

# ACADEMIC POLICIES

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## Academic Integrity

Husson University strives to promote and preserve an academic environment that facilitates learning, intellectual stimulation, and collaboration throughout students' undergraduate and graduate experience. To uphold this environment, student work must meet standards of academic integrity.

Academic integrity refers to a set of values that govern academic pursuits. These values emphasize the importance of recognizing and attributing reference to the sources of information that informed one's own work. In addition, these values assume that one's ideas are honest and accurate to the best of one's ability.

Students demonstrate academic integrity in every aspect of their work. Student work may serve a variety of functions, such as demonstrating learning, contributing to knowledge, and pursuing professional or career goals. This work may take place through a variety of means such as testing, papers, group work, and research. In order to preserve a healthy academic environment and maintain integrity, students must

present their own efforts and must provide attribution for other sources regardless of the interpersonal or electronic tools a student may use.

The academic environment is undermined when students do not act with integrity. For instance, integrity is broken if a student presents another's works as their own, improperly relies upon their previous work, derives electronic information without proper attribution, or distorts academic records. Although the following is not an exclusive list, violations of academic integrity include:

- Cheating – sharing, providing, obtaining or submitting information, whether verbally, electronically or by other means, that falsely inflates course or assignment grades.
- Plagiarism – presenting ideas as your own without proper attribution to the person or electronic source that originally developed the idea or expression or without proper attribution to the means or method of obtaining or conveying it whether electronically or otherwise.
- Fabrication – presenting information as fact that has not been verified or cannot be substantiated by reference to professional material or the scientific process.
- Falsification – altering or causing documents or records, official or otherwise, to reflect a false representation regarding work, credentials, or accomplishments.

In utilizing Husson University or other available technology, each student accepts responsibility for upholding these standards of integrity and willingness to be subject to them. Each instructor has the purview to provide more specific instruction through syllabi or assignment instructions on matters including, but not limited to, the use of resources (electronic or otherwise), instructions on attribution of those resources, group work, and the use and attribution of prior work by the student. Faculty members may also use their judgement in determining the appropriate sanction based on a violation of this policy, including failure in the course. If an instructor determines that a violation of academic integrity has transpired, the instructor may choose to memorialize the finding in a report and meet with the student, Dean or Dean's designee to discuss the findings and proposed sanctions. If memorialized, the student may appeal the findings to the Dean of the respective school for the course within 10 business days of the scheduled meeting with the instructor. Other academic actions and sanctions may also be taken by the University authorities, including dismissal from the University.

## Credit Hour Definition

Husson University uses the US Department of Education and the New England Commission of Higher Education guidelines related to the definition of a credit hour. In alignment with Section 600.2 of the Higher Education Opportunity Act, Husson University defines a credit hour as an amount of student work that is consistent with commonly accepted practice in postsecondary education and that reasonably approximates not less than:

- (i) One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester, or
- (ii) At least an equivalent amount of work as required in paragraph (i) of this definition for other academic activities as established by the institution, including laboratory work, internships, practica, and other academic work leading to the award of credit hours.

Husson University takes into account a variety of delivery methods, measurements of student work, academic calendars, disciplines, and degree levels.

### Unit of Credit

Husson University uses the semester hour for all modalities as the unit of credit.

## Student Course Load - Undergraduate On-Campus Programs

A full-time Husson undergraduate student normally enrolls in no fewer than 15 credit hours of coursework in order to complete their degree within the expected timeframe. Exceptions may include the following conditions: (1) a student on probation is required to carry a reduced load of 12 credit hours; or (2) a conditionally accepted student is required to carry a reduced load. Full-time attendance is defined as a course load of 12 or more credit hours.

An undergraduate student wishing to enroll in more than 18 credit hours during a 15-week term must obtain permission from his or her advisor.

If the student's cumulative G.P.A. is below a 3.00, written permission must be obtained from the student's academic advisor, and filed with the Registrar's Office. During sessions lasting between 1 to 6 weeks in length, students may enroll in a maximum of 6 credit hours. Any student seeking to enroll in more than 6 credit hours during a short term (Winter/ May term) must obtain permission from his or her Academic Dean.

Please See the Graduate Programs and Policies page for graduate on-campus course load standards and the Division of Online and Extended Learning page for online course load standards.

