

Academic Policies

Degrees at both the undergraduate and graduate levels are offered at North Dakota State University. For the various programs of study leading toward baccalaureate degrees, consult the college sections.

Graduate degree requirements and fields of study are summarized in the Graduate School section of this bulletin. More comprehensive information is published separately in the Graduate Bulletin.

Baccalaureate Degree Requirements

To receive a baccalaureate degree from NDSU, a student must complete all of the requirements listed in this section as well as those specified for the particular degree by a college within the University. Consult the appropriate section of this bulletin for further degree requirements.

Degree candidates must satisfactorily complete one of the degree curricula offered at NDSU. Because curricula are frequently updated, students are responsible for determining curricular expectations according to the following guidelines:

1. Intended degrees, majors, and minors must be declared to become official by providing notice to the Office of Student Academic Affairs, 110 Ceres Hall.
2. Students may follow any published curricula from the year of entrance at NDSU or from the year of admission to a limited-enrollment program, whichever applies, to the year of graduation provided enrollment at NDSU has not been discontinued for more than one year.
3. Students who change their majors, minors, or type of degree are subject to meeting the requirements in effect during the year in which the new curriculum was entered. Students may follow any published curricula from the year the new curriculum was entered to the year of graduation provided enrollment at NDSU has not been discontinued for more than one year.
4. Any student who discontinues enrollment at NDSU for more than one year is subject to meeting the curricular requirements in effect at the time of re-entry.

Each program of study presented by a candidate for the baccalaureate degree is audited for meeting the degree requirements by the Office of Student Academic Affairs. Degree candidates are certified by the Office of the Registrar according to total credits earned, cumulative grade-point average, and other University-wide requirements.

General Education Program

The purpose of general education at NDSU is to ensure that students acquire knowledge, perspectives, and skills associated with a university education. The program is designed so that graduates will be able to adapt to and anticipate changes in their profession and in society. Graduates also will be able to integrate and use the knowledge and perspectives they have gained to live productive, intellectually rewarding, and meaningful lives.

Intended Student Outcomes

The intended student outcomes resulting from general education include the following abilities:

1. Communicate effectively in a variety of contexts and formats.
2. Locate and use information for making appropriate personal and professional decisions.
3. Comprehend the concepts and perspectives needed to function in national and international societies.
4. Comprehend intrapersonal and interpersonal dynamics.
5. Comprehend concepts and methods of inquiry in science and technology, and their applications for society.
6. Integrate knowledge and ideas in a coherent and meaningful manner.
7. Comprehend the need for lifelong learning.

General Education Requirements*

The following requirements apply to all undergraduate students who enter NDSU.

	Credits
First-Year Experience Course	1
Required of all entering freshmen and new students who transfer fewer than 24 semester credits to NDSU.	
Category 1: Communication	9
Comm 110, Fund. of Public Speaking or equivalent(3)	
Engl 110, College Composition I . . .(3)	
Engl 120, College Composition II or equivalent(3)	
Category 2: Quantitative Reasoning	3
CSci, Programming, e.g., BASIC, COBOL Math 104, Finite Math or 146 or higher Stat 330, Intro. Statistics or higher	
Category 3: Science and Technology . . .	10

* Courses in the areas of the natural sciences, the physical sciences, and technology are included in this category.

- A minimum of 4 general education credits must be in natural or physical sciences.

- A one-credit laboratory course must be taken as a corequisite with one of the general education science and technology courses unless the course includes an embedded laboratory experience equivalent to a one-credit course.

Category 4: Humanities and Fine Arts . . . 6

- No more than 3 of the 6 credits may be in fine arts performance.

- Any performance courses must be in addition to those required for the student's major.

Category 5: Social and Behavioral Sciences 6

Category 6: Wellness 2

Required is a 2-credit course focused on wellness that integrates at least two of the four following areas of lifelong wellness: emotional well-being, nutrition, physical activity, and psychological development.

REQUIREMENTS WITH NO ADDITIONAL CREDITS:

Category 7: Cultural Diversity

This requirement may be met by 3 credits taken as part of the 6 credits required in the humanities and fine arts or as part of the 6 credits required in the social and behavioral sciences in a course approved for cultural diversity.

Students also may submit a written petition to substitute study abroad experiences to meet this requirement. Such experiences must be equivalent to the same time commitment as a 3-credit NDSU course and include an academic component.

Category 8: Global Perspectives

This requirement may be met by 3 credits taken in any department as part of the 36-37 credits required for general education approved for global perspectives.

Students also may submit a written petition to substitute study abroad experiences to meet this requirement. Such experiences must be equivalent to the same time commitment as a 3-credit NDSU course and include an academic component.

Category 9: Computer Usage Integrated in All majors

Category 10: Communication Activities in Upper-Division Major Courses

Category 11: Comprehension of Personal and Professional Ethics Integrated into Majors

Category 12: Capstone Experience in All Majors

Total36-37

* Only courses approved by the University Senate Standing Committee on General Education and by the University Senate may be used to fulfill category requirements. Approved courses are listed in the appendix to this Bulletin and in the Registration Schedule each term.

General Education Category Descriptions

The following descriptions are elaborations of the general education categories approved by the University Senate.

Communication is the clear, precise, and purposeful exchange of information in a variety of contexts, using either written or oral means.

Cultural diversity focuses on the social, personal, and interpersonal effects of variety and differences among cultures.

Fine arts, as an integral component of the humanities, promote the appreciation of aesthetics and the expression of creativity.

Global perspectives focus on analysis of worldwide issues illustrating the interdependence of the world and its people.

Humanities systematically explore cultural and intellectual forces shaping events, individual expression, and social values.

Quantitative reasoning is an organized set of quantitative methods used to solve problems or extend knowledge. Quantitative methods are a set of principles and procedures that could be used to manipulate numerical data.

Science is an organized body of knowledge, including principles and procedures based on scientific methods, used to explain physical or biological phenomena.

Social and behavioral sciences use scientific methods to analyze the behaviors, structures, and processes of individuals and groups.

Technology is the systematic application of scientific knowledge to solve problems.

Wellness is a dynamic and integrative process of becoming aware of healthy lifestyles, of learning to make informed choices, and of developing a balanced approach to living.

