

7.0 Academic Procedures

7.1 Admission

Specific entrance requirements for the several colleges are determined by the faculty. These are published in the general catalog and in the brochure, *Introduction to Maine*, designed for high school students. Actual screening of applicants for associate and baccalaureate degrees is done by the Admissions Office.³

Candidates who have completed advanced work in certain fields or who have had training or experience in certain professional fields may apply to the Admissions Office for advanced placement and credit at the University of Maine. Candidates interested in advanced placement and credit may take either appropriate standardized tests such as those prepared by the College Entrance Examination Board or examinations especially developed by the academic unit concerned. Determination of how this is to be done is the responsibility of the academic unit.

Admission to undergraduate programs on the Orono campus is generally on a selective basis, but there is provision for open admissions to some Bangor Community College programs. For high school graduates who did not meet entrance qualifications at the time of graduation, the Continuing Education Division conducts a program whereby students follow a prescribed curriculum of CED courses totaling 30 hours. After completing this program with a cumulative grade average of 2.0 or better, the student may be admitted to a degree program with credit for the work already completed in these evening and Saturday courses.

7.2 Registration

Continuing students register for courses during the month of November for spring semester and during the month of April for the fall semester.

Incoming freshmen register during summer orientation. Information concerning registration is sent by the Registrar's Office to all faculty advisors in advance of registration week.

Bangor Community College freshmen arrange tentative class schedules at their pre-admission conferences.

³ Applications for advanced degree matriculation are submitted to the Dean of the Graduate School. Regulations concerning graduate students are given in detail in the Graduate School Catalog.

7.3 Adding and Dropping Courses

Beginning on the first day of classes each semester there is a five-day period in which schedule changes can be made. Students secure add-and-drop forms from their advisor or dean and complete them in accordance with the printed instructions. Completed forms are left at the dean's office to be forwarded to the Registrar.

Students enrolled in the Bangor Community College should procure a schedule change form from their advisor's office at BCC and leave it with the Registrar's Office at BCC.

The addition of courses after the initial add-and-drop period is permitted by academic deans only in unusual circumstances. Withdrawal from courses after the regular add-and-drop period is explained below. While it is inevitable that some adding and dropping will occur because of legitimate circumstances, every effort should be made to keep such changes to a minimum.

Suggestions to the Faculty (Add/Drop)

At the first meeting of each course, the instructor should state the prerequisites, if any. If students are found who have not met these, they should be asked to confer with their advisors at once in order to drop the course and add another. The instructor is asked to notify the advisor of the problem because the latter may be approving such registrations erroneously.

When an add-and-drop form is presented for signature, an attempt should be made, especially when a student wishes to change divisions within the same course, to ascertain whether the reason for the change is valid or frivolous. Frivolous changes should not be approved. Advisors should check add-and-drop forms for completeness.

7.4 Withdrawal From Courses

After the Add/Drop Period

After the end of the regular add-and-drop period, courses may not be added, but courses may be dropped in accordance with the following policy adopted by the Council of Deans on April 17, 1972.

1. During the first five weeks of the semester, a student may drop courses without penalty for such reasons as lightening his/her load to enable the student to concentrate on other courses or to avoid enrollment in

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courses beyond the student's ability. The student obtains an add-drop form, fills out the necessary information, obtains the required signatures and reports to the dean's office. All such dropped courses are deleted from a student's record.

2. During the second five weeks of the semester, a student passing a course may drop it without penalty provided the student's advisor and dean approve. If the student is not passing, he/she may drop the course, but with penalty. All such courses dropped will result in having the courses listed on the student's record with a 'W' (withdrew passing) or 'E' (failure) indicated. An E grade thus obtained affects the cumulative grade point average. *Thus, both courses dropped failing and courses dropped passing will show on the student's permanent record.* During the second five weeks the student obtains a drop-passing/drop-failing form from the Dean's Office or the Registrar's Office. The student fills out the form with his/her advisor, obtains the Instructor's signature in the appropriate section (i.e. either passing or failing). The student takes the form to the Dean's Office for approval and then to the Registrar's Office.
3. After ten weeks students may only drop courses with the penalty of failing unless the Dean's Office has received verification of health problems or other extenuating circumstances. If there are no such circumstances, a student may fill out a drop-failing form, obtain the required signatures and turn the form in at the Registrar's Office. Such drops are calculated in the grade point average as an 'E'.