## Alternative Schedule Options

Husson University offers a variety of scheduling options throughout the year including 15-week semester, 7-week online terms and other special formats in which classes meet on a more intensive schedule than in semester length courses. These alternative scheduling options may allow students early entry into a college program, to accelerate their graduation date, or to respond to academic remediation needs.

### Class Identification

A student is usually identified as a first-year student, sophomore, junior or senior. Such a classification is applicable to the four years of regular college attendance. However, an increase in hours earned during one or more semesters or enrollment in summer sessions may result in an accelerated program. Thus, it is more accurate to designate class standing in accordance with credit hours earned plus credits accepted in transfer according to the following schedule:

0-23 Freshman

24-53 Sophomore

54-83 Junior

84+ Senior

The schedule above has no necessary relationship to the cumulative hours and required grade-point average necessary for continuing enrollment.

## Attendance

Students are expected to attend all scheduled class sessions for courses in which they are enrolled and to be responsible for all coursework. The only recognized absences are those that are the consequence of family or personal emergencies, or extended illness that results in confinement or hospitalization. Proof of the validity of a particular class absence may be required of a student by an instructor. The decision as to whether or not a student may make up class work, quizzes or examinations missed while absent is exclusively that of the course instructor.

Husson University policy encourages faculty to maintain attendance records. When students are absent from either more than 15% of the scheduled class meetings for a semester or more than the number of absences allowed per the syllabus for a specific course, faculty may award the grade of X and deny course credit for excessive absences. It is recommended that faculty inform students when they are in danger of losing credit due to excessive absences.

Attendance in online courses is demonstrated in a variety of ways such as by submitting academic assignments, taking exams, engaging in interactive tutorials or computer-assisted instruction, participating in online discussions about academic matters, or initiating contact with the faculty members to ask questions about the academic content of the course.

Students must log in at least once a week at a minimum but multiple logins are highly recommended to satisfy academic obligations. Any students who begins active participation but does not log in to their course(s) for 7 consecutive calendar days, or as outlined in the course syllabus, may be assigned a grade of "X" (Failure for excessive absences).

Students needing to miss classes due to an unexpected medical or personal emergency, should contact the Center for Student Success (CSS). The CSS can work with faculty to assist students in responding to missed classwork and assignments. If absences become excessive, CSS staff can also assist students with either a withdrawal or a medical withdrawal.

## Religious Observation Policy

Husson University recognizes that the student body includes adherents of many faiths, and that observance of religious holidays is an important part of religious practice. In support of this sentiment, any student who is unable to attend classes or to participate in any examination, study, or course requirements on a day of observance because of his or her religious belief, shall be provided with an opportunity to make up the course requirements so long as the effort to do so does not create an unreasonable burden upon the instructor, department or the University. The student must provide advanced notice as established in the syllabus such that the instructor has adequate opportunity to prepare for a makeup. At the discretion of the instructor, the occasion for making up coursework could occur prior to the examination or due date of the assignment. No adverse or prejudicial effects shall result to a student's grade for the examination, study, or course requirement on the day of religious observance because he or she relies upon these provisions. In the case of an internship or clinical, students should refer to the applicable policy in place by the employer or site.

## Synchronous Sessions Policy for Asynchronous Courses

All instruction in asynchronous courses and programs is delivered online with no required in-person activities. Certain exceptions exist for

practicum requirements for clinical programs such as may be found in the health care disciplines. Although the majority of online instructions will be asynchronous, some courses may involve synchronous interactivity-including real-time events, guest lectures, panel discussions, simulations, student group work, consultations, or meetings.

Online synchronous sessions are those for which students and instructors are engaged in simultaneous electronic communication with each other. When a synchronous session is scheduled, faculty must record the session or provide a suitable alternative for students whose schedules prevent them from participating at that time. Any recording should be made available for at least two weeks after the session for any student who is not able to attend. Instructors are required to provide adequate notice of all synchronous sessions and to indicate to the means by which information will be available for those unable to participate.

Zoom recordings of classes constitute an educational record subject to FERPA privacy regulations. Any Zoom recording of a class containing student participation, names, or other information can only be shared with students in the class. Sharing the recording in any other way without the express consent of all persons depicted is prohibited.

## Distance Education Verification of Student Identity

In order to sustain the integrity of distance education programs, the academic community must assure that students registered for those courses are the same as those who are participating in them. Students who participate in distance education courses affirm their compliance with the University's Academic Integrity policies each time they utilize Husson's course management software. In addition, instructors and students will arrange for at least one synchronous meeting during the course at which the identity of the student can be confirmed visually or telephonically. The meetings between instructors and students will verify the student's identity as well as reinforce learning outcomes and augment personal connection between instructors and students.