General Education Program Assessment

General education assessment has three basic purposes:

1. To improve student learning and development by identifying the intended student outcomes for the program.

2. To provide feedback on the progress toward the intended student outcomes.

3. To use the feedback to modify aspects of the program to ensure that the outcomes are being achieved and that student learning is improved.

Assessment activities are valued at NDSU and include the participation of students. Results will not be used to penalize students or faculty. Student performance on assessment of the general education program will not become part of the transcript.

General Education Administrative Policies

1. General education courses may be used to satisfy requirements for both general education requirements and the major, minor, and program emphases. No more than two courses from any given department may be double counted in a curriculum.

2. Departments or colleges may preclude their students from double counting general education courses.

3. Department or college requirements for graduation may exceed the minimum general education requirements.

4. Except for courses that meet the cultural diversity or global perspectives requirements, no course can fulfill the requirements for more than one general education category.

5. General education requirements can be met through the College Level Examination Program (CLEP), departmental examinations, the Advanced Placement Program (AP) of the College Entrance Examination Board, or equivalents.

6. General education requirements can be met by successful completion of a course for which an approved general education course in the same department is a prerequisite or by successful completion of a course which students with advanced standing in a department may substitute for an approved general education course in that department.

7. No general education course may be taken for graduate credit.

8. Except for courses offered only on a pass/fail basis, no courses taken to meet the general education requirements may be taken for pass/fail grades.

9. The general education minimum requirements apply to all undergraduate degree programs as well as the professional degree program in pharmacy.

10. Transfer students meet NDSU's general education "College Composition I and/or College Composition II" requirement in the Communication category if they have credit in any English course (in composition,

composition and literature, or the equivalent) totaling at least 2.67 semester credits per course. Transfer students who have only partially fulfilled general education category requirements by transfer approved courses must complete the requirements in approved courses within the NDSU deficient categories. No category credit requirement may be deficient by more than a partial semester credit. However, in the communication category, if the transfer course(s) have been evaluated as equivalent to Engl 110, 120, and Comm 110 and total no less than 8 semester credits, the category requirement has been met. The total for all general education categories must be at least 36 semester credits.

11. A student who has completed a general education program consisting of a minimum of 36 credits at a regionally accredited institution and who transfers to NDSU or who pursues a second degree at NDSU is considered to have completed his or her general education requirements at NDSU.

12. General education courses at other accredited institutions, which do not have equivalent courses at NDSU, may be accepted in transfer as part of the general education requirements at NDSU.

General Education Transfer

Students transferring general education credits within the North Dakota University System need to consult with advisers in their academic programs at NDSU for two reasons. First, degree requirements of individual programs and colleges at NDSU may exceed the University-wide general education requirements. Second, meeting the University-wide general education requirements by transfer credits may not necessarily prepare students for advanced, upper-division study in an academic major at NDSU.

North Dakota University System Transfer Agreement

The North Dakota University System (NDUS) General Education Requirements Transfer Agreement (GERTA) was established by the State Board of Higher Education to ease student transfers within the System. Although subject to revision by the Board, the policies at the time of printing were the following:

1. If students have completed the general education course requirements (36 credits or more) at one NDUS institution and transfer to another NDUS institution, then the lower-division general education requirements will have been met.

2. If the general education requirements have not been completed before transferring, the general education courses from the indicated areas are applicable to an appropriate general education requirement of the institution to which they are transferred. In these cases, the number of credits required to complete the general education requirement in each area is determined by the policies of the institution to which the courses are transferred.

Graduation Requirements

In fulfilling graduation requirements, there are two sets of requirements to meet: university-wide requirements, which include the general education requirements and which all students must complete, and college-level requirements, which include requirements for completing majors and minors. College-level and department-level requirements for majors and minors are listed in the Colleges section of this bulletin under the appropriate college listing.

1. Academic major: Satisfactorily complete all requirements of the curriculum in which one is enrolled and earn a minimum total of 122 credits in approved course work. Students should be aware that requirements for some academic majors exceed this minimum.

2. General education requirements:

Satisfactorily complete the general education requirements as specified earlier in this section. General education requirements are an integral part of the program requirements.

3. Scholastic standing: A minimum cumulative grade-point average of 2.00 based on work taken at NDSU for which grades have been assigned is required for graduation. When a course is taken and repeated at NDSU, only the last grade and credits acquired will be used in computing the cumulative grade-point average; however, all attempts appear on the transcript. Students should be aware that some academic programs include more specific grade-point requirements for program components or special credentials.

4. Upper-level credit requirements: At least 37 of the credits presented for graduation must be in courses at the 300 and 400 level.

5. Residence requirements and transfer credits: Resident credits include credits registered and paid for at NDSU while attending courses offered on campus, in Tri-College, or via network telecommunication sessions. Subject to approval by the college and department in which the student is majoring, credits earned through designated programs (e.g., field trips, internships, coop education, study abroad, and capstone or exchange programs) sponsored by NDSU or originating from the NDSU campus may be accepted for all or part of the resident credit. Ordinarily, the last 30 credits must be resident credits.

A transfer student must earn a minimum of 60 semester credits from a four-year institution. Of these, at least 36 must be NDSU resident credits. Within these 36 semester credits, minimum requirements include 15 semester credits in courses numbered 300 or above and 15 semester credits in the major field of study.

Students regularly enrolled in the University will not be allowed credit toward graduation for correspondence courses taken simultaneously with resident study on the campus without the approval of the respective college dean and the University Registrar.

6. Financial obligations: Satisfy all financial obligations owed to the University.

7. Application for degree audit: Students will be sent a Graduation Audit Request postcard from the Student Academic Affairs office. Postcards will be mailed according to total degree credit requirements. Students should complete and return the card according to the following guidelines.

- For 122-150 total credits, file after completing 75 credits.
- For 151-165 total credits, file after completing 95 credits.
- For 216-229 total credits, file after completing 120 credits.

Students will be sent audits through the mail listing the requirements remaining for completion of the degree requested.

8. Application for degree: All candidates for a baccalaureate degree must indicate their intent to graduate during registration for their last semester. The application forms are available in the Office of the Registrar, 110 Ceres.

