
AWARDING OF UNDERGRADUATE DEGREES

GRADUATION REQUIREMENTS

Curricula leading to baccalaureate degrees are so planned that a student carrying 15 credit hours each semester will ordinarily be able to complete the requirements for graduation in four years or eight semesters. Degrees will be awarded to candidates who have fulfilled the following:

1. A MINIMUM of 120 credits, distributed according to the General Education Requirements, the requirements of the declared major and any free electives.
Satisfactory completion of all requirements for a bachelor's degree must be under a catalog in effect within eight (8) years of the date of graduation. The catalog used, however, may be no earlier than the catalog in effect at the time of matriculation or, in the case of a change of major or minor, no earlier than the catalog in effect when the major or minor was formally declared.
Note:
This policy does not apply to students enrolled in programs governed by state and/or federal regulations where current academic requirements may need to be met. Students should check with their departments where applicable;
2. A MINIMUM of 30 credit hours completed at Bridgewater, including at least one half of the required courses in the major and any minor field (excluding cognate requirements).
Note:
Not more than 69 credits earned at a two-year institution may be accepted in transfer by Bridgewater State College and applied to the baccalaureate degree;
3. A MINIMUM cumulative grade point average (GPA) of 2.0 (or higher if required by the major at Bridgewater) and any other academic requirements of the student's major department as approved by college governance procedures;
4. A MINIMUM cumulative grade point average (GPA) of 2.0 or higher in the student's major(s) and minor(s) requirements taken at Bridgewater. The major GPA includes only those courses required in the department in which the major is housed or in the major/concentration program in cases where more than one major/concentration is

offered in a department.

- The credit earned in an Introductory College Skills course may not be used to satisfy General Education Requirements nor may it be applied toward the minimum number of credits required for graduation in any major.
- From any and all cocurricular activities in which a student might wish to participate and for which the college grants or may decide to grant credit in the future, a student may accumulate not more than one (1) credit per semester, nor more than two (2) per year, nor more than six (6) per college career.
Exception: All one credit cocurricular and physical education activity courses that are required for students officially enrolled in an approved major, concentration or minor may be counted toward graduation.
- Students will not be allowed to receive their diplomas or transcripts until all financial debts to the college have been paid.

Conferral of a degree occurs when the registrar finalizes the student's academic record and confirms that all requirements have been satisfied. Participation in the commencement ceremony does not constitute conferral of the degree. Similarly, inclusion of a student's name in such publications as the commencement program does not confirm eligibility for the degree.

DEGREE APPLICATION

Students who expect to receive their degrees from Bridgewater State College are required to complete formal degree applications. These applications are available in the Registrar's Office. Each student is responsible for meeting all degree requirements and for ensuring that the Registrar's Office has received all credentials.

Degree application cards must be returned to the Registrar's Office by the following dates:

- April 1:** for Winter/January Graduation
- November 1:** for Spring/May Graduation
- April 1:** for Summer/August Graduation

COMMENCEMENT CEREMONY

The college conducts two commencement ceremonies annually, in winter and in spring. Students who complete requirements in August or December will be invited to participate in the winter ceremony.

GRADUATION WITH HONORS

Academic excellence for the baccalaureate program is recognized by awarding degrees *summa cum laude* (cumulative GPA of 3.8 or higher), *magna cum laude* (cumulative GPA of 3.6 to 3.79), and *cum laude* (cumulative GPA of 3.3 to 3.59). The cumulative GPA determined for honors is based on all college-level work attempted at Bridgewater State College.

The *Commencement Program* is printed prior to grades being submitted for the student's final semester; therefore, the Registrar's Office must print the honors designation that a student has earned up to the time of publication. The student's diploma and finalized transcript, however, will reflect the official honors designation based upon the student's final grade point average.