## Change of Academic Program

Students applying for a change of academic program must obtain the approval of the chairs of the departments involved. All program changes become effective at the beginning of the following semester or term. Students who change their program of study must submit required forms to the Registrar's Office prior to the beginning of their final semester or term.

A student who seeks a second or additional major for his or her baccalaureate degree must meet all General Education requirements for the original major and complete all degree requirements for both majors. A student seeking a second major should complete a Request for Second Major form and submit it to the Registrar's Office.

A student who seeks a second or additional bachelor's degree must complete a minimum of 30 additional semester hours at Husson beyond the requirements for the first degree and complete all requirements for both degrees. Students who would like to enroll in a second degree must submit Change of Major paperwork to the Registrar's Office indicating both degrees being pursued.

## Course Change and Course Withdrawals

During the first week of classes, or as outlined in the academic calendar, students are given the opportunity to adjust their course schedules by

adding and dropping courses. It is the student's responsibility to contact their academic advisor to process a schedule change during the add/drop period. Verbal notice to the instructor or failure to attend class is not sufficient notice. Non-compliance with the drop policy could result in the assignment of a failing grade, and payment in full of any tuition and fees charged for the course. Dropping courses may delay graduation and adversely impact class status, athletic eligibility, immigration status and financial aid.

The policy with respect to withdrawing from a course is as follows:

- A student who withdraws from a course after the Add/Drop period will generally not be registered or admitted to another course for that same term.
- No tuition refunds will be available for individual course withdrawals.
- A student who withdraws from a course up to the midterm of classes will receive a grade of "WW."
- If a student withdraws after the midterm, a grade of PW (Withdraw Pass) or FW (Withdraw Fail) will appear on the student's official transcript. Either grade is awarded at the discretion of the faculty and signifies whether the student met course expectations and obligations at the time of withdrawing from the course.
- The grades of WW and PW, although included on the student's transcript, has no impact on the grade-point average or the cumulative average. The grade of FW is treated as a failing grade and has a similar negative impact on the grade-point average and the cumulative average.
- Course withdrawals may be initiated up until and including the last day of classes as designated in the academic calendar in the semester or term in which the course is taken. Course withdrawals cannot be initiated after that time.

## Separation from the University

When a student either withdraws from all of their courses, or they do not return for the next regular semester, the student will no longer be considered an enrolled student at the University.

### School Withdrawal

If a student would like to withdraw from all of their courses immediately, or unenroll at the end of the semester completing all current coursework, the student will need to complete school withdrawal paperwork with the Dean of Student Success to formally withdraw.

### Leave of Absence

A written leave of absence request submitted to the Dean of Student Success allows the student to bypass the more lengthy college admissions process and return to school. Leave of absences will only be granted to students who are in good academic standing.

### Immediate School Withdrawal and Immediate Leave of Absence Grading

Withdrawal grades for each course will be assigned based upon the grading scale displayed on this page.

### Tuition Refunds

Tuition refunds for immediate school withdrawals and immediate leave of absences are calculated based upon the refund policy available at <http://catalog.husson.edu/generalinformation/financialinformation/>

## Course Non-Participation

To assure the accuracy of its records and financial aid distributions, if a student does not participate in a course during the add/drop period, Husson University reserves the right to drop the student from the course. This action could apply to one course or all of the courses for which the student has enrolled during any term. For on-campus courses, participation constitutes being physically present in the classroom. For online courses, participation is defined as completing an academic activity. Examples of an academic activity include, but are not limited to: contributing to an online discussion or text chat session, submitting an assignment or working draft, working through exercises in the learning management system (LMS), taking a quiz or exam, or viewing or completing a tutorial. Whether for an on-campus or online course, simply logging into the LMS, the course, or communicating with the faculty member via phone, text, email, or LMS inbox, does not constitute participation.

Students should be aware that being dropped from a course can implicate a student's status for financial aid and on-campus housing. Students should consult with the Office of Financial Aid and/or Residential Life if the University drops them from a course or from all of their courses. Students dropped from all courses are administratively withdrawn from the University.