Failure to apply by the third week of the planned semester of graduation may delay the awarding of the degree until the following semester. If a student fails to complete the required courses in time for a planned graduation, the student must reapply for the next graduation.

Students are also responsible for submitting any name and address corrections for diploma processing.

Majors and Minors

Majors and minors are integral parts of baccalaureate degree curricula, particularly of those curricula that are largely elective.

Major: A major is a planned grouping of related courses that totals a minimum of 24 credits.

Specific curriculum requirements for majors may be acquired from the appropriate departmental office.

Minor: A minor is a similar grouping of courses that totals a minimum of 16 credits. Students must have their minor(s) verified. Verification forms are available in 110 Ceres. Completed forms must be signed by the appropriate department chair and submitted to 110 Ceres at the time of degree application.

Double Major: A double major may be earned by completing the requirements of two majors offered under the same baccalaureate degree. Each major in a double major must include a minimum of 15 credits unique to the major.

Double majors lead to a single degree. When requirements for both majors are met concurrently, both majors are displayed on the diploma.

A second major may be completed and recorded on the student's academic record after

the degree for the first major has been awarded. When majors under different degrees are involved, the requirements for a second degree apply.

Baccalaureate Degrees

A degree is the title that the University confers on a graduate who has completed university requirements for that degree. NDSU confers the following degrees at the undergraduate level: Bachelor of Accountancy (B.Acc.)
Bachelor of Architecture (B.Arch.)
Bachelor of Arts (B.A.)
Bachelor of Fine Arts (B.F.A.)
Bachelor of Landscape Architecture (B.L.A.)
Bachelor of Science (B.S.)
Bachelor of Science in Nursing (B.S.N.)
Bachelor of University Studies (B.U.S.)

Second Degree

A second baccalaureate degree may be earned at NDSU with all of the following provisions:

1. All curriculum requirements are satisfactorily completed.
2. A 30-credit minimum is earned in residence beyond all of the credits and degree requirements for the first baccalaureate degree. All requirements for both degrees must be met, including the separate residency requirements at NDSU for each (36 for the first; 30 for the second). Any repeated courses do not count toward the 30 credits. Each degree program must be approved by the appropriate department chair.

3. Each degree must be different, with one exception. More than one Bachelor of Science degree may be earned in different specified fields in engineering.

Exceptions to Degree Requirements

Academic policies and requirements are designed to ensure that programs at NDSU are consistently of high quality. **All University requirements prescribed by the University Senate must be met.** Students may request substitutions or waivers for college or departmental requirements when extenuating circumstances prevail.

Students should initiate requests with the Office of Student Academic Affairs. Reasons for the request along with supporting evidence must be provided in conjunction with the request. In cases where deviation from the requirements might affect the student's eligibility to enroll in a particular course, the student should begin the process early during the previous term to ensure timely processing.

Graduation with Honor

Graduation with honor applies only to the baccalaureate degree. Graduate courses will not be included in the computation. Candidates who entered NDSU as a freshman and who have earned a minimum cumulative grade-point average of 3.60 will be graduated "with honor." Candidates with transfer credits must meet the minimum cumulative grade-point average of 3.60 for all credits earned at NDSU, as well as a cumulative grade-point average of

3.60 for all credits earned including those from transfer work. All grades including those of WF and all attempts of repeated courses will be included in grade-point average calculations for graduating with honor.

Commencement

Commencement exercises are held twice a year at the close of the fall and the spring semesters. Students who completed graduation requirements during the preceding summer are eligible to participate in the December commencement exercises with the fall graduates. All graduate students must have completed all requirements by the deadlines specified by the Graduate School to participate in commencement exercises.

An undergraduate student may participate in the May commencement exercises if that student is registered to complete all graduation requirements by the end of the summer session following the May commencement. Individual colleges may set more stringent requirements.

A student may participate in commencement only once for a particular degree. The date of graduation on the diploma will comply with the actual completion date of the degree.

Reservations for commencement must be made by the date specified by the Registration and Records Office. Orders for caps, gowns, and hoods must be made by the date specified by the Varsity Mart.

Diplomas

Diplomas are issued following each term and are mailed six to eight weeks following the close of the academic session in which graduation requirements have been completed. Diplomas or official transcripts will not be released for students who have outstanding debts owed to the University.

Academic Planning and Enrollment

Students are advised to prepare long-range plans according to curricular guidelines for the degree program selected. Attention to such things as semester credit loads and course sequences are recommended for optimum experiences.

Academic Year

NDSU operates on a semester system consisting of fall and spring semesters and a summer session. The 12-week summer session is arranged into condensed periods of standard 4-week and 8-week courses, as well as special short-term offerings; however, the total class hours are the same as the regular semesters.

Academic Credit

A credit is a unit used to compute the amount of work required for graduation. One semester credit is equivalent to one lecture period (50 minutes) in class per week for one semester. On an average, students should expect to spend two hours of study or preparation for each hour

spent in class. In the case of laboratories, a minimum of two 50-minute periods per week for one semester is equivalent to one credit. Most workshops require one and one-half hours per week for one semester for one credit. Preparation time varies for laboratories and workshops.

Academic Advising

The academic advising program at NDSU is designed to facilitate the student's intellectual and personal growth, to assist students in using University resources, and to guide students in making informed choices regarding academic and career plans.

The Office of Registration and Records operates as the centralized support center for academic advising on campus. Each of the colleges on campus has a designated staff member in Registration and Records as a liaison to support and facilitate faculty advising activities.

Following admission to NDSU, each student is assigned an adviser who is usually a faculty member in the department in which the student is majoring. If a major has not been declared, an assignment is made with a faculty member who serves as an adviser for the College of University Studies. An adviser assists a student in selecting courses to ensure a well-balanced education and helps interpret University and college policies and requirements. However, students are fully responsible for their academic decisions including selecting courses, meeting prerequisites, and adhering to policies, procedures, and deadlines.

Because of the diverse student population at NDSU, other advisory services are provided to meet special needs. Refer to the section on Student Life for descriptions of additional services.

Classification of Students

Students are classified according to the progress made toward the completion of the requirements of the curriculum in which they are registered.

Classification	Completed Credits
Freshman	fewer than 27
Sophomore	27 - 59
Junior	60 - 89
Senior	90 or more

Undergraduate special student: One who is seeking continuing education credits or has not completed the formal application process for admission.

