

# Undergraduate Academic Code

July 1, 2016

## PREAMBLE

The following regulations govern attainment of academic credit and degrees by undergraduate students at the University of Notre Dame. The Academic Council of the University ratifies and retains both authority and responsibility for review and amendment of this Code. Its administration and interpretation fall under the aegis of the officers, deans, and registrar of the University. The Code and its regulations are binding on all undergraduate students and faculty teaching undergraduate courses within the University. The University's undergraduate colleges, and School of Architecture, are empowered to enact additional internal policies and regulations consistent with this Code's spirit and letter.

## 1.0 PROCEDURES GOVERNING ADMISSIONS & READMISSIONS

1.1 Student Status: Students enrolled in the University are placed in one of the following administrative categories:

1.1.1 Degree-seeking student: A student earning academic credit while pursuing a course of instruction leading to a degree.

1.1.2 Non-degree-seeking student: A student not registered for a degree, but taking courses for which the student is qualified and for which the student receives credit.

1.2 Admissions Classifications: Students seeking entry into the University as undergraduates are placed in one of the following categories for purposes of admission:

1.2.1 First-Year Student: Those planning to begin baccalaureate studies at the University apply for admission as first-year students. The collegiate home for such students is the First Year of Studies. Under normal circumstances, such students will not have been previously enrolled as full-time students at another college or university. Neither will they typically have completed college-level courses that can apply toward an undergraduate degree. In the event that students have completed such coursework, the dean (or the dean's designee) of the First Year of Studies will determine the application of credits earned toward the fulfillment of First Year requirements. The dean (or the dean's designee) of the student's intended undergraduate college will determine the applicability of credit toward that student's proposed degree program at the time of entry into that college.

1.2.2 Degree-Seeking Transfer Student: An undergraduate student who has matriculated at another institution and wishes to enter an undergraduate degree program must make formal application to the University as a Degree-Seeking Transfer Student and comply with procedures and regulations stipulated by the Office of Admissions. A transfer applicant must present a college/university transcript. With limited exceptions, such transcript should demonstrate completion of one year (at least 24 semester hours) of coursework, from an accredited college or university, with at least a "B" average (equivalent to a 3.000 on a 4-point scale). The Office of Undergraduate Admissions, in consultation with the dean (or the dean's designee) of the college or school in which the

student intends to matriculate, makes the final determination on transfer applications. The dean (or the dean's designee) of the college or school in which the student intends to matriculate will award transfer credit and determine student classification based upon the student's anticipated course of study, consistent with the transfer policies of the student's intended college/school.

- 1.3 Readmission to the University: Students who wish to return to the University after a voluntary withdrawal (Section 6.2.1 or 6.2.2) or a (non-permanent) dismissal (Section 6.2.3 or 6.2.5) must apply for readmission. Application must be made through the Office of Undergraduate Admissions. Readmission and reinstatement of financial aid are not guaranteed. A favorable decision by the Office of Undergraduate Admissions to readmit requires approval of the dean (or the dean's designee) of the college or school in which the student wishes to matriculate, approval of the Office of Student Affairs, and consultation with other appropriate University departments.
- 1.3.1 In the case of a student who voluntarily withdrew (Section 6.2.1 or 6.2.2), the Office of Undergraduate Admissions will evaluate the readmission application under the conditions established at the time of withdrawal. The time that must elapse before the student is eligible to apply for readmission varies with the circumstances of the voluntary withdrawal.
- 1.3.2 In the case of a student who was dismissed from the University (Section 6.2.3 or 6.2.5), the Office of Undergraduate Admissions will evaluate the readmission application under the conditions established at the time of dismissal. The time that must elapse before the student is eligible to apply for readmission varies with the circumstances of, and the conditions imposed at, dismissal, but in any case a student shall not be eligible to return until at least one academic semester, not including summer session, has elapsed. In evaluating the readmission application, the Office of Undergraduate Admissions will consider, among other things: the student's recognition of the reason for dismissal and any corrective actions he/she has taken; specification of how the time spent away from the University was used, including any courses taken and grades achieved during that time and any involvement in extracurricular activities; and the strategies for success the student intends to implement if readmitted.
- 1.3.3 Readmitted students are subject to those academic policies in effect at the time of readmission. If degree requirements have changed since the student last attended, the new requirements ordinarily will apply. Any modification of the requirements can be made only by the dean (or the dean's designee) of the college or school to which the student is reapplying.
- 1.3.4 To ensure that a readmitted student can successfully complete program requirements after readmission, the dean (or the dean's designee) may require that a student applying for readmission, before being allowed to progress in a program, demonstrate an appropriate skill level by taking prescribed classes elsewhere prior to readmission, which classes are applicable to the degree only with approval of the dean (or the dean's designee); by repeating prescribed classes at the University; by examination; or by portfolio review. Such decisions are in the sole discretion of the dean (or the dean's designee), but should be based on current program requirements.