## Directed Course Study

In a Directed Study, an individual student and a faculty member cover the content of a course in the Husson University curriculum but do not meet in a regular class section with other students. Normally, a directed study is only approved for those students with fifteen or fewer credit hours remaining in their program of study. Final evaluation of a student includes an assessment of learning outcomes by the faculty member.

Only six (6) semester hours of directed study may be applied to the requirements for a bachelor's degree. Only three (3) semester hours of directed study may be applied to the requirements for an associate's degree.

## Independent Study

In an Independent Study, an individual student and faculty member pursue subject matter not covered by an established Husson University course. Independent Study courses may be available to students who meet the following criteria:

- Junior or senior status
- An overall average of 3.0 or
- A 3.0 average in the previous semester

A plan of study is developed by the faculty member and submitted to the department chair or dean for approval.

## Transfer Credit Policy for Degree Candidates

A student at Husson who is a degree candidate and has not transferred any credit hours from another college or university may transfer twelve (12) credits to be applied toward a bachelor's degree program or six (6) credits to apply toward an associate's degree program. However, unless an active-duty service-member, students are not permitted to transfer in any part of the last year's work in their program [usually thirty (30) semester hours]. A transfer student who becomes a Husson degree candidate cannot transfer in additional credit beyond what was accepted

in transfer at the time of admission to Husson University. A minimum grade of C must be earned for the course to be eligible for transfer. Students should consult specific program information and/or department heads to determine whether additional requirements or limitations apply.

In addition, students must seek permission to transfer credits from another institution prior to registering for their courses. Such permission may not be granted if the course under consideration is similar to one being offered by the University during that same term. Course credits transferred in to Husson appear on the transcript as a "T". Grades earned at other institutions as course repeats do not replace those earned at Husson.

## Study Abroad

Students may seek to enroll in a study abroad program, working with the Office of International Affairs. Qualifying students are eligible to study abroad for one semester and transfer in no more than 18 credit hours as a part of the experience. To be eligible to study abroad a student must have a least a 2.5 cumulative grade point average, or as required by the Study Abroad program, and have completed at least 24 credit hours at Husson University. As a part of the enrollment process, the student and his or her advisor will need to work with the Registrar's Office to verify that all coursework will apply to the student's program of study. Please note that a student may not transfer in more than 90 credit hours into Husson University and a student's final 30 credit hours must be completed at Husson, which includes a minimum of 15 credits specific to the major. A minimum grade of "C" must be earned for course work to be transferred.

## Contract for Degree

Normally, the final thirty credit hours of a student's program of study must be completed at Husson University. While this requirement is waived for active-duty servicemembers, a Contract for Degree option may be available for other students who are forced to leave the region before completing their studies because of a work assignment. The student must be able to complete a minimum of thirty of the last sixty credit hours at Husson, fifteen of which must be in the major. Some major courses may not be acceptable as transfer courses. To qualify for the Contract for Degree option, a student must be in good academic standing. The Dean responsible for the student's major area must give permission to develop a Contract for Degree. The Contract is to be developed with the academic advisor and the Chair of the major program, and must stipulate the specific courses to be completed at another institution. The Contract process must be initiated while the student is in residence at Husson. The specific courses to be taken at another institution should be approved by the Chair of the major before the student registers. The student must file a written progress report annually with the Chair of the major area, and all work on the degree should be completed within five years of the time the Contract is written.

## Grading System

The system of evaluating a student's achievement at Husson is by letter grade, with grade-point values based upon an earned three-hour credit unit as follows:

### Grade-Point Average Quality Points

Grade	Grade-Point Average	Quality Points	Earned 3-hour Credit Units
A	4.0	12.0	95-100
A-	3.7	11.1	90-94

B+	3.3	9.9	87-89
B	3.0	9.0	83-86
B-	2.7	8.1	80-82
C+	2.3	6.9	77-79
C	2.0	6.0	73-76
C-	1.7	5.1	70-72
D+	1.3	3.9	67-69
D	1.0	3.0	63-66
D-	0.7	2.1	60-62
F	0		Below 60
+P	C Level work or higher. Passed		
+HP	Above average achievement in pass/fail course		
+++NG	No grade submitted (temporary grade)		
WW	Withdrawal up to midterm		
+PW	Withdrew passing		
FW	Withdrew failing		
+E	Exited with out withdrawing		
X	Credit denied because of excessive absence		
+WA	Administrative withdrawal		
+++I	Incomplete (temporary grade)		
++AU	Audit, no credit earned		
+L	Student enrolled but never attended course, no withdrawal on file.		
+	Grade does not affect GPA		
++	Audit Courses. Students who wish to audit a course (enroll for noncredit) must follow the usual registration procedure.		

