

# ACADEMIC REGULATIONS AND POLICIES

All Bryant University students are responsible for complying with the rules, regulations, policies, and procedures contained in this publication, as well as those in other official University publications (e.g.: Student Handbook) and announcements which may be issued from time to time.

## Academic Regulations

### Credit Hour

As an institution of higher education, Bryant University holds the responsibility for determining and upholding standards related to the awarding of credit hours for student work consistent with national standards.

- One hour (50 minutes) of classroom or direct faculty instruction and a minimum of two hours out of class student work each week for approximately fifteen weeks for one semester.
- A least an equivalent amount of work as required outlined above for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work relating to the award of credit hours.

Bryant University ensures a minimum of 750 minutes of instruction per credit hour (2,250 minutes of instruction for a standard, three-hour course), regardless of mode of delivery. Winter and Summer terms offer accelerated courses, and the schedule is adjusted to meet the above standard.

### Grading System

The grading system is as follows:

A	4.0	Excellent
A-	3.7	
B+	3.3	
B	3.0	Good
B-	2.7	
C+	2.3	
C	2.0	Satisfactory
C-	1.7	
D+	1.3	
D	1.0	Unsatisfactory
F	0	Failing
I	Incomplete (because of extenuating circumstances, the instructor has allowed additional time, usually two weeks, to complete the course.) The Incomplete is not included in calculating the GPA. If the Incomplete is not finished before the end of the next regular term (i.e., Fall or Spring terms), the grade will automatically be converted to an F. For purposes of this policy, "end of the next regular term" shall be interpreted to mean the last date on which that instructor's grades must be submitted.	
AU	Audit grade. Grade not included in calculation of GPA.	
P	Pass grade. Grade not included in calculation of GPA	
W	Student is allowed to withdraw from a course without penalty up to and including the 10th week of classes.	

WD	Student is allowed to withdraw from a term without penalty up to and including the 10th week of classes.
WP	At the discretion of the faculty member, student is allowed to withdraw without penalty after the 10th week of classes, but prior to the administration of the final exam.
WF	At the discretion of the faculty member, student is allowed to withdraw WITH penalty (failing grade) after the 10th week of classes, but prior to the administration of the final exam

In those cases where the instructor fails to meet the deadline date for submission of grades, the grade report will reflect the symbol NA, which means "Not available at time of processing of grade reports. Student must check with instructor for grade."

Courses attempted at Bryant University are permanently recorded and appropriately calculated in the grade point average.

### Add/Drop Policy

During the fall and spring terms, students may add courses for one (1) week after the first day of classes. Students have two weeks to drop classes after the first day of classes. Students must complete an add/drop form with appropriate faculty signatures and return to the Office of the Registrar. Refer to the Office of the Registrar web page for add and drop deadlines for the winter and summer terms.

### Grade Replacement Policy

Undergraduate students may have the option of replacing a grade in a course by retaking the course. The grade replacement policy is subject to the following conditions:

- For any one course this grade replacement option may only be used once. Also, credit for a repeated course may be used only once.
- This policy can be applied to a maximum of four different courses.
- For purposes of GPA calculation, the grade earned during the first course enrollment will stand until the recording of the final grade in the second enrollment is completed. When the second enrollment is completed, the grade for that second enrollment will become the grade used in all GPA calculations regardless of whether the grade earned is higher or lower than the grade obtained during the first enrollment.
- The transcript will record both course enrollments and the grade earned in each enrollment. The first attempt will be marked with an X to indicate grade replacement (e.g., XF, XD, XC).
- In the case of multiple attempts to achieve a passing grade in any one course, the X grade will apply only to the first attempt. The grades from all other attempts will be included in GPA calculations, which is consistent with the current policy
- Students will not be allowed to apply the grade replacement policy to a course in which there has been documented academic dishonesty that has not been reversed on appeal.
- The grade from the first attempt will continue to stand for those students who withdraw with a W or WP grade from the course during the second attempt. The grade for withdrawing with a WF during the second attempt will be an F for the course. Any type of withdrawal will count as one of the four allowed attempts.