- 1.3.5 Students permanently dismissed from the University are precluded from applying for readmission.

## 2.0 DEGREE REQUIREMENTS

- 2.1 When enrolling for the intended graduation term, a student must notify the University Registrar of the student's intent to graduate. The University Registrar will notify the student's dean (or the dean's designee), who will determine the student's graduation status. If approved, the dean (or the dean's designee) will inform the University Registrar of the degree to be awarded. The University awards degrees only at the conclusion of the fall semester, spring semester, or summer session.
- 2.2 The receipt of a baccalaureate degree from the University requires the satisfactory completion of a degree curriculum. This includes:
  - 2.2.1 Satisfaction of the University Core Curriculum requirements of Writing and Rhetoric (one semester), Mathematics (two semesters), History (one semester), Social Science (one semester), Fine Arts or Literature (one semester), Science (two semesters), Philosophy (two semesters), Theology (two semesters), and one of the above course requirements in the University Seminar format. Two semesters of the Moreau First Year Experience course are also required. However, students accepted to the University as degree-seeking transfer students are exempt from the University Seminar format and the Moreau First Year Experience course.
  - 2.2.2 Completion of college requirements and satisfactory work in a major or a program of study.
  - 2.2.3 Achievement of a minimum cumulative Grade Point Average of 2.000.
  - 2.2.4 Completion of a minimum of 50% of the degree credit hours at the University (not less than 61 credit hours). A minimum of 75% of the degree credit hours (not less than 91.5 credit hours) must be earned after high school graduation through college and university courses.
  - 2.2.5 Enrollment on the main university campus in the semester or summer session of graduation. This requirement can be waived by the dean (or the dean's designee) of the student's college.
  - 2.2.6 However, graduation requirements for students who transfer into the University pursuant to a formal cooperative program agreement with another educational institution are governed by the terms of the contract between the student's initial educational institution and Notre Dame. Such students must complete no less than 61 credit hours at Notre Dame and must spend the last two semesters enrolled on the main university campus.
- 2.3 When a student seeks all academic credentials from the same college or school, college or school rules govern the courses that may be double-counted toward multiple credentials. When a student seeks additional academic credentials other than from the

student's first degree-granting college, any double-counting of courses must be approved by the dean (or dean's designee) of each college or school from which a credential is sought.

- 2.4 The University offers the posthumous bachelor's degree in the event of the death of a student. The posthumous degree will most often be awarded to the family of a degree-seeking student who was actively enrolled at the time of death. The student's dean (or the dean's designee) will determine if a posthumous degree will be issued. The University Registrar will maintain the record of a deceased student and will provide guidelines to the dean (or the dean's designee) and a record of past practices so as to assure consistency in awarding the posthumous degree. An approved posthumous degree will be granted to the deceased student's family in May of the year that it is anticipated the student would have graduated.

### 3.0 EVALUATIONS OF STUDENT WORK

#### 3.1 Class Attendance and Conduct

- 3.1.1 Classes for the academic year commence on the dates announced in the official Academic Calendar. Students are required to attend class regularly and punctually.
- 3.1.2 At the beginning of the term, each instructor will state in writing the class policies concerning attendance, grading, and allowable number of unexcused absences. At the instructor's discretion, a failing or reduced grade may be given for excessive unexcused absences. .
- 3.1.3 Instructors have discretion over class attendance at all times, with the exception of officially excused absences as described in this section. The instructor must accept as excused those absences authorized by the relevant University offices under sections 3.1.3.1 and 3.1.3.2. For all other absences to be excused under sections 3.1.3.3 through 3.1.3.7, the student is responsible for providing satisfactory evidence to the instructor to substantiate the reason for missing class according to the following guidelines: for absences planned in advance, the student must inform the instructor no less than one week prior to the planned absence; and for unplanned absences resulting from injury or illness, the student must provide the instructor appropriate verification from a health services provider, as described in section 3.1.3.5, no later than two business days after the period of absence concludes. Instructors must allow students to make up work, including exams, missed during the excused absence within a reasonable time period and without penalty. Students may appeal an instructor's decision to the student's dean (or the dean's designee) within 3 business days of the decision, but grounds for appeal are limited to whether an instructor's decision comports with the Undergraduate Academic Code or other relevant University rules.
- 3.1.3.1 Participation in a university authorized activity. Such notification will come from Student Affairs, Academic Services for Student-Athletes, or the Chair of the Faculty Board on Athletics.
- 3.1.3.2 Death or major illness of a member of a student's immediate family. Immediate family includes: mother, father, sister, brother, grandparents, spouse, child, spouse's child, spouse's parents, spouse's grandparents, stepmother, step-father, step-sister, step-brother,

step-grandparents, grandchild, step-grandchild, and legal guardian. In extraordinary circumstances, the Office of Student Affairs may deem it appropriate to approve an excused absence in the case of death or major illness of other persons beyond this definition of immediate family. In all cases, the Office of Student Affairs will be given the final authority to make this judgment and will be charged with notifying all parties concerned.

