ACADEMIC REGULATIONS

Each student, except those in the annual Doctor of Medicine program, is required to register at the beginning of each term of attendance according to the procedure and schedule published in the official University Schedule of Classes (http://www.classschedule.wayne.edu). Registration must be completed before the student may attend classes. For registration dates, the student should consult the Academic Calendar (http://bulletins.wayne.edu/undergraduate/general-information/calendar).

Class Ranking

Ranks are determined according to the number of degree credits which the student has satisfactorily completed. The classifications are:

- FRESHMAN: 0 to 28.99 credits, inclusive
- SOPHOMORE: 29 to 55.99 credits, inclusive
- JUNIOR: 56 to 87.99 credits, inclusive
- SENIOR: 88 credits or above

Definition of Credits

A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that reasonably approximates not less than:

1. one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester hour of credit, or the equivalent amount of work over a different amount of time; or
2. at least an equivalent amount of work for other activities, including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

Normal Program Load

A full-time undergraduate student is one who is enrolled for twelve or more credits during a semester. The definition of a normal course load will vary depending upon the requirements of each program. In general, for completion of undergraduate degree requirements in four years, full-time students should average fifteen to eighteen credits each semester during the academic year. Undergraduate students may not elect more than eighteen credits per semester except by written consent of the Dean or advisor. Individual Schools and Colleges may set credit restrictions below those specified here; for details see their respective sections of this bulletin.

Auditing Courses

To audit a course, a student must indicate that he/she wishes to audit the course rather than receive academic credit, at the time of registration. Registration to audit a course is subject to the following regulations:

1. Students must pay the tuition assessment for the course, which is the same as if it were taken for academic credit;
2. A student is not permitted to take quizzes and examinations in audited courses;
3. A student may not normally change from audit status after registering for the course. In some cases, exceptions may be permitted during the term with the written recommendation of the instructor and the written approval of the Dean of the college/school in which the student is enrolled. The instructor’s recommendation and Dean’s approval must be included with the student’s Drop/Add Form indicating the desired change.

The Graduate School does not encourage students to audit graduate-level courses.

Dual Enrollment

Undergraduate Election of a Graduate Course: Highly qualified undergraduate students may, under special circumstances, take a 7000-level course for undergraduate credit only. A written petition initiated by the student’s advisor must be approved by the graduate officer of the School or College, the professor teaching the course, and the Dean of the Graduate School. The petition, with all required signatures, must be turned in at the time of registration.

Senior Rule Graduate School Admission: In their last semester, undergraduate students with a 3.0 (or above) upper division grade point average who have completed all general education competencies (mathematics, basic composition, intermediate composition, oral communication, critical thinking, and computer literacy), have the option of taking a limited number of graduate credits. Graduate credit is awarded only for those courses taken in excess of baccalaureate degree requirements. Undergraduate and graduate courses combined may not exceed sixteen credits for the final semester of baccalaureate degree course work. A Senior Rule student must register for at least one credit which is required for the undergraduate degree in order to be eligible for this status. Students who have completed all required courses for the baccalaureate degree may not obtain Senior Rule status. Completion of the Application for Graduate Admission form is required, and students are advised to consult their advisors and the Office of Graduate Enrollment Services. Application deadlines for Senior Rule admission are the same as for regular graduate admission. Students who qualify and are recommended by the Department or College will be admitted for one semester. Graduate admission will be regularized upon evidence that the student has completed all requirements for the bachelor’s degree.

The University permits a student to pay undergraduate fees for the graduate courses elected in a Senior Rule status. It is recommended that students elect only courses numbered 5000-6999 in their Senior Rule semester.

Undergraduate Course Numbering Systems

For the College of Education

0000-4999 — Undergraduate credit only.
5000-6999 — Undergraduate or graduate credit.
For Pharmacy Departments
0000-2999 — Preprofessional Courses.
3000-3999 — First Professional Year Courses.
4000-4999 — Second Professional Year Courses.
5000-5999 — Third Professional Year Courses.
6000-6999 — Undergraduate/Graduate Courses.

For All Other Schools and Colleges
0000-0999 — No degree credit; graded S and U.
— Mike Ilitch School of Business: Elementary courses auxiliary to the usual academic program.
— College of Engineering: Orientation courses.
1000-1999 — Primarily freshman courses; open to all undergraduates.
2000-2999 — Primarily freshman and sophomore courses; open to all undergraduates who have completed course prerequisites.
— Mike Ilitch School of Business: Primarily junior college courses.
— College of Engineering: Lower division courses; open to all undergraduates.
3000-4999 — Junior and senior courses; undergraduate credit. (Ordinarily freshmen and sophomores will not be permitted to register for these courses.)
— College of Engineering: Upper division courses.
5000-6999 — Junior and senior courses; undergraduate and graduate credit.

Obligations to the Instructional Process

Since education is a cooperative effort between teacher and student, both parties must fulfill obligations if the integrity and efficacy of the instructional process are to be preserved.

