

**Tuskegee University**

**Academic Regulations**

**and**

**Procedures**

**for**

**Undergraduates**



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# **ACADEMIC REGULATIONS**

## **INTRODUCTION**

The Registrar is the official spokesperson for the University with respect to the successful completion of any curriculum. Faculty members serve as advisors, but do not have the authority to release statements as to whether or not a student has met degree requirements.



scholastic day's work to accomplish.

**UNCLASSIFIED STUDENT:** An unclassified student is one who does not wish to become a candidate for a degree. The individual may select specialized programs or enroll in short term courses that will prepare him/her for a particular vocation or promotion and advancement in occupations or fill some general need or interest.

Should an unclassified student subsequently desire to become a candidate for a degree, the amount of credit for work already completed will be determined by the department in which the student expects to(w)16(i)-5(,)uT(t)-5(t)-5(he)-2( )-65(de)9(t)-5(s)-2( )11(t)-4u 0 0 rg/TT0 1i992 re,gadet2t4upapectuss.081 612 -

Tuskegee University at least one month before the date the candidate expects to enroll. If possible, a marked catalog showing courses referred to in the transcript presented should be submitted.

- d. A cumulative grade point average of 2.00 or above.
6. Credit for courses transferred to Tuskegee University is awarded under the normal conditions prevailing in institutions of higher education:
- a. The courses accepted and the number of hours completed determine the classification of a transfer student.
  - b. Transfer credit is given only for courses approved by the Dean of the School in which the student applies for admission. Transfer credit will be awarded on a course-by-course basis. Courses in which students earned "D" and failing grades will not be considered for transfer credit.
  - c. Credit toward graduation is given only for courses that have been approved for transfer by the dean. The maximum transfer credit allowed to meet degree requirements will not exceed 80 hours.
  - d. Courses taken on a pass/fail basis will not be considered for transfer.
  - e. Courses in which credit was not awarded for the degree will not be considered for transfer credit.

**INTERNATIONAL STUDENT:** Every effort is made to place the international student in classes commensurate with the student's level of achievement. The academic credentials of each international student are evaluated with awareness of foreign programs.

The Admissions Officer consults with the Dean of the College in which an international student should be registered. As a result of this consultation, a decision is made about the amount of credit a transfer student receives based on the student's prior academic achievement. If after consultation, there is doubt as to how the transcript shall be evaluated; the student will be given an advanced placement test in the subject(s) in question, without penalty of failure. Permission for any student to take the Placement test(s) must be secured from the Dean of the College in which the student is registered. Such test(s) will be administered by the Testing Officer prior to the student's registration for classes in accordance with provisions prescribed under Examination for Credit of this handbook.

The International student transferring to Tuskegee University from another international institution also must satisfy requirements listed under the headings: "Documentation for Enrollment," and "Transfer Student".

**TRANSIENT STUDENT:** This term applies to the student enrolled in another college who wishes to take courses at Tuskegee University for one semester, then return to the other college for the degree. A transcript from the other college is not required. Tuskegee University reserves the right to request scholastic credentials or official evidence of enrollment from the other college. The student should present an official transcript or a letter of good standing from his/her institution. When a transient student is accepted, admission to Tuskegee University will be only for the term indicated on the transient form. Subsequent admission may be approved upon request. If the transient

student wishes to transfer to Tuskegee University, application as a regular transfer student and official transcripts from all previously attended colleges must be submitted.

### **Time Limit for Graduation and Changes in Curriculum**

An academic advisor is available to each student. The advisor issues the student a curriculum sheet. The curriculum sheets are also available in the Dean's offices. It is the responsibility of each student to secure a curriculum sheet and follow it to meet graduation requirements. Many courses require prerequisites. The student must meet stated prerequisites before permission is granted for enrollment in a particular course. Most curricula are designed for completion in four years and there are few which may require five years. The University reserves the right to delete curricula, make changes in courses which will require the students to meet the standards of the courses at the time they are taken, delete and/or add courses, and change standards in the curricula. If the curriculum changes, the student may be permitted, as a rule, to follow the curriculum published in the catalog for the year in which he entered the University. However, should a student take more than five years to complete a curriculum, the student shall be required to meet the new curricula requirements including any increase in the total number of hours. If a student changes his major, the student will be guided by the curriculum in force at the time the major is changed.