Unclassified student: One who holds a baccalaureate degree from an accredited institution and is seeking graduate credits for personal growth and improvement of skills and has declared that he or she is not working toward an advanced degree.

Full graduate standing: One who holds a baccalaureate degree from any institution of recognized standing, and who has been admitted

by the Graduate School to a graduate program of 30 credits or more.

Conditional graduate status: One who holds a baccalaureate degree, but does not meet one or more requirements for admission or has deficiencies in prerequisite course work.

Provisional graduate status: One who holds a baccalaureate degree, but does not meet requirements for full graduate standing. Provisions stated must be removed according to Graduate School guidelines.

Note: Unclassified and special students may not represent the University in any extracurricular activities nor join any student organization to which co-curricular eligibility rules apply.

Eligibility for Co-Curricular Activities

Unless granted special permission by the Vice President for Student Affairs, students must fulfill the following to be eligible to participate in any public program or public contest: satisfy entrance requirements, be classified, be registered for and successfully carrying at least 12 college credits during the current semester, and have earned at least 12 college credits in residence during the semester of last previous attendance.

Student Credit Load

The standard credit load for undergraduate students is 15-18 hours per semester during the regular academic year. A minimum of 12 credits per semester is required to be considered a full-time undergraduate student (graduate students, 9 credits). Students are limited to 20 credits per semester (summer session, 15 credits). Exceptions are granted in some cases. Students who find it necessary to enroll for more than the credit limit must have an NDSU minimum cumulative grade-point average of 2.5 to be eligible to petition for an overload. Petition forms are available in the Office of Registration and Records.

Registration

Registration is required of all who attend classes. Dates for advising and registration are published each semester in the "Registration Schedule." Other sources of information include the annual "NDSU Dates and Deadlines" pocket calendar and "The Spectrum," published weekly when full semester classes are in session.

ALFI. Registration is one of several features of a computerized system known as ALFI (Access Line for Information). Once enrolled, students may enter ALFI from anywhere by Touchtone telephone from campus computers with the ALFI icon, or from the Web-based ALFI registration system. Some features, such as registration, are only available at certain times. ALFI informs students when a feature is not available. Instructions for using ALFI are printed in the "Registration Schedule" each term.

On-site. On-site registration is provided for students who are unable to or choose not to use the ALFI system. Refer to the appropriate "Registration Schedule" for information on locations and dates.

For registration purposes students are grouped into the following three general categories:

Currently enrolled students: Registration usually begins during the eleventh week of each semester. Registration for summer session should be completed during the previous spring at the same time as registration for fall semester. The advising period begins one week prior to registration. Copies of the Registration Schedule are available in the Registration and Records Office a few days before advising week begins.

Students must see their adviser before they register. Those who do not may have an adviser hold placed on their records; thereby preventing registration. Currently enrolled students are assigned to register via ALFI according to total credits earned.

Information about the earliest time to register is available through ALFI. Consult the "Registration Schedule" for details.

Returning students: At the close of the ALFI registration time periods for currently enrolled students (approximately December 1 and May 1), start dates and times begin for returning students upon request. Registration materials will be mailed as soon as they are available following notice of intent to re-enter NDSU.

New students: Detailed information regarding registration along with the opportunity to get a head start through the orientation program will be sent to new students from the Office of Orientation and Student Success.

Academic Regulations

All students are expected to comply with the various academic procedures and deadlines.

Changes in Registration

Students who use ALFI to register may process their schedule changes via ALFI through the seventh business day of the semester. (For the summer session, the time is reduced proportionately.) Refer to the "Registration Schedule" for each semester and the relevant Summer Registration Schedule for specific dates and procedures.

As of the eighth business day of the semester, all schedule changes must be made by completing a "Request for Change of Registration" form. Students must acquire the necessary signatures and submit the form along with any other required forms to the Registration and Records Office. Forms are available in departmental offices of advisers and in 110 Ceres Hall.

Adding Courses/Sections

Students may add courses to their schedules during the first 15 days from the start date of

the semester. (For the summer session the time is reduced proportionately. Consult the Summer Registration Schedule for specific times related to the various offerings.)

As of the eighth business day of the semester, an authorized "Class Permit" for each course to be added must be acquired from the department offering the course and submitted to the Registration and Records Office along with a completed "Request for Change of Registration" form.

Dropping Courses/Sections

No-record drops. Through the first 30 business days from the semester start date, students may drop without penalty a course from their schedule. As of the eighth business day of the semester, submit a completed "Request for Change of Registration" form to the Registration and Records Office. (Consult the Summer Registration Schedule for summer deadlines.)

WF/WP drops. Students may continue to drop courses after the no-record drop deadline. The difference, however, is that WF (drop-failing) will appear on the record unless the student is (a) passing the course and (b) requests a status review at the time the "Request for Change of Registration" form is submitted at the Registration and Records Office. WP (drop-passing) will be placed on the record if the instructor confirms that the student was passing at the time the drop was submitted.

The last date to drop courses during a regular semester is ten business days prior to the first day of final examinations. For summer courses the time is reduced proportionately.

WF does not affect a student's grade-point average, although it remains on the academic record and is used in computing graduation with honor.

Any questionable issues should be resolved as soon as possible, but no later than the seventh week of the following semester.

Auditing Courses

An auditor may attend classes only as a listener, without privilege of participation in regular class exercises and may be admitted to classes only with a class permit and official registration as an auditor. No credit is received for audited courses. A student cannot fail an audit; however, an instructor may assign a "W" (withdrawn) for non-attendance.

Students may drop a regularly registered course and add it as an audit course by submitting a "Class Permit" and processing a "Request for Change of Registration" form no later than the end of the third week from the semester start date. Consult the Summer Registration Schedule for summer session dates.

Once the audit registration is processed, the decision cannot be reversed. An audit fee is one-half of the regular tuition rate.

Instructor's Drop Policy

At the end of the first week of lecture classes or following the first meeting of laboratory classes, an instructor has the option to submit a list of students who have neither attended nor notified the instructor. Administrative course drops will be processed by the Registration and Records Office for all students named on lists received. Since this is an optional procedure for instructors, students are strongly advised to process a "Request for Change of Registration" form to be assured of being dropped from the course and to avoid receiving a grade of "F" at the end of the term.