GRADING SYSTEM

The college uses the letter-grade system of marking to indicate the student's relative performance: A — Superior; B — Good; C — Satisfactory; D — Poor; F — Failure; IP — In Progress; W — Withdrawn; WP — Withdrawn Passing; WF — Withdrawn Failing. Grades in the A, B, C, and D ranges may include a designation of plus or minus. In computing averages, grades are assigned the following numerical values:

A	4.0	B-	2.7	D+	1.3
A-	3.7	C+	2.3	D	1.0
B+	3.3	C	2.0	D-	0.7
B	3.0	C-	1.7	F	0.0

Certain courses may be offered on an "unsatisfactory (U) /satisfactory (S)" or "pass (P) /fail (F)" basis. No numerical value is assigned to these grades. A symbol of WA may be given to any student who ceases attending a course without withdrawing between the end of the drop/add period and the end of the withdrawal period.

Grades for all courses (day and evening) at Bridgewater State College become a part of the student's record and are used in computing the GPA.

GRADE POINT AVERAGE (GPA)

The *Grade Point Average* indicates the student's overall academic average. It is calculated on both a *semester* and a *cumulative basis*. The GPA is computed by multiplying the grade numerical value received in each course by

the number of credit hours per course. These totals are combined, and the result is divided by the total number of semester hours carried.

EXAMPLE COURSE	NO. OF HOURS		GRADE		TOTAL
Biology	3	x	(A)	4.0	12.0
French	3	x	(C+)	2.3	6.9
English	3	x	(B)	3.0	9.0
History	3	x	(B+)	3.3	9.9
Math	3	x	(B-)	2.7	8.1
					45.9
				$45.9 \div 15 = 3.06 \text{ GPA}$	

Projecting an Anticipated Grade Point Average

If a student hopes to earn an overall 3.3 GPA, he or she can project the semester GPA needed to achieve this goal by following the steps listed below:

- 3.3 desired GPA x 30 total credit hours at the end of next semester = 99.0 necessary grade points
- 99.0 necessary grade points for desired GPA - 45.9 grade points already earned = 53.1 grade points needed next semester
- 53.1 grade points needed \div 15 credit hours for next semester = 3.54 semester GPA needed for an overall 3.3 GPA

AUDIT

A student may audit (AU) a course to gain knowledge in a particular subject area without earning credit or a grade. Students auditing a course attend and participate in classes; however, they are exempt from examinations. The course is automatically designated AU and becomes part of the student's permanent academic record. Audited courses will not be used to fulfill degree or graduation requirements. Students must submit a completed Course Audit Request form before the close of the drop/add period. Forms are available at the Registrar's Office.

INCOMPLETE

An incomplete (IN) may be given at the discretion of the instructor. The time by which missing work must be made up, both in graduate and undergraduate courses, is also at the discretion of the instructor; however, this time period may not extend beyond the last day of classes of the academic semester following that in which the incomplete was earned. If a course is not success-

fully completed by this deadline, the Incomplete will automatically be changed to a grade of “F” (Failure).

All work must be completed prior to graduation, including resolution of any grades of incomplete. The record is finalized as of the date the degree is conferred.

REPEAT COURSES

Undergraduate students may repeat a course for which they receive a grade of C- or less. Although all courses will appear on the student’s transcript, credit for the course will be awarded only once unless otherwise stated in the college catalog. For the first three times that a course is taken, only the most recent grade will be used to calculate the GPA, regardless of which grade is higher. All grades for courses taken the third and subsequent times will be used in the calculation of the student’s GPA. [This policy does not apply to courses taken at the graduate level.]

Please note that the Veterans Administration will not pay for a repeated course in which a passing grade has previously been earned.

CHANGE OF GRADE

If a student believes that a mistake was made in the original grade recorded for a course, the student may petition the instructor for a change of grade no later than the last day of final exams in the academic semester following that in which the grade was recorded. A change of grade will not be considered after this time.

DEAN’S LIST

The Dean’s List is published at the end of each semester to honor the academic achievement of full-time matriculated undergraduate students. A 3.3 average for the semester is required with a minimum of 12 credits completed, and no grades of “incomplete” (IN).