Due to external agencies, such as the accrediting bodies or to meet societal needs, a curriculum may be required to change on short notice, for example, in areas like Nursing, Veterinary Medicine, Teacher Education, Architecture and Engineering.

When changes in the curriculum are made, the student will be notified by the Dean of the College so that a plan of action will be made in consultation with the advisor for the student to meet graduation requirements.

### **Concurrent Registration**

A student may register at Tuskegee University and concurrently at another educational institution only with the written approval of the College Dean in which he/she is enrolled. The total class load the student may take cannot exceed the full time load prescribed.

hours at another institution. A student who is a transfer student with at least 18 semester hours of transfer credit will not be allowed to take additional hours at another institution.

Transfer credit will not be granted for substitute courses taken at another University if the student has earned a D or F grade in the course at Tuskegee University. A student who earns a D or F grade in a required course at Tuskegee University must repeat it at Tuskegee University.

## **Registration for Off-Campus Work-Study Programs**

A student engaged in off-campus cooperative education programs not leading toward credit will be required to register for the period he/she is engaged in cooperative education and to pay a registration service fee.

## **Auditing**

In order to audit a course, a student must receive permission of the instructor and the consent of the Dean of the College. Only one course may be audited during a semester. A student must register as an auditor for a given course after securing the signature of the faculty advisor on the Course Selection form or Change in Registration form and file the form with the Office of the Registrar.

A full-time student is not required to pay any additional fees to audit, but he/she must have permission to take an overload if applicable. Total credit hours, including audited course, should not exceed 22 hours, excluding choir, band and ROTC. Maximum class load for summer is 10 hours. A part-time student is required to pay the full fee per credit hour for courses which he/she audits.

Credit is not awarded for auditing a course and no examination for credit may be given; however, a student is expected to attend classes for audit status.

A student may register for credit in a course previously audited only with written permission of the Dean of the College.

## **Dropping, Auditing, Changing Sections and Withdrawing from School**

A student may drop, add, or change courses or sections of a course with the permission of his/her instructor and advisor. Additions/drops and changes in courses and course sections must be done in accordance with the University Calendar.

A student who wishes to change his/her schedule after having registered must pay a fee listed in the University Schedule of Fees.

The proper forms for dropping, adding, and changing courses or course sections should be obtained from the College Dean or Registrar. These forms must be signed by the course instructor and the advisor. The University reserves the right to require the signature of the College Dean before a student may drop certain courses, particularly those general education requirement courses that must be taken in the lower division. Additionally, some changes may require the approval of the Provost. All changes in Registration must be submitted to the Registrar to become valid. The Registrar will notify the College Dean and instructor of validated changes by way of updated class rolls and/or final grade sheets.

Courses dropped within the calendar dates for changing sections and courses will not appear on



## **CLASS LOAD**

### **Maximum and Minimum Class Load**

**The minimum load for a full-time undergraduate student is twelve (12) credit hours per semester. A student who registers for less than the minimum load is classified as a part-time student.**

A normal load for a full-time undergraduate student in good standing shall not exceed nineteen (19) credit hours per semester exclusive of ROTC, choir and band. An additional fee is charged for each credit hour beyond 19 in accordance with the prevailing fee schedule.

**Students whose cumulative grade point averages fall below 2.00 may not exceed fifteen (15) credit hours.**

The maximum class load under any circumstances is 22 hours per semester inclusive of ROTC, choir and band. The maximum class load in the summer is 10 hours except for students enrolled in internships, clinical and field work.

### **Increased Class Load**

The curriculum sheets determine the normal class load. The usual maximum class load is eighteen (18) semester hours and in cases where four-

# **SPECIAL COURSE REQUIREMENTS AND PLACEMENT**

## **English**

determined by the College Dean. The examination of ineligible students will not be evaluated.

No student can graduate until the Registrar has a statement from the Provost certifying that he/she has passed the English Proficiency Examination.