Responsibilities of Faculty Members
1. To contribute to and remain abreast of the latest developments in their fields;
2. To continually pursue teaching excellence;
3. To treat all students with respect and fairness without regard to ancestry, race, color, religion, political belief, national origin, gender, sexual orientation, age, marital status, disability, or veteran status;
4. To encourage differing viewpoints and demonstrate integrity in evaluating their merit;
5. To attend regularly and punctually, adhere to the scheduled class and final examination times, and arrange for notification of absence and coverage of classes;
6. To establish and maintain appropriate office hours;
7. To present, early in the semester, the following course information:
   a. course objectives and general outline;
   b. classroom procedures to be followed, expectations concerning class attendance, and proposed dates of major evaluations (including examinations, papers, and other projects);
   c. grading policy;
   d. where appropriate, a schedule of class-related activities, including class meetings and laboratory sessions;
   e. lists of texts and/or other materials needed for the course;
   f. late enrollment, withdrawal, and other special policies.
8. To provide and adhere, within reasonable limits, to the written syllabus of the course;
9. To know course matter thoroughly and prepare and present the material conscientiously;
10. To be informed of University services and recommend their use to students when advisable;
11. To follow these policies concerning written work and grades:
   a. grade and return written work promptly;
   b. submit final grades by the scheduled time;
   c. retain written materials not returned within the semester (e.g., final examinations, major term papers) for one academic semester in accordance with unit policy and allow students to examine such materials;
12. To implement unit procedures for student evaluation of faculty teaching, with attention to preserving student anonymity;
13. To behave appropriately in dealing with students so as to maintain a scholarly atmosphere

Responsibilities of Students
1. To inform themselves of and to fulfill all requirements of the University and those of the College and Department from which they expect to receive their degree;
2. To fulfill conscientiously all assignments and requirements of their courses;
3. To attend classes regularly and punctually;
4. To maintain a scholarly, courteous demeanor in class;
5. To uphold academic honesty in all activities;
6. To notify the instructor as early as possible if prevented from keeping an appointment or carrying out an assignment;
7. To discuss with the instructor any class-related problem and follow established procedures in the resolution of these problems;
8. To adhere to the instructor’s and general University policies on attendance, withdrawal, or other special procedures.

It is expected that faculty and students will fulfill their obligations to the instructional process. If, however, a complaint does arise, the parties should meet in an effort to resolve the matter. When such a discussion fails to resolve the problem or is inappropriate given the circumstances, the head of the academic unit should be contacted. If this contact fails to satisfy the complaint, the College’s published procedures should be followed. Although the University Ombudsperson is not a direct part of the appeal process, students and faculty may consult the Ombudsperson at any point during such proceedings.

Classroom Attendance Policy for Undergraduate Students
Whenever attendance forms a basis for a portion or all of a course grade, students must be provided with explicit written information concerning that fact during the first week of classes. Such information shall be specific with regard to the penalty incurred for each absence and the means, if any, to compensate for the absence. It should be recognized that there may be certain situations where the student may not be permitted to make up the absence(s).

It is recognized that students may be required to miss classes on occasion as a result of their participation in approved University activities. Examples of such activities include formal participation on University sports teams, debate teams, and performing arts groups. These activities are generally directed by a University official, such as a coach, and usually have a set schedule of events.

Students participating in approved University activities should consult with instructors prior to registration, but no later than the end of the second week after the start of classes, to determine the class attendance policy. At this time, the student should provide the instructor with a schedule of planned absences, preferably signed by the University official directing the activity (e.g., Athletic or Program Director or his/her designee), in order to allow the instructor to evaluate and advise the student on the possible impact of the planned absences. In this case, the instructor will consider absences due to participation in approved
University activities, as outlined above, to be excused absences, on par with those due to other unavoidable circumstances such as illness. For classes requiring mandatory attendance incompatible with the number of planned absences, students will be advised to register, if possible, during a semester in which they will not be participating in the University activity (for example, during the off-season for a sports team or during the summer).

It is the student's responsibility to learn the course material. When classes are missed, for whatever reason, it is the student's obligation to obtain copies of the class materials and students are responsible for all materials covered in the lectures. An excused absence does not excuse the student from completing assigned work, including exams.

This policy shall be applicable to all courses within the University.

**Responsible Attendance and Performance**

Students must show diligence and are normally expected to complete the courses they elect. Irresponsible attendance is wasteful of both student and University resources. Those students who consistently receive excessive marks of I (incomplete), WF (Withdrawal Failing), WN (Withdrawal No Basis for Letter Grade), or WP (Withdrawal Passing) may be refused the privilege of further registration by the dean or the dean's designee of their school or college.

**Student Code of Conduct**

High standards of student conduct play a major role in creating an environment of excellence and the Student Code of Conduct is used to maintain these standards. The code:

1. establishes the expectations that students are accountable for their behavior;
2. describes acceptable student conduct, both academic and non-academic;
3. describes disciplinary policies and procedures;
4. specifies the rights of students and other parties; and
5. specifies prohibited conduct and sanctions to be imposed if such conduct occurs.