- 3.1.3.3 Participation in off-campus legal proceedings or administrative procedures that require a student's presence.
- 3.1.3.4 Religious holy day.
- 3.1.3.5 Injury or illness that a health services provider verifies could have an adverse academic impact. The University Health Services (UHS), the University Counseling Center (UCC), or an off-campus health services provider can provide verification only if those providers are involved in the medical or psychological care of the student. The verification must contain the date and time of the in-person visit occasioned by the injury or illness and the anticipated duration of the absence. The verification must be presented to the instructor no later than two business days after the absence period concludes, although the student or someone authorized to act on the student's behalf should attempt to notify a professor of a medical condition necessitating absence from class as soon as possible. An absence for illness of an ongoing or chronic nature must be approved and managed through the Office of Disability Services in order to be considered excused.
- 3.1.3.6 Required participation in military duties including required ROTC training and medical examinations.
- 3.1.3.7 Seniors with mandatory admission interviews for professional or graduate school, or post-graduate employment interviews that cannot be rescheduled. Instructors must be notified at least one week in advance of the absence, and the student must provide proof that the interview cannot be rescheduled. No more than two interviews per semester can qualify as an excused absence. Students are reminded that it is their responsibility to manage scheduling of such interviews to minimize class absences, and to use fall, Christmas and spring breaks for scheduling such interviews whenever possible.
- 3.1.4 Instructors are expected to hold classes at all regularly scheduled times. Instructors should not excuse students from class or dismiss classes on regular class days before or after designated University holidays. Any instructor unable to meet with a class at a scheduled class time will advise the department chair and normally provide for a substitute instructor to lead the class. Students may presume a class is dismissed if the instructor has not arrived within 15 minutes of the scheduled start time.
- 3.1.5 All classes are dismissed during designated University holidays.
- 3.1.6 Regularly scheduled classes may be dismissed only at the direction of the President or Provost. If such a decision to dismiss classes is made related to an emergency or is weather-related, an appropriate message will be issued to all students and faculty. On rare occasions, classes may also be dismissed because of a University-wide event held during a class day. In both cases, the University Registrar will schedule an approved class makeup period/day at another point in the term, if requested by the President or Provost.

## 3.2 Assessment and Grading

- 3.2.1 Undergraduate courses require a final summative assessment, such as a written examination, term paper or project, take-home test, or oral examination (hereinafter collectively referred to as “final examinations”). Final examinations may not be weighted for less than one-fifth or more than one-half of the semester’s work in the determination of the student’s final grade.
- 3.2.2 Final Examinations
- 3.2.2.1 Final examinations can be scheduled for undergraduates only at the time and place stipulated in the official examination schedule. An instructor who wishes to schedule a final examination at a time other than that stipulated in the official examination schedule must request approval from the chair of the department offering the course and the dean (or the dean’s designee) of the college in which the course is listed.
- 3.2.2.2 Unexcused absences from a final examination will result in a student receiving a failing grade on that examination. The instructor and the dean (or the dean’s designee) of the college in which the student is enrolled will determine whether the cause of such absence was sufficient to permit administration of the examination at a later time.
- 3.2.2.3 No student shall be required to take more than two final examinations in one calendar day or more than three final examinations in a 24-hour period.
- 3.2.2.4 In the event of a final examination conflict either because of two final examinations being scheduled at the same time, or because of circumstances such as those described in Section 3.2.2.3, conflicts will be resolved as follows:
- 3.2.2.4.1 A student who has a conflict must contact her/his dean (or the dean’s designee) at least one week before the start of the final examination period, to allow sufficient time to resolve the conflict.
- 3.2.2.4.2 The conflict will be resolved by the student’s dean (or the dean’s designee) so as to minimize disruption, taking into consideration the nature of examination. The student’s dean (or the dean’s designee) will communicate with and convey the decision to the faculty involved.
- 3.2.2.4.3 When two examinations conflict, priority usually will be granted to the larger course (as measured to include all sections taking a common examination).
- 3.2.2.4.4 When class size does not determine the outcome, lower-numbered courses usually take precedence over higher-numbered ones.
- 3.2.2.5 Instructors may not schedule review sessions or other class meetings (whether optional or otherwise) during the final examination period.
- 3.2.3 Other Examinations
- 3.2.3.1 No student shall be required to take in one calendar day more than two scheduled examinations worth 15 percent or more of the student’s final grade.
- 3.2.3.2 A conflict described in section 3.2.3.1 will be resolved according to the rules in Section 3.2.2.4, except that any departmental examination listed on the departmental examination schedule has priority over any examination that is not so listed.
- 3.2.4 Reading Days comprise the period at the end of a semester between the last day of classes and the first final examination day. The University provides three reading days in the Fall semester and four in the Spring semester. Reading days are intended to provide students

with unstructured time for review, reflection, and analysis of the course learning goals and for group and individual study in preparation for final examinations. Instructors may schedule non-mandatory review sessions during this period, but must not schedule mandatory class meetings or class-wide final examinations, introduce new material, or require new reading assignments, class work, or projects during this period. In the case of oral examinations, an exception to hold such an examination on reading days may be approved by the instructor's department chair and dean (or the dean's designee), but the examination cannot interfere with a student's ability to attend a scheduled review session.