The examination is given three times a year --- once in the fall, spring and summer. The dates are printed on the University Calendar. A student who does not take the examination at the scheduled time must wait until the next scheduled examination. The student who fails the examination the first time may take it again or as many times as necessary to make a satisfactory score. Both parts of the examination must be taken on the first attempt; thereafter, only those portions of the test failed need to be retaken.

Tutorial sessions will be provided to meet the deficiencies of students who fail the EPE. Each student will be REQUIRED to avail himself/herself of this opportunity until he/she has passed the examination.

A student who holds an undergraduate degree from another U.S. institution and who is pursuing a degree at Tuskegee University will not be required to satisfy the EPE requirement. Additionally, a student who is enrolled in a Dual Degree Program and who has met the lower division requirements (Freshman and Sophomore requirements) at the parent institution at the time of admission to Tuskegee University, will not be required to meet the EPE requirement.

### **Time Limit to Complete Requirements in Orientation, English, Mathematics, and English Proficiency Examination**

Students who have attempted 60 or more hours but have not completed any one of the following requirements will not be permitted to enroll in new courses. Students may repeat courses in which failing grades have been earned while attempting to meet any one of the following:

1. **Orientation.** Orientation should be taken during the first semester of enrollment.
2. **The English Requirement.** The student must pass at grade "C" level, English 101 and 102.
3. **The student must pass both parts of the English Proficiency Examination.**
4. If the student's curriculum requires Mathematics 107, the student must meet this requirement.

If a student is deficient in any one of the above requirements, the student will be allowed to work only on that requirement, which means that the student may be part-time.

### **Physical Education**

Each student is required to earn a minimum of two credits in two physical education activity courses. One activity course will not satisfy the Physical Education requirement.

A student who has physical disabilities is required to complete courses specifically designed for him/her. The course is usually "Adaptive Physical Education." Documentation of disability is required.



A student who has earned a bachelor's degree is not required to meet the physical education requirement.

Students who are enrolled in Army, Air Force, and Navy ROTC programs may meet the physical duration requirement as determined by the Unit Heads of ROTC. Each semester, the Unit Heads of ROTC will submit a list to the Provost, College Deans, and Registrar with the names of the students who have met the physical training requirement. No substitution courses will be listed on the transcript, but the designation by the ROTC units will be sufficient to satisfy the physical education requirement.

### **Foreign Language**

A student whose curriculum requires a foreign language requirement must complete the requirement.

9 4:10pm- 5:00pm

**MW**

10 5:10pm- 6:25pm

11 6:35pm- 7:50pm

12 8:00pm- 9:15pm

Class periods beyond 5:00 p.m. may be scheduled for longer periods to accommodate undergraduate students and other student groups including those enrolled in continuing education, graduate courses designed for adult learners.

Variations from the above schedule must be recommended by the College Dean and approved by the Provost. Class hours for the summer session w



## **Examination for Credit**

An undergraduate student in good standing and currently registered at Tuskegee University who wishes to obtain credit for experience, training, or self-study for which University credit previously had not been granted, may petition for credit by ex



## **GRADE POINT AVERAGE**

A student is expected to maintain a cumulative grade p

Physical Education 111	A	1	4
History 103	D	<u>3</u>	<u>3</u>
Totals for Computation		15	24

Cumulative Grade Point Average (CGPA) = Grade points/credit hours = 24/15=1.60

## Second Semester

<u>Subject</u>	<u>Grade</u>	<u>Credit Hours</u>	<u>Grade Point</u>
English 102	C	3	6
Mathematics 106 (Replacement- See First Semester)	C	4	8
Chemistry 222	B	3	9
Chemistry 224 (Lab)	B	1	3
Physical Education 112	A	1	4
History 103 (Replacement)	B	<u>3</u>	<u>9</u>
<b>Totals</b>		<b>15</b>	<b>39</b>
First Semester Total		15	24
Cumulative Totals		30	63
Subtract hours repeated (Math 106 and History 103)		7	3
Current adjusted totals		23	60

The student's cumulative hours are 23 and the cumulative grade point average after completing two semester is 60/23=2.61.

