OAKWOOD UNIVERSITY

ADMINISTRATIVE POLICY MANUAL

2010

STUDENT ENROLLMENT SERVICES DIVISION

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Document Title:

5. It is the responsibility of the student to contact the student disability coordinator at the beginning of each semester for disability accommodations. Requests for reasonable variation in degree requirements to accommodate a student's disability should be submitted in writing at the earliest possible time to the student's advisor and department chair, who reviews all requests for such variation. If the student's disability precludes attainment of licensure or certification in the desired degree program, that information is noted in replying to the request.

6. Requests should be supported by appropriate documentation of the relevant disability filed with the coordinator for student disabilities. Assistance in preparing requests for reasonable academic accommodation is available through the Center for Academic Success (CAS).

Availability to students with diagnosed disabilities are

Students requesting disability services are expected to meet with the coordinator for students with disabilities as well as with the classroom instructor(s) affected by the proposed modifications before services are provided. The coordinator for students with disabilities guides the process.

Document Title: **ACADEMIC PROBATION**
Category: **CAS - Student Academic Affairs**
Number:
Effective Date: **April 5, 1999**
Authority: **Executive Director, Student Enrollment Services**
Document Status: **[ ] [ ] [ ] [ ] Revision Dates [ ] Replacement [ ] Addition**

All students whose cumulative GPA is less than 2.00 are placed on academic probation. This status requires all academic probationary students to take part in the academic improvement program conducted by the Center for Academic Success (CAS). Failure of all academic probation students to take part in this program may result in separation from the University.

A student whose cumulative GPA is below 2.00 is denied the opportunity and permission to represent the University in any official capacity or to hold office in any student organization, or to be employed in any academic administrative area involving records and confidentiality. Some social restrictions involving leave requests may also apply.

Students on academic probation must:

1. Limit registration to a class load of 13 hours per semester.

2. Be advised by the CAS academic advisors for class schedule approval during registration.

3. Include class load course(s) in which the student received a –D‖ or –F.‖

4. Register for remedial courses when the following conditions exist:

    - If the ACT English score is less than 16 or the SAT English score is less than 410, students must register for EN 095 and EN 099.
    - If the ACT mathematics score is less than 16 or the SAT mathematics score is less than 410, students must register for MA 095.
    - If the ACT composite is less than 17 or the SAT composite is less than 840, students must register for PY 095.

5. Successfully pass remedial courses with at least a C before registering for classes in English or mathematics.

6. Receive weekly tutorial assistance at the CAS.

7. Attend weekly advising sessions with the CAS academic advisor.

Students on academic probation should expect to take more than two years to complete the requirements for an associate degree and more than four years to graduate with a bachelor's degree.

Document Title: **SUSPENSION**
Category: **CAS - Student Academic Affairs**
Number:
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Students who fail to make acceptable academic progress, in view of the established policies and procedures of the institution, must be suspended. A first suspension because of poor academic performance will result in the student being ineligible for readmission or reacceptance for a period of at least one semester. When suspended a second time, students become eligible for readmission or reacceptance after one calendar year from the suspension date, providing that during that time they have attended another accredited college or university for at least one semester, carrying a minimum of twelve semester hours with no grade lower than –C.‖ In both cases, to be so considered, the student must not be under any disciplinary sanction from the University and must apply for readmission through the Records Office.

Document Title: **DISMISSAL**
Category: **CAS - Student Academic Affairs**
Number:
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Any student who after four academic semesters or sixty-four semester hours has not attained a cumulative GPA of 2.00 will be dismissed for a minimum of two semesters. During this time the student must attend another accredited college or university for each semester of dismissal, carrying a minimum of twelve hours with no grade lower than –C.‖ Course requirements must include classes previously taken at Oakwood University that received grades of –D‖ or –F.‖ Application for readmission must be filed with the Records Office.

SE

Academic Standing

The following classifications are based on scholastic performance as defined by the University:

- Regular standing
- Academic probation
- Provisional
- Provisional probation
- Special probation
- Special student

Student Classification

A student enrolled in a professional program in which he/she is classified as freshman, sophomore, junior, or senior will be classified according to the level of the course work he/she is taking (e.g., a student with a previous baccalaureate degree may be pursuing a degree in nursing and will be classified as a sophomore while taking sophomore-level courses, etc.).

