

UNDERGRADUATE ACADEMIC POLICIES

STUDENT SCHOLASTIC LOAD

The minimum credit hour load to be considered a full-time undergraduate student is 12 semester hours during a fall or spring semester or six semester hours during a regular summer session. The maximum credit hour load permitted is 18 hours during a fall or spring semester, six hours during a regular summer session and six hours during long summer (Texas Administrative Code, Title 19, Part 1, Chapter 4, Subchapter A, Rule § 4.6).

COURSE NUMBERING SYSTEM

The course numbering system consists of a four-letter discipline abbreviation followed by a four-digit number. The first digit represents the level of the course: freshman level courses are 1000 series, sophomore level courses are 2000 series, junior level courses are 3000 series, and senior level courses are 4000 series. The second digit indicates the semester credit hour value of the course. The last two digits are the distinguishing numbers of the course within the department.

REGISTRATION PROCEDURES

UT Tyler encourages students to participate in the web registration periods for which scheduled dates and times are published in the Schedule of Classes each semester. Students may add and drop during the regular on-campus registration periods as well as the late registration periods. Students desiring to add and drop during this period of time may do so through the registration process.

COURSE ENROLLMENTS

The university reserves the right to cancel a scheduled course upon evidence of inadequate enrollment. Normally a minimum of ten students is required in an undergraduate course.

VISITATION POLICY

Permission to visit a class must receive prior approval from the instructor. Campus facilities are not open for general public use.

AUDITING

A student may not audit a course offered on an individual instruction basis or a course requiring the use of laboratories, computers, or studios. A student who audits a course will not receive credit for the course, nor be eligible for advanced standing examination. Participation in class activities is at the discretion of the instructor.

A student may audit a course by taking the following steps:

1. Obtain an audit form from the Registrar's Office.
2. Audits cannot be approved until after the close of regular registration.
3. Secure consent of the instructor and department chair or dean
4. Pick up an audit application from the Office of Admissions (ADM202)
5. Pay the \$50 audit fee in the Cashier's Office. Residents of the State of Texas who are 65 years of age or older are exempt from this charge. Please contact the Financial Aid Office to secure this exemption

UNDERGRADUATE ACADEMIC POLICIES

DECLARATION/CHANGE OF MAJOR

Students are encouraged to declare a major at the time of application to the University. All students must declare a major no later than the end of the semester in which they will complete 60 semester credit hours. Students with more than 60 semester credit hours who have not declared a major may have a hold placed on their registration. The declaration of major form can be completed in the Office of the Registrar. If a student decides to change majors, the student should consult with both the advisor in the current major and in the new major.

Students who change majors must meet the specific requirements for the new major as stated in the catalog in effect at the time of the change of major.

DEGREE AUDIT/PLAN

Every student, after declaring a major, should meet with an advisor to draw up a degree audit or plan. Degree audits/plans should be updated regularly. A copy of the student's approved degree audit/plan must be on file in the advising office of the appropriate academic dean no later than the beginning of the semester in which the student files for graduation.

GRADING SYSTEM

At the end of each regular semester and summer session, grades are available to the student through the student information system by web access.

Grades, levels of performance, and grade points awarded for undergraduate coursework at UT Tyler are as follows:

Grade	Level of Performance	Grade Points
A	excellent	4
B	good	3
C	fair	2
D	poor	1
F	failing	0

Designations and other symbols that do not earn grade points and are not used for calculation of grade point averages are as follows:

symbol	
P/F	pass/fail -- passing work is anything "D" or above. (see Pass/Fail policy below)
CR	credit with semester credit hours awarded (See credit/no-credit option policy.)
NC	no-credit with no semester credit hours awarded (See credit/no-credit option policy.)
I	incomplete coursework (See incomplete policy)
W	withdrawal (See withdrawal policies)
*	a course subsequently repeated (see Repeating Courses and Grade Forgiveness policies)

There is a one-year time limit for grade changes and only the original instructor of the course may change a grade. CR, P and W designations may not be changed to letter grades. An I must be removed from the student's record within one year. See specific sections that elaborate on the institutional policies concerning the designations CR/NC, I, Pass/Fail and W.

