

## **Academic Policies and Procedures**

Academic Probation and Dismissal Policy

Dean's List

Disruptive Behavior Policy

Directed Studies Program Contract

Grade Appeals

Grade Changes

Scholarships

    Susan L. Greene Memorial Scholarship

    Dr. Edwin Harris Memorial Scholarship Endowment Fund

    Harry S. Melling Memorial Scholarship

    Joan E. Totten Annual Scholarship

    The University College Dean's Scholarship

    Invest in Knowledge Annual Scholarship

    Patricia W. and Edward A. Sammel Memorial Annual Scholarship

    Maude Bigford Honors Program Annual Scholarship

Student Complaint Policy

UNCP Program Contract

# ACADEMIC POLICIES

## Academic Probation and Dismissal Policy

### I. Academic Probation

1. A student will be placed on academic probation whenever any one of the following conditions is met:
  - a. The student's cumulative grade point average (CGPA) falls below a 2.00.
  - b. The student's semester grade point average (GPA) for two consecutive semesters is less than 2.00, regardless of cumulative GPA.
2. Any student who is on academic probation normally should not enroll for fewer than 12 hours of credit and cannot enroll for more than 14 credit hours without receiving permission from his or her advisor or educational counselor.
3. The temporary grade of "I" will not prevent a student from being placed on probation. Grades of "I" are not figured into the GPA. Students must be making reasonable progress in their coursework as evidenced by completion of at least 75% of coursework at passing levels before receiving the "I".

### II. Academic Dismissal

1. A student may be academically dismissed whenever any one of the following conditions is met:
  - a. Failure in 50 percent (50%) or more of the course work (credit hours) for which the student is enrolled in any semester.
  - b. The student's dean determines that academic performance at the end of any probationary semester, in the opinion of the student's dean, does not warrant the student's continuation.
  - c. A student's cumulative grade point average (CGPA) falls below the FSU minimum GPA (outlined below):

Semester Hours Graded Range	Minimum Cumulative GPA
0-20.9	1.40
21-30.9	1.60
31-50.9	1.70
51-67.9	1.80
68-97.9	1.90
98 and above	2.00

### III. Academic Dismissal Appeal

Students who are dismissed from the University for academic reasons, but believe there are extenuating circumstances that warrant consideration, may appeal the dismissal in writing to their dean's office. The Dean's decision is final.

### IV. Readmission

1. Students dismissed because of low grade point average (GPA) may be readmitted when one of the following conditions is met:
  - a. The student completes twelve (12) semester hours of coursework, applicable to the major/program to which he or she wants to return, from a postsecondary institution and earns a C or better in each course taken;
  - b. In cases in which there are extenuating circumstances, the student may receive special written approval for readmission from his or her academic dean.
  - c. In cases in which the student has not attended Ferris State University for an extended period of time (e.g. more than 2 years), he or she may receive special written approval for readmission from his or her academic dean.

### V. How to Restore Good Academic Standing

Students who are on Academic Probation should consider any or all of the remedies listed below in order to move their overall GPA above 2.0 and stay there.

- Repeat any class or classes for which you received a grade of D+ or lower as soon as possible. This is especially important for any class that is a pre-requisite for the next class you need to take (e.g. MATH

110 for MATH 115) or any class that you failed. When you retake a class, only the better grade counts in your GPA.

- Take advantage of the Strategies for Success program offered by the Educational Counseling and Disabilities Services Center of University College (STR 313). This workshop consists of two sessions, one hour of assessments and a one hour appointment with an educational counselor. These sessions will help you determine a plan to do better in the new semester.
- Take or retake a problem class that includes a Structured Learning Assistance (SLA) workshop. The SLA program offers additional instruction to students by workshop facilitators who are trained in teaching methods that will complement the regular classroom instruction. Moreover, students with low grades in courses are required to attend the workshop. Keep in mind that you have four days at the beginning of the first semester to change your schedule in order to get into an SLA section.
- Get a tutor...NOW! Go to the Academic Support Center at ASC 1017 and sign up for tutoring in any subject that you think will be a challenge. Tutors are carefully selected and trained to help students in the subject matter. Paraprofessional staff members also offer small group instruction in essential academic skills such as time management, notetaking, study skills, and memorization.
- Use the services offered by the Writing Center at ASC 1017 to help you with any class that requires writing assignments. Writing Center staff can help you with each phase of a writing assignment, from generating an outline to proofreading the final copy.
- Most importantly, DO NOT PROCRASTINATE! Remember, the sooner you use any of these services, the better chance of making changes that will improve your academic performance. Best of all, there is NO CHARGE for these academic support services.