Cancellation of Registration

Students who register and then find it impossible to attend NDSU before the semester start date must cancel their registration by writing PO Box 5196, NDSU, Fargo, ND 58105 or stopping in the Registration and Records Office, 110 Ceres. A telephone call is not sufficient. Further, it is not possible to cancel registration or to drop an only or last course by ALFI.

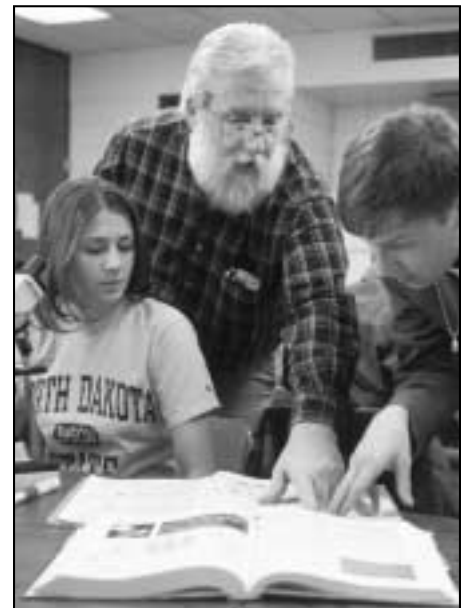
Withdrawal to Zero Credits

Students who have registered and then wish to drop all courses after the semester start date must officially withdraw from the University. Failure to initiate the withdrawal process may result in "F" grades and financial obligations that otherwise might be avoided.

Refer to the section on Financial Information for refund deadlines.

Procedures to withdraw from all courses and leave the University include the following:

1. Read and complete the brochure entitled "Withdrawing to Zero Credits."
2. Consult with an NDSU staff counselor for assistance in addressing academic, personal, financial, or other concerns.



3. Withdrawals are processed at the Business Office, 101 Old Main, from 8:15 a.m. to 3:30 p.m. on regular working days. Continuing Education courses (including Co-op) must be processed in 209 Engineering Technology.

4. Students are responsible for any unpaid bills at the time of withdrawal.

5. The deadline for withdrawals is the tenth business day prior to the first day of final examinations. Withdrawals after this date will not be processed without evidence of a compelling reason or circumstances beyond the student's control.

Evaluation of Transfer Credit

A student who is admitted as a transfer from another college or university is required to have a minimum 2.00 cumulative grade-point average for all transferable work taken elsewhere. If, due to special circumstances, a student is admitted with less than a 2.00 average, that student will be admitted on academic probation, and transferable course work will be assessed according to level of performance. These requirements apply to returning students who have attended other institutions, as well as new transfer students.

The Registration and Records Office administers the NDSU policies governing the acceptance of credit from outside institutions. Before credits may be evaluated for specific NDSU course equivalency or application to departmental programs, transfer courses must be accepted for University credit according to the following guidelines:

1. College-level course work from regionally accredited colleges or universities will be accepted for transfer. Credit for a remedial course is not accepted for transfer if the course is remedial by definition of the transferring institution or if it is equivalent to a remedial course at NDSU. Technical or vocational course work from regionally accredited institutions may be accepted as general elective credit up to a maximum of 16 credits.

2. Credit will be evaluated not only as it appears on the transcript, but also on the basis by which the credit was initially awarded by the sending institution; for example, credit by examination or life experience is not accepted for transfer.

3. The Registration and Records Office determines the applicability of transfer credit toward NDSU general education requirements according to North Dakota University System guidelines, where applicable.

4. College-level credits that do not have a course equivalent at NDSU will be accepted, but may count only toward total credits. The academic department will determine whether these transfer electives satisfy specific curricular requirements. (See also General Education Administrative Policies.)

5. NDSU requires that a minimum of 37 credits toward a baccalaureate degree must be earned at the junior or senior level. Therefore, while a freshman- or sophomore-level course transferred from an outside institution may satisfy a specific program requirement at NDSU, that course will not be counted toward the 37-credit upper-division degree requirement.

6. Transferable courses with D grades will be accepted by the University; however, colleges and departments determine whether or not these courses apply toward their respective majors and programs.

7. The name of transfer institutions and total credits accepted by NDSU will be indicated on the NDSU transcript. Total transfer credits are converted to semester credits. Transfer grades are not recorded nor computed in the cumulative GPA. They are used only for purposes of admission to the University and certain programs, as well as for determining eligibility to graduate with honor.

Common Course Numbers

Institutions in the North Dakota University System have established common course numbers (CCN) for many courses to facilitate transfer of courses within the System. Under the CCN agreement, transfer students who have successfully completed CCN courses will not be required to retake them. Course requirements will have been fulfilled; however, CCN courses will not fulfill residence requirements nor will 100- and 200-level courses fulfill upper-division requirements for graduation.

Correspondence Courses

College credit is allowed for courses completed in correspondence only when all of the following conditions have been fulfilled in advance:

1. Regular admission requirements have been satisfied.
2. Course prerequisites have been satisfied.
3. Written permission of the Dean of the college in which the student is enrolled has been filed with the Office of the Registrar.

Credit by Examination

Students may demonstrate evidence of college-level achievement through the use of nationally standardized tests. Competency to write these examinations may have been gained through intensive preparation in high school, extensive reading in a particular field, or other types of formal or informal preparation.

A student may not repeat by proficiency testing a course that has been previously taken or failed at NDSU or another accredited institution.

Testing Center

NDSU is a national testing center for students wishing to take CLEP examinations. For costs, times of testing, and related information, contact the Office of Counseling and Disability Services, 212 Ceres Hall, or telephone 231-7671.