Students enrolled in undergraduate programs will be classified as follows:

- Freshman: 0-29 semester units
- Sophomore: 30-60 semester units.
- Junior: 61-92 semester units
- Senior: 93 + (128) semester units

Course Load

To be considered a full-time student, an undergraduate student must be registered for at least twelve semester hours of course work per semester.

The normal course load, including all course work for which a student may be registered at this or another institution, is sixteen semester hours for an undergraduate student. A student of exceptional ability may, with approval of the Vice President for Academic Affairs, register for additional course work.

A definition of what makes one a full-

Document Title: **COURSE NUMBERING**
Category: **Records - Student Academic Affairs**
Number:
Effective Date: **November 1, 2010**
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Course Numbers

The course number for a new course must be approved by the Records Office. According to established guidelines, course numbers should not be reused for ten years. Course numbers ending with 1, 2, or 3 are reserved for sequence courses.

Assigning Course Numbers

The following broad definitions are to be used in determining the correct level and course number for a new or renumbered course.

- **Lower-Division Courses:** 100- and 200-levels
    - 100-level courses should be suitable for college freshmen.
    - 200-level courses are suitable for college sophomores and qualified freshmen.
    - Characteristics include:
        - Generally no college-level prerequisites (aside from preceding courses in the same sequence), but may have secondary school prerequisites.
        - Generally not limited to students majoring in the field in which the course is offered.
- **Upper-Division Courses:** 300- and 400-levels
    - 300-level and 400-level courses are directed primarily at juniors and seniors.
    - Characteristics include:
        - Require substantial college-level preparation.
        - Specify prerequisites, if any.
        - Specify the accumulation of a certain number of credits in specified areas, if required.
        - Specify the required level of academic progress (such as junior or senior standing or a certain number of total college credits), if necessary.
        - Specify any required permission to enroll.
- **Graduate-Level Courses:** 500- and above levels

If no major change is made to a course title or content, it is not necessary to obtain a new course number.

Document Title: **DEGREES AND CERTIFICATES**
Category: **Records - Student Academic Affairs**
Number:
Effective Date: **April 5, 1999**

Each department develops its own criteria for offering programs leading to the granting of a certificate, which requires the approval of the Curriculum Committee and the Faculty Assembly. The record of certificate candidates is to be permanently filed by the granting department.

Certificates require the signature of the Vice President for Academic Affairs and the department chairperson or program director (except for preauthorized certificates [e.g., for nonacademic credit such as continuing education certificates] which are signed by parties identified in the department criteria statement). A standard certificate design and size approved by the Office of the Vice President for Academic Affairs is used by all departments (except for preauthorized attendance certificates).

Multiple Degrees

Two different bachelor's degrees may be conferred at the same time if the candidate has met the requirements of both degrees and has completed a total of 160 semester hours of credit. The University does not grant two degrees of the same kind to any one person at the same time, such as two Bachelor of Arts or two

Document Title: **ENROLLMENT VERIFICATION AND ENTRANCE**
Category: **Records - Student Academic Affairs**
Number:
Effective Date: **April 5, 1999**
Authority: **Executive Director, Student Enrollment Services**
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ENROLLMENT VERIFICATION

Enrollment verification for the purposes of loan deferments, etc., shall be completed and signed by the Office of Student Records. Such documents will be completed based on registration information entered on the student record computer system. Deferment forms are signed on an annual basis for students in block programs and on a semester basis for all other students. These forms are signed after the last date of the semester in which a student can drop a course with no record on the transcript.

ENTRANCE POLICIES

1. The procedures for application and the specific requirements for admission to the departments of the University are outlined in the respective departmental handbooks. Acceptance of an applicant is contingent upon the full satisfaction of these requirements.

2. An applicant is-21(n5(2.)] TJtt(A)5(n)-214cec)8(t)7(4A)5(e4(4A8eg21(i)6(s-JETB)11(t5(e4pl)-4(ant)5( )-21

2. **To add**

Document Title: **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**
Category: **Records - Student Academic Affairs**
Number:
Effective Date: **April 5, 1999**
Authority: **Executive Director, Student Enrollment Services**
Document Status: **[ ] [ ] [ ] [ ] Revision Dates [ ] Replacement [ ] Addition**

As amended, the Family Educational Rights and Privacy Act of 1974 (the Buckley Amendment) ensures that eligible students have the right to

1. Inspect and review educational records files, and other data.

2. Waive the right of inspection and review of confidential letters and statements of recommendations filed since January 1, 1975.