CALCULATION OF GRADE POINT AVERAGE

Grades A, B, C, D, and F and the associated semester credit hours will be used to calculate grade point averages. The designations I, W, CR, and NC and the associated semester credit hours will not be used.

If a student repeats a course and requests grade forgiveness, only the last grade earned and the last semester credit hours attempted are used to compute the grade point average. If grade forgiveness is not requested, then both grades will be calculated and used to compute the grade point average (See

Repeating Courses and Grade Forgiveness Policy). If the student receives a W or I in the repeated course, then the previous grade continues to be used to compute the grade point average.

CREDIT/NO-CREDIT OPTION

Students may elect to enroll in some courses on a credit/no-credit basis. Certain courses in the curriculum may be taken only on a credit/no-credit basis. The following provisions apply to courses taken on a credit/no-credit basis:

- A. Special form requiring the signature of the student's advisor.
- B. The designation CR will not be changed to a grade of A, B, C, or D.
- C. The designation of CR and NC will not be used in calculating the grade point average.
- D. The designation CR will be counted toward the total number of hours passed.

NOTE: Students intending to apply to law school should not take courses using the CR/NC option as most law schools interpret a CR as a "C" and an NC as an "F."

INCOMPLETE POLICY

If a student, because of extenuating circumstances, is unable to complete all of the requirements for a course by the end of the semester, then the instructor may recommend an incomplete (I) for the course. The student and the instructor must submit an Incomplete Form detailing the work required and the time by which the work must be completed to their respective department chair or college dean for approval. The time limit established must not exceed one year. Should the student fail to complete all of the work for the course within the time limit, then the instructor may assign zeros to the unfinished work, compute the course average for the student, and assign the appropriate grade. If a grade has not been assigned within one year, then the incomplete will be changed to an F. The semester credit hours for an incomplete will not be used to calculate the grade point average for a student.

PASS/FAIL POLICY

To register for a class on a Pass/Fail basis, a student must have the signatures of his/her advisor and the instructor for the course.

1. Students may take only one course per semester for P/F credit. Students may take only three courses on a P/F basis during their undergraduate career at UT Tyler.
2. The P/F option is not permitted to be used in the Core Curriculum.
3. The P/F option may not be used for any course that fulfills a student's major or minor requirements, including those courses which are required by, but offered outside of, the major or minor department.
4. Students on academic probation may not enroll in a course on a P/F basis.
5. A course cannot be changed from a P/F basis to letter grade or vice versa after the first five class days.
6. A final grade of P will not be changed to a grade of A, B, C, or D.
7. A final grade of P will be counted in the total number of hours passed.
7. To be eligible for the President's or Dean's List, a student must take a minimum of 12 semester hours of graded credit; thus 9 graded credits and 3 P/F credits do not qualify for consideration. A student who earns an "F" in a pass/fail course is not eligible for President's or Dean's List in the term in which the grade is assigned, regardless of the number of credits taken or gpa earned.

NOTE: Students intending to apply to law school should not take courses using the P/F option as most law schools interpret a "P" (passing) as a "D" or "C."

REPEATING COURSES

A student may repeat any undergraduate course previously taken at UT Tyler if the last grade received in the course was a D or F. Repeated courses may not be taken on a CR/NC or P/F basis. Students repeating a single course more than two times may be billed at a higher tuition rate. All grades will appear on the student's official transcript. Once the baccalaureate degree has been awarded by UT Tyler, a student may repeat a course taken prior to graduation, but the repeated course will not be used to recalculate the grade point average.

GRADE FORGIVENESS

A student will receive grade forgiveness (grade replacement) only for three course repeats during his/her undergraduate career at UT Tyler. Grade forgiveness means that only the last grade earned is used to compute the grade point average. However, all grades will appear on the student's official transcript.