+++ A temporary grade (I & NG), if not converted to a final grade, becomes an F at the mid point of the following term or semester.

## Meaning of Grades – Proficiency / Standards Based Approach

Letter Grade	Description	Standard	Level of Achievement
A	Excellent	Exceeds the Standard	Demonstrates excellence in understanding and achieving course objectives.
B	Good	Partially exceeds the Standard	Demonstrates proficiency in understanding and achieving course objectives.
C	Fair	Meets the Standard	Demonstrates fundamental understanding in achieving course objectives.
D	Marginal	Partially meets the Standard	Demonstrates emerging understanding in achieving course objectives.
F	Failing	Does not meet the Standard	Does not demonstrate understanding and does not achieve course objectives.

The Registrar's Office does not report grades upon a verbal request to do so. Student records are available to the student by logging into their student portal or by receipt of written requests by authorized personnel.

## Student Appeal of a Course Grade

Students desiring to appeal a grade must present the case to the instructor within one week from the beginning of the next semester or term. If the matter is not resolved within two weeks of discussion with the instructor, students may appeal the matter. The appeal must be in writing with supportive evidence and rationale to the Dean of the School or College offering the course. It must be made within 30 days from the beginning of the semester or term in which the appeal is initiated through conversations with the instructor. The Dean will consider only issues of procedure and fair treatment and will not review the academic judgment used in determining a grade. The Dean's decision on matters pertaining to grade appeals is final. Certain procedural variations may exist depending upon the student's course of study and/or the availability of the faculty member. The Dean will make a determination within 60 days of receiving the written appeal. If a student needs assistance with the appeal process and/or the written appeal, only the assistance provided by the student's Academic Advisor as officially recorded through the Office of the Registrar will be recognized by the Dean. The Academic Advisor is not permitted to advocate on the student's behalf.

## Pass/Fail Courses

The option to take a course on a pass/fail basis may not be available in all courses. When it is available, the students must declare choice of the option before the end of the add/drop period. Students enrolled in pass/fail courses may also receive a grade of Honors signifying that the

student's achievement in the course was significantly above the average achievement of other students in that course.

## Incomplete Grades

An Incomplete "I" is a temporary grade which may be given at the instructor's discretion to a student when illness, necessary absence, or other reasons beyond the control of the student prevent completion of course requirements by the end of the academic term. To be eligible for an incomplete grade, the student 1) should have completed a majority (recommended at least 70%) of the coursework, and the faculty 2) determines that satisfactory completion of the specifically identified coursework could result in a passing grade.

Incompletes must be concluded and earned grades recorded by midpoint of the semester following the assignment for 15-week classes, or before the end of the following term for 7-week classes. An Incomplete automatically becomes an "F" if the Registrar's Office is not notified by the instructor that another grade has been awarded.

## Repeating a Course

Students may elect to repeat courses in which they have received a grade of "C" or below, but may not attempt a course more than three times. The newly earned grade will replace the original grade in the calculation of a student's cumulative grade-point average, regardless of whether the new grade earned is higher or lower than the previous grade. The former grade is retained as originally recorded in the student's transcript. Students cannot repeat a course that has been removed from the curriculum unless another course has been designated as an approved alternative for the deleted course. When a student receives a failing grade (X, F, or FW) in a topics course (usually designated by a course number X99) and seeks to repeat the course, the Dean of the School in which the course was offered may authorize a comparable course to be taken as a substitute. The grade in the designated substitute course will replace the failing grade in calculating the cumulative grade-point average.

Students are required to repeat College Writing (EH 105) if they earn a grade of "C-" or lower. A student required to repeat a course will be charged full tuition for the course. Grades at other institutions do not replace those earned at Husson.

Students should also refer to policies of their particular discipline for further information on repeating a course.

## Academic Warning, Probation and Dismissal

Undergraduate degree and Special students who do not achieve the minimum cumulative grade-point average listed below receive warnings or are placed on Probation\*\* as indicated:

On the Completion of	Academic Probation	Academic Warning
0-23 Credit Hours	0-1.49 GPA	1.50-1.99 GPA
24-53 Credit Hours	0-1.69 GPA	1.70-1.99 GPA
54-83 Credit Hours	0-1.79 GPA	1.80-1.99 GPA
84+ Credit Hours	0-1.89 GPA	1.90-1.99 GPA

\*\*Students who earn a 0.00 term grade point average will automatically be placed on Academic Probation.