## DEAN'S LIST

The secretary for Student Academic Affairs compiles a list of Retention & Student Success dean's list students based on the following requirements.

Requirements for full-time students are:

- 3.5 GPA during the semester
- Completion of a minimum of 12 FSU credits during the semester
- Courses must be at the 100 level or higher. Developmental courses are included. ENGL 074 and MATH 010 are not included.

Requirements for part-time students are:

- 3.5 GPA for the current semester
- Minimum of 12 credits earned prior to being eligible for the dean's list
- Courses must be at the 100 level or higher as above.

Letters of congratulation are sent to the students and the list is posted outside ASC 1048 and on the Retention & Student Success website.

**Effective July 1, 2012 University College became the Retention & Student Success Unit of Academic Affairs**

**DISRUPTIVE BEHAVIOR POLICY  
AND GUIDELINES FOR INSTRUCTORS**

*May 19, 1998*

University College strives to maintain a positive learning environment and educational opportunities for all students. Consequently, patterns of behavior that obstruct or disrupt the learning environment of the classroom or other educational facilities will be addressed.

**The instructor is in charge of the course.** This includes determining assignments, due dates, methods and standards of grading, final grades, and policies regarding attendance, tardiness, late assignments, outside conferences, etc.

**The instructor is in charge of the classroom.** This includes determining the times and extent to which they allow questions or discussion, the level of respect with which they and other students are to be treated, and the specific behaviors they will allow within their classes. Open discussion of an honest opinion about the subject of a course is encouraged, but the manner in which the class is conducted is a decision of the instructor.

**An instructor is entitled to maintain order in his/her class and has an obligation to other students to do so.** Toward that end, an instructor is authorized and expected to inform a student that specific behavior is disrupting a class and to instruct the student to cease that behavior. If the student persists, the instructor is authorized to direct the student to leave the class. If the student fails to comply with a directive to leave the class, the instructor may call Public Safety to assist with the student's removal.

If a student persists in recurrent disruptive behavior, the student may be subject to administrative action up to and including an involuntary withdrawal from the course, following administrative review by the University College Dean's Office and/or University disciplinary proceedings. (University disciplinary procedures are delineated in the "Student Community Standards" section of the Student Handbook.)

**Disruptive behavior can be penalized by a lowered course grade (i.e., from a "B" to a "C") only to the extent that the quality of classroom participation has been incorporated into the instructor's grading policy for all students.** (Note: Academic misconduct, which is covered by other regulations, can be a legitimate basis for lowering a grade or failing the student.)

Students as well as employees are bound by the University's policy against harassment in any form. Harassment will not be tolerated.

The office of the student's dean is to be notified of any serious pattern or instance of disruptive behavior that takes place in the classroom or outside the classroom as a part of campus life no later than three days from the given incident.

Please review the “University Policies” and “Student Community Standards” sections of the Student Handbook so that you are fully aware of both the student’s responsibility for appropriate conduct and the University’s disciplinary procedures pertaining to conduct.

If you have specific behavioral expectations for your classes, your students will be best served if you include these in your syllabus and/or review them with all students at the beginning of the term.

When disruptive behavior occurs in class or in another educational setting (for example, computer lab, tutoring room), confront it directly and simply. Label the behavior as disruptive and tell the student to stop the behavior. “Your talking is interfering with my ability to lecture, and it is disrupting the class. Please stop or I will ask you to leave the room.” It is best to respond early, while you are most likely be able to do so with little emotion.