### 3.3 Assignment of Grades

- 3.3.1 Mid-Semester Deficiency Grade Reporting: Course instructors must submit a mid-semester letter grade to the University Registrar for each undergraduate first-year student. Furthermore, course instructors should review the status of all other students at mid-semester. If the work of any sophomore, junior, or senior in any course in the first half of a semester is at the level of a C- or below, the instructor should report that deficient grade to the University Registrar. Alternatively, if no deficiencies exist in the course, the instructor should verify that fact to the University Registrar. In all cases, students are responsible for confirming with their instructor whether they have a deficiency at mid-semester.
- 3.3.2 The semester grade in an undergraduate course is based on the class work of the student for the whole semester and the final examination, as defined in section 3.2.1. Unless an X grade has been approved, instructors are not permitted to accept work past the date and time stipulated in the academic calendar for submission of final grades.
- 3.3.3 Grades for courses taught on the main campus must be submitted by instructors to the office of the Registrar no later than the date stipulated in the academic calendar. Only those students whose names appear on the final class list generated by the office of the Registrar may be issued a grade.
- 3.3.4 In the event that a grade is not submitted by the date stipulated, the instructor must submit to the University Registrar a grade-change request that has been approved by the student's dean (or the dean's designee). Only the instructor-of-record may issue a grade except in extraordinary circumstances (death or sickness of the faculty member). In such cases, the instructor's department chair, with the approval of the instructor's dean (or the dean's designee), may submit grades.
- 3.3.5 The University Registrar is the keeper of the academic records for the University and issues all academic transcripts and verifications of graduation and enrollment. Grades submitted from University-sponsored study away programs, and for which a student maintains enrollment at the University, are recorded by the Office of the Registrar.
- 3.3.6 Once a student's grade in a course is properly submitted to the University Registrar, it becomes part of the student's official University record. An instructor may change a submitted grade only for a compelling justification (e.g., clerical error or other error in evaluating the student's work or class participation). Any recommended grade change and the compelling justification must be submitted to the instructor's department chair, the instructor's dean (or the dean's designee), and the student's dean (or the dean's designee) for approval. Except as a result of an Honor Code investigation or the resolution of an X grade, an instructor cannot submit a grade change more than 30 days into the semester following the semester or summer session for which the grade was

originally submitted. Once an instructor resolves an X grade, the instructor cannot submit a further grade change more than 30 days following that resolution. In extraordinary circumstances, a grade may be changed by an instructor's dean with the concurrence of the student's dean. The instructor giving the grade must be notified immediately in writing of the change and the reasons for it.

- 3.3.7 No diploma or transcript of credit is issued until the student's financial account has been settled.
- 3.3.8 Undergraduate Grading System: The grading system employed in the evaluation of undergraduate student work is shown below. The "descriptions" and "explanatory comments" are intended to be sufficiently general to apply across the University, but obviously have to be applied in a manner specific to each department.

<b>Letter Grade</b>	<b>Point Value</b>	<b>Description</b>	<b>Explanatory Comments</b>
A	4.000	Truly Exceptional	Work meets or exceeds the highest expectations for the course
A-	3.667	Outstanding	Superior work in all areas of the course
B+	3.333	Very Good	Superior work in most areas of the course
B	3.000	Good	Solid work across the board
B-	2.667	More than Acceptable	More than acceptable, but falls short of solid work
C+	2.333	Acceptable: Meets All Basic Standards	Work meets all the basic requirements and standards for the course
C	2.000	Acceptable: Meets Most Basic Standards	Work meets most of the basic requirements and standards in several areas
C-	1.667	Acceptable: Meets Some Basic Standards	While acceptable, work falls short of meeting basic standards in several areas
D	1.000	Minimally Passing Work	Work just over the threshold of acceptability
F	0.000	Failing	Unacceptable performance
X	0.000		Given with the approval of the student's dean (or the dean's designee) in extenuating circumstances beyond the control of the student. After consultation with the student's dean (or the dean's designee), the Registrar converts an X grade to an "F" if the grade is not otherwise resolved within 30 days after the beginning of the next semester.

- 3.3.9 The following grades may be assigned by the Registrar. They may not be given by a member of the faculty

W	Discontinued with permission.	Discontinued with permission of the student's dean (or the dean's designee) following the last day for course discontinuance, per Section 5.3.2.
NR	Not Reported	Final grade(s) not reported by the instructor because of

		extenuating circumstances. No final grade reported for the course. It will revert to an "F" if not resolved by the beginning of final week in the next semester for which the student is enrolled.
F*	Not Reported	No final grade reported for an individual student. Assigned when the instructor has failed to report a grade for either an individual student or an entire class. It reverts to "F" if not changed within 30 days after the beginning of the next semester in which the student is enrolled.