## REGULATIONS REGARDING GRADES

### The Grade "I" (Incomplete)

The grade "I" (Incomplete) is given when work in the course has been substantially completed but the student has missed an examination or has failed to perform some other course requirements because of illness, emergencies and other justifiable circumstances. The student or his designee must initiate the request before the instructor records the final grade and documentation of the circumstances must be presented to the instructor to be considered for the "I" grade. The "I" grade is not given unless the student has satisfied the minimum attendance requirements set by the instructor and is otherwise doing

The instructor is also required to enter in the "Remarks" section on his/her grade report sheet the specific reason(s) for the "I" grade and to record the requirements to be fulfilled for its removal. The Dean is to obtain this information for permanent record so that if the instructor is unavailable to supervise removal of the Incomplete, the student's department chairperson will be able to take responsibility for supervising and recording the grade change.

Re-enrollment in the course is not required to remove the "I" grade. A student may also remove the "I" without being enrolled at the University. However, the student who is enrolled must complete the work for which the "I" grade was given in accordance with the following schedule: if the "I" grade was recorded during the first semester, the work must be completed by the third week in April; if the "I" grade was recorded during the second semester, the work must be completed by the third week in November; or the work may be completed in the Summer, if this is the case, the work must be completed by the third week in July. Following the completion of work, the instructor has six business days to deposit the grade in the Office of the Registrar.

"I" grades submitted on grade sheets at the time that grades must be submitted for degree candidates cannot be changed before graduation. Degree candidates must complete all work in accordance with the schedule, if this is the case.



However, all grades earned remain on the permanent record. After a passing grade is earned, only the credit hours for the passing grade are included in the computation of the cumulative grade point average.

Credit for pass-fail courses is the same as for other courses. However, cumulative grade point averages include only graded courses.

A student must indicate, within the period allowed for adding courses, whether a course is to be taken on a pass-fail basis. Credits earned on the pass-fail basis cannot be converted to a letter grade at a later time.

The

University's educational programs and provide effective counseling and guidance for students.

**Participation in these tests and surveys is required. The University has the option of taking necessary actions on students who do not participate in these assessments. Students who do not comply with the assessment policy will not be allowed to register for the next term.** We expect students to participate as they have in the past.

If a student is unable to take the test on the scheduled date, it becomes the responsibility of the student to make arrangements with the Provost to have the test administered on a convenient date before the end of the term.

## **REQUIREMENTS FOR GRADUATION**

Candidates for a degree must satisfy the following:

1. Select and complete the specific curriculum leading to degree as follows:
  - a. Satisfy all the requirements for completion of the Lower Division. (Freshman and Sophomore requirements) To do this, a student must have received a passing grade in all courses required in the Lower Division of the particular curriculum which he/she has selected.
  - b. Complete 90 or more hours with a minimum grade point average of 2.00 and satisfy the lower division requirements, i.e. orientation, English, physical education, and the English Proficiency Examination, to be eligible to file an application for graduation.
  - c. Satisfy all of the requirements for completion of the Upper Division. To do this, a student must

- e. The student must pay the diploma fee one month in advance of the expected graduation date.
- f. The student must make proper settlement of all financial obligations which must be paid one month in advance of expected graduation date.
- g. The student must satisfy all specific requirements listed under the college in which he/she is registered.
- h. The student must successfully pass all University-wide examinations and examinations in his/her college, including exit examinations.
- i. The student must successfully pass the English Proficiency Examination and satisfy the Physical Education requirements.
- j. The student must satisfy the faculty that he/she is a suitable representative of Tuskegee University.
- k. The student must file application for graduation during the prescribed period. If requirements are not completed by the time specified, **a new application must be filed.** The Registrar will provide a deficiency letter to each applicant for graduation verifying his/her academic status for graduation. **A diploma fee is required and must be paid for each graduation application.**
- l. All candidates for graduation must arrange a curriculum review with their academic advisors at least two semesters prior to the anticipated graduation date. The advisor must submit the completed official curriculum review no later than August 1, for May candidates. The Registrar will notify students of their status prior to the next registration period.

