**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 (4.0), A- (3.7), B+ (3.3), B (3.0), B- (2.7), C+ (2.3), C (2.0) and F (0.0).

- **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 which 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 which 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 for 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.

**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 which 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 which has necessitated administrative dismissal can be ameliorated to the satisfaction of Continuing Studies. Examples of some conditions which may justify administrative dismissal are as follows:

- Forgery or fraudulent use of University records, documents, or forms; unauthorized entry into University records (including computerized records);
- Non-payment of tuition, student fees, library fines, overdue University loans, and other official University fiscal obligations;
- Failure to comply with a duly authorized administrative order relating to the safety of persons or the protection of University property;
- 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 by filing a Withdrawal Form in Enrollment Services/Continuing Studies and Corporate Education.

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 Enrollment Services/Continuing Studies and Corporate Education. 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 Continuing Studies immediately and in writing.
INCOMPLETE COURSES

The letter symbol "INC" (incomplete) is a temporary notation which 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 been absent from the final course evaluation. 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 Enrollment Services/Continuing Studies and Corporate Education. 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 in sufficient time to permit an instructor to file a final course grade no later than one month after the date on which the succeeding semester begins. Whenever possible, the student and instructor should sign the permission for an Incomplete Form.

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), Continuing Studies 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 which 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 which 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, 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 REPORTS AND TRANSCRIPTS

Grade reports are no longer mailed to students. Students must log onto the ISIS student information system to view their transcripts. University policy does not allow grades to be given over the phone. Students may also request official transcripts using the ISIS system.

The University of Massachusetts Lowell will create and maintain a permanent record (transcript) showing complete course and grade-earned information for any student, matriculated or non-matriculated, who takes a course for credit. This record may not be modified or selectively deleted for any reason including the student’s lack of awareness of the drop and withdrawal deadlines cited in our semester bulletins.

GRADE CHANGES

At the end of each semester, Enrollment Services/Continuing Studies and Corporate Education mails a grade report to each student. This report constitutes official notification of grades received. 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 erroneous 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 Enrollment Services/Continuing Studies and Corporate 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 CD 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 which are subsequently deleted/repeated.

When students register for courses which they wish to repeat, they must notify Continuing Studies at the time of registration.

REPETITION OF PASSED COURSES
Except for courses of a professional nature which regulations of a college may designate as being non-repeatable, students may repeat a course previously passed with a grade of CD 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 which 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 Director of Enrollment Management and Administration. 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 which 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 which 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.

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, 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 which have been specified.

Make-up examinations irrespective of make-up final examinations administered on specific dates by Continuing Studies are the responsibility of the instructor.

CLASS STANDING
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 take advantage of the early registration policies as scheduled in each semester bulletin of class listings. In the event that a course is cancelled, Continuing Studies will try to notify preregistered students. Students may elect to enroll in another course or may request a full refund.

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.
Students Rights and Responsibilities

This section outlines student responsibilities and pertinent state and federal laws which 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 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 which 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 Program Coordinators.

Student Status Committee

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

Academic Dishonesty

Definitions of Academic Dishonesty

Students in the Division of Continuing Studies are expected to be honest and to respect ethical standards in meeting academic assignments and requirements. A student who cheats on an examination or assignment is subject to administrative dismissal.

The following definitions are provided for the information of all students and constitute official notice of prohibited academic practice and behavior.

1. Cheating is defined as 1) misrepresenting academic work done by another as one’s own efforts, whether such misrepresentation has been accomplished with or without the permission of the other individual; 2) providing or utilizing prohibited assistance (whether in the nature of a person or a resource) in the performance of assignments and examinations; 3) copying of another person’s work or the giving or receiving of information or answers by any means of communication during an examination; 4) utilization of the services of a commercial term paper company; and 5) the unauthorized or fraudulent acquisition and/or use of another’s academic property.

2. Plagiarism is defined as 1) direct quotation or word-for-word copying of all or part of the work of another without identification or acknowledgment of the quoted work; 2) extensive use of acknowledged quotation from the work of others which is joined together by a few words or lines of one’s own text; and 3) an abbreviated restatement of someone else’s analysis or conclusion, however skillfully paraphrased, without acknowledgment that another person’s text has been the basis for the recapitulation.

Obligations of Faculty Members to Students

Although each student is responsible for complying with prohibited practice and behavior, as defined above, faculty members are
responsible for publishing their special requirements for completing assignments and taking examinations. Such requirements
must be made explicit through the published statement of course requirements or through examination and assignment directions.

Preservation of the integrity of the academic process is an exercise of professional judgment and is both a faculty right and a faculty
duty. The rendering of a professional judgment when charging or adjudicating an academic offense must be honest and equitable and
must ensure due process, including notification to the student of the particulars of a charge of academic dishonesty and the penalties
that will be imposed or recommended.

In assessing penalties for academic dishonesty or prohibited academic practice and behavior, faculty members and designated authori-
ties of the appeal process should consider the nature of the offense, the question of premeditation, and any previous record of dishonesty
or violation of prohibited practice and behavior. Neither the student nor the University can be served when the punishment is not
proportionate to the offense.