If the student does not stop, ask the student to leave the room. Document the occurrence by making a note (i.e., on your grade book or office calendar). Do not tell the student that she/he cannot return to class at a later session, however, as this violates University policy. If the student refuses to leave, either dismiss the class or excuse yourself for a few minutes and call Public Safety (ext. 5000) to have the student removed.

If you experience a pattern of disruptive behavior and the student does not respond appropriately to clear, simple messages, inform your immediate supervisor immediately. She/he will be informed about any changes in policy or procedure and can probably provide some good advice as well. Serious behavior problems (including any student who refuses to leave the room when instructed to do so) should be reported first to the student’s dean and secondly to Student Judicial Services.

**You may lower a student’s grade for being disruptive only to the extent that you have incorporated “quality of class participation” into your grading system for all students.**

You may invoke the University’s disciplinary procedure against a disruptive student. In extreme cases, you may also ask the dean’s office to withdraw the student from your class. This action may not be taken until a review has been conducted through the joint efforts of the student’s dean’s office and the instructor’s dean (if they are not one and the same).

In cases of potential threat, dismiss class and immediately call Public Safety (ext. 5000) from a nearby office or courtesy phone. Also, inform the student’s dean’s office and the instructor’s dean’s office promptly.

NOTE: When in doubt, don’t hesitate to talk to senior colleagues, your immediate supervisor, or the dean’s office. Most problems can be resolved if addressed early and clearly. They are here to help you maintain a quality learning environment and the integrity of the classroom.

**Ferris State University**

**DIRECTED STUDIES PROGRAM CONTRACT**

The **Directed Studies Program (DIST)** is designed for students who do not meet the admission requirements of other Ferris State University programs to which they originally applied. All Directed Studies students, with the assistance of an academic advisor, are expected to develop an individualized program of study to reach eligible academic status.

I am enrolled in the Directed Studies Program and understand that I have been admitted as a **probationary student**. I also understand that I must perform at a certain standard in order to continue in DIST and **agree to the following:** (Please read and initial each of the requirements below.)

1. **I will maintain a cumulative GPA of 2.0 or better while I am enrolled in the DIST program.** A semester GPA below a 2.0 is cause for dismissal from the University. \_\_\_\_\_
2. **I will be enrolled in DIST 100 or 101. Withdrawing from or failing DIST 100 or 101 is cause for dismissal from DIST and the University.** \_\_\_\_\_
3. **I will attend and be on time for all classes - all of the time.** I realize that in order to be a successful college student, I need to attend and be on time for all of my classes and exhibit proper classroom attitude and behavior. I also need to complete all of my course assignments and homework on time. \_\_\_\_\_
4. **I will know and abide by University, College, and program rules and requirements** as outlined in this contract, the Ferris State University Catalog, and the FSU Student Handbook. \_\_\_\_\_

**I acknowledge that I have read and understand the program description and rules and agree to comply with the terms listed therein. I plan to take my education seriously and I fully understand that if I fail to meet the above requirements, I will face academic dismissal from the University.**

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Student ID Number

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

I have received a copy of this contract. A signed copy of the contract will become part of my permanent academic file at Ferris State University. \_\_\_\_\_  
(initial here)



## **GRADE APPEALS**

1. The grade appeal must be made no later than the tenth calendar day (excluding weekends and holidays) of the semester following the semester for which the grade was given.
2. The student may appeal the grade only once.
3. The student must first discuss the grade in question with the instructor who gave the grade in order to clarify misunderstandings, arithmetic, etc.
4. In the event that the student and the instructor are not able to resolve the issue, the student may then appeal the grade in writing to the respective instructor's department head/chair. A copy of the appeal will be forwarded to the instructor.
5. The instructor then will respond to the appeal, in writing, to the department head/chair.
6. On the basis of the student's appeal and the instructor's response, the department head/chair will inform the parties in writing of his or her decision.
7. In the event that the student or instructor is still dissatisfied with the grade in question, he or she may further appeal the decision to the Office of the Dean. A cover letter with copies of the original appeal, the instructor's response and the department head/chair decision must be submitted to the Dean's Office.
8. The Dean's Office will establish an ad hoc committee composed of a representative of the Dean's office and two faculty representatives from the Developmental Curriculum department to review the appeal. The committee may request additional documentation and/or call for any ad hoc members to assist in the appeal process. The committee will issue its recommendation to the Dean, whose decision is final and binding.
9. The appeals process must be concluded no later than the semester following the initiation of the appeal.