**Warning:** Academic Warning alerts students that their achievement is below the standard required for normal progress toward graduation. As a

result, reduction in student credit-hour course loads may be imposed as well as restrictions on extracurricular activities. Grade deficiencies should be removed during the subsequent semester or during summer terms when possible.

**Probation:** Academic Probation signifies that students are in serious academic jeopardy and are no longer in good academic standing. Students on probation must remove grade deficiencies during the subsequent semester or during summer sessions. Failure to do so may result in academic dismissal from the University. Students on Probation are required to carry a reduced class load and are restricted on extracurricular activities. A student on probation is required to carry a reduced load of 12 credit hours.

Students with a 0.00 term grade point average will be placed on academic probation regardless of number of credits earned and cumulative grade point average. Failure to earn a term average of at least 2.0 in the subsequent semester will result in academic dismissal.

**Dismissal:** The University will dismiss students whose GPA falls within the standards of academic probation for two consecutive semesters or terms. This policy is consistent with the ethical obligation of the University to assure that all students registered for courses can demonstrate satisfactory academic progress. Dismissal takes effect immediately upon the determination of the grades for the semester. Unless the student successfully appeals the dismissal, the period of absence must include at least one regularly scheduled fall or spring semester. Thus, subject to appeal, students dismissed at the end of the spring semester cannot register for or attend May, summer or fall courses. Students dismissed after the fall semester may not register for or attend classes in the winter or spring terms. When a full-time day student is dismissed for academic reasons, the student will not be allowed to register for Husson Extended Learning courses while the dismissal is in force.

A student who seeks a reconsideration of dismissal may appeal the decision on the grounds of extenuating circumstances and by demonstrating a reasonable prospect for academic success in the upcoming semester. The appeal should be initiated in writing and submitted to the Dean of the respective School. After reviewing the matter, which may include a meeting with the student, the Dean will provide a recommendation to the Deans' Council for affirmation or rejection. Further appeal of the Deans' Council decision shall be made to the Chief Academic Officer or his or her designee whose decision shall be final. When the consideration of an appeal requires immediate attention and the Dean of the School is not readily available, the Chief Academic Officer may exercise prerogative in accepting a direct appeal and rendering a final decision. A student may be dismissed from an academic program but remain in acceptable standing in the University. Students dismissed from a degree program will be assigned to special or undeclared status until they complete a change of major form.

Consistent with the University policy on dismissal, after two semesters on academic probation, VA benefits will no longer be certified.

## Academic Forgiveness

A Husson student who withdraws from one baccalaureate program and enters another may petition the Chief Academic Officer to obtain relief from low grades. The Chief Academic Officer will consult with the Dean who has jurisdiction over the student's new program of study. If the petition is granted, the Dean will identify courses which are unrelated to the new major and to the University's general education requirements and in which the student earned grades of F, X, or FW. The grades from

these courses will be withdrawn from the calculation of the GPA in the student's new program of study. Relief under this policy is an option open to students only once. Should the student later seek re-admission to her or his original degree program, the grades withdrawn from the GPA calculation under this policy will be restored to reflect the student's performance in that program.

A reentry student who previously received grades of F, X, or FW at Husson University, may petition the Provost for Academic Forgiveness if they meet the following requirements:

1. At least five years have lapsed since the last semester of attendance at Husson University.
2. The student must be enrolled in an undergraduate degree program leading to an Associate or Baccalaureate degree.
3. Prior to petitioning for academic forgiveness the student must have earned a minimum of 12 credits and maintained a GPA of 2.5 or higher with no grade lower than a "C".

The ability to petition for forgiveness of these grades is available even if the student pursues the same or similar degree. All course grades forgiven will remain on the student's transcript, but will not be calculated into the student's GPA. Academic Forgiveness for reentering students is available only once and applies solely to Undergraduate courses.

## Term Honors

Undergraduate students are eligible for term honors if they carry a full-time load of 12 credit hours, complete all attempted courses in the time allotted for the semester, and achieve the semester grade-point average listed below. Credits from pass/fail classes do not qualify towards meeting the minimum credit hour requirement.