MID-SEMESTER WARNING NOTICES

Faculty may elect to send mid-semester warning notices to undergraduate students who are receiving less than a C- (1.7) average in any course at that time. It is the student’s responsibility to meet with his/her adviser and the instructor of any course in which a warning is received. Since mid-semester warning notices are not issued by all instructors, students who do not receive notification are cautioned not to presume that they are maintaining a grade of C- or better.

ACADEMIC STANDARDS

ACADEMIC STANDING

In order for a matriculated or non-matriculated student to avoid separation from Bridgewater State College, his/her cumulative GPA must remain above the probation level as indicated below:

ACADEMIC STANDING CREDIT HOURS	ACADEMIC WARNING	PROBATION GPA	SEPARATION BELOW THIS GPA
0-16	2.0-2.19	Below 2.0	1.00
17-31	2.0-2.19	Below 2.0	1.50
32-46	2.0-2.19	Below 2.0	1.65
47-61	2.0-2.19	Below 2.0	1.75
62-89	2.0-2.19	Below 2.0	1.85
90 and above	must maintain 2.00 or better	—	2.00

For the purposes of this policy, “academic standing credit hours” includes all quality hours at BSC plus all credit accepted in transfer. However, only quality hours earned at BSC will be utilized in determining a student’s GPA.

In order for a first semester transfer student to avoid separation from the college, his/her cumulative GPA must remain at 1.5 or above. After the first semester, a transfer student follows the table above.

ACADEMIC PROBATION

Students on academic probation are limited to thirteen (13) semester hours during the semester they are on probation. In addition, academic probation may involve 1) an adjustment in the student’s academic load, 2) frequent interviews between the student and adviser for the analysis of difficulties and for checking the student’s progress, 3) a stipulation that certain courses be taken to improve the student’s academic performance, 4) restrictions on the student’s extracurricular activities, and 5) other such precautions as are deemed advisable.

ACADEMIC SEPARATION

Students who have been academically separated from the college may not take courses at the college (day or evening) for at least one academic semester. After this time period, students may apply for readmission through the admissions office. Although not required, it is recommended that readmission applicants give evidence of at least one semester of academic work with a 2.5 GPA or better at some other institution of higher learning. Students who have previously

completed courses at a college are reminded that a total of not more than 69 credit hours may be transferred from two-year institutions. However, course work taken elsewhere will not necessarily be accepted as transfer credit. An undergraduate matriculated student who is academically dismissed twice can only apply for readmission after a three-year period. If readmitted, the student is placed on academic probation and must achieve a minimum GPA of 2.0 in order to continue. The grade point average of the student will be resumed after readmission. Students who have left the college for a minimum of three years may be given special consideration upon written appeal to the vice president for academic affairs.

Note: Academic readmission or reinstatement to the college does not guarantee renewed financial aid eligibility. The student must contact the Financial Aid Office to be considered for financial aid.

DISMISSAL POLICIES

Students are admitted to Bridgewater State College with the expectation that they will accept and abide by the standards of conduct and scholarship established by the faculty, administration and student governing boards. The college reserves the right to require students to withdraw who do not maintain acceptable academic standing. The college also reserves the right to dismiss, with due process, students who do not meet the requirements of conduct and order or whose behavior is inconsistent with the standards of the college. The *Bridgewater State College Handbook* outlines campus policies and may be obtained in the Office of Student Affairs.

SATISFACTORY ACADEMIC PROGRESS

In addition to being in good academic standing (please see the preceding section), a student is defined as making satisfactory academic progress when the academic record shows successful completion of a specified number of credits per semester. Full-time students must earn a minimum of 10 semester credits each semester to achieve satisfactory academic progress. Students should note that many financial assistance programs require participants to make satisfactory academic progress, in order to remain eligible.

See the *Financial Aid* section of this catalog for further information concerning satisfactory academic progress for financial aid purposes.