A student who wishes to apply for grade replacement should petition the Undergraduate Advising Office. Petitions must be filed by the end of the Add/Drop period in the semester in which the student will complete the second attempt. The Director of Undergraduate Advising will review

all applications, and may deny permission in cases where repeating a course will delay appropriate progress toward completion of the student's academic program. A student may appeal the decision to deny a second enrollment to the department chair responsible for his or her primary academic program.

## Academic Grievance Procedures

Students who have academic grievances are entitled to have their dispute reviewed by a formal and systematic process. The student must initiate the grievance process by obtaining a form in the Office of the Registrar that outlines the steps to be taken for this review. The deadline for students to initiate an academic grievance is the middle of the next regular semester. For purposes of this policy, "middle of the next regular semester" shall be interpreted to mean the date that mid-semester grades are due.

The Academic Grievance process should begin with a good-faith effort for resolution between the student and professor. In the event that an issue cannot be resolved between the student and professor, the student may subsequently take up the review with the appropriate Department Chair and then the Associate Dean and Dean of the respective college. If the issue cannot be resolved by the aforementioned steps, the student may request a hearing with the Undergraduate Student Academic Grievance Committee.

The Undergraduate Student Academic Grievance Committee shall hold hearings on academic grievances asserted by undergraduate students. The Committee shall meet only when the student has not been able to resolve the grievance through the faculty member, the Department Chair, and the Dean's level review. The Committee shall have the authority to make recommendations for disposition of grievances to the Provost. The Provost shall consider the recommendation, but shall not be bound by the recommendation; and his/her decision on the grievance shall be final. At each stage in the grievance process a written record that summarizes each party's understanding and disposition is expected.

## Academic Honesty Policy

A student's education is the result of individual initiative and industry. A student indisposed to such an academic commitment will not gain an education at Bryant University. Each Bryant student, accordingly, understands that to submit work that is not his or her own is not only a transgression of University policy but a violation of personal integrity. A high standard of conduct in academic experiences is expected of each student.

The academic community, therefore, does not tolerate any form of "cheating" – the dishonest use of assistance in the preparation of outside or in-class assignments. Such violations, which include forms of plagiarism, are subject to disciplinary action.

To preserve its commitment to the high standards of intellectual and professional behavior, Bryant University rewards intellectual excellence and expects intellectual honesty.

Academic dishonesty includes but is not limited to:

- plagiarism in any form;
- copying from another student's examination, term paper, homework or lab report;
- intentionally missing an exam to gain an unfair advantage;
- submitting the same paper or report in more than one course without permission of the instructors;

- falsification or invention of data;
- unauthorized access to or the use of the computerized work of others;
- misappropriation of examination materials or information;
- giving illicit aid on exams, papers, or projects.

Lack of knowledge of the above is unacceptable as an excuse for dishonest efforts.

## Procedures and Penalties

A student must be informed of any accusations of alleged academic dishonesty from any member of the Bryant community. The procedure for handling cases is as follows:

1. If the case occurs with respect to an individual professor and course, the case should be dealt with by the professor. The student may be penalized up to and including failure in the course and expulsion from the class. The professor must file a report with the Department Chair. In the event that an issue cannot be resolved between the student and professor, the student may subsequently take up the review with the appropriate Department Chair and then the Associate Dean and Dean of the respective college. If the issue cannot be resolved by the aforementioned steps, the student may request a hearing with one of the following committees:
  - In cases of academic dishonesty related to a grade for a course assigned by a professor, the appeal will be heard by the Undergraduate Student Academic Grievance Committee.
  - In cases of academic dishonesty related to the alteration of a grade that was recorded in the University information system or misappropriation of examination materials or information, the appeal will be heard by the Undergraduate Student Disciplinary Committee.
2. Any member of the Bryant University community may bring an alleged violation of this academic code directly to the attention of the Dean of the respective college.

The appropriate committee will report its findings to the Provost for final disposition.

## Advanced Standing

Bryant University awards up to 30 credits for scores of 3 or higher on some of the Advanced Placement (AP) tests available through the College Board. Each AP exam must be reviewed and approved by Bryant's Office of Admission. Bryant University will consider granting up to 12 credits for a limited number of subject examinations available through the College Level Examination Program (CLEP). Credit may also be awarded to students who have successfully completed military service schools as qualified by *A Guide to the Evaluation of Educational Experience in the Armed Services*. There are testing fees associated with several advanced placement tests.