3. Challenge the content of educational records to ensure that they are not misleading or inaccurate.

4. Preclude directory information from being released.

5. In many cases, decide whether or not a third party may obtain information about them.

The act obliges the University to inform students of their rights and to establish policies and procedures through which their rights can be exercised. Oakwood University intends to comply fully and fairly with the provision of the act and with its statements on policies and procedures.

DEFINITIONS

The following terms, contained in the federal regulations, are specifically defined for purposes of this policy.

A. ***Directory information*** includes the following student information:

- Name
- Address
- Telephone number
- Date and place of birth
- Major field of study
- Dates of attendance
- Degrees and awards received
- Most recent previous educational agency or institution attended by student

B. ***Disclosure*** means permitting access, release, transfer, or other communication of education records of the student or the personally identifiable information contained therein orally, in writing, electronically, or by any other means to any party.

C. ***Educational Record*** means any data recorded in any medium that is directly related to a student and are maintained by the University.

The following types of records are not included in the terms –Educational Records‖ or –Student Records‖ under the act and are not subject to inspection or review by students.

1. Financial statements of parents.

2. Confidential statements and recommendations filed prior to January 1, 1975.

3. Records which the student has waived the right to inspect.

4. Records of instructional supervisor and administrative personnel that are in the sole possession of the maker and are not revealed to any other individual except a substitute who performs on a temporary basis the duties of the individual who made the record.

5. Records of the law-enforcement unit of the University, which are kept separate from educational records and maintained solely for law-enforcement purposes and available only to law-enforcement officials of the same jurisdiction.

6. Records which are maintained by a physician, psychiatrist, psychologist, or other recognized professionals or para-professionals acting or assisting in a professional or para-professional capacity which are used solely in connection with the provisions of treatment to the student.

7. Records of the University which only contain information relating to a person after that person is no longer a student (e.g., information gathered on the accomplishments of alumni).

D.

1. Students request review of their own records.

2. Authorized government officials or agencies require disclosure for audit and evaluations of state and federally supported programs.

3. Full-time University employees exercise authorized access and legitimate educational interest.

4. Release to directors of Enrollment Management, Records, and other appropriate officials of another school system in which the student intends to enroll on condition the University makes a reasonable effort to inform the student of the disclosure.

5. Persons or organizations providing student financial aid require disclosure.

6. Accrediting agencies engaged in the accrediting function require disclosure..

7. Disclosure is made to the parents of a student whose status as a dependent has been established according to the Internal Revenue Code of 1954, Section 152.

8. Compliance with a judicial order or lawfully issued subpoena, provided a reasonable effort is made to notify the student prior to compliance.

9. Disclosure to authorized officials in connection with an emergency, if knowledge of the information is necessary to protect the health or safety of the student or another person.

The written consent of the student must be signed and dated and must include the student's Social Security number or birth date. The written consent must specify the record to be disclosed, the purpose or purposes of the disclosure, and the party or parties to whom the disclosure may be made.

Directory information is considered public and may be released without written consent unless specifically prohibited by the student.

A student may restrict publication of directory information by completing the appropriate form in the Office of Records and Enrollment Management requesting the directory information not be released. As a matter of policy, Oakwood University does not release directory information relating students to commercial mail advertisers or other vendors.

All third parties to whom information or records are disclosed shall be informed at the time of disclosure that no further disclosure of personally identifiable data, other than directory information, is authorized without the written consent of the student.

A record of each third-party request for and each disclosure of personally identifiable information from a student's record will be maintained within the student's record. However, a University officer is not required to maintain a record of requests of disclosures to persons seeking directory information and

REQUEST FOR REVIEW OF RECORDS

Students may request to inspect and review educational records as previously defined. Such a request must be made to the Director of Records, who will forward the request to the appropriate office which keeps the records. Although it is University policy to respond to a request to inspect records as promptly as possible, an office has up to 20 working days to honor the request. A student may request and receive an explanation or interpretation of his/her record from a responsible official. Each office in which educational records are located maintains a record of requests and releases of personally identifiable information.

RIGHT TO CHALLENGE INFORMATION IN STUDENTS' RECORDS

Students may challenge any information in their educational records which they believe to be inaccurate, misleading, or inappropriate. If students wish to challenge information in their file, they must make a request in writing to the official responsible for the record in question that the record be amended. The responsible official shall decide as soon as possible, but not longer than 20 working days from the date of the request, whether or not to amend the challenged record. If the student consnge Sofft

the provisions of the act and the regulations adopted pursuant thereto. Copies of the policy can be obtained from the Offices of Records, Enrollment Management, Student Affairs, and Academic Affairs. Questions concerning the Family Educational Rights and Privacy Act may be referred to the Director of Records and director Enrollment Management.