ACADEMIC INTEGRITY

Institutions of higher education are dedicated to the pursuit of truth. In this pursuit academic honesty is so fundamental that it can not be taken for granted. Faculty, students and administrators all have a responsibility to value, demonstrate and safeguard academic integrity as one of the college's most essential institutional values. The college has an obligation to establish and promote standards of academic integrity and each member of the college community has the responsibility to understand, support and practice them. When standards of academic integrity are followed, teaching and learning can proceed in an environment of trust. When such standards are violated, teaching and learning are in doubt and suspicion. Therefore, the best interests of the college community require that cases of alleged academic dishonesty be addressed seriously but equitably. At Bridgewater, academic honesty is expected of all students; plagiarism and cheating are not condoned and are subject to academic penalty, which may result in a failure for the course in which the violation took place. A record of the violation is kept and may result in suspension or dismissal from the college.

The procedure for implementing an academic penalty for academic misconduct, which includes, but is not limited to plagiarism, cheating, disruption of teaching or research, dishonest practices in connection with examinations and disruptive classroom behavior, is as follows:

- A. The instructor shall notify the student of the alleged violation and the proposed penalty, and they shall discuss the matter informally within five (5) school days of the notice of the alleged infraction. The instructor shall notify the vice president for academic affairs or designee in writing of the alleged violation, proposed penalty and the outcome of the meeting held with the student.
- B. If the student does not appeal:
 1. The instructor will impose the penalty and will notify the vice president for academic affairs or designee in writing of the incident and the penalty.
 2. The vice president for academic affairs or designee will notify the student that she/he has received notification of the offense and the penalty imposed.
 3. A record of the case will be maintained in the office of the vice president for academic affairs.
- C. If the matter is not resolved, the student may file a letter of appeal with the vice president for academic

REGISTRATION AND ENROLLMENT POLICIES

REGISTRATION

Preregistration is held for returning, matriculated undergraduate, graduate and Joint Admission students in November for the spring semester and April for the fall semester. During the advising period held two weeks prior to registration, a student meets with his/her adviser to review the student's progress toward meeting General Education Requirements and specific degree requirements. A class schedule is developed, and the student's registration form is signed by the adviser. In the case of double majors, the form must be signed by both advisers. Preregistration is available via the world wide Web and in person. Students who wish to register via the web must secure electronic permission to register from their adviser at their advising session. Preregistration time is based on the student's classification (Senior, Junior, Sophomore, etc.) at the close of the previous semester.

A returning non-matriculated student may register via the Web following the close of preregistration or choose mail, fax or in-person registration.

Registration by mail, fax or in-person is available to all students following preregistration in November and April and before each summer session.

Registration cannot be conducted via the Web for summer sessions.

The Course Schedule, published shortly before each registration period, provides specific registration dates and instructions on how to register. Students will not be allowed to register for courses until all financial debts to the college are paid and health records are up to date.

PREREQUISITES

Students must have the necessary prerequisite for each course. Prerequisites, if any, are indicated with the individual course listing and are enforced at the time of registration. Prerequisite courses taken at institutions other than Bridgewater State College must be documented (transcript or grade report, and, in some cases, course description) prior to registration.

Students who wish to enroll in a course without the prerequisite(s) must obtain a Prerequisite Override

