

ACADEMIC REGULATIONS

Load Limit

The normal load is 15 to 18 semester credit hours. A regular student may not carry more than **18 hours** of course work in any long term or semester without the approval of his or her dean and the head of the department in which the student is a major. The maximum load for any student in a regular semester is **21 hours**. Students who are working may be required by the dean to reduce their load. A student enrolled in a **6-week summer term** may not normally carry more than **7 hours**. Under special conditions a student may, with permission of his or her dean, carry **8 hours in one 6-week term** provided he or she carries no more than **6 hours during the other term of that summer**. Under no circumstances may a student earn more than **14 semester hours from any source in the two terms of one summer**.

Full-Time and Part-Time Status

The full-time or part-time status of students is determined by the table below.

	Undergraduate Fall/Spring	Undergraduate 6-week Summer term	Graduate Fall/Spring	Graduate 6-week Summer term
Full-time	12	6	9	6
3/4 time	9-11	4-5	7-8	4-5
1/2 time	6-8	3	6	3
Less than 1/2 time	4-5	0-2	0-5	0-2
1/4 time	1-3	X	X	X

Classification

Undergraduate students' classification is determined as follows:

Classification	Freshman	Sophomore	Junior	Senior
Credit hours earned	0-29	30-59	60-89	90+

Class Attendance Regulations

Students should regularly attend class. Students are responsible for all coursework, including taking exams as scheduled and completing all assignments, and instructors are not obligated to give any "make-up work." An instructor may, prior to the term purge date, administratively drop from his class any student with unexcused absences of over 10 percent of the instruction hours for the term. Instructors may define attendance rules for individual classes; in general, class attendance shall not count for more than 10 percent of the grade.

Change of Major

A student in an undergraduate department of the University who can satisfy admission requirements of another undergraduate department within the same college or school may transfer to it with the approval of the chairs concerned.

Transferring from One Branch to Another

A student in an undergraduate college or school of the University who can satisfy admission requirements of another undergraduate branch may transfer to it with the approval of the department chairs and deans concerned.

Changes in Class Schedule (Adds, Drops, and Withdrawals)

Changes in class schedules may be made by a student when approved by his faculty advisor and by the department in which the course is offered. **A service fee is charged for each change in program.**

Course changes must be made in person under the following conditions:

- a. **Adding courses.** In adding courses, the student must obtain the approval of his or her faculty advisor and the department in which the course is offered.
- b. **Dropping courses.** A student may, for a good cause, drop a course with the approval of his or her faculty advisor and the department in which the course is offered under the following provisions:
 - During the first 12 days of any semester or the first 4 days of a summer term, a student may drop a course without having a grade recorded for the course.
 - After the twelfth or fourth class day, a student may drop a course without penalty prior to the published deadline. A grade of W will be recorded. State legislation enforces a limit of **six (6) recorded drops**, excluding withdrawals, over the Texas college career of a student who enrolls in a Texas public institution of higher education as a first-time freshman beginning fall 2007 or later. Documentation of good cause must accompany any request for exception.
 - After the published deadline, a student will be permitted to drop a course only upon approval of the student's dean and only for urgent and substantiated, nonacademic reasons acceptable to the Dean.

Withdrawal

To insure his or her possible future standing with the University, a student has the right to withdraw officially. A student wishing to withdraw from the University for the remainder of a session should apply to the dean of his or her school or college for permission. Having secured the dean's permission, the student may receive honorable dismissal through the Registrar's Office after he or she has returned all library books, surrendered his or her activity books, and cleared himself or herself with all offices at the University. A student failing to do these things will not be eligible for restitution of any fees.

The term "honorable dismissal" will not be given unless the student's standing as to conduct and character is such as to entitle him or her to continuance in the University. The grade to be recommended for the student will be in keeping with the regulation for dropping courses.

Reinstatement

Students who are administratively withdrawn from their classes due to nonpayment may petition for reinstatement if and only if extraordinary circumstances prevail. Students may obtain the prescribed form in the Office of Enrollment Services, and must return the petition with evidence of suitable payment options. Enrollment Services reviews all such petitions on a case-by-case basis. All approved petitions are subject to a late payment fee and a reinstatement fee.