Students who have significant, relevant work experience may also satisfy certain course requirements through departmental testing programs. Challenge Exams are available to students who believe they have acquired, through employment and/or independent study, the knowledge and skill that is equivalent to a Bryant University catalog course. To sit for a "challenge examination" a student must apply through the appropriate department chair and pay the associated fees.

Recognizing the strength and quality of the curriculum offered by the International Baccalaureate Program, Bryant University grants advanced

standing credit for acceptable higher level exams with a score of 5, 6, or 7. Bryant awards up to 30 credits based on the particular curriculum requirements. Incoming freshmen students can transfer in a maximum of 30 credits for any combination of the following: Advanced Placement exams, International Baccalaureate Program with acceptable higher level exams, College Level Examination Program and credit earned and appearing on a college or university transcript with a 'C' or better.

## Attendance and Make-up Policy

The academic experience takes priority over all other activities. Accordingly, full attendance and participation in classes are expected of all students and is the responsibility of all students. Because of the unique nature of each course, teaching style, course objectives, and student situation and performance needs, the class professor is in the best position to determine fair and reasonable attendance and make-up policies for his/her course. Guidance on developing attendance and make-up policies can be provided by the department chair. The professor's attendance and make-up policies shall be clearly defined in the course syllabus.

While professors have wide latitude in determining to what degree attendance and/or class participation may count toward the course grade, they are expected to make reasonable accommodations for students to make-up missed exams or assignments under the following documented circumstances:

- The student is away from campus attending an official University function or is representing the University in an official capacity (e.g. professional meeting, conference, as a member of a judging team, academic or athletic competitions, etc.).
- Required military duty as certified by the student's commanding officer.
- Jury duty.
- Illness or injury sufficient to prevent class attendance.
- Death or serious illness in the family.

Students are to contact the Office of the Registrar in the event of situations requiring prolonged absences. In turn, the Office of the Registrar will provide initial notification of the student's absence to her/his professors for the current term. However, this will not preclude or replace the necessary communication between the student and the professor regarding the absence.

## Academic Program: Declaration of Major/Concentration

All undergraduate students are required to officially declare a major/concentration by the end of the second semester of their sophomore year. Students in the College of Arts and Sciences must declare their major. In addition to the concentration declaration, students in the College of Business must also declare their required liberal arts minor.

To officially declare a major/concentration or minor, students must complete a "Major/Concentration Declaration Form" or "Minor Declaration Form."

Forms are available from either the Registrar's website or the Undergraduate Advising website. These forms must be completed and signed by the student's academic advisor and the Department Chair/Coordinator for your major/concentration or required minor. Submit the signed forms to the Office of the Registrar.

Students who do not complete the official process of declaring their major/concentration or required minor will have a registration hold placed

on their Banner account in the fall of the junior year. The hold prevents registration for spring semester courses.

## Double Major or Concentration

Students in good academic standing may choose to develop a double major or concentration. To do so, the student must satisfy the degree requirements for both majors/concentrations. This may mean that students will need to take courses beyond the 122-hour degree program requirement. Students must complete a "Major/Concentration Declaration Form for both majors or concentrations.

## Dual Degree

At the undergraduate level, students must take the equivalent of a full year of study beyond the first baccalaureate degree to earn the second degree. Eligible students are those students in good standing. An application for pursuing dual degrees must be submitted to the Director of Undergraduate Advising in consultation with an academic advisor by the end of the sophomore year. To be awarded two baccalaureate degrees, the student must satisfy the program requirements for both degrees and complete 30 credit hours beyond the first degree for a minimum total of 152 credits.

## Limitation Period for Degree Candidates

Degree requirements are normally to be completed within four years, although students may take up to five years. Additional time, up to 10 years from the date of matriculation, may be granted upon formal request to the Director of Undergraduate Advising. Students who have been withdrawn for more than two consecutive regular semesters are designated as former students. Former students must reapply through the Admission Office and must meet all course, distribution, and quality requirements in effect at the time of reentry.