A student must file an intent to receive grade forgiveness with the registrar by the census date (see Schedule of Classes for date) of the semester in which the course will be repeated. Failure to file an intent to use grade forgiveness will result in both the original and repeated grade being used to calculate overall grade point average.

If a student attempts to repeat a course but withdraws and receives an automatic "W," the attempt counts against the grade forgiveness limit and the original grade remains.

A student may not exercise grade forgiveness for courses taken at UT Tyler and repeated at another college or university, nor may grade forgiveness be used when a course taken elsewhere is repeated at UT Tyler. The grade forgiveness option may not be exercised to remove a grade awarded in a case of academic dishonesty.

Once the baccalaureate degree has been awarded by UT Tyler, grade forgiveness may not be used to replace a grade taken before graduation.

Implementation

The policy affects all students repeating courses Fall 2006 and thereafter, no matter when the course being repeated was originally taken. The grade forgiveness limit is not applicable to courses repeated before Fall 2006.

6-Drop Rule

In 2007, the Texas Legislature passed a law (S.B. 1231) that prohibits a student who began college for the first time as a freshman in Fall 2007 or thereafter from dropping more than six courses during their entire undergraduate career. This includes courses dropped at another 2-year or 4-year Texas public college or university. For purposes of this rule, a dropped course is any course that is dropped after the published census date (See Schedule of Classes for the date).

Exceptions to the 6-drop rule include, but are not limited to, the following:

1. totally withdrawing from the university;
2. being administratively dropped from a course by an instructor or the university;
3. dropping a course for a provable illness or disability, for care for a sick or injured person, or for a death in the immediate family;
4. dropping a course for documented change of work schedule, or
5. dropping a course for active duty service with the U.S. armed forces or Texas National Guard.

Petitions for exemptions must be submitted to the Registrar's Office and must be accompanied by documentation of the extenuating circumstance. Please contact the Registrar's Office if you have any questions.

How to Withdraw

All students should meet with their advisor and instructor prior to withdrawing from a course. In addition, students should review the Academic Calendar located in the Schedule of Classes for "W" withdrawal dates and the refund schedule. Students are eligible to withdraw from class(es) through the 60 percent period of each semester. For more information regarding refunds, please see the Schedule of Refunds in this catalog. Students should be aware that withdrawing from courses will affect their financial aid, and should consult the Financial Aid Office prior to withdrawal. Students are encouraged to keep a copy of their withdrawal form.

Students must withdraw in writing by one of the following methods:

1. Fill out the Withdrawal Form available in the Registrar's Office.
2. Send a Letter of Withdrawal to the Registrar's Office with the student's name, student ID

number, the course(s) from which the student is withdrawing, reason for withdrawing, and the student's signature. Letters may be mailed or faxed to the Registrar's Office. For mailed withdrawals, the effective date of withdrawal will be the date when the withdrawal is officially completed and recorded by the Registrar's Office. A copy of the withdrawal will be mailed to the student once the procedure has been completed.

Students withdrawing from a course after the 60 percent period (See Class Schedule for date) will automatically receive an "F" in the course. Appeals to have the "F" changed to a "W" must be submitted in writing to the Registrar's Office and include documentation of non-academic circumstances (e.g., family emergency, work transfer, etc.) that prevented timely withdrawal from the course.

Withdrawal from Active Military Service

If a student withdraws because of a call to active military service, the university, at the student's option, shall:

1. refund the tuition and fees paid by the student for the semester in which the student withdraws;
2. grant a student, who is eligible under the institution's guidelines, an incomplete grade in all courses by designating "withdrawn-military" on the student's transcript; or
3. as determined by the instructor, assign an appropriate final grade or credit to a student who has satisfactorily completed a substantial amount of coursework and who has demonstrated sufficient mastery of the course material. (See Excused Absences for Active Military Service)

CLASS ATTENDANCE/EXCUSED ABSENCES

Class attendance is the responsibility of the student. When a student has a legitimate absence, the instructor may permit the student to complete missed assignments. In many cases, class participation is a significant measure of performance, and non-attendance may adversely affect a student's grade. When a student's absences become excessive, the instructor may recommend that the student initiate a withdrawal.