05/24/10

## **GRADE CHANGES**

To change a student's grade, this University procedure is followed:

1. The faculty member completes a grade change form and sends it to the department head.
2. The department head initials the form and sends it to the faculty member's dean's office.
3. The dean's office signs the form, updates its records, and sends the form to the student's dean. (This last step is not necessary if the student's dean is the same as the faculty member's dean.)
4. The student's dean's office signs the form, makes copies, and forwards it back to the department. The department then sends it to the Registrar's Office.
5. The Registrar's Office makes the official change.

In Retention & Student Success, all grade change forms for Retention & Student Success students are forwarded to the Student Academic Affairs Office (ASC 1048) after the dean signs them.

The Student Academic Affairs Office does the following:

1. Notes the change on the student's record and files a copy
2. Forwards the original grade change form to the Registrar.

## **SCHOLARSHIPS**

### **SUSAN L. GREENE MEMORIAL SCHOLARSHIP**

The Susan L. Greene Memorial Scholarship was established in October, 1997 to provide support to students, including some with marginal academic records, who will benefit from a university education. Detailed information is available from the Dean's office.

### **DR. EDWIN HARRIS MEMORIAL SCHOLARSHIP ENDOWMENT FUND**

Established in 2002, the Dr. Edwin Harris Memorial Scholarship is awarded to an Honors Program student who has demonstrated academic excellence, is in financial need, appreciates and utilizes technology in the learning process, and exhibits those characteristics and traits that will contribute to the achievement of success in a chosen career. Detailed information is available from the Honors Program Office.

### **HARRY S. MELLING MEMORIAL SCHOLARSHIP**

The Harry S. Melling Memorial Scholarship is presented to a student who was admitted to a probationary program and has successfully transferred to either the College of Business or the College of Technology. Detailed information is available from the Dean's office.

### **JOAN E. TOTTEN ANNUAL SCHOLARSHIP**

Established in 2008, the Joan E. Totten Annual Scholarship is awarded to a full-time undergraduate student majoring in any program in University College. Candidates must have at least a 3.0 gpa and have demonstrated music performance in high school or at Ferris State University. Detailed information is available from the Dean's office.

### **THE UNIVERSITY COLLEGE DEAN'S SCHOLARSHIP**

This award is given to students who took full advantage of the opportunity to enroll at Ferris as a provisionally enrolled student by completing the trial year successfully. Recipients must 1) have been enrolled in DIST or UNCP, 2) complete the trial year with a 3.0 or higher gpa, 3) be enrolled at Ferris for the subsequent year, and 4) show unmet financial need as validated by the Financial Aid Office. Awards for a given year depend upon the availability of funds in the University College Development Account.

## **INVEST IN KNOWLEDGE ANNUAL SCHOLARSHIP**

Established in 2012, the Invest in Knowledge Annual Scholarship is awarded to a full-time and/or part-time student registered with Educational Counseling & Disabilities Services and majoring in any program. Candidates must have at least a 2.5 cumulative gpa at the time of application. Detailed information is available from the Educational Counseling & Disabilities Services office.

## **PATRICIA W. & EDWARD A. SAMMEL MEMORIAL ANNUAL SCHOLARSHIP**

Established in 2011, the Patricia W. and Edward A. Sammel Memorial Annual Scholarship shall be awarded to a full-time undergraduate student majoring in any program at Ferris State University, who is out of their probationary period and into their degree. Candidates must have at least a 2.5 gpa at the time of application. Detailed information is available from the Dean's office.

## **MAUDE BIGFORD HONORS PROGRAM ANNUAL SCHOLARSHIP**

Established in 2010, the Maude Bigford Honors Program Annual Scholarship shall be awarded to a full-time undergraduate student in the Honors Program of sophomore, junior, or senior standing majoring in any program at Ferris State University. Candidates must have at least a 3.25 gpa at the time of application. Detailed information is available from the Honors Program office.