Requests to substitute required courses in a curriculum must be submitted, with justifications, to the Dean of the College in which the student is enrolled. If the Dean approves the request, the Dean notifies the Registrar. The student must officially clear all substitutions by the first Friday in November for the first semester, by the first Friday in March for the second semester, and by the first Friday in July for the summer term.

## **DEGREES**

### **Multiple Degrees**

A student registered at Tuskegee University may pursue multiple degrees either concurrently or sequentially. The application should be made in the Registrar's Office during the student's sophomore year. Courses credited toward the first major may satisfy required or elective courses of subsequent majors as determined by the College Dean. Each degree may be conferred at the next spring commencement following completion of the requirements for that degree.

## **Dual Majors**

Students may pursue dual majors for which curricular sheets are on file with the Registrar. The student must meet the minimum grade requirements for the dual major as stipulated on the curricular sheets in the Offices of the Dean and Registrar.

because of a failure to meet minimal academic requirements. **A student dismissed is not encouraged to seek re-admission.** The dismissal may be finally based on the student's academic performance following an opportunity to make improvements.

- A. Decisions on academic probation, suspension and dismissal will be taken at the end of each academic year. All academic actions will be posted on the student's transcript. At the end of the first semester, the student whose CGPA falls below 2.00 will receive a warning.
- B. A student who fails to earn a CGPA of at least 2.00 at the end of any academic year will be on academic probation during the subsequent academic year.

suspension and dismissal actions. The student must indicate in writing to the Provost the reasons for failure to meet the necessary satisfactory progress requirements. **Documentation to support the appeal is required.** Appeal letters for all students not enrolled in summer school at Tuskegee University must be received in the Office of the Provost **prior to July 1**. A student who enrolls in summer school at Tuskegee University may request a re-evaluation of his/her academic status **no later than August 12**. That a12 -792 re0

Committee who have heard the case.

4. If the student or the person(s) concerned is dissatisfied with the decision of the Provost, he/she may appeal to the President of Tuskegee University. It is extremely rare that a case would require investigation at the level of the President. In fact, most decisions would be made at the Dean's level. However, a student or the person(s) concerned must justify and show evidence why the appeal should be heard by the President after the decision of the Provost has been rendered. The President will make a final decision in the case and communicate it to the Provost and to all other persons involved the specific matter.
5. All appeals of academic decisions, including request for review of instructors' grades, must be initiated no later than 30 calendar days after the decision was made. A student who is not in residence should mail the written statement to the College Dean.

## **ACADEMIC HONESTY**

Honesty in academics, as well as in other matters, is expected of everyone at Tuskegee University. It is the obligation of all to adhere to this standard. Individuals are not expected to cheat or be dishonest, not to create the appearance of being dishonest, and not to contribute to or condone the dishonesty of others. Dishonesty, such as cheating, plagiarism, forgery, or knowingly furnishing false information to officials of the University will not be tolerated. The penalty could include failure in the







## **HONOR SOCIETIES**

Each honor society representing an academic discipline has a faculty or staff advisor elected by the members of the society and formally appointed by the appropriate department head at the beginning of each academic year. The faculty advisor will hold at least one meeting per semester with the active members of the society to review the plans of activities. Various criteria for each honor society are located in the offices of the Provost, the appropriate dean and the faculty advisor.

Listed below are the honor societies which are operational at Tuskegee University:

- Alpha Delta Mu Honor Society (Social Work)
- Alpha Kappa Delta Honor Society (Sociology)
- Alpha Kappa Mu Honor Society (All Disciplines)
- Beta Kappa Chi Scientific Honor Society (Natural Sciences)
- Beta Gamma Sigma Honor Society (Management)
- Eta Kappa Nu Honor Society (Electrical Engineering)
- Gamma Sigma Delta Honor Society (Agriculture)
- Kappa Delta Pi Honor Society (Education)
- Kappa Omicron Phi Honor Society (Home Economics)
- Lambda Iota Tau Honor Society (Literature)
- Phi Delta Kappa Honor Society (Education)
- Pi Mu Epsilon Honor Society (Mathematics)
- Phi Zeta Honor Society (Veterinary Medicine)
- Pi Sigma Alpha (Political Science)
- Golden Key National Honor Society (All Disciplines)