**PROCESS OF NOTIFICATION AND ADJUDICATION**

Depending upon the circumstances of time and place when academic dishonesty has been detected and the severity of penalty which
the faculty member* wishes to impose, notice to the student concerning alleged dishonesty and/or violation of prohibited academic
practice and behavior may be provided through either a formal or an informal procedure. Should the faculty member* fail to notify the
student of a charge of academic dishonesty and/or prohibited academic practice and behavior through either an informal
verbal notification of charges or a formal written notification of charges, no penalty may be imposed.

*When a faculty or department committee is responsible for evaluating student work for a course (e.g., Senior Studio Review
Committee, Department of Art), instructor notification will be provided by the committee chairperson.

**INFORMAL PROCEDURES**

The informal notification procedure may be used only in the following instances: 1) in cases of observed cheating or observed violation
of testing or classroom assignment requirements; 2) in cases of reported cheating or violation of classroom testing or assignments,
detected plagiarism, or other cases occurring prior to the final examination in which the acts of academic dishonesty and their detection
are not coincident; and 3) in cases for which the recommended penalty, per se, is less than course failure.

The informal notification procedure may not be used for offenses that are detected during or after the administration of the final course
examinations or (in the event that no final examination is administered) after the last class of a semester and may not be used
if the faculty member wishes to impose penalties that range in severity from course failure to suspension from the University.

In cases of observed cheating, the informal procedure includes verbal notification to the student prior to the end of the examination or
class period and appropriate written comment on the student paper that includes a statement of the penalty to be imposed. In those cases wherein the act of academic dishonesty and its detection are not coincident, the faculty member will provide notification by making an appropriate written comment on the paper or assignment that includes a statement of the penalty to be imposed.

Within three class days of notification, the student may request a meeting to discuss the charge and the penalty specified, and the faculty
member will schedule the meeting. The purpose of this informal meeting is to clarify possible misunderstandings between the student and the faculty member, to discuss the impact of the proposed penalty upon the student's final grade, and to pursue any question relative to the charges and penalties. At this meeting, or within three class days of this meeting, the student must advise the faculty member that he or she accepts the charge and penalty proposed or that he or she will initiate a formal appeal with the department chairperson. If the student does not initiate a formal appeal, the charge may not be challenged and the penalty may not be appealed. In the event that a formal charge of academic dishonesty is initiated by a department chairperson, the chairperson shall be replaced in all stages of the appeals procedure by a senior faculty member of the department in which the violation is alleged to have occurred.*

*In the event that all members of the department are also members of the department committee that initiated charges against a student and the chairperson of the department committee also is the chairperson of the department, the appeal process must begin with the college dean.
FORMAL PROCEDURES
The formal procedure for notification and adjudication must be used in the following instances:

1. In cases of observed cheating or violation of testing procedures during the final examination;
2. In cases of cheating or plagiarism that are detected after the final examination; and
3. In cases for which the recommended penalty ranges from course failure to expulsion.

In each of the above cases, the faculty member will provide the student with formal written charges of alleged dishonesty or of prohibited academic practice or behavior. During periods when classes are in session, such charges either will be given to the student in person or will be sent to the student’s campus mailbox. During periods when classes are not in session, such charges will be sent to the student at his or her official home address of record by registered mail (return receipt requested).

Notification must be given to the student or mailed within three class days* of the time when the faculty member became aware of the alleged student offense or by the last day for filing semester grades with Enrollment Services, whichever is earlier. A copy of written charges will be forwarded to the department chairperson, the chairperson of the college academic standards committee, and the college dean.*

*The term “class day” is defined as any day when classes and final examinations are scheduled. It also applies to days when University offices are open during the week that immediately precedes the first scheduled day of semester classes. In extraordinary circumstances, the college dean may authorize extensions of deadlines and may authorize scheduling of hearings during periods other than the regular academic year.

*The terms “department chairperson,” “college dean,” and “college academic standards committee” refer, respectively, to the designated officials and committee of the college in which the concerned course is offered.

A formal adjudication of a charge of academic dishonesty also may be initiated by a student on appeal from the procedure of informal adjudication and discussion. In such case, the faculty member must provide a formal written statement of charges to the student, the department chairperson, the chairperson of the college academic standards committee, and the college dean within two class days of the student’s notification of intent to appeal.

Within seven class days of receipt of a formal notification of academic dishonesty, the department chairperson must hold a meeting with the faculty member and the student to discuss the charges and recommended penalty. At the end of the meeting, the department chairperson will notify the parties of his or her judgment. If there is no further appeal, the chairperson’s decision is final.

Either the student or the faculty member may appeal the chairperson’s decision to the college academic standards committee. This appeal must be made within three class days of the chairperson’s decision. The academic standards committee will meet with the department chairperson, the faculty member, and the student within seven class days of receipt of a requested appeal. Within three class days, the academic standards committee must notify the concerned parties of their decision. If there is no further appeal, the committee’s decision is final.