CLEP Subject Examinations

Examinations	Minimum Scores Required	Equivalent NDSU Courses	Semester Credits
American Government	50	Pols 115	3
American Literature	50	Engl 261 & 262	6
Analyzing & Interpreting Literature	50	Engl 271 & 272	6
British Literature	50	Engl 251 & 252	6
Calculus with Elementary Functions	50	Math 146	4
College Algebra	50	Math 103	3
College Algebra-Trigonometry	50	Math 107	3
College French	50	Fren 101 & 102	8
College German	50	Germ 101 & 102	8
College Spanish	50	Span 101 & 102	8
Freshman College Composition	50	Engl 110	3
General Biology	50	Biol 150 & 150L	4
General Chemistry	50	Chem 121 & 121L	4
History of the United States I: Early Colonization to 1877	50	Hist 103	3
History of the United States II: 1865 to Present	50	Hist 104	3
Human Growth and Development	50	Psyc 250	3
Information Systems and Computer Applications	50	CIS 101	3
Introduction to Education	50	Psyc 230	3
Psychology	50	BUSN 214	3
Introductory Business Law	50	Psyc 111	3
Introductory Psychology	50	Soc 110	3
Introductory Sociology	50	Acct 200 & 201	6
Principles of Accounting	50	Econ 202	3
Principles of Macroeconomics	50	BADM 302	3
Principles of Management	50	BADM 301	3
Principles of Marketing	50	Econ 201	3
Principles of Microeconomics	50	Math 105	3
Trigonometry	50		
Western Civilization I: Ancient Near East to 1648	50	Hist 101	3
Western Civilization II: 1648 To Present	50	Hist 102	3

College Level Examination Program (CLEP)

CLEP is a national testing program sponsored by the College Entrance Examination Board (CEEB). NDSU accepts official score reports for the Subject Examinations only. Credit will be awarded for the equivalent courses.

The following policies apply at NDSU.

1. The Subject Examination should be taken prior to enrollment in the equivalent or more advanced college-level course.
2. Scores from a Subject Examination may not be used to establish credit for a course previously taken and failed or for a course in which the student is currently enrolled.
3. A year must elapse before a Subject Examination may be repeated.

CLEP Registration and Fees:

CLEP Examinations are administered on Thursday and Friday of the THIRD WEEK OF EACH MONTH (except December and February). Registration must be made before the 25th of the month prior to the administration of the tests. The current fee for each of the General and Subject Examinations is \$54.

Advanced Placement (AP)

Students from high schools that participate in the Advanced Placement Program may earn credit through examinations provided by the College Entrance Examination Board (CEEB). The examinations are administered at the conclusion of a college-level course taught in participating high schools. The scores are forwarded to the college of the student's choice.

Advanced Placement Examination

Exam Title	Minimum Score Required	Equivalent Course	Semester Credit
Art/History of Art	3	Art 210 & 211	6
Biology	3	Biol 150 & 150L	4
Calculus AB	3	Math 165	4
Calculus BC	3	Math 165 & 166	8
Chemistry	3	Chem 115	4
Computer Science A	3	CSci 160	3
Computer Science AB	3	CSci 161	3
English/Language and Composition	3	Engl 110	3
English Language Examination	3	Engl 112	4
Environmental Science	3	Biol 124 & 124L	4
French Language	3	Fren 101 & 102	8
German Language	3	Germ 101 & 102	8
Government and politics/ Comparative	3	Pols 225	3
Government and Politics/ U.S.	3	Pols 115	3
History/European	3	Hist 102	3
History/United States	3	Hist 103 & 104	6
Human Geography	3	Geog 150 & 151	6
Latin/Latin Literature	3	CLAS 101 & 102	8
Literature and Composition	3	Engl 2203	3
Music Theory	3	Musc 122 & 124	6
Physics B	3	Phys 161 & 162	8
Physics C/Mechanics	3	Phys 251	4
Physics C/Electricity and Magnetism	3	Phys 252	4
Psychology	3	Psyc 111	3
Spanish Language	3	Span 101 & 102	8
Statistics	3	Math 210	3
Studio Art	3	Art 122 & 124	6
World History	3	Hist 211 & 212	6

International Baccalaureate (IB)

NDSU recognizes the International Baccalaureate program, offered at many high schools in the United States and abroad, which allows students to take examinations for credit. The examinations are offered at subsidiary and higher levels. Students must receive a minimum score of 5 on higher-level examinations to qualify for possible awarding of credit and advanced placement. Credit earned through IB is not resident credit and may not be used to satisfy resident-credit requirements for graduation.

Course Challenge

A student who is currently registered may seek credit by challenging a course. A course challenge usually consists of a special comprehensive examination; however, additional types of performance may be required for some courses. A course challenge is only permitted for courses in which the student has not previously registered for credit. Further, credits earned by course challenge will not satisfy requirements toward a graduate degree.

Procedures for pursuing a course challenge include the following:

1. Obtain a "Petition for Challenge" form from the Registration and Records Office.
2. Obtain approval from the instructor of the course, chair of the department, and dean of the college. Clarify expectations of the challenge, e.g., examination only or examination plus other performance.
3. Pay the course challenge fee at the Business Office after receiving approval for the challenge.
4. Arrange a mutually convenient date and time for the challenge.

Courses successfully challenged are listed on the student's record with the notation Credit by Special Exam. Unsuccessful challenges are not recorded.

Final Examinations

Final examinations in one-credit courses are usually given during the last regular class period. Final examinations for all other courses are scheduled by the registrar, and they may not be rescheduled during the final examination period, or given prior to the start of the final examination period. According to State Board of Higher Education policy, the examination period is instructional time and, if a final examination is not given, some instructional use of this period is expected.

No student shall be obligated to take more than three final examinations scheduled for the same calendar day. In the event that a student has four or more final examinations on the same calendar day, the student shall notify the instructor(s) from the highest numbered course(s) no later than two weeks before the last day of class to schedule a make-up examination to be administered at a mutually acceptable time.

Class Attendance

Attendance in classes is expected, and may be required by the instructor. If attendance is required, and will impact grading, it is the responsibility of the instructor to clearly communicate that policy to students.

Grades and Honor Points

The quality of student work is indicated by a letter grade. In computing scholastic averages, each letter grade is assigned a specific number of honor points for each credit earned. Student work is reported in terms of grade-point average for the term and cumulative grade-point average for the composite of work at NDSU. Calculations are based on the following:

Grade Descriptions	Honor Points for Each Credit
Passing grades	
A Excellent	4.0
B Good	3.0
C Average	2.0
D Passing	1.0
P Pass (D or better)	*
S Satisfactory (C or better)	*
WP Drop Passing	*
W Withdrew	*
Nonpassing grades	
F Failure	0.0
I Incomplete	*
U Unsatisfactory	*
WF Drop Failing	*
Additional indicators	
AU Audit	*
CD Credit deferred	*
CW Credit withdrawn	*
NC No credit	*
NR Not reported	*
Z Repeated course	*

* Not calculated in grade-point average, except for WF and Z in determining eligibility to graduate with honor.