Excused Absence for University Events or Activities

When it is necessary for students to miss one or more regularly scheduled classes in order to participate in an official university event or activity, faculty sponsors and program directors will assist students to assure they have the opportunity to make up missed work. In doing so they are requested to observe the following procedures:

1. At least one month prior to the date(s)* on which students will be absent from class, the faculty sponsor or program director shall send a memorandum to the Chief Student Affairs Officer. This memorandum shall include information concerning the nature of the event or activity, the dates(s) on which students will be absent from class, and the names of the students involved. The Chief Student Affairs Officer approves the requested student absence by initialing the memorandum and returning it to the faculty sponsor or program director.
2. The faculty sponsor or program director provides copies of the memorandum to the students.
3. Each student delivers a copy of the memorandum to the instructors, in person, at least two weeks* prior to the date of the planned absence. At that time the instructor will set a date and time with the student when the make-up assignment or equivalent work will be completed. Make-up work will be mutually arranged; however, availability of the instructor will be given priority in setting the arrangements.
4. It is expected that students will not abuse the privilege of being absent from class for authorized university events or activities.

*Events scheduled within the first month of an academic term may require a shortened lead time.

Excused Absence for Religious Holy Days

An institution of higher education shall excuse a student from attending classes or other required activities, including examinations, for the observance of a religious holy day, including travel for that purpose. A student whose absence is excused under this subsection may not be penalized for that absence and shall be allowed to take an examination or complete an assignment from which the student is excused within a reasonable time after the absence.

Any student seeking to be excused for religious observance, must provide written notification to the instructors at least two weeks* prior to the date of the planned absence. At that time the instructor will set a date and time with the student when any make-up assignment or equivalent work will be completed. Make-up work will be mutually arranged; however, availability of the instructor will be given priority in setting the arrangements.

It is expected that students will not abuse the privilege of being absent from class for religious observance.

**Events scheduled within the first month of an academic term may require a shortened lead time.

Excused Absence for Active Military Service

Any student who has been called up for military service after a semester begins should immediately provide the Registrar's Office and course instructors a copy of the military orders. Such students are excused from attending classes, turning in assignments, taking examinations or participating in any other required activity **if the absence is for no more than 25% of the total number of class meetings** (excluding final examination period). If the absence is for more than 25% of the class meetings, please refer to the policy on Withdrawal for Military Service.

Within 5 days of the student returning to UT Tyler from active service, he or she shall notify the Registrar's Office and course instructors. The student will be allowed to complete all assignments and examinations within a reasonable time as agreed upon by the course instructors and under the same requirements in effect when the student enrolled in the course.

Should any dispute arise as to the student's inability to complete assignments or examinations within a reasonable time after the absence, the student should first seek informal resolution with the faculty member, the department chair and then the dean of the college in which the course or courses are located. If an informal process is not successful, the student may institute a grade grievance process after the final course grade is recorded.

FINAL EXAMINATIONS

Final examinations are administered as scheduled. If unusual circumstances require that special arrangements be made for an individual student or class, the dean of the appropriate college, after consultation with the faculty member involved, may authorize an exception to the schedule.

ACADEMIC HONORS

President's Honor Roll

In order to qualify for the President's Honor Roll, a student must have completed, in one semester, 12 or more semester hours of undergraduate college-level credit with a grade of A in all courses. To be considered for such recognition in any semester, a student must qualify as a matriculated student pursuing a first bachelor's degree. The President's Honor Roll is awarded in Fall and Spring semesters only.

Dean's List

In order to qualify for the Dean's List, a student must have completed 12 or more semesters hours of undergraduate college-level credit in the awarding semester with a grade point average of at least 3.75. Students named to the President's Honor Roll are not named to the Dean's List. To be considered for such recognition in any semester, a student must qualify as a matriculated student pursuing a first bachelor's degree. The Dean's List is awarded in Fall and Spring semesters only.