## Withdrawing From Bryant

Students are considered active and responsible both academically and financially unless they withdraw formally from the University. All undergraduate students who plan to withdraw from Bryant University are required to notify and complete an official withdrawal form in the Office of the Registrar. At that time, the student will complete an exit interview and be advised about his/her obligations to the University. After the tenth week of the term, students will be graded according to the university Grading Policy. The withdrawal form can be processed immediately or at the end of the term and the student's intent to withdraw will be communicated to the appropriate offices. Additional future registrations and housing will be canceled.

## Residency Requirement

All matriculating students at Bryant must complete the last 30 credits (10 courses) of their degree requirements at Bryant. If a student lives a considerable distance from the University so as to preclude commuting, he/she may petition the Director of Undergraduate Advising to complete no more than the last six credit hours at an approved institution. None of this work may be in the student's area of concentration, and only one of the two courses may be in the business area. The petition will be considered for approval provided that the student has matriculated for at least 30 credit hours, and has no more than six credits remaining to meet the distributive requirements, and otherwise meets the standards of academic progress. The University is prepared to accept up to 92 semester hours credit in transfer from a four-year institution and up to 62 semester hours credit from a two-year community college or institution. Courses that are transferred are for credit only and are not calculated into the grade point average (GPA). Students who have reached junior

standing (62 credits passed) may not transfer credits from a junior college.

### **Business Credit Hours**

At least 50 percent of the business credit hours required for the business degree must be earned at Bryant University. This statement applies to both the residency requirement and limits on transfer credits.

### **Limits on Transfer of Credits**

In addition to meeting the residency requirements, students will be eligible to receive transfer credit, subject to the distributive requirements of the degree program that the student expects to pursue at Bryant University. Upper division professional courses are not eligible for transfer credit unless they have been taken at the appropriate level at an acceptable institution. Professional courses that are not transferable may be acceptable through validation. The University follows a policy that only those courses that carry a grade no lower than a "C" will be evaluated for possible transfer.

### **Academic Standards of Progress**

The academic standards of progress measure a student's advancement toward meeting the grade point average requirements for a degree.

Requirements for a degree include a minimum grade point average of 2.0 in three categories:

1. major/concentration
2. minor and
3. overall [cumulative].

To be eligible for a degree, a candidate must have completed the required number and distribution of courses and have met the other requirements of the University.

### **Academic Standards of Progress - Performance**

Academic performance is calculated and posted on the grade report and transcript. For traditional students, the academic performance is calculated at the end of the fall and spring terms.

For nontraditional students, this will occur at the end of the spring term each year.

Academic performance is posted on the transcript and grade report according to the following levels.

#### **President's List**

Traditional (full-time) students – Students earning a semester GPA of 4.0 on at least 12 academic credits in a regular semester of coursework will be named to the *President's List*. Traditional students will be named to the *President's List* each term after final grades have been calculated and the standards of progress have been processed.

Nontraditional (part-time) students – Students taking at least 12 academic credits over two regular semesters of coursework in the academic year and earning a GPA of 4.0 on all academic credits taken during these two semesters will be named to the *President's List*.

Nontraditional students will be named to the *President's List* at the end of the spring term each academic year after final grades have been calculated and the standards of progress have been processed. (Note: Special sessions are included in the calculation.)

Note for both Traditional and Nontraditional students: Students are not eligible retroactively for a President's List designation under the Grade Replacement Policy.

Example: Student receives four As and one D in Spring 2006. In Fall 2006, student applies to replace the "D" class and re-registers it. The student will not receive the designation award for the Spring 2006 semester, even after the D is modified to XD.

#### **Dean's List**

Students with a grade point average of 3.4 or better on at least 12 semester hours of work in the regular semesters will be named to the Dean's List.

#### **Good**

This means that the student is in good academic standing; his or her semester AND cumulative GPA is greater than or equal to 2.0.

#### **Warning**

In this situation, the student has achieved a semester GPA below a 2.0 but has a cumulative GPA greater than or equal to a 2.0.

#### **Probation 1**

This indicates that the student has entered the first phase of academic difficulty with a cumulative GPA less than 2.0.

#### **Probation 2**

The student, on Probation 1, has made "satisfactory" progress toward the degree by earning a semester GPA greater than or equal to 2.0; however the cumulative GPA remains below 2.0.