7.5 Withdrawal From the University

Students who wish to withdraw from the University during the semester should discuss their decision with their advisor. A student should secure a withdrawal slip from the Registrar's Office and obtain the required signatures. No grades will be entered on a student's record when withdrawal is accomplished during the first five weeks of classes. Withdrawal during the second five weeks of classes will result in having

courses listed for the current semester and W (withdrew passing) or E (withdrew failing) indicated for each course; withdrawal after the tenth week or in the case of failure at the time of withdrawal, a grade of E. *An E grade thus obtained affects the accumulative grade point average.* Students who have withdrawn from the University and who wish to reenter should apply to the Director of Admissions for readmission.

7.6 Leave of Absence

It is the policy of the University of Maine at Orono to grant, for up to two semesters, a voluntary Leave of Absence to an undergraduate degree candidate in good academic standing for the purpose of travel, employment, or matters of personal need. This policy shall be effective for leaves beginning with the fall semester of 1982. Students applying for a Leave of Absence must obtain approval for this action the semester prior to departure. Students are responsible for providing the Registrar's Office with a current mailing address.

Providing the student returns to the same undergraduate college, is in good academic standing, and has no financial indebtedness to the University, return from a Leave of Absence will be approved by the Academic Dean of the candidate's undergraduate college.

Student Leave of Absence forms are available upon request through the Deans' offices and the Registrar's Office.

Information on Leave of Absence for graduate students is available from the Graduate School Office.

7.7 Undergraduate Course Repeat Policy

When a course taken for credit is repeated for the first time, the grade thus received will replace the original grade and the updated course grade used in all future computations of the student's accumulative grade-point average (excluding pass-fail courses). Understandings:

1. A student may repeat a course, regardless of the grade received earlier (except pass-fail).
2. The repeat grade stands, irrespective of whether the grade is raised or lowered.
3. If a student wishes to repeat a course more than once, all grades received, other than the original, are computed in the accumulative grade-point average.

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4. In rare instances (e.g., laboratory courses) a 4-hour (5-hour, etc.) course may be offset, respectively, by a 3-hour (4-hour, etc.) course utilizing the course-repeat procedure.
5. In rare instances, a course taken at another institution may offset a UMO course utilizing the course-repeat procedure. Advance approval will be necessary for such action.
6. Incomplete grades will automatically revert to an 'E' grade if the course is repeated and the course-repeat procedure is invoked.
7. Each college has established a course repeat procedure in accordance with the above guidelines. Questions concerning the course repeat policy should be directed to the dean of the student's college.

7.8 Credit by Examination

The faculties of each of the colleges of the University of Maine at Orono have adopted policies on the granting of credit for CLEP (College Level Examination Program) Examinations. Detailed information about which examinations are approved and the passing scores are available from the Office of Testing and Research, UMO's testing center.

Duplicate credit may not be granted. For example, credit may not be granted for passing an examination in a field in which a student has already taken the equivalent courses or a more advanced course.

Each department is free to develop or adopt examinations other than CLEP examinations for the purpose of granting credit for specific courses.

The examination passed, the score, and the credit granted by the college dean are entered by the Registrar on the student's permanent record. If a student changes colleges, the policy of the receiving college applies in an evaluation or reevaluation of credit.

7.9 Change of Major or College

Students who wish to change from one major department to another within the college to which they have been admitted should secure a Change of Major card from the dean's office, have it signed by the department chairpersons involved, and return it to the dean. The Change of Major card is forwarded to the Registrar by the dean.