Examples of prohibited conduct subject to the Student Code of Conduct include, but are not limited to, academic misbehavior, knowingly furnishing false information to the University, disorderly behavior, theft, damage of property, illegal drugs, weapons on campus, physical assault, unauthorized entry, violation of criminal law, etc.

The **University Student Conduct Officer**, housed in the Dean of Students Office, monitors the student disciplinary process and is responsible for coordinating matters involving student discipline; describing the disciplinary procedures; and informing students and other parties of their rights. Copies of the Student Code of Conduct can be found online (http://www.doso.wayne.edu/codeofconduct.pdf) at or in the Dean of Students Office, 351 Student Center.

**Student Academic Ethics**

**Academic Records:** The submission of fraudulent academic records for admission or transfer of credit by a student may be cause for the student's dismissal.

**Academic Work:** Academic work submitted by a student for credit is assumed to be of his/her own creation, and if found not to be, will constitute cause for the student's dismissal.

**Student Rights and Responsibilities**

Upon the recommendation of the Student-Faculty Council, the University (Faculty) Council, the President-Deans Conference and the President, the Board of Governors, in January, 1967, approved a comprehensive statement of Student Rights and Responsibilities for the University. Copies of this document are available to students and faculty in the offices of the deans of each College and the Dean of Students Office.

**Law School:** The faculty of the Law School has approved a set of academic regulations specifically applicable to Law School students, copies of which are available to all students enrolled in the Law School.

**Undergraduate Academic Probation**

An undergraduate student whose cumulative grade point average (g.p.a.) falls below 2.00 will be placed on Academic Probation. An ‘Academic Probation’ status is placed on the student’s record and the student shall be permitted to register only after consultation with, and approval has been granted by, a designated University advisor.

A student shall be given two subsequent terms for enrollment on probationary status. At the conclusion of the two terms, a student who has not achieved a cumulative g.p.a. of at least 2.00 shall be excluded from his/her program. A student excluded from the University may not apply for readmission or reinstatement for one calendar year.

Each School and College may establish more stringent Probation, Exclusion, and Appeal policies, and students should consult the appropriate Dean’s Office. The Probation Committee of the University Advising Center is responsible for monitoring the University Probation and Exclusion Guidelines for Students in the College of Liberal Arts and Sciences, and the College of Fine, Performing and Communication Arts. Students must consult with an academic advisor regarding appropriate deadlines for academic hold releases and/or reinstatement procedures.

**Grade Appeal Procedure**

Students should first seek to settle grade disputes informally with the instructor. Each College and School has established formal grade appeal procedures. These procedures are available from the Dean’s Office of the College or School. In most instances, formal grade appeals must be filed within thirty days of the time the student has or should have received his/her final grade.

**Academic Appeal Procedure**

In matters where a College’s signed final decision is based upon the evaluation of a student’s academic performance, and when review procedures available to him/her within the College have been exhausted, the student may request the Provost to review that decision on the record. A written Request for a Provost Review must be made by the student himself/herself, with a copy to the Dean of the College, postmarked within thirty calendar days of the postmark of the College’s final decision, which is to be sent to the address provided by the student in the College’s review procedures. The Request for a Provost Review should outline any additional arguments the student wishes to be taken into consideration by the Provost’s review. The Provost’s review of the College’s decision will proceed as soon as practicable after notification by the student of his/her wish to seek review.

The student may also file with the Provost a Request for a Postponement of the effect of the College’s final decision. Such a Request must be postmarked within seven calendar days of the postmark of the College’s final decision, and a copy must be sent to the Dean of the College. Upon receiving a Request for Postponement, the Provost will immediately contact the Dean. Unless the College demonstrates clearly
and convincingly that the injury to the College or to third persons that would result from such a postponement would outweigh the injury to the student from denying the postponement, the effect of the decision rendered by the College must be postponed until the date that the Provost issues a decision regarding the underlying Request for Provost Review. The Provost will inform the student and the Dean of her/his decision regarding the Request for Postponement within three school days after receiving the request. Exceptions to this procedure may be granted by the Provost upon a showing of good and sufficient cause.

**Academic Nepotism Policy**

Faculty members are not to place themselves, or allow themselves to be placed, in situations amounting to ‘academic nepotism,’ i.e., teaching or otherwise directing the credit study or research of a student who is also a close relative. Concomitantly, students are not to take courses from close relatives or engage in research for academic credit under the direction of close relatives. All such credit will be disallowed.

**Fraud and Misuse of Documents**

Intentionally furnishing false information to the University is explicitly prohibited, as is forgery, alteration, unauthorized possession, or misuse of University documents, records and identification cards. The University reserves the right to rescind degrees if the award of the degree was based in whole or in part on deception, fraud, other unacceptable academic conduct, or misuse of University documents.