## STUDENT COMPLAINT PROCEDURE

In the event that a student may feel the need to voice a complaint or concern regarding a Retention & Student Success instructor, counselor, staff member, or educational activity, the student is directed to use the procedure outlined below. An exception to this procedure would involve complaints of an affirmative action nature. Those complaints may be directed either according to the procedure below, or to the University's affirmative action officer, or to another University employee as indicated in FSU's affirmative action policy.

**Direct discussion with staff member.** The first step normally should be to discuss the concern/complaint directly with the staff member. Students are encouraged to talk to their staff member as soon as possible. Many situations can be satisfactorily addressed, or misunderstandings clarified, at this level. When this occurs, no further action is called for.

**Department head review.** In the event that a concern/complaint cannot be adequately addressed through direct discussion with the staff member, the student may take another step by contacting the department head/director or program coordinator. To do so, the student should submit a written statement.

**Written statement.** The written statement should identify the student, staff member, course or activity, a factual description of the problem, and any other relevant information such as past efforts to address the problem. Normally, the student will also meet with the department head/director or coordinator after the latter has had an opportunity to review the written statement.

**Staff member's response.** Normally, the department head or coordinator will ask the staff member to review the written statement of complaint and to file a written response. The department head/director or coordinator may also meet with the staff member to discuss the situation and to review any related materials that may be relevant.

**Department head/director/coordinator action.** Following his or her review, the department head/director or coordinator is authorized to undertake whatever action and/or discussion may be called for per relevant University policies and procedures. That action may involve denying the complaint, working out a solution with the staff member, referring the matter to another office, or other appropriate action. The department head/director/coordinator action will be communicated in writing to the student and the staff member. A copy of this response will also be submitted to the Dean's office.

**Dean's review.** In the event that the student or the staff member is dissatisfied with the resolution at the department head/director/coordinator level, he or she may appeal the decision to the Dean's office of Retention & Student Success. A student wishing to pursue this level of appeal should submit a new written statement to the dean. The dean will review the complaint and the record of review at the department level and will adjudicate the case.

**The dean's decision is final and is not subject to further appeal.**

05/24/10

**Ferris State University**

**UNCP PROGRAM CONTRACT**

The **University College Program (UNCP)** is a limited enrollment one-year, *probationary*, academic support program for students who enroll at Ferris and who do not qualify for admission to a degree program. The purpose of the UNCP program is to offer students the opportunity for making a successful transition to college.

I am enrolled in the University College Program and understand that I have been admitted as a **probationary student**. I also understand that I must perform at a certain standard in order to continue in UNCP and **agree to the following**: (Please read and initial each of the requirements below.)

1. **I will maintain a cumulative GPA of 2.0 or better in each semester.** A semester GPA below a 2.0 is cause for dismissal from the University. \_\_\_\_\_
2. **I will earn a minimum of a 2.0 ("C") grade in all academic foundation courses in which I am enrolled.** Foundation courses include UNIV 101, CARE 102, UNCP 100, UNCP 101, READ 106, READ 176, ENGL 074 or MATH 010. I understand that I may not withdraw from or fail any of these courses. \_\_\_\_\_
3. **I will attend and be on time for all classes - all of the time.** I realize that in order to be a successful college student, I need to attend and be on time for all of my classes and exhibit proper classroom attitude and behavior. I also need to complete all of my course assignments and homework on time. \_\_\_\_\_
4. **I will know and abide by University, College, and program rules and requirements** as outlined in this contract, the Ferris State University Catalog, and the FSU Student Handbook. \_\_\_\_\_

**I acknowledge that I have read and understand the program description and rules and agree to comply with the terms listed therein.** I understand that if I fail to meet any of these basic academic requirements in my first and/or subsequent enrollment periods, I am subject to immediate academic dismissal from the University. In addition, I may be denied continued enrollment for future semesters.

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Student ID Number

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

I have received a copy of this contract. A signed copy of the contract will become part of my permanent academic file at Ferris State University. \_\_\_\_\_  
(initial here)