3.3.10 The following letter grades may be given, but are not included in the computation of a student's Grade Point Average.

P	Pass (also see Pass/Fail option) (Section 3.3.11)
S	Satisfactory work (courses with zero credit hours, as well as research courses, departmental seminars, colloquia or directed studies; workshops; field education and skill courses).
U	Unsatisfactory work (courses with zero credit hours, as well as research courses, departmental seminars, colloquia or directed studies; workshops; field education and skill courses).

3.3.11 Pass/Fail Option: Junior or senior undergraduates may file with their academic dean (or the dean's designee), during the first six class days of the semester, the decision to take on a pass/fail basis one course per semester that is classified by the Registrar as a "Standard Grade Mode Course." The course must be outside the department of the student's major. Courses taken to satisfy University, college, or major requirements may not be taken on a pass/fail basis. Only the first course in a student's minor track may be taken on a pass/fail basis. Faculty, departments, and colleges may refuse pass/fail requests for selected courses. If approved, the filing is irrevocable and will result in conversion by the University Registrar of the instructor's final grade report into an entry of "P" (pass) or "F" (fail) on the student's record. The instructor will not be informed that the student has elected the pass/fail grading option. The University Registrar will interpret the final letter grades of "A" through "D" as pass. These grades will not be computed into the student's grade-point average. If a final grade of "F" is issued, it will be computed into the student's grade-point average.

3.3.12 Undergraduate students may not audit courses.

3.3.13 Grade Point Average Computation: Only Notre Dame course grades, including those earned through a University-sponsored study away program, and for which a student maintains enrollment at the University, and those given in the co-exchange program with Saint Mary's College, are included in the calculation of Grade Point Averages. The value points of the letter grades earned in the course are multiplied by the credit hours per course to determine the quality points per course. The sum of the quality points divided by the sum of the credit hours attempted in the term determines the Grade Point Average. The Cumulative Grade Point Average is determined in the same manner except that it is based on the total attempted credit hours and quality points accumulated to date.

3.3.14 Unless a course is designated by the Registrar's Office as repeatable, a student may repeat a course only (1) in the case of a failing grade; or (2) in the case of a grade of D,

and subject to the policies of the student's college and the instructor's college, if the dean (or dean's designee) of the student's college determines, after consultation with the dean (or dean's designee) of the instructor's college, that repeating the course is in the student's best academic interests. When a student repeats a course, both grades are included in the Grade Point Average and the course is designated on the student's transcript as a repeated course. Only a single instance of the course counts toward the student's degree requirements. A student may repeat a course in which he or she received a D only once per course, and may repeat only two such courses during his or her undergraduate career.

#### 4.0 PROGRESS TOWARD DEGREE

4.1 Student Classification: For academic purposes, the rating of an undergraduate student as first year, sophomore, junior, or senior is determined by both the number of semesters of attendance and the number of credits earned toward a degree program in the college in which the student is enrolled. The University Registrar and the student's dean (or the dean's designee) will determine the appropriate classification for each student.

4.2 Student Academic Progress: A course in Writing and Rhetoric, a University Seminar, two courses in Mathematics, two courses in Science or a foreign language, and two semesters of the Moreau First Year Experience course must be completed while a student is in the First Year of Studies. The Office of Undergraduate Admissions, in consultation with the dean (or the dean's designee) of the appropriate college, will use its discretion in admitting transfer students who have not completed these courses.

#### 4.3 Transitions / Transfers within the University

4.3.1 Upon completion of 26 credit hours of Notre Dame course work and two semesters at the University, a First Year of Studies student in good academic standing selects a college and a major and transfers to a degree-granting college or school.

4.3.2 First Year of Studies students who have earned fewer than 26 credit hours or who are on academic probation may not transfer to a degree-granting college, unless expressly approved by the dean (or the dean's designee) of the First Year of Studies and the dean (or dean's designee) of the accepting college. The accepting dean (or the dean's designee) has discretion regarding the credits that will apply toward the degree in that college.

4.3.3 The undergraduate student who wishes to transfer from one college to another college within the University must have the approval of the deans (or their designees) of both colleges. In making this decision, the deans will mutually consider the student's current academic standing, his or her likelihood of success in the new program, and the projected timing of completion of the degree requirements, among other relevant issues. The receiving dean (or the dean's designee) has discretion as to which credits are acceptable toward the degree in the new college.