#### **Dismissal**

This occurs when the student has been through Probation 1 and 2 without having raised the cumulative GPA to a 2.0 or better.

The student is academically dismissed from the University; and in general the student is required to take a one regular semester leave of absence. Students on dismissal status are not eligible to enroll for courses at Bryant University. This includes winter and summer terms.

#### **Immediate Appeal Process**

A dismissed student who believes there are extenuating circumstances surrounding his or her academic standing can apply for a hearing with the University Committee on Scholastic Standing (UCSS). Successful appeals most often relate to special circumstances within a semester that clearly caused the student to be distracted or incapacitated. These typically include significant medical issues (physical/mental), family crises, or legal issues. Other successful appeals involve demonstration of improved performance with supportive letters from University faculty or staff.

Documentation for such appeals should be primarily from professional sources such as physicians, therapists, clergy, attorneys or educators. In documenting the death of a relative or close friend, documentation should include a funeral or obituary notice. All documentation must be verifiable.

If the UCSS denies a hearing for an immediate appeal, the dismissed student can apply for a hearing to the Provost or his/her designee. If the Provost grants a hearing for an immediate appeal, the student will no longer have any recourse with the UCSS. If the Provost denies a hearing for an immediate appeal, the dismissed student is required to take a semester leave from Bryant University.



If the immediate appeal to the UCSS is granted, students must appear before the UCSS to apply for reinstatement. Students must provide evidence that their academic performance will be significantly improved upon their reinstatement.

If reinstatement is denied, the student may appeal the decision to the Provost or his/her designee and will no longer have any recourse with the UCSS.

If reinstatement is approved and the student fails to achieve the conditions specified by the committee, the student will be permanently dismissed from Bryant University.

### Reinstatement Process for Students Returning After a Regular Semester Away

Dismissed students returning after up to three regular semesters away from Bryant must appear before the UCSS to apply for reinstatement. Students must provide evidence that their academic performance will be significantly improved upon their reinstatement. Suggested evidence would include grades from courses taken while away and a detailed plan outlining steps for academic success.

If reinstatement is denied, the student may appeal the decision to the Provost or his/her designee and will no longer have any recourse with the UCSS.

If reinstatement is approved and the student fails to achieve the conditions specified by the committee, the student will be permanently dismissed from Bryant University.

Those dismissed students who are petitioning to return after being away from Bryant for more than two academic years must reapply to the University through the Transfer Admission Office.

Note Well: Students on dismissal status from Bryant University are NOT eligible to enroll in classes at the University for any term.

Students who are eligible to appeal their dismissal status may enroll in the Winter or Summer terms on a non-matriculated basis.

Grades earned by students while on a non-matriculated basis will be posted to the transcript, but will not be averaged in the GPA calculation.

The student's GPA calculation and academic status will remain unchanged until such time as the student is readmitted to the University and has met any and all conditions set forth by the University Committee on Scholastic Standing or the Provost.

### Academic Renewal Policy

A student who has been academically dismissed or who has withdrawn from the University with a cumulative grade point average which places the student in the Dismissal category may apply for readmission under the provisions of the Academic Renewal Policy no less than 5 years later. This option is available only one time to qualified students. Grades of "C" or better, previously earned at Bryant University, will be treated as transfer credits when applicable. Academic recognition will not be granted for a combined total of more than 61 credits of course work earned at Bryant University or transferred to Bryant University.

Eligible students must apply for readmission to both the Office of Admission and the University Committee on Scholastic Standing (UCSS).

### Academic Performance in \*Major/Concentration Chart

The Academic Standards of Progress for Cumulative GPA in Major/Concentration have been established as a warning system to alert

students to any deficiencies in their academic progress and to provide a vehicle for corrective action.

### Academic Standards for Cumulative GPA in \*Major Courses

Credits Attempted in Major/Concentration	Major/Concentration GPA	Academic Performance
3 - 6	Less than 2.0	Unsatisfactory Progress in Major/Concentration
7 - 12	Less than 2.0	Deficiency in Major/Concentration
More than 12	Less than 2.0	Dismissal from Major/Concentration
Degree Program Completed	Less than 2.0	Degree Deficient

\* Refers to major or concentration GPA depending upon degree program.