights and Privacy Act can be obtained from the Office of Student Services.

Affirmative Action

The University of Massachusetts Lowell is an Equal Opportunity/ Affirmative Action University and does not discriminate in employment or access to programs or services on the basis of race, sex, sexual orientation, color, national origin, religion, handicap or veteran's status and is in compliance with Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990. Any inquiries and/or grievances may be referred to the Office of Equal Opportunity, the Title IX Coordinator, the Disabilities Coordinator and/or to the Director, Office for Civil Rights, U.S. Department of Health and Human Services, Washington, DC.

Equal and Fair Treatment

Under federal and state laws, all students are protected from discrimination based on race, color, religion, national origin, disability, gender (including sexual harassment), age, sexual orientation, marital or veteran status. If you feel that you have been discriminated against based upon any one of these areas, you must contact Equal Opportunity and Outreach (EOO), Cumnock C-4, North Campus. These protections also include retaliation for filing complaints of discrimination. Concerns regarding course offerings, instructor and student attitudes should also be directed to EOO staff. Students are responsible for adhering to the policies of the University regarding equal and fair treatment.

Absences Due to Religious Beliefs

Chapter 375, Acts of 1975 of the Commonwealth of Massachusetts requires recognition of student religious beliefs as noted.

"Any student...who is unable, because of his religious beliefs, to attend classes or to participate in any examination, study, or work requirement on a particular day shall be excused from any such examination or study or work requirement and shall be provided with an opportunity to make up such examination, study, or work requirement which he or she may have missed because of such absence on a particular day; provided, however, that such make-up examination or work shall not create an unreasonable burden upon such school. No fees of any kind shall be charged by the Institution for making available to the said student such opportunity. No adverse or prejudicial effects shall result to any student because of his availing himself of the provisions of this section." Students should inform the course instructor in writing of the days.

Policy Changes

Although the Division of Continuing Studies provides notice concerning changes as is reasonably practical under the circumstances, Continuing Studies reserves the right to change requirements, subjects, courses, faculty listings, regulations and other policies stated in this document.

The Division of Continuing Studies reserves the right to close a course, cancel a course, alter the scheduled time or faculty listing, change the schedule without formal notice, implement new rules and regulations, and to make changes of any nature in its program, calendar, procedures and standards, and academic schedule including, without limitation, changes in course content and class schedules.

The Division of Continuing Studies periodically releases special announcements or changes from departments, colleges and the University. When feasible, the Division directs instructors to read or distribute these in classes. Special announcements and policy changes may also be posted in the Continuing Studies Course Bulletin each semester and on the website at <http://continuinged.uml.edu>.

Administrative policies of a system-wide nature (e.g., admissions policies, tuition and fees) are subject to change by the Board of Trustees of the University of Massachusetts Lowell and the Massachusetts Board of Regents of Higher Education without advanced notice.

Every effort has been made to ensure the accuracy of the information presented in this catalog. However, Continuing Studies reserves the right to implement new rules and regulations and to make changes of any nature to its program, calendar, procedures, standards, degree requirements, academic schedules (including, without limitations, changes in course content and class schedules), locations, tuition and fees. Whenever possible, appropriate notice of such changes will be given before they become effective. When changes are necessary, the Division of Continuing Studies at the University of Massachusetts Lowell exerts reasonable efforts to provide comparable or substantially equivalent instructional services and facilities for those originally designated. However, it assumes no liability for failure to deliver or for delay in delivering such services (including those in support of academic functions or student life) when the causes for such failure or delay are beyond the reasonable control of Continuing Studies - which causes include, without limitation, the following: power failure, fire, accident, natural disaster, work slowdown and strikes, loss of personnel, changes in funding and acts of public authorities.

In registering for courses, each student assumes full responsibility for knowledge of and compliance with the definitions, regulations, and procedures for the University as set forth in the appropriate publications and bulletins.

University's Annual Campus Crime and Safety Report

The University's Annual Campus Crime and Safety Report, which includes campus crime statistics and information about campus alcohol, drug and sexual assault policies as well as other important matters, is available on the web at http://www.uml.edu/police/crime_info/crime_info.html. Paper copies of this report are available upon request at University Police, 125 Ball Hall, (978) 934-2384 and at the Office of Student Services, Cumnock Hall, (978) 934-2100.

Institutional Disclosure

Institutional disclosure of information according to the Higher Education Act is available at http://continuinged.uml.edu/general/inst_disclosure.htm