Honors	Semester GPA
President's List	3.80-4.00
Dean's List	3.60-3.79
Honors	3.40-3.59

Students enrolled in dual degree programs, leading to both an undergraduate and graduate degree, are not eligible for term honors once they have attained graduate student standing. Students enrolled in only a masters or professional doctoral program are not eligible for term honors.

## Graduation Requirements

Course requirements for Bachelor of Science and Associate in Science degrees are listed in the sections of this catalog devoted to each School. When the degree candidate successfully completes the curriculum for a selected program of study, he or she is recommended for a degree. Students may complete more than one concentration of study within a degree area. Candidates for a Bachelor of Science degree are required to complete a minimum of 120 semester credit hours maintaining a minimum 2.0 overall cumulative grade-point average (may be higher in select programs) and 2.0 in the professional requirements of the concentration, with at least 15 credit hours in their concentration completed at Husson University. Some programs extend into the fifth year and require substantially more than 120 semester hours to complete. Some programs may have more rigorous grade-point average requirements. A student who seeks a second or additional bachelor's degree must complete a minimum of 30 additional semester hours at

Husson beyond the requirements for the first degree and complete all requirements in the second degree area. Candidates for an Associate in Science degree are required to complete a minimum of 60 semester credit hours maintaining a 2.0 or better cumulative grade-point average, and a 2.0 in the professional requirements of the concentration, with at least 15 credit hours in their concentration completed at Husson University. A degree candidate is required to spend at least one academic year (or its equivalent) in residence as an enrolled student. Students must take their final thirty (30) credit hours at Husson University. The final thirty (30) credit hour residency requirement is waived for active duty service-members.

Degrees are conferred at Spring Commencement exercises held in May. Students are encouraged to be present at Spring Commencement. Students should expect to receive their diploma 4-6 weeks after completion. No diploma is issued until the student's financial account has been paid in full. For further information on graduation requirements for graduate degrees, please review the respective program.

## Graduation Honors

Husson makes several awards annually in recognition of the accomplishments of members of the graduating class. Gold honor cords are worn by all associates and baccalaureate-level graduates who participate in commencement ceremonies and have achieved a cumulative grade-point average of 3.4 or better. Special recognition is also given to outstanding students of the graduating class in both the Bachelor of Science and Associate in Science degrees. For commencement ceremony purposes, Latin honors are determined using the cumulative grade-point averages computed at the end of the Fall semester or Winter term classes as applicable. Final Latin honors are calculated once all final grades have been received and will be noted on academic transcripts and diplomas. Latin honors are as follows:

Honors	Cumulative GPA
Summa cum laude	3.80-4.00
Magna cum laude	3.60-3.79
Cum laude	3.40-3.59

Latin honors only apply to associate and baccalaureate degrees. Students earning certificates, masters, or professional doctorates are not eligible for Latin honors.

## Valedictorian/Salutatorian

To be eligible for the award of Valedictorian or Salutatorian a student must complete a minimum of 90 credit hours at Husson; take a minimum of 12 credit hours per semester for at least six semesters, and complete degree requirements within five years of matriculation. Students matriculating in programs in which the bachelor's degree is normally awarded at the end of five years must complete degree requirements within six years to qualify for valedictorian or salutatorian. The valedictorian will be the graduating senior with the highest grade-point average. The salutatorian will be the graduating senior with the second highest grade-point average. The winner of the Outstanding Academic Achievement Award will be the graduating senior with the highest grade-point average who does not meet the eligibility requirements for valedictorian or salutatorian. Valedictorian, salutatorian, and outstanding academic achievement awards are based on grades on record as of the end of the previous Fall semester. They are awarded at each May Commencement exercise.

## Academic Transcripts

Students can request their transcript by filling out a paper request form, available in the Registrar's Office, or electronically through a secure website. All instructions and links can be found on the University website at <https://www.husson.edu/academics/registrar/transcript-request>

Transcript fees are as follows:

### *Paper Requests*

Fee per transcript requested (up to 5): No Charge

Additional copies: \$3.00

Same-day, walk-in service: Additional \$5.00

### *Electronic Requests*

Fee per transcript requested: \$3.25

#### Delivery Method

Electronic: No additional charge

Mail: Additional \$2.00 per transcript requested

Overnight Delivery (w/in U.S.): Additional \$25.00 per transcript requested

No transcript is issued until the student's financial account has been paid in full.