Students wishing to change from one college to another should secure a Change of College card from the office of the dean of the college in which they are enrolled. Having been signed by the dean, the card is taken to the dean of the College to which the student seeks admission. If, after inspecting the student's academic record, the dean decides to accept the student, the dean's office makes an evaluation of credits transferable and sends a copy to the Registrar and the student. The Change of College card is sent to the Registrar by the new dean.

Bangor Community College students who wish to change from one program to another within the College should secure a change of program form from the Dean's Office at BCC, have it signed as indicated, and return it to the Dean's Office. Students who wish to change from a BCC program to an Orono program must have the approval of their Chairperson or Program Director and the Academic Dean of the College at Orono into which they desire to transfer.

7.10 Double Majors

Double majors are possible in many fields, both within a college and between colleges. The double major must be in two distinct and separate majors. For example, a student may not be granted a B.S. in Biology and Zoology. A student must meet all the requirements of both major departments.

Double Majors Across Colleges

1. The student wishing to choose a double major across College lines must normally make a declaration of intent in the sophomore or junior year. The student must choose either a B.S. or B.A. degree if one of the two majors is offered by the College of Arts and Sciences. For example, if a student wishes to major simultaneously in computer science and microbiology and chooses the B.A. degree, the diploma will read: Bachelor of Arts in Computer Science/Microbiology. If the student chooses the B.S. degree, it will read: Bachelor of Science in Microbiology/Computer Science.
2. The double major must be in two *distinct* and *separate* majors. For example, a student may not be granted a B.S. in Biology and Zoology.
3. All requirements in both Colleges and both majors must be fulfilled, including major requirements for work required outside the Department.

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4. It is the student's responsibility to discuss his/her intent to enroll in a cross-college major with the Dean of the other college. It is also the responsibility of the student to keep both Dean's offices apprised of his/her progress.
5. The student is assigned an adviser in each department.
6. The student reports to the other College's Dean's office. A double major across colleges card is completed. The signature of each Dean is required. Regular change of major routine is then invoked and the student's records are sent to the adviser in each department. The enrollment is counted by each department but does not affect college totals.

Double Degrees and Double Majors

1. Students who wish to earn two (2) '4 year' degrees (e.g., B.A. in Mathematics and B.S. in Electrical Engineering) must meet all of the requirements of both the College of Arts and Sciences and the College of Engineering and Science. This program requires a minimum total of 150 degree hours.
2. Students who wish to earn a '2 year' Associate degree and a '4 year' B.A. degree must meet all of the requirements of both colleges. This program requires a minimum of 135 hours.

7.11 Graduation Requirements

Candidates for an associate or a baccalaureate degree must receive passing grades in all courses required by their major department and accumulate the number of degree hours specified by the school or college in which they are registered. All colleges of the University require a total number of grade points equal to 2.0 times the number of credit hours in which a student has received grades. These averages are on a scale where A = 4, B = 3, C = 2, D = 1, and E = 0. Requirements for advanced degrees are described in the Graduate School catalog.

7.12 Class Designation

For classification as a sophomore a student must complete 19 percent of the hours required for graduation, for junior level 44 percent, and for senior level 69 percent.

7.13 Academic Appeals Procedure

When a student has reason to question an academic process or result, the following procedure shall apply:

1. Cheating or Plagiarism
 - a. The student should discuss the concern with the appropriate faculty member. If the concern persists,
 - b. The student may consult with the Chairperson of the Department (or the Dean of the College if there are no Departments) who attempts to resolve the complaint. Failing this,
 - c. The faculty member may bring the complaint before dissatisfaction on the part of the student,
2. Problems of Classroom Procedure
 - a. If a student alleges the guidelines for class procedure stated in the Academic Handbook have not been followed and that he or she has been harmed in some way, the student should discuss the concern with the appropriate faculty member. If the concern persists,
 - b. The student may consult with the Chairperson of the Department (or the Dean of the College if there are no Departments) who attempts to resolve the complaint. Failing this,
 - c. The student may write to the Dean of the College where the course is offered requesting a review of the situation. Following this, and if there is lingering dissatisfaction on the part of the student,
 - d. The student may make a final appeal in writing to the Vice President for Academic Affairs.
3. Evaluation of Work and Grades
 - a. If a dispute arises over a grade or evaluation of a paper or work, the student should discuss the concern with the appropriate faculty member. If the concern persists,