Either the student or the faculty member may appeal the decision of the college academic standards committee to the college dean. This appeal must be made within three class days of the committee’s decision. The college dean will meet with the chairperson of the college academic standards committee, the department chairperson, the faculty member, and the student within seven class days of the requested appeal. Within three class days, the college dean must notify the concerned parties of his or her decision. The decision of the college dean is final and, hence, may not be appealed.

Right of Student Counsel at Hearings
A student who has been formally charged with an academic offense may request representation from the Office of Student Services, the counseling staff, or the full-time faculty to provide aid and assistance at any stage of formal hearings. Such counsel will be provided with copies of documents that have been forwarded to hearing authorities, and he or she must be present for all formal hearings. Legal counsel may also be present for either the student or the University but may not participate in hearing deliberations.
SPECIAL PROVISIONS

While an appeal process concerning an academic offense remains unresolved, the charge shall not prejudice the right of a student who has not otherwise been suspended for unsatisfactory academic performance or student misconduct from continuing his or her course of study at the University.

The timetables which have been specified above for the conduct of appeal processes have been developed to insure the speedy resolution of both the charges and the student’s University status. In the event that resolution of a charge of academic dishonesty cannot be made prior to the beginning of the next semester and a charge of academic dishonesty is subsequently sustained and the penalty imposed either requires or results in suspension, the student shall be dropped from the University immediately and, accordingly, may not be permitted to complete courses for which he or she may have registered.

A party to an appeal hearing who is unable to attend his or her hearing as scheduled must notify the authority conducting the hearing as soon as possible, preferably one day in advance. An individual may be excused from attendance and may be granted a second hearing for good and sufficient reason acceptable to the appeal authority. Except for the penalties of suspension or expulsion from the University, which require the concurrence of the college dean, an appeal authority at any level may resolve a charge of academic dishonesty and/or may impose a penalty without recourse to subsequent hearings, if, without prior notice, the appealing party has failed to appear as scheduled for an appeal hearing.

A party appealing who is unable to provide advance notice of his or her inability to attend an appeal hearing as scheduled may submit an academic petition to the college dean requesting a rehearing before the appropriate authority. The college dean may grant a rehearing for reasons of serious illness, accident, critical personal or family emergency, or other acceptable reasons. His or her decision concerning a rehearing is final.

PENALTIES FOR ACADEMIC DISHONESTY OR PROHIBITED ACADEMIC PRACTICE AND BEHAVIOR

Except as noted below, penalties for academic dishonesty or prohibited academic practice and behavior that are adjudicated through the informal procedure are limited to 1) administering an alternative assignment or substitute examination, which is at the sole discretion of the faculty member; and 2) assigning a failing grade for the examination or assignment and denying the student permission to withdraw from the course if the offense in question occurred before the fiftieth class day.

Penalties for academic dishonesty or prohibited academic practice and behavior, which are adjudicated through the formal procedure (including cases appealed by the student from an informal adjudication), may range from the administration of an alternate assignment or substitute examination, which is at the sole discretion of the faculty member, to assigning a failing grade for an examination or assignment (and consequently lowering the student’s final course grade), to course failure (including denying the student permission to withdraw from the course in question before the fiftieth class day), to academic suspension, to dismissal from the University.

The penalty of academic suspension, which may be imposed for a new semester or academic year, and the penalty of dismissal from the University (expulsion), which is permanent, may be imposed only by the college dean. In the event that the dean of the college in which an academic offense has taken place approves or imposes either a penalty of academic suspension or dismissal (expulsion) from the University on a student who is matriculating for a degree in a college other than that in which the academic offense has taken place, such suspension or dismissal requires the concurrence of the dean of the college in which the student is matriculating. If the deans do not concur, they must arrive at a mutually agreeable penalty and their decision is final.

The semester grade filed by a faculty member for a student who is the subject of an unresolved or pending allegation of academic dishonesty shall be an Incomplete, with an end-of-course letter grade to be assigned in the event that the student makes no appeal or the charge is sustained through appeal and the penalty is reaffirmed. If the determination of penalty made at the last step of the appeal process, as invoked, is different from that which was initially made, the faculty member must file a correction of the final grade which is in compliance with the final determination.
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 to Enrollment Services/Continuing Studies and Corporate Education.

Complaints Concerning Classroom Matters Exclusive of Grades and Grading Policy

Students confronting classroom problems which 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 either to the Student Status Committee or directly to the Director of Enrollment Management and Administration. After discussing the problem with the student and the faculty member, the complaint will be forwarded to the Faculty Coordinator or Chairperson of the discipline in question. The student will later be informed of the Coordinator and/or Chairperson’s decision.

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 Coordinator and Director shall be made within 10 working days following receipt of the student complaint.
RIGHT OF ACCESS TO STUDENT RECORDS
The Family Rights and Privacy Act of 1974 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. Within ten 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 which 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 which 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. Accредiting 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 Affirmative Action Officer, 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.
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."

POLICY CHANGES

Although the Division of Continuing Studies, University of Massachusetts Lowell 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 scheduled night 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, and standards, degree requirements, and 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.

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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/student-services/dean/CampusCrimeReport.html#Statistics. 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://www.uml.edu/student-services/.