Course Numbering

Lower division undergraduate courses are numbered from 100 to 299 while upper division undergraduate courses are numbered 300 to 499. Upper division courses that may be taken by graduate students for graduate credit upon prior approval of the student's advisor and Dean of the Graduate School are **listed in the Graduate Bulletin**. Courses numbered 500 and above, except in Pharmacy, carry graduate credit and are open only to graduate students.

Unit of Credit

1. The unit of credit is the semester hour. A semester hour represents the equivalent of one recitation or lecture hour per week for one semester.
2. The following grades and quality points per semester hour were used in evaluating the work of students in courses at the University in the past:

Grade	Meaning	Prior to Fall 1977	Beginning Fall 1977
A	Excellent	3.00	4.00
B	Good	2.00	3.00
C	Average	1.00	2.00
D	Poor but Passing	0	1.00
I	Incomplete	0	0
F	Failure	0	0
W	Withdrawal	0	0
S	Satisfactory		0
U	Unsatisfactory		0
N	No Grade Submitted		0
P	Pass		0

3. **Beginning the Fall of 1991, the following grades and quality points were and are now used:**

Grade	Meaning	Grade or Quality Points Per Credit Hour
A	Excellent	4.00
A-	Intermediate Grade	3.67
B+	Intermediate Grade	3.33
B	Good	3.00
B-	Intermediate Grade	2.67
C+	Intermediate Grade	2.33
C	Satisfactory	2.00
C-	Intermediate Grade	1.67
D+	Intermediate Grade	1.33
D	Marginal	1.00
D-	Intermediate Grade	0.67
F	Failure	0
I	Incomplete	0
P	Passing	0
R	In Progress	0
S	Satisfactory	0
U	Unsatisfactory	0
W	Withdrawal	0
WT	Withdrawal, Test Requirement NOT Fulfilled	0

4. The grade "R," meaning "In Progress," is given only when the work in a course extends beyond the semester or term. It implies satisfactory performance. The grade "R" will not alter the quality point average of the student since hours attempted, hours earned, and quality points earned will not be entered in cumulative totals.
5. The grade of "I" is given only when a student's work is satisfactory in quality, but due to reasons beyond his or her control, the work has not been completed. The missing work may be a major quiz, a final examination, a term paper, or other work. It is not given in lieu of an F. The instructor will stipulate, in writing, at the time the grade is given the conditions under which the "I" may be removed. This temporary grade of "I" is non-punitive and semester hours for the course are not considered in the computation of the quality-point average. Removal must be within one calendar year after the "I" is assigned, or the "I" grade shall become an "F". The grade "I" is not assigned if the student must retake the course. In the event a student who earns a grade of "I" decides to retake the course, the student is required to pay for that course a second time.

6. The grade of “W” is given for a course officially dropped by the student after the twelfth class day of a regular semester or the fourth class day of a summer term and before mid-semester or midterm.
7. **In cases where students repeat courses, the last grade earned must be used in the determination of the student’s official grade point average at all stages and in the determination of eligibility for graduation.**
8. **The terms of “grade point average (GPA)” and “quality point average” are used interchangeably. In all cases, these averages are calculated by dividing the total quality points earned (see chart above) by the total semester credit hours attempted.**

Grade Notification

Final grades are electronically disclosed to students at the end of each term, no later than fourteen (14) days after all final examinations have been completed.

Good Academic Standing/Satisfactory Academic Progress

Good academic standing is defined as academic performance that meets or exceeds the requirements for Satisfactory Academic Progress at the University. Academic progress is assessed each semester. The Satisfactory Academic Progress Policy encompasses the requirements for Satisfactory Academic Progress standards needed to qualify for financial assistance as stipulated in the Education Amendments of 1980 (P.L. 96-374) under section 484. This issue was addressed in the previous chapter of this document under **Financial Aid and Assistance Eligibility**. Although the University’s Satisfactory Academic Progress Policy includes academic standards for financial aid eligibility, the financial aid standards have a companion time frame component or requirement, established by the Office of Financial Aid. This time frame requirement is not part of the overall University policy.

Undergraduate and post-baccalaureate students are expected to maintain a 2.00 cumulative GPA (C average), the minimum permitted for graduation. They are subject to scholastic action in any term in which they attempt any semester hours. Summer sessions each are considered a unit equivalent to a semester. **Students are eligible to participate in extracurricular activities only when in good standing.**

Good Standing: Students with a semester GPA and cumulative GPA of 2.00 or above are in good standing.