ASSISTANCE WITH PROBLEMS OR QUESTIONS CONCERNING COMPLIANCE

Questions about the provisions of this act should be directed to the Director of Records.

Document Title: **GRADES/INSTRUCTOR GRADE REPORTS**
Category: **Records - Faculty Academic Affairs**
Number:
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GRADES/INSTRUCTOR GRADE REPORTS

All course grades are due to the Director of Records five days after the last day of final examinations.

Instructors are responsible for turning in their grades to the Records Office on time. Instructor Grade Reports (IGR's) are sent to each department for every course taught by the department in any given semester. Faculty should anticipate receiving IGR's at the end of each term. If they do not receive an IGR, they need to contact the Records Office for a copy.

A grade must be assigned to each name listed. No blanks may be left on the IGR. The following grades are appropriate: A, A-, B+, B, B-, C+ C, C-, D+ D, F, FA, P, U, AU, I, DG, NC, W.

The following designations have limited use:

I Given for circumstances beyond a student's control. An "I" may be changed to a grade only by the instructor before the end of the following term, but excluding the summer sessions for those not in attendance during that term. Incomplete units are not calculated in the grade point average.

W Assigned by the Records Office when students submit change of program forms according to University policy.

FA Assigned by the instructor when a student fails due to absences.

P/U Assigned by the instructor as directed by their department for courses in which a letter grade cannot be determined. Assigned by the Records Office when a student submits a P/U request form to the Records Office according to University policy. "S" is equivalent to "C" or better in undergraduate courses.

Instructors are to submit letter grades for courses in which students may elect P/U grades. As stated above, the Office of University Records will enter the S/U grade based on the letter grade assigned by the instructor.

Names are not to be added to IGR's, nor should changes be made in courses titles or units without verifying a student's registration with the Records Office. This should not be necessary at the end of the semester when IGR's are printed as all changes are to be made when the course roster is issued at the beginning of the semester.

A pen or typewriter should be used to enter grades. All corrections need to be initialed.

Incomplete Grade

A Petition to Receive Incomplete Grade Form must accompany the grade report for each "I" assigned and must include all the necessary signatures. Also, include the anticipated completion date (no later than the last day of the following semester; for the spring semester, it can be the last day of the fall semester if the student does not attend summer school). An "I" is accepted when the reason stated on the form is valid according to University policy, which is printed on the form.

By the use of the Petition to Receive Incomplete Grade Form, the student requests an "I" grade from the instructor, stating the reason for the request and obtaining the signatures of the instructor and the department chairperson. The form is left with the instructor. The instructor will then report the "I" grade on the grade report form as well as the grade which the student will receive if the deficiency is not removed within the time limit. The petition form is then filed with the Records Office along with the grade report form. It is the responsibility of the Records Office to give final acceptance of the petition. The original copy of the Petition to Receive Incomplete Grade will be kept in the Records Office no later than the final day when grades are due the succeeding term.

An –I‖ grade should only be given in an emergency situation and not for a remedy for overload, failure on final examination, absence from final examination for other than an emergency situation, or low grade to be raised with extra work.

Document Title: **NEW COURSES AND COURSE CHANGES**
Category: **Records - Student Academic Affairs**
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Document Title: **STUDENT RECORDS**
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Oakwood University is in compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA). In keeping with this law, it is the Unive
academic records while protecting their confidentiality.

DEFINITIONS:

Student: one who is attending or has attended Oakwood University

Educational record: any record in whatever form (handwritten, taped, print, film, or other medium) which is maintained by the University, except the following:

- Personal records kept by a University staff member if the record is not revealed to others and is kept in the sole possession of the staff member.
- Student employment records that relate exclusively to the student in the capacity of an employee.
- Records maintained separately from educational records solely for law-enforcement purposes that are revealed only to law-enforcement agencies of the same jurisdiction.
- Medical records maintained by the University student health clinic if those records are used solely for treatment and made available only to those persons providing treatment.

RIGHTS UNDER FERPA

Students and parents of dependent students shall have the right to do the following:

1. Inspect and review the student's educational records.
2. Request that the student's educational records be amended to ensure the records are not inaccurate, misleading, or otherwise in violation of a student's privacy or other rights.
3. Consent to disclosures of personally identifiable information contained in the student's