ACADEMIC PROBATION/SUSPENSION

Probation

A student who has a cumulative grade point average of less than a 2.0 will be placed on academic probation. For the purposes of determining academic probation, the summer terms combined are treated as one semester.

Students on academic probation who fail to earn a semester grade point average of at least 2.0 will be placed on academic suspension.

A student on academic probation should not register for more than 12 semester hours and must obtain the advisor's or department chair's approval to register.

Grade points earned at other institutions are not used in computing the grade point average.

Students who leave the university while on academic probation will retain probationary status on their return.

Suspension

Students on academic probation who do not earn a semester grade point average of 2.0 or above in the next semester of enrollment will be placed on academic suspension. Student on academic suspension will not be eligible to enroll for classes at UT Tyler for the period listed below. Readmission after the first or second suspended term will require the permission of the student's advisor or department chair, and the dean of the college of their major.

First Academic Suspension--one regular semester or one full summer (Long Summer, Summer I and II)

Second Academic Suspension--12 months

Third Academic Suspension--Permanent Dismissal.

Petitions for readmission to the university following the first and second suspensions may be obtained from the Registrar's Office. It is recommended that the petition be submitted, with appropriate permissions, six weeks prior to the beginning of the semester in which the student wishes to enroll.

A student admitted to the university after having been suspended will do so on academic probation.

ACADEMIC GRIEVANCES

Academic related grievances, such as disputes regarding grades, must be initiated within sixty (60) days from the date of receiving the final course grade by filing a Grade Appeal Form with the instructor who assigned the grade. If the student is not satisfied with the decision, the student may appeal in writing to the appropriate Chairperson of the department from which the grade was issued. Grievances may then be appealed to the Academic Dean and the Vice President for Academic Affairs. Grade Appeal Forms are available in each academic dean's office.

STUDENT RECORDS

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. §1232g, and the Texas Public Information Act, Texas Government Code §552.001 et seq., are respectively a federal and state law that mandate the review and disclosure of student educational records. In accordance with these laws, the University has adopted the following policy. Individuals are informed of their rights under these laws through this policy, which is included in the University Handbook of Operating Procedures (HOP) and Catalog. The Catalog is available in the Registrar's Office and the Office of Admissions and the HOP is available in the University Library, administrative offices, and on the UT Tyler web site.

The University will not permit access to or the release of personally identifiable information contained in student education records without the written consent of the student to any party, except as follows:

1. to appropriate university officials who require access to educational records in order to perform their legitimate educational duties;

UNDERGRADUATE ACADEMIC POLICIES

2. to officials of other schools in which the student seeks or intends to enroll, upon request of these officials, and upon the condition that the student be notified and receive a copy of the record if desired;
3. to federal, state, or local officials or agencies authorized by law;
4. in connection with a student's application for, or receipt of, financial aid;
5. to accrediting organizations or organizations conducting educational studies, provided that these organizations do not release personally identifiable data and destroy such data when it is no longer needed for the purpose it was obtained;
6. to the parents of a dependent student as defined in section 152 of the Internal Revenue Code of 1954, provided a reasonable effort is made to notify the student in advance;
7. in compliance with a judicial order or subpoena, provided a reasonable effort is made to notify the student in advance unless such subpoena specifically directs the institution not to disclose the existence of a subpoena;
8. in an emergency situation if the information is necessary to protect the health or safety of the students of other persons; or
9. to an alleged victim of any crime of violence, the results of the alleged perpetrator's disciplinary proceeding may be released.
10. Research papers and theses authorized by the student will be available to interested members of the public.

The University will release information in student education records to appropriate University officials as indicated in (1) above when such records are needed by administrators, faculty, or staff in furtherance of the educational or business purposes of the student or University.