Academic Notice: Freshman students earning a first-semester GPA below 2.00 are placed on academic notice. New students are encouraged to take a moderate course load in their first semester. Students on academic notice **must** get advisement in the General University Academic Center (GUAC) or their major department.

Academic Probation: Students in good standing earning a semester GPA or cumulative GPA below 2.00 are placed on academic probation. They may register for only up to 12 hours. Freshman and sophomore students on academic probation are urged to seek advisement in the General University Academic Center (GUAC) or their major department.

Continued Probation: Students on academic probation or academic notice, earning a semester GPA or cumulative GPA below 2.00, are placed on continued probation. They may register for only up to 12 hours, after meeting with their academic dean, and must submit to individual monitoring.

Suspension: Students on continued probation earning a semester GPA below 2.00 are suspended for one academic year.

- a. The first academic suspension is for a period of **at least** one year (fall or spring or summer).
 1. Students placed on academic suspension at the end of a fall semester are not eligible to re-enroll until the following spring.
 2. Students placed on academic suspension at the end of a spring semester are not eligible to re-enroll until the following summer.
 3. Students placed on academic suspension at the end of a summer session are not eligible to re-enroll until the following fall.
- b. Students are ineligible to enroll at Texas Southern University after a second academic suspension.

Students on continued probation earning a cumulative GPA below 2.00 and a semester GPA of 2.00 or above will remain on continued probation.

Visiting summer students are not subject to academic probation or suspension. Upon their admittance as regular students, however, all grades earned contribute to their academic progress assessment.

Without regard to these regulations, the dean of a college may place on academic probation, retain on probation, or suspend any majors in that college whose academic records are deficient. The dean also may remove from academic probation or academic suspension any majors in the college whose academic progress warrants such action.

Readmission from Academic Suspension

- a. Only the dean of the college may readmit students on academic suspension from the Texas Southern University. Only the Director of the General University Academic Center (GUAC) may readmit “Test Responsible” students.
- b. Readmission from academic suspension is neither automatic nor guaranteed. Students seeking readmission must submit to the dean of the college in which they wish to earn their degrees:
 1. A written petition justifying their readiness to resume their studies at the University.
 2. Transcripts showing at least a 2.00 grade point average on all college work completed elsewhere while on academic suspension from the Texas Southern University.
 3. Transcripts of all other completed college work.
- c. Students seeking to change their majors from the college from which they were suspended to another college must submit a “change of major” request along with a petition for readmission from academic suspension to the college of the intended major.

Colleges may have additional policies and procedures pertaining to readmission from academic suspension; therefore, students seeking readmission should consult the appropriate college section in this catalog or request information from the office of the academic dean for specific college requirements.

Semester Academic Honors

Academic honors are earned for performance **during each fall and spring semester of enrollment** in accord with requirements summarized below. **Academic honors are not bestowed during summer terms.** Distinctions earned as a result of academic performance become a part of students’ permanent records.

Academic Distinction	Required GPA for Semester	Conditions for Designation of Academic Distinction
President’s List	3.75 to 4.00	A minimum of 12 semester credits completed; a minimum cumulative GPA of 3.00 earned; no grades earned below “B”; and no grades of “I”, “W”, “P”, or “S” earned.
Deans’ List	3.50 to 3.74	A minimum of 12 semester credits completed.
Honor Roll	3.00 to 3.49	A minimum of 12 semester credits completed.

Correspondence Courses

Texas Southern University offers no correspondence courses. A student in residence at this institution will be permitted to receive credit for correspondence courses only when written permission has been granted in advance by the dean of the school or college in which the student is enrolled. Each request made by a student of the University for credit in courses taken by correspondence will be considered on its own merits by the Registrar and dean involved.

Credit earned in a course completed by correspondence will be accepted only if the final examination is taken under the supervision of the Registrar of Texas Southern University.

Not more than twelve semester hours of credit taken in correspondence work may be applied toward the requirements for an undergraduate degree. No graduate credit will be given for work done by correspondence.

