

Academic Policies and Procedures

ACADEMIC SECOND CHANCE

(Effective January 1, 2009)

Students may apply for Academic Second Chance twice during their academic career. Each application applies to only one semester (summer semester includes all three summer sessions), and each application must meet the following conditions:

1. If the student has earned a degree, the semester considered for Academic Second Chance must have been completed after the degree was earned;
2. The semester considered for Academic Second Chance must have been completed at least one year before application;
3. The student must maintain at least a 2.5 GPA for at least 24 consecutive semester hours at MUW immediately before application. If a student has previously applied for Academic Second Chance, the student may not count any of the 24 hours used in the first application towards the second application. In other words, each application stands on its own, and the student must meet the requirements of each application separately.

Application for Academic Second Chance must be filed with the Office of the Registrar, after grades are posted at the end of a semester, and the opportunity to submit a request will expire five working days prior to the published registration date for the semester in which the student intends to enroll. A student may obtain an application for Academic Second Chance from the Office of the Registrar. The Registrar will verify that the above conditions have been met and will forward the request to the student's academic advisor. The student must obtain the approval of his/her advisor, the appropriate Department Chair/Program Director and Dean/Institute Director.

If an application is approved, all courses and grades for the semester will remain on the student's transcript; however, the courses for that one semester will not be included in the student's grade point average and may never be used toward graduation at Mississippi University for Women. Nevertheless, the grades may be used by post-baccalaureate professional schools to determine admission. In addition, the student must repeat any required courses taken during the nullified semester. Once the Academic

Second Chance is entered on the student's transcript, the action is irreversible.

Academic Second Chance applies to courses taken at MUW or transferring institutions. In addition, it is the student's responsibility to make sure that he/she meets scholarship and/or financial aid guidelines.

Note: Under Veterans' Administration rules and regulations, students will not be eligible for Academic Second Chance for any semester in which they received VA benefits.

LATE ADMINISTRATIVE WITHDRAWAL

(Effective January 1, 2009)

The University acknowledges that there may be rare special circumstances in which a late withdrawal is appropriate, i.e. withdrawal from MUW after the published deadline for withdrawal from the University. Students may apply for a Late Administrative Withdrawal for only one term during their academic career. The University will only accept applications for late withdrawals from students who are unable to complete the term because of circumstances beyond their control. The following are acceptable circumstances for which a student may appeal for a Late Administrative Withdrawal:

1. Medical (documentation must be provided);
2. Relocation (documentation must be provided indicating that the relocation was required by an employer).

It is the responsibility of the student to apply for Late Administrative Withdrawal. Due dates for applications are as follows: (a) within the first four weeks of the next term of enrollment at MUW, provided this is not longer than twelve months after the term in question; and (b) within twelve months of the term in question if the student is not enrolled at all at MUW during this time period. The institution will review and process the application as quickly as possible, but students should expect at least one week for review and processing of an application before any action will be reflected on the student's academic record. All applications for Late Administrative Withdrawal must be submitted to the Office of Academic Affairs and must include the following:

1. A letter from the student containing a detailed explanation of the circumstances necessitating a late withdrawal as well as relevant and compelling documentation to support the request;
2. The student's last date of attendance, documented by the instructor for each course from which the student seeks to withdraw;

3. The approval of the student's academic advisor, Department Chair/Program Director, Dean/Institute Director and Chief Academic Officer.

The Chief Academic Officer will decide whether the documentation provided is appropriate and sufficient and may request additional information from the student. The CAO adjudicates all requests for Late Administrative Withdrawal. The decision of the CAO is final.

If the application is approved, all courses and the grades for the term will remain on the student's transcript; however, the courses for that one term will not impact the student's grade point average and can never be used toward graduation at Mississippi University for Women. Nevertheless, these grades may be used to determine admission into graduate and professional programs. In addition, the student must repeat any required courses from the term.

Late Administrative Withdrawal applies only to courses taken at MUW. In addition, it is the student's responsibility to make sure that he/she meets scholarship and/or financial aid enrollment requirements.

Note: Under Veterans' Administration rules and regulations, students will not be eligible for Late Administrative Withdrawal for any semester in which they received VA benefits.

PROBATION AND SUSPENSION

(Effective January 1, 2009)

All students, whether full-time or part-time, are expected to maintain a quality of work necessary for reasonable progress toward graduation. In order to graduate, a student must earn a total number of grade points that is at least twice as great as the total number of academic credit hours attempted. Falling beneath this criterion indicates substandard progress toward a degree.

Probation

Students whose cumulative MUW GPA falls below 1.90 will be placed on academic probation. Students admitted with a GPA less than 2.0 as evaluated by academic policies will be placed on academic probation upon admission.

Suspension

Students with a semester GPA of less than 2.0 who were admitted on academic probation or have already served one probationary period will be expected to maintain the academic standards listed in the chart below. Failure to meet this expectation will result in academic suspension.

Cumulative GPA Hours (Including Transfer Work)	MUW Cumulative GPA
0 - 29.99	1.00
30 - 59.99	1.30
60 - 89.99	1.70
90 & above	1.90

No student will be suspended for failing to achieve the required grade point average without having first served at least one semester of probation at MUW. Students who have served a semester of probation at MUW at any time in the past will be suspended immediately if the above requirements are not met.

The first academic suspension is for one regular (fall or spring) semester. Readmission to MUW will be automatic at the completion of the first suspension period. However, the student will be placed on academic probation when readmitted to the institution. Students readmitted after their first academic suspension must maintain a semester GPA of 2.0 or higher. Those who fail to live up to this minimal standard will be suspended from the University for one calendar year. Readmission to the University after this second suspension period requires the approval of the Scholastic Appeals Committee. If the student is readmitted to the University, he/she will be required once again to maintain a GPA of 2.0 or higher in the first semester of his/her return. Failure to maintain this minimal standard will result in a third suspension, this time for three calendar years. The readmission protocol and requirements following the third suspension are the same as those following the second with the returning student again expected to obtain the permission of the Scholastic Appeals Committee and to earn a 2.0 GPA in their first semester back. The fourth suspension is for five calendar years.