A record of requests for disclosure and such disclosure of personally identifiable information from student education records shall be maintained in the Registrar's Office for each student and will also be made available for inspection pursuant to this policy. If the institution discovers that a third party who has received student records from the institution has released or failed to destroy such records in violation of this policy, it will prohibit access to educational records for five (5) years. Respective records no longer subject to audit nor presently under request for access may be purged according to regular schedules.

Directory Information

At its discretion, the University may release Directory Information, which shall include:

1. name, address, telephone number
2. major field of study at UT Tyler
3. dates of attendance
4. most recent previous educational institution attended
5. classification
6. degrees, certificates and awards received
7. date of graduation
8. e-mail address
9. photographs
10. participation in officially recognized activities and sports
11. weight and height of members of athletic teams
12. enrollment status (e.g., undergraduate or graduate; full-time or part-time)

Students may have all Directory Information withheld by notifying the Registrar's Office in writing by the census date of a semester. Request for non-disclosure will be honored by the institution until the student notifies the Registrar's Office in writing that Directory Information may be released.

Access to File

Upon written request, the University shall provide a student with access to his or her educational records. The Vice President for Business Affairs has been designated by the institution to coordinate the inspection and review procedures for student education records, which include admissions files, academic files, and financial files. Students wishing to review their education records must make written

requests to the Vice President for Business Affairs listing the item or items of interest. Education records covered by the Act will be made available within 45 days of the request.

Educational records do not include:

1. financial records of the student's parents or guardian;
2. confidential letters of recommendation which were placed in the educational records of a student prior to January 1, 1975;
3. records of instructional, administrative, and educational personnel which are kept in sole possession of the maker and are not accessible or revealed to any other individual except a temporary substitute for the maker;
4. records of law enforcement units;
5. employment records related exclusively to an individual's employment capacity;
6. medical and psychological records;
7. thesis or research paper; or
8. records that only contain information about an individual after the individual is no longer a student at the institution.

Challenge to Record

Students may challenge the accuracy of their educational records. Students who believe that their education records contain information that is inaccurate or misleading, or is otherwise in violation of their privacy may discuss their problems informally with the Registrar. If agreement is reached with respect to the student's request, the appropriate records will be amended. If not, the student will be notified within a reasonable period of time that the records will not be amended, and they will be informed by the Registrar of their right to a formal hearing.

Student requests for a formal hearing must be made in writing to the Registrar who, within a reasonable period of time after receiving such requests, will inform students of the date, place and the time of the hearing. Students may present evidence relevant to the issues raised and may be assisted or represented at the hearings by one or more persons of their choice, including attorneys, at the student's expense. The hearing officer that will adjudicate such challenges will be appointed by the Vice President for Academic Affairs.

Decisions of the hearing officer will be final, will be based solely on the evidence presented at the hearing, will consist of the written statements summarizing the evidence and stating the reasons for the decisions, and will be delivered to all parties concerned.

The education records will be corrected or amended in accordance with the decision of the hearing officer, if the decision is in favor of the student. If the decision is unsatisfactory to the student, the student may place with the education records statements commenting on the information in the records or statements setting forth any reasons for disagreeing with the decision of the hearing officer, or both.

The statements will be placed in the education records, maintained as part of the student's records, and released whenever the records in question are disclosed.

Students who believe that the adjudications of their challenges were unfair or not in keeping with the provisions of the Act may appeal in writing to the President of the institution.

Copies

Students may have copies of their educational records upon requests. These copies will be made at the student's expense at rates authorized in the Texas Public Information Act, except for transcripts and other records which may be subject to specific fees pursuant to other legislative enactments. Official copies of academic records or transcripts will not be released for students who have a delinquent financial obligation or a valid "hold" at UT Tyler.

Complaints

Complaints regarding alleged failures to comply with the provisions of the FERPA may be submitted in writing to the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, D.C. 20202-4605. Additional FERPA information can be found at <http://www.uttyler.edu/students/studentaffairs/> and in the UT Tyler Student Handbook.