Inasmuch as the last thirty (30) semester hours of credit for an undergraduate degree must be taken in residence, no credit earned by correspondence may be applied toward the requirements for an undergraduate degree after the student has earned ninety-four (94) semester hours of credit applicable toward the requirements for a degree. Exceptions to this rule may be made at the discretion of the respective undergraduate dean.

Scholastic Dishonesty

Students must maintain a high standard of honesty in their academic work. They should avoid all forms of academic dishonesty, especially the following:

- a. **Plagiarism.** The appropriation of passages, either word for word (or in substance) from the writing of another and the incorporation of these as one's own written work offered for credit.
- b. **Collusion.** Working with another person in the preparation of notes, themes, reports, or other written work offered for credit unless such collaboration is specially approved in advance by the instructor.
- c. **Cheating on an Examination or Quiz.** Giving or receiving, offering or soliciting information, or using prepared material in an examination or testing situation. On examinations and quizzes students are expected (a) to remain in the examination room until the examination is finished, (b) to refrain from talking, and (c) to refrain from bringing notes and books into the examination room.
- d. **Impersonation.** Allowing another person to attend classes, take examinations or to do graded assignments for an enrolled student under his or her name is strictly forbidden.

A violator of any of the above offenses will incur severe disciplinary action ranging from suspension to expulsion from the University. Specific guidelines will be administered by each dean.

Academic Grievances

Purpose. The following procedures are designed to provide a means for undergraduate students to petition for review of final course grades alleged to be incorrect. Before filing a formal appeal, students are urged to resolve grievances informally with the instructor of the course. Students filing a written appeal shall be expected to abide by the final decision of the committee, as provided for in these procedures. This decision precludes any further review under any other procedure within the University.

Conditions. A student may seek a review of a final grade if he or she feels that one of the following conditions applies:

- a. the assignment of a grade was on some basis other than performance in the course, or
- b. the standards applied to a grade were not the same as those applied to other students in the course, or
- c. the assigned grade represents a substantial and unannounced departure from the instructor's previously stated standards.

Procedures. A student who feels that his or her grade is incorrect should

- a. **Confer promptly with the instructor of the course.** If the instructor is unavailable and cannot be reached by the student after a reasonable effort, then he or she shall consult with the chair of the department offering the course. If the student and instructor or department chair are unable to arrive at a mutually agreeable solution, the student may file an appeal within twenty (20) days after the first day of class of the next semester (not including summers) with a standing committee of three (3) tenured faculty members of the department offering the course. If the instructor of the course is a member of the committee, he or she shall be replaced by a tenured faculty member selected by the chair of the department.
- b. **File an appeal by submitting to the departmental committee a detailed statement regarding the alleged improper grade, as well as any relevant evidence.** The appeal shall be dismissed if
 1. the student has submitted the same or substantially the same complaint to any other grade review procedure,
 2. the appeal is **not timely, or**
 3. the student has not conferred with the instructor or department chair before filing the appeal.
- c. **Allow the departmental committee to take action.** If the appeal is not dismissed, the committee shall submit a copy of the student's written appeal to the instructor with a request for a **prompt written reply.**
- d. **Work toward a mutually agreeable solution in concert with the committee and the instructor.** If a mutually agree-

able solution is not achieved, the committee shall advise both the student and the instructor that the matter has been sent to the dean of the academic unit offering the course. The dean of the academic unit shall convene a committee of three (3) tenured faculty members from departments outside of the department offering the course. This committee shall hold an informal, non-adversarial fact-finding meeting concerning the dispute. Both the student and the instructor shall be entitled to be present throughout this meeting and to present any evidence deemed relevant, except the student shall not be present during the discussion of any other student. Neither the student nor the instructor shall be accompanied by counsel, an advocate, or representative. The meeting shall be closed to the public. After the fact-finding meeting, if the majority of the committee finds that the evidence supports the student's complaint, the committee shall take any action thought to rectify the situation, including, but not limited to

1. directing the instructor to re-grade the student's work,
2. directing the instructor to administer a new final examination or paper in the course,
3. directing the cancellation of the student's registration in the course, or
4. if no reasonable alternative is available, directing the instructor to award a grade of "pass" in the course.

The committee is not authorized to award a letter grade, or to reprimand, or otherwise take disciplinary action against the instructor. **The decision of the committee is final** and shall be promptly reported in writing to the parties involved. The dean of the academic unit has the responsibility for implementing the decision of the committee.