Grade-Point Average Calculation

Grade-point average (GPA) is calculated by dividing the total number of honor points earned at NDSU by the total number of credit hours in which honor points were recorded. (Calculations include grades of F.) NDSU GPA calculations do not include developmental course work that does not count toward the graduation requirements. Refer also to pass/fail grading and repeated courses.

Pass-Fail Grading

Pass-fail grading is available in any given course; however, the pass/fail option may not be used for courses taken to meet general education requirements. Students are advised to check degree-program restrictions regarding acceptance of pass/fail credits. Request forms may be acquired in departmental offices of advisers and in the Registration and Records Office. Forms must be signed by the student's adviser.

Pass/fail policies include the following:

1. Students are limited to a total of 16 credits under the pass/fail grading option. Courses that are offered only for pass/fail grading for all students who enroll are not included in the 16-credit limitation.
2. Approval for the pass/fail option must be filed in the Registrar's Office during the first three weeks of the regular semester. Refer to the Summer Registration Schedule for summer session deadlines.
3. Once a pass/fail request has been approved and filed, it cannot be changed back to a regular grade.
4. A grade of P is without honor points and is not included in the grade-point computation; however, a grade of F is included in the grade-point computation.
5. If a course is taken for a regular grade, it cannot be repeated on a pass-fail basis.

Grades of Incomplete

Under extraordinary circumstances and at the discretion of the instructor, a student may be assigned a grade of Incomplete (I).

The following policies apply to Incomplete grades:

1. The grade of Incomplete is assigned to indicate that satisfactory work has been completed up to within five weeks of the semester end, and that circumstances beyond the student's control prevented completion of the work.
2. The grade of Incomplete is not to be given in any instance where the student has a deficiency of more than five weeks of work including final exam week. (The time period is proportional for variable length courses and summer session.)

3. Grades of Incomplete are initiated by student request. The student must contact the instructor, request an Incomplete grade, and, upon instructor approval, make arrangements to complete the work.

4. Except in courses designated as practicum, internship, individual study, field experience, study abroad, or graduate-level research or investigation, the grade of Incomplete must be removed not later than the end of the seventh week of the next semester enrolled. Any alternative arrangements must be made by written agreement of the instructor and filed with the department chair and the Office of the Registrar.

5. Grades of Incomplete are removed when the student has completed all course requirements and the instructor of the course files a change of grade form with the Registration and Records Office.

6. All grades of Incomplete that are not removed within the specified time are automatically changed to F grades by the Registration and Records Office.

7. Grades of Incomplete earned in the last semester of attendance by a student who leaves the University for two or more years may be changed to Withdrawn (W) upon re-enrollment. Requests for this privilege must be filed with the Registration and Records Office during the first term of re-entry.

Mid-Term Grades

Approximate class standing at mid-term is to be provided to all students in all courses. Upon request, all instructors shall inform students directly of their approximate mid-term grades before the end of the seventh week of the semester.

Course Failures

The grade of F may not be removed by special examination. When a grade of F has been received in any given course, credit for that course may be earned only by re-enrolling in it and completing it satisfactorily.

Grade Appeals

A course grade is considered final unless an appropriate appeal is filed by the student. For the student who has reason to believe the grade issued is incorrect, the following appeal procedure steps are provided by the University.

1. A student must initiate a request for change of a grade with the instructor within three (3) weeks of the time the grade was awarded.
2. The student must consult the following persons in order as listed and proceed to the next only after an unsatisfactory resolution of the conflict continues: (a) the instructor, (b) the department chair, and (c) the dean or a designated college committee. In the event that the instructor is also the department chair or dean, he or she need only be consulted in the capacity of instructor.

3. The instructor must be informed of all proceedings that occur in relation to any continuing consultations taken in step 2.

4. Both the instructor and the student have the right at any time during the proceedings to call a meeting of all persons involved in submitting and considering the complaint and, optionally, to invite the Grade Appeals Board to send an observer to that meeting.

5. In the event of an unsatisfactory resolution of the conflict within the college, the student may submit a formal written appeal to the Grade Appeals Board. Such an appeal must be made within six (6) weeks after the start of the regular academic semester following the semester for which the grade was awarded. For more complete details on hearing procedures, consult the publication entitled "Rights & Responsibilities of Community: A Code of Student Behavior" available in 100 Old Main.

Repeated Courses

If students have failed a course at NDSU and wish to take advantage of the "repeated course" opportunity to remove the F from their grade calculations, then that course must be repeated at NDSU, with one exception only. NDSU students may register for a Tri-College course to repeat a course previously taken at NDSU.

Repeated courses will be accepted in transfer from other accredited institutions; however, they will not replace any grades previously earned at NDSU in NDSU grade calculations.

When a course is repeated at NDSU, all attempts remain on the academic record but only the credits, grades, and related honor points for the most recent time the course was taken will be used in calculating the cumulative grade-point average. Only credits received the most recent time the course was taken count toward credits for graduation.

(The only exception is that all credits attempted and grades received will be used in computing graduation with honor.)

All grades received remain on the transcript; however, students forfeit the previous grade no matter what grade is earned when the course is repeated. All repeated courses are marked with a "Z" on the transcript to indicate the course was repeated in a following term.

Courses taken for regular, A-F grades may not be repeated for pass-fail grades.

The course-repeat option to improve one's academic record is available only to students who have not graduated.

Academic Forgiveness

A former NDSU student who has not completed a baccalaureate degree and has not been in

attendance at NDSU for six (6) or more years, but who is presently enrolled at NDSU, may request to exclude for grade-point-average calculations all grades earned in selected full terms (quarters or semesters) completed at NDSU prior to the six-year interval.

The courses and grades for the terms selected will remain on the student's academic record, but grades will be excluded from grade-point-average calculations. Excluded courses cannot be used to satisfy any academic requirements.