4.4 Academic Good Standing: Determination of academic good standing for undergraduate students is made as follows:

4.4.1 First-semester students in the First Year of Studies must achieve a minimum semester average of 1.700.

- 4.4.2 Second-semester students in the First Year of Studies must achieve a minimum semester average of 1.850.
- 4.4.3 Students in the sophomore year and beyond must achieve a minimum semester average of 2.000.
- 4.5 Failure to maintain academic good standing will result in academic probation, which makes a student ineligible to hold student body office, class office, or hall office; to participate as a member of the Campus Life Council, Hall President's Council, Student Government, Club Coordination Council, or any judicial board; to serve as an officer of a campus club, organization, or activity; or to compete in intercollegiate or club athletics. Students on academic probation will not be granted excused absences for the purpose of traveling to represent the University. Additionally, a student's academic program, including a student's ability to participate in University-sponsored study away programs, may be restricted at the discretion of the student's dean (or the dean's designee).
- 4.6 An undergraduate student on academic probation at the end of the spring semester, but not subject to dismissal under Section 6.2.3, may seek good standing entering the fall semester by attending the Notre Dame Summer Session. If the combined spring semester and summer session Grade Point Average brings the student into academic good standing per Section 4.4 (using the Grade Point Average standard of the student's preceding spring semester), the student will enter the fall semester in good standing. Even if the student enters the fall semester in good standing under Section 4.6, for the purposes of academic dismissal under Section 6.2.3, the spring semester remains a semester ending in probation.
- 5.0 REGISTRATION, ENROLLMENT, SCHEDULING, COURSE CREDIT, CLASS LOAD & LATIN HONORS
- 5.1 Registration: A student must register for classes at the dates and times announced by the University Registrar. The student's dean (or the dean's designee) and department chair (or the chair's designee) share the responsibility and authority for the advising and assignment of courses for students. Only under extenuating personal circumstances will a student be permitted to register for classes after the announced registration deadline. The student's dean (or the dean's designee) in collaboration with the University Registrar will receive and act on such requests.
- 5.2 Enrollment: All eligible students who are properly registered must also enroll for the current term at the dates and times announced by the University Registrar. Enrollment is a process, separate from registration for classes and payment of fees, in which the student notifies the University Registrar of the student's plan to continue to pursue studies and through which the student reviews and updates contact information. Any student who has not enrolled by the end of the designated enrollment period will be dropped from all classes. Unless enrolled by the student's dean (or the dean's designee), the student will be treated as having voluntarily withdrawn per Section 6.2.2.
- 5.3 Schedule Modifications

- 5.3.1 For the fall and spring semesters, the registration period in which students may drop or add classes continues for the first six class days. Faculty are required to give a student the opportunity to make up, without penalty, any work missed prior to the student's registration in the course, provided that the student registers in the course during this registration period. After this registration period, any alteration of the student's schedule must be approved by the dean (or the dean's designee).
- 5.3.2 Alteration of a student's class schedule after the last day for discontinuance published by the University Registrar requires approval of the student's dean (or the dean's designee). Such requests will not be allowed, unless exceptional circumstances (normally, documented mental or physical illness) are present that demonstrate the need to make an exception to avoid inherent inequity, in the sole judgment of the dean (or the dean's designee). If the student is allowed to drop a class after the last day for discontinuance, then the University Registrar will record a grade of "W" for that class on the student's official transcript.
- 5.4 Course Credit
- 5.4.1 A student may receive credit only for classes for which the student is duly registered.
- 5.4.2 Credits for all courses are reported in "semester hours." A semester hour of credit represents approximately 750 minutes of classroom instruction, which is equal to one 50-minute class period per week or its equivalent throughout a fifteen-week semester ( $1 \times 50 \times 15 = 750$ ), plus a minimum of two hours of out of class student work per week or its equivalent throughout a fifteen-week semester. A semester hour of credit for laboratory, drafting, or studio work represents approximately double the time required for a semester hour of credit for classroom instruction.
- 5.4.3 Matriculated undergraduates wishing to obtain degree credits from another institution, including study away programs not sponsored by the University, must first seek approval from the dean (or the dean's designee) before enrolling at the other institution. If enrollment is approved and credits are earned, the dean (or the dean's designee) will determine how the credits are applied to the degree. All such credits must be earned with a grade of "B" or better. For transfer students, credits transferred in at the time of admission are governed by Section 1.2.2 rather than this Section.
- 5.4.4 Undergraduate students are allowed to take classes at Saint Mary's College during the Academic Year (summer session is excluded) for no additional tuition charge. These courses will be posted on the student's Notre Dame transcript as Notre Dame credit, not transfer credit. Acceptance into a class at Saint Mary's is at the discretion of the Saint Mary's instructor, department, and Registrar's Office. This provision is governed by the Saint Mary's/Notre Dame Co-Exchange policy and administered by the Office of the Registrar. Application of these credits to the student's degree requires approval of the student's dean (or the dean's designee).
- 5.4.5 Credit by Examination: The general guideline is that credit by examination is counted as credit if it is required or permitted in a particular program. Credit by examination is not counted as credit toward the degree if the number of the course for which the credit is awarded is lower than that of the initial course required in a particular program. Students may become eligible for credit by examination in four ways:
- 5.4.5.1 Through the advanced placement program administered by the College Entrance Examination Board;

- 5.4.5.2 Through the international baccalaureate program;
- 5.4.5.3 Through the testing program administered by the First Year of Studies; or
- 5.4.5.4 Through testing approved by individual departments for specific courses.