- affairs or designee within five (5) school days, and the student and instructor, each with an advocate from the college, should either choose to have one, shall meet with the department chairperson of the department in which the alleged infraction took place within ten (10) school days from date of notification to discuss the alleged violation of the college policy. The resulting recommendation shall be forwarded in writing by the chairperson to the vice president for academic affairs, or designee.
- D. If the student and/or the instructor are dissatisfied with the recommendation, or if resolution has not been attained, the student and/or instructor may file a letter of appeal with the vice president for academic affairs or designee within five (5) school days.
 - E. Based upon the allegations or evidence received, the vice president for academic affairs or designee shall determine if the case will be sent to the academic review panel. The members of the academic review panel will consist of three members of the academic policies committee, appointed by the chairperson of that committee, but may not include members of the department in which the alleged infraction occurred.
 1. The vice president for academic affairs or designee will notify the chairperson of the academic policies committee and forward all information pertaining to the alleged violation. The chairperson will present all material to the academic review panel.
 2. The academic review panel shall investigate any alleged violation of policy or law which may occur in the classroom or which relates to the teaching/learning process and recommend sanctions to the vice president for academic affairs or designee. The academic review panel shall conduct its investigations within fifteen (15) school days following notification and shall follow the requirements of due process.
 3. The recommendation of the academic review panel shall be forwarded in writing to the vice president for academic affairs or designee, who shall inform both the student and the instructor of the decision in writing by hand delivery or by return receipt requested addressee only mail.
 - F. Further appeals shall be made to the president of the college and to the Board of Trustees.
 - G. Except in the case of expulsion from the college, any record of an alleged violation of academic policy will be destroyed upon the graduation of the respondent. The vice president for academic affairs will review written petitions to destroy records prior to the expiration of that period of time on a case by case basis.

Form prior to registering for the course. The form must be signed by the chairperson of the department through which the course is offered and, in some cases, the instructor of the course. Students seeking an override of professional education prerequisites for courses taught through the School of Education and Allied Studies must complete a Request for a Student to Take an Upper Level Professional Education Course Without Formal Program Admission Form and obtain all required signatures.

CLASSIFICATION DESIGNATION

Students are designated as being in a given classification on the basis of the number of credits they have earned for courses completed successfully. The list below shows the number of credits which must be recorded in order for a student to be designated as a member of a particular classification.

Students should understand that these are *minimum* totals of credits accrued. The normal course load is 15 credits per semester, and it is this total which, maintained over eight semesters, yields the 120 credits required as a minimum for the baccalaureate degree.

For registration purposes, students will be classified based upon the total number of credit hours earned prior to the semester in which the registration is held.

Classification	Credit Hours Completed
Senior	84
Junior	54
Sophomore	24
Freshman	—

COURSE AUDIT

Students may audit courses under the guidelines noted below. The student will receive no academic credit for the courses nor will a grade be reflected in his or her cumulative grade point average.

- A student may audit a course subject to the approval of his or her adviser or department chairperson and consent of the instructor.
- A student is subject to conditions established by the department and/or instructor for the audited course.
- A student registering for credit has course enrollment preference over an auditing student. Therefore, a student must register for audit only during the drop/

add period by submitting forms provided by the Registrar's Office. A student's status as an auditor in a course cannot be changed.

- A student may register for one audit course per semester. Exception may be granted by petition to the appropriate school dean.
- A student receives no credit for an audited course. The student's academic record will reflect the course enrollment with the notation AU.
- A student will be charged the same tuition and fees for an audited course as for a course taken for credit.

COURSE DROPS AND ADDS

The Drop/Add Schedule is as follows:

- The Drop/Add period for 15-week semester courses ends after the 6th weekday of the semester.
- The Drop/Add period for 7-week quarter courses ends after the 3rd weekday of the quarter.
- The Drop/Add period for 5-week summer courses ends after the 3rd weekday of the session.
- The Drop/Add period for 10-week summer courses ends after the 5th weekday of the session.
- The Drop/Add period for non-regular courses ends one weekday after the first class meeting. However, students cannot add intensive — e.g., weekend or one-week — courses after the first class meeting.

No adds or drops will be permitted after these deadlines. Drop/Add forms are available at the Registrar's Office during the drop/add period. It is advisable that students discuss changes in their schedule with their adviser.

If students fail to drop courses appropriately, a grade of "F" will be entered on their academic record. This grade will be used in computing the GPA.

COURSE LOADS

Full-time undergraduate students must carry a course load of 12 to 18 credit hours or the equivalent each semester. The typical course load is 15 hours. Students wishing to carry more than 18 credit hours must receive permission from the appropriate school dean prior to registration. Failure to carry at least 12 credit hours may jeopardize housing, financial aid status and athletic eligibility.