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- b. The student may consult with the Chairperson of the Department (or the Dean of the College if there are no Departments) who attempts to resolve the complaint. Failing this,
- c. The student may request the use of a Departmental ad hoc committee composed of three members: (1) faculty member chosen by student; (2) faculty member chosen by the involved faculty member; (3) faculty member chosen by the Departmental Chairperson with the agreement of student and involved faculty member. Both student and faculty member will prepare a written brief and appear before the Committee. Any witnesses desired by either person may be called. The student and/or faculty member may be represented by a person of his or her own choosing, such person being acceptable to the committee.
- d. If not satisfied with the Committee decision, the student may write to the Dean of the College where the course is offered requesting a review of the situation. Following this, and if there is lingering
- e. The student may make a final appeal in writing to the Vice President for Academic Affairs. However, the faculty member has the ultimate responsibility for determination of grades.

The foregoing steps must be made in order of progression and all information, recommendations, and decisions made available to the next level of appeal. Maximum efforts and attempts should be exerted toward resolution of concerns without the necessity of appeal.

7.14 Federal Regulations of Special Note

Equal Educational Opportunity

Federal laws prohibit discrimination against students, as well as employees, on the basis of race, color, creed, national origin, sex, marital status, or physical disability. Admission to educational programs and courses, student evaluation and/or grading, financial aid, counseling, and other student services may not be discriminatory on the basis of any of these factors. Furthermore, any policy or practice which

has the impact of such discrimination--whether or not discrimination or exclusion is intended--may constitute violation of the law. For more information about the laws and about monitoring procedures contact the Office of Equal Opportunity.

Confidentiality of Student Records

The Family Education Rights and Privacy Act, signed into law in 1974, attempts to protect the privacy of parents and students with regard to access to records, release of records, and the opportunity for a hearing to challenge records when they are inaccurate, misleading, or inappropriate. This act applies to students presently enrolled at UMO and, under special circumstances, to their parents, but not to applicants seeking admission to the institution.

The guidelines have a number of implications for the maintenance and dispersal of student records and information. Faculty should address specific questions to the Office of the Vice President for Student Affairs or to the Registrar regarding the guidelines for compliance with the 'Buckley' amendments of the Family Education and Privacy Act.

Sexual Harassment

Sexual harassment of either employees or students is a violation of University policy, as well as a violation of federal and state laws. In accordance with its policy of complying with non-discrimination laws, the University of Maine will regard freedom from sexual harassment as a right which will be guaranteed as a matter of policy. Any employee or student will be subject to disciplinary action for violation of this policy.

Sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education;
2. Submission to or rejection of such conduct by an individual is used as a basis for academic or employment decisions affecting that individual; or
3. Such conduct has the purpose or effect of interfering with an individual's academic or work performance or creating an intimidating, hostile or offensive employment, educational, or living environment.

It is the policy of the University of Maine to ensure fair and impartial investigations that will protect the rights of the person(s) filing sexual harassment complaints, the person(s) complained against, and the University as a whole.

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If any student or employee brings to your attention a complaint of sexual harrassment, please:

1. Advise the student or employee to discuss the problem or questions with the Director of Equal Opportunity; *and also*
2. Contact the Director of Equal Opportunity yourself and discuss the general nature of the problem with her so that it can be documented that you and the University have acted promptly and appropriately.

The primary goal of the University is to *prevent* or, when necessary, to *stop* harassment and to promote high standards of professional conduct. Because of the private nature of most sexual harassment incidents and the emotional complexities surrounding such issues, every effort will be made by the Director of Equal Opportunity to resolve the complaint quietly and informally. However, the right of appeal is available both to the person(s) accused and to the person(s) alleging harassment, if either should wish to appeal the findings of or the resolution achieved through the informal process.