Any academic credit earned elsewhere during the suspension period will not count toward degree requirements. However, a student readmitted to MUW after a period of suspension may request a review of coursework which was earned after the suspension period expires. Note that for a second or subsequent suspension, readmission to the University requires the approval of the Scholastic Appeals Committee. Coursework earned after the suspension period expires may be transferred back to MUW as long as the coursework meets MUW's standards and policies for transfer work, including a minimum 2.0 cumulative GPA on all course work attempted with the exception of courses not

acceptable for transfer.

Under unusual or extenuating circumstances, however, a student who has been suspended for academic reasons may request a review of the case. The student's appeal will consist of a letter (in her/his own words) addressed to the Scholastic Appeals Committee in care of the Office of Academic Affairs. It should contain salient information detailing the mitigating circumstances that resulted in the student's weak academic performance. In addition, letters of support from third parties may be included in the appeal. Appeals must be received in the Office of Academic Affairs no later than noon one day prior to the official registration date for the term in which the student wishes to enroll. If the Scholastic Appeals Committee votes to readmit, the student will be expected to maintain the minimal GPA of 2.0, or he/she will be subject to a second (or third as the case may be) suspension. If the Scholastic Appeals Committee votes not to readmit, no further appeals on behalf of the student will be accepted until the end of the suspension period, regardless of length.

Mississippi University for Women makes every effort to inform in a timely manner any student who has been suspended for academic reasons. This is achieved in the following manner: a notice will be posted on the student's transcript on Banner Web and a letter will be mailed to the student's permanent address (as indicated in official University records), providing reasons for the suspension and informing the student of the date on which he/she may reenroll at Mississippi University for Women.

It is the responsibility of the student to supply Mississippi University for Women with a permanent mailing address and telephone number that are accurate and up-to-date. Mississippi University for Women cannot be held responsible for any failure to notify a student regarding suspension if the student has not supplied the University accurate and complete mailing addresses and telephone number.

Students may be suspended for academic deficiency, academic dishonesty, or misconduct. However, only suspensions for academic deficiency and academic dishonesty are recorded on a student's academic record. Only suspensions for academic deficiency are subject to the GPA and other requirements above. All students are expected to familiarize themselves with the rules regulating conduct, which are printed in the Student Handbook and online. University authorities must consider the safety of all students and faculty when adjudicating disciplinary issues.

Veterans' Academic Status

Veterans and other VA eligible students will be limited to two semesters of probation, after which they will not be certified to the VA.

B.A. or B.S. in General Studies

The General Studies Degree Program is an individualized, nontraditional program designed to provide a broader freedom of course choices than is available in traditional majors. Admission to the General Studies major requires approval of the General Studies Coordinator. Completion of the General Studies major provides students with basic preparation for many careers and graduate/professional programs.

General Requirements:

Complete a minimum of 124 credit hours to graduate

Complete 36 credit hours of course work at MUW

Complete University Core Curriculum

Complete 32 or more hours of the required 124 credit hours at the 300-level or above (this includes GS 400 General Studies Seminar).

Complete B.A. or B.S. degree requirements.

Any course used to satisfy the MUW core curriculum cannot be used as part of any focus group. All courses counting toward a focus group must be completed with a grade of C or higher.

Students may select from two options:

1. Twelve (12) semester hours in each of three focus groups with at least six (6) semester hours in each focus group at the 300-level or above.
2. Eighteen (18) semester hours in each of two focus groups with at least nine (9) semester hours in each focus group at the 300-level or above.

Focus Group I: Fine and Performing Arts

Art
Music
Theatre

Focus Group II: Natural Sciences

Biology
Microbiology
Chemistry
Physics

Focus Group III: Human Sciences

Family Studies
Psychology
Sociology

Focus Group IV: Business

Focus Group V: Culinary Arts

Culinary Arts
Nutrition

Focus Group VI: Humanities I

English
Foreign Languages
Philosophy
Communication

Focus Group VII: Humanities II

History
Political Science
Geography

Focus Group VIII: Mathematics/Programming

Mathematics
Fortran and Programming in C++

Focus Group IX: Health-Related Programs

Health and Kinesiology
*Speech-Language Pathology

Focus Group X: Pre-Professional Programs

*Education
*Baccalaureate Nursing

Paralegal Studies

* Credit must be earned prior to application to General Studies major.

GS 400 General Studies Seminar (2 semester hours)

Prerequisite: General Studies major and permission of General Studies Coordinator.

This course is designed to help students begin preparation for their lives after graduation, whether they enter the workplace immediately or move on to graduate or professional schools.

Topics will include letters of application, interviews, developing a placement file, legal aspects of being a working professional, and career options. Students are required to compile a portfolio of work (papers, projects, etc.) documenting knowledge and skills acquired through their General Studies academic program. *This course is intended to be taken during the final regular term of attendance in the program of study.*

B.A. Degree Requirements:

Foreign Language (one area – minimum of 6 hours at the 200 level or above)

B.S. Degree Requirements:

8 semester hours of Laboratory Science

3 semester hours of Mathematics MA 113 or higher (excluding MA 123)

6 semester hours of Science and/or Mathematics

3 semester hours of additional mathematics above MA 113 or computer applications/programming course

**Total Hours Required for a B.A. or B.S. in General Studies:
124 Semester Hours**