It is recommended that students limit their course loads

during the summer to six or fewer credit hours each session.

It is recommended that students not carry semester courses during the session in which they enroll in student teaching.

WITHDRAWAL FROM COURSES FOLLOWING THE DROP/ADD PERIOD

If, for some serious reason, a student wishes to withdraw from courses after the drop/add period, written permission must be secured on course withdrawal forms provided by the Registrar's Office. Only if such a form is filed in the Registrar's Office by the end of the fifth week of a semester course, or by the end of the third week of a quarter course, may the grade of "W" be recorded. A student who withdraws between the fifth week and the tenth week of a semester course, or between the third and fifth week of a quarter course, will be assigned a grade of WP or WF. A symbol of WA may be given to any student who ceases attending a course without officially withdrawing between the end of the drop/add period and the end of the withdrawal period. In all other instances a grade of "F" shall be given. Grades of W, WP, WF or the symbol WA will not be computed in the student's GPA. *Normally, no student will be permitted to withdraw from a semester-long course after the 10th week of classes or after the fifth week of a quarter course.*

WITHDRAWAL FROM THE COLLEGE

Forms for official withdrawal from the college may be obtained from the Academic Achievement Center located in the Maxwell Library. Professional staff from the Academic Achievement Center will assist in completing the process, including the review of alternatives available to the student. Should the student leave the college without giving official notification, failing grades will be recorded for all courses. After the tenth week of classes, grades will be recorded for all classes and the withdrawal will not be effective until the last day of the semester.

LEAVE OF ABSENCE

Undergraduate students who wish to interrupt academic studies for one or two semesters (excluding the summer sessions), for financial, professional or personal reasons, need not officially withdraw from the college. Instead, students may take a one or two semester leave of absence by notifying the Academic Achievement Center no later than 30 days prior to the

beginning of the first semester of leave. Such a leave of absence will not affect a student's academic standing, the program and degree requirements under which that student first matriculated, or one's future eligibility for financial aid or housing, provided that the returning student meets specified guidelines and deadlines for application for such services. Please consult the Financial Aid Office in advance to determine the effect of a leave on aid.

READMISSION OR REINSTATEMENT FOLLOWING WITHDRAWAL FROM COLLEGE

Undergraduates who withdraw from the college in good academic standing and wish to reenter the college must apply through the Registrar's Office. Such students are generally approved for reinstatement provided their application is filed well in advance of the semester in which they choose to return: not later than May 1 for fall semester readmission and not later than November 1 for spring semester readmission.

See the *Undergraduate Admissions* section of this catalog for information concerning readmission following academic separation.

DECLARATION OF MAJOR FOR FRESHMEN

All students who enter as freshmen must formally declare a major or choose the status of an undeclared major. The undeclared student should select a major by the end of the sophomore year. Freshmen may change their area of interest by obtaining the necessary forms from the Academic Achievement Center. Although early childhood, elementary education and special education majors may not be formally admitted into the teacher education program until the second semester of the sophomore year, they must confirm their continued interest in these majors by the same process used by the other freshmen for declaration of majors. In addition to their education program, students must also elect a major in the liberal arts.

CHANGE OF MAJOR FOR UPPERCLASSMEN

Students may change majors at any time by obtaining a "change of major card" from the Academic Achievement Center, securing the signatures of the department chairpersons involved, and filing the completed card with the Academic Achievement Center.

DECLARATION/CHANGE OF CONCENTRATION

To elect a concentration, students must complete a Concentration Declaration Form in the Academic Achievement Center. Students may change their concentration at anytime by obtaining a “change of concentration card” from the Academic Achievement Center.

DECLARATION/CHANGE OF MINOR

In order to be enrolled in any minor offered by the college, a student must declare the intended minor on forms available from the Academic Achievement Center. Students may change their minor at anytime by obtaining a “change of minor card” from the Academic Achievement Center.