## 5.5 Class Load

- 5.5.1 Except with special permission of the dean (or the dean’s designee) of a college, the maximum number of credit hours allowed for an undergraduate student is as follows:

- 5.5.1.1 During the Fall and Spring Semesters:

College	Freshman	Sophomore	Junior	Senior
First Year of Studies	19	N/A	N/A	N/A
Architecture	N/A	19	19	19
Arts & Letters	N/A	17	17	17
Business	N/A	17	19	19
Engineering	N/A	19	19	19
Science	N/A	18	18	18

- 5.5.1.2 During the Notre Dame Summer Session – not more than 8 credit hours.

- 5.5.2 An undergraduate degree-seeking student must be enrolled in at least 12 credit hours in a given semester to be full-time. An undergraduate student who is in the graduation semester may seek permission of the dean (or the dean’s designee) to be “part-time,” if fewer than 12 credit hours are needed to complete the degree. Such requests should be submitted to the dean (or the dean’s designee) for consideration before the sixth day of classes. Under extraordinary circumstances, the dean (or the dean’s designee) may waive these requirements.

## 5.6 Undergraduate Latin Honors at Graduation

- 5.6.1 In the undergraduate colleges or schools, a degree will be granted with highest honors (*summa cum laude*) if a student’s Grade Point Average ranks among the top 5.000 percent of those students graduating from the student’s college or school; with high honors (*magna cum laude*) if a student’s Grade Point Average ranks among the top 15.000 percent of the student’s college or school; or with honors (*cum laude*) if a student’s Grade Point Average ranks among the top 30.000 percent of the student’s college or school. A student who meets the requirements of more than one category of honors will be awarded only the highest honor for which that student qualifies.
- 5.6.2 The minimum cut-off for each Latin honor level within a college/school is determined by the University Registrar in February of each academic year using the combination of that college/school’s:
  - 5.6.2.1 Final cumulative grade-point-averages for the undergraduates who receive a bachelor’s degree in January; and
  - 5.6.2.2 The cumulative grade-point-average for the May degree candidates after the fall semester.

- 5.6.3 Within the same calendar year, January, May, and August graduates will use the same Grade Point Average cut-offs. Transfer students follow the Latin honors rule of the class that they joined upon admission. Dual Degree undergraduates may earn Latin honors for each bachelor's degree awarded, based on the student's cumulative grade point average for all classes taken.

## 6.0 LEAVE OF ABSENCE & SEPARATION FROM THE UNIVERSITY

### 6.1 Leave of Absence

- 6.1.1 An undergraduate student may seek the approval of the dean (or the dean's designee) for a leave of absence from the University. A leave differs from a separation (Section 6.2) in several ways:
- 6.1.1.1 A leave is an integral part of a plan for the student's development (e.g., academic study, athletic training, military service, mission work);
  - 6.1.1.2 The leave is planned in advance of the semester for which it is granted; and
  - 6.1.1.3 The leave is for an agreed-upon period of time, normally with a limit of two semesters.
- 6.1.2 A leave of absence requires application to the dean (or the dean's designee) stating the reason for the leave, including how the leave will serve the student's development. In circumstances in which the dean (or the dean's designee), in consultation with the Office of Student Affairs, concludes that the student has not met the burden of demonstrating that the leave will serve the student's development, the student's absence from campus will be treated as a voluntary withdrawal during a semester (Section 6.2.1) or a voluntary withdrawal between semesters (Section 6.2.2), as applicable, and the student must apply for readmission. A separation from the University for medical reasons must be handled under Section 6.2.
- 6.1.3 Upon granting approval for a leave of absence, the student's dean (or the dean's designee) will notify the Office of the Registrar, which maintains records indicating the current status of students "on leave."
- 6.1.4 Before the semester of reentry, the student will be contacted by the University Registrar in order to make the necessary arrangements for registration and enrollment. A student who fails to register and enroll in the semester following the period of the approved leave will be considered as taking a voluntary withdrawal between semesters (Section 6.2.2) and must apply for readmission.
- 6.1.5 Unless the dean (or the dean's designee) of the college/school has approved the leave of absence specifically for the purpose of study, credits earned while a student is on leave will be applied to the student's degree only in exceptional circumstances, at the sole discretion of the student's dean (or the dean's designee), and subject to the requirements of Section 5.4.3.