A student may exercise this option only once by submitting a written request to the Registration and Records Office.

Scholastic Honesty

The primary responsibility of the students, faculty, and administration is to create an atmosphere where the honesty of individuals will not be questioned.

Faculty members are responsible for providing guidelines concerning cheating and plagiarism at the beginning of each course, and should use precautionary measures and security in cases where cheating is likely to occur.

Students are responsible for submitting their own work. Students who cooperate on oral or written examinations or work without authorization share the responsibility for violation of academic principles, and the students are subject to disciplinary action even when one of the students is not enrolled in the course where the violation occurred.

Students have the right to be informed when they are suspected of violating academic principles and have the right to a fair opportunity to refute them.

Faculty have the prerogative of determining the penalty regarding prohibited academic conduct in their classes and may recommend a disciplinary sanction to the dean of the college.

For complete information regarding disciplinary sanctions, appeal procedures, and hearing guidelines, refer to the "NDSU Policy Manual," section 335.

Academic Status

Academic progress is measured by grade-point average and credits earned. Students receive acknowledgment for high academic achievement and are given early warning when they become academically deficient.

Dean's List

To be eligible for inclusion on the Dean's List, a student must have earned a grade-point average of no less than 3.50 while completing at least

12 semester hours in graded course work using traditional grades that carry honor points. The student may not have any grades of Incomplete for the semester. A Dean's List is not compiled for the summer session, nor does the list include graduate students.

Academic Probation and Suspension

To be eligible to register continuously without conditions, a student must maintain good academic standing. The following scholastic standards, relative to completed credits and grade-point average (GPA), determine a student's academic standing:

Minimum GPA	Completed Credits
1.75 (freshman)	fewer than 27
1.90 (sophomore)	27-59
2.00 (junior & senior)	60 or more

Records of all students are examined at the end of each grading period. Students failing to meet the scholastic standards are subject to review by the Student Progress Committee of the college in which they are matriculated.

Recommendations of the respective college committees are subject to further review by the University Committee on Academic Standards. Committee actions relate to the following.

Grading Period

NDSU has three grading periods (terms) per academic year: fall semester, spring semester, and summer session.

Grade-Point Average (GPA)

Semester GPA refers to the grade-point average for any given grading period (term). Cumulative GPA refers to the grade-point average for all grading periods completed at NDSU. Grades related to transfer credits are not included in calculations for determining general scholastic standing.

Academic Warning

An academic warning is to alert a student that the semester GPA for the most recent term was below the minimum required for good standing for the student's classification. An academic warning does not appear on the academic record.

An academic warning is issued for the following:

1. A freshman whose GPA is less than 1.75 upon the completion of the first term of residence at NDSU.
2. A student who transferred in good standing whose GPA is deficient upon completion of the first term of residence at NDSU.
3. A student who has been in residence two or more terms and has an acceptable cumulative GPA, but whose semester GPA is deficient.

Academic Probation

An academic probation is a formal warning that a student's cumulative GPA is below minimum standards for the student's classification.

Students placed on academic probation may enroll for no more than 16 credits for the following semester or 12 credits for the following summer session without permission of the college dean. An academic probation appears on the student's academic record. A student on academic probation must see an adviser. An adviser hold will be placed on the student's record.

Academic probation is issued for the following:

1. A student who entered the grading period in good standing and has been in residence two or more terms, but whose cumulative GPA is deficient for the student's classification.
2. A student who entered the grading period on academic warning and whose cumulative GPA is deficient for the student's classification.

Continued Probation

Continued probation is a formal extension of the initial academic probation status and is issued when the cumulative GPA is still below minimum, but adequate progress is made by attaining the minimum GPA for the term for student classification. Students placed on continued academic probation may enroll for no more than 16 credits for the following semester or 12 credits for the following summer session without permission of the college dean. Continued probation appears on the student's academic record. Students placed on continued probation must see an adviser. An adviser hold will be placed on the student's record.

Continued probation may be issued for the following:

A student who entered the grading period on academic probation and whose cumulative GPA

is still deficient for the student's classification, but the semester GPA is at or above the minimum. A continuance may be granted to a maximum of three (3) consecutive times.

Academic Suspension

Academic suspension may be issued when the academically deficient student does not demonstrate an improvement in his or her cumulative GPA. Registration for the following full semester or for summer courses of more than four weeks in length will be canceled. A student may not be considered for readmission for two grading periods following an academic suspension. An academic suspension appears on the student's academic record.

Academic suspension may be issued after two or more terms in residence for the following:

1. A student who entered the grading period on either probation or continued probation whose semester GPA and cumulative GPA are both deficient for the student's classification.
2. A student who entered the grading period on continued probation for the third consecutive time and whose cumulative GPA is still deficient for the student's classification.

Suspension Appeals

A student who has been suspended may appeal the suspension if there were extraordinary circumstances beyond the student's control. Following the imposition of suspension, appeals must be submitted in writing at the Registration and Records Office not later than the close of business on the semester start date or the first day of the standard 8-week summer courses following the imposition of suspension.

Suspended Students

NDSU honors suspensions of other institutions. Further, students suspended from NDSU or any other institution may not transfer course work into NDSU that was completed during

the suspension period. Transfer and returning students who fail to report all previous college work are subject to dismissal or loss of credit or both.

Readmission

To be considered for readmission, suspended students must file a petition in the Registration and Records Office at least 30 days prior to the beginning of the semester in which readmission is sought. If the petition is approved by the Committee on Academic Standards, the student may register, but will be readmitted on probation.

Transcripts

Transcript requests must be submitted in writing and include the student's signature. According to federal law, telephone requests cannot be honored nor can requests from others on behalf of the student. A request for a transcript of credits by a student who is in debt to the University will not be honored until the indebtedness has been paid. The transcript only includes work completed at NDSU. Requests for transcripts of work completed elsewhere must be made directly with the respective institution.

Correction of Transcript Errors

Students may access their grades via ALFI at the end of each term. Access times are printed in the "Registration Schedule" and usually begin one week after the last day of final examinations. If a student becomes aware of an error in recording on the transcript, the student must appeal to correct the error within one academic year of receipt of the academic record. Appeals must be submitted to the Registration and Records Office.