Students planning on being certified as secondary or middle school teachers should declare their minor in Secondary Education during their freshman or sophomore year.

Certification that the requirements of the minor have been met is made on the Degree Application Card by the department offering the minor. Students must achieve a minimum 2.0 cumulative average in declared minors for graduation.

CREDIT BY EXAMINATION

The college encourages qualified students to meet certain graduation requirements through “Credit by Examination.” Currently the college will award credit for successful completion of the College Level Examination Program’s (CLEP) general or subject area examinations. In addition, certain departments offer their own examinations for which credit can be awarded. Additional information can be obtained from the Office of Graduate and Continuing Education at (508) 531-1261.

See the *Undergraduate Admissions* section of this catalog for further information concerning credit by examination.

TRANSFER OF CREDIT AFTER ADMISSION

In order for undergraduates to receive credit for courses taken at other accredited institutions, approval must be obtained in advance.

Application forms are available in the Registrar’s Office. Applications for approval of a course from another institution should be accompanied by the appropriate

catalog from that institution. Approval must be obtained prior to registering for class. It is the student’s responsibility to have official transcripts sent directly by the institution to the Registrar’s Office within six weeks after the completion of the course.

NOTE: Not more than 69 credits earned at a two-year institution and not more than 90 credits earned at a four-year institution may be accepted in transfer. Students who attain an associate’s degree from a two-year institution may not transfer additional credits even though they may have fewer than 69 credits. Grades for courses taken at an institution other than Bridgewater State College are **not** used in computing the student’s GPA.

ATTENDANCE POLICY

Students are responsible for satisfactory attendance in each course for which they are registered. Satisfactory attendance shall be determined by the instructor within the context of this policy statement. The approval of excused absences and the assignment of makeup work are the prerogative of the course instructor. The college Health Services does not make judgements about whether a student can attend class except in rare cases when attendance would be harmful to the student’s health or the health of others. In general, students will be excused without penalty for reasons such as illness, participation in official college events, personal emergencies and religious holidays. Students should consult with faculty members in advance of any absence whenever feasible.

NOTE: If a student fails to attend the first three class hours of a course, the instructor has the option of deleting the student from the class roll.

If a student has a concern with regard to the attendance policies or a faculty member has a concern about a student’s excessive absence, he or she should confer with the chairperson of the department.

MAKE-UP TESTS AND EXAMINATIONS

The procedure for making up an examination held during the semester is determined by the individual instructor or the department. If a student misses an examination, it is the student’s responsibility to notify the instructor immediately so that alternative arrangements may be made.

The privilege of making up a final examination will be granted only when the cause has been the serious

illness of the student or a member of his or her immediate family. All such excuses must be documented by a medical doctor and submitted to the instructor of the course.

INTERCOLLEGIATE ATHLETICS ELIGIBILITY

The following five rules govern intercollegiate athletics eligibility for most students attending Bridgewater.

1. A student-athlete must be a full-time undergraduate student.
2. A student-athlete must maintain a minimum of twelve (12) credit hours or the equivalent each semester.
3. A student-athlete must maintain a minimum grade point average (GPA) of 2.0.
4. A student-athlete must pass 24 credit hours (normal progress rule) or the equivalent in an academic year as a full-time student.
5. A student-athlete must sign the N.C.A.A. student-athlete statement concerning eligibility, a Buckley Amendment consent and drug testing consent.

Student-athletes are required to undergo both physical and orthopedic examinations prior to competing on intercollegiate teams. Specific information on these exams can be obtained either from the director of athletics or from the head athletic trainer.

In addition, there are very specific requirements which must be met by transfer students from other four-year institutions, transfer students from two-year or junior colleges and students who have been involved in multiple transfers. For information, please confer with the director of athletics.

On a case-by-case basis, a student enrolled in a part-time academic course load, as an accommodation to a documented disability, will not be excluded from participating in athletic programs. The student shall follow the normal petition and appeal processes through the director of athletics and recreation.