### 6.2 Separation from the University

- 6.2.1 **Voluntary Withdrawal During a Semester:** It is expected that, once admitted, properly registered, and enrolled, a student will complete the semester. However, a student may request a voluntary withdrawal during a semester for appropriate reasons. A voluntary

withdrawal during a semester is contingent upon review and approval by the student's dean (or the dean's designee), which includes a personal interview and gathering of counsel from other appropriate University officials. If a student is approved for voluntary withdrawal during a semester before the end of the last day for course discontinuance in the semester (Section 5.3), no courses or grades will be listed on the student's record. Student-requested voluntary withdrawals during a semester initiated after this date will be assigned a grade of "W" in each class, consistent with Section 5.3.2. A request for a voluntary withdrawal during the final ten class days of a semester will not be accepted unless, in the sole judgment of the dean (or the dean's designee), exceptional circumstances (normally, documented mental or physical illness) are present that demonstrate the need to make an exception to avoid inherent inequity. The University reserves the right to seek appropriate documentation from a treating health care provider when a request for a voluntary withdrawal during a semester is made for medical reasons. A student who voluntarily withdraws during a semester must apply for readmission.

6.2.2 Voluntary Withdrawal between Semesters: A degree-seeking student in good standing may decide not to return to the University during a semester break (December – January or during the summer months). Proper notification of the student's department chair, the college's dean (or the dean's designee) and the University Registrar is required. This can be accomplished in any formal communication. Such communication must include the reason for the voluntary withdrawal and future plans. A student who voluntarily withdraws between semesters must apply for readmission.

### 6.2.3 Academic Dismissal

6.2.3.1 *Undergraduate students* shall be dismissed for: two consecutive semesters on probation, or a total of three nonconsecutive semesters on probation, or failure to achieve a semester average of 1.000 regardless of previous academic work. For purposes of this provision, consecutive spring and fall semesters on probation will result in dismissal regardless of summer session performance under Section 4.6.

6.2.3.1.1 A student is deemed notified that he or she is subject to dismissal when final grades are posted by the Office of the Registrar on the student's academic record.

6.2.3.1.2 A student subject to dismissal under this paragraph may appeal the pending dismissal in writing to the dean (or the dean's designee) of the student's college within the timeframe established in Section 6.2.4.2.

6.2.3.1.3 If the student does not appeal within the relevant timeframe, and has not been granted an extension by the dean (or the dean's designee), then the dismissal becomes effective on the seventh calendar day following the deadline for the submission of the appeal pursuant to Section 6.2.4.2, and the student is dismissed without further right of appeal.

6.2.3.2 A student's second effective academic dismissal is deemed permanent and the student may not apply for readmission.

### 6.2.4 Appeal of Pending Academic Dismissal

6.2.4.1 The student has the right to appeal a pending dismissal under 6.2.3.1 to the dean (or the dean's designee) of the college or school in which the student is enrolled. The student must provide a detailed written appeal. Appeals by third parties on behalf of students will not be accepted.

6.2.4.2 The deadline for appealing a pending dismissal under 6.2.3.1 shall be as follows:

- 6.2.4.2.1 For a dismissal triggered by the posting of final grades for the fall semester, January 3.
- 6.2.4.2.2 For a dismissal triggered by the posting of final grades for the spring semester, the tenth calendar day following the date on which final grades are posted by the Office of the Registrar.
- 6.2.4.2.3 In any case in which the student's final grades are not available on the date on which final grades are posted by the Office of the Registrar, such as in the case of a University-sponsored study away program or an X, F\*, or NR grade, the deadline shall be the tenth calendar day following posting of the student's final grades.

The deadlines above may be extended only by the dean (or the dean's designee) at his or her sole discretion and only in extraordinary circumstances. The request for such extension must be made before the deadline for the submission of the appeal has elapsed.

- 6.2.4.3 The dean (or the dean's designee) deciding the appeal will do so on or before the seventh calendar day following the deadline for submission of the appeal. The dean (or the dean's designee) has two options:
  - 6.2.4.3.1 The dean (or the dean's designee) may reject the dismissal and continue the student on probation; or
  - 6.2.4.3.2 The dean (or the dean's designee) may accept the dismissal. In such a case, the dismissal is effective on the seventh day following the deadline for submission of the appeal.

The decision of the dean (or the dean's designee) is final.

- 6.2.5 Other Dismissals: The University may dismiss any student whose health status or general conduct may be judged, in the sole discretion of the University, as clearly detrimental to the best interests of either the student or the University community. The University may also dismiss students for disciplinary reasons as set forth in *du Lac*, and for violations of the *Academic Code of Honor* as set forth in that document. Academic, financial, or other consequences of dismissal depend upon the stipulated effective date of dismissal.
- 6.2.6 A student separated from the University under any of the circumstances described in Section 6.2 loses all privileges accorded a continuing student, and may not enroll as a non-degree-seeking student in classes during the fall or spring semester or during the summer session without the express permission of the Provost (or the Provost's designee) after consultation with the separating authority.
- 6.2.7 The financial consequences of separation from the University under any of the circumstances described in Section 6.2 are within the purview of the Office of Student Financial Services.