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## ACADEMIC INTEGRITY AND CLASSROOM CONDUCT

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 viewed at [www.bridgew.edu/Handbook/index.htm](http://www.bridgew.edu/Handbook/index.htm).

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### ACADEMIC INTEGRITY

Institutions of higher education are dedicated to the pursuit of truth. In this pursuit, academic honesty is of fundamental importance. 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 State College, 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 violation may result in a reduced grade, suspension, or dismissal from the college.

Academic misconduct includes, but is not limited to, plagiarism, cheating, and dishonest practices. The procedure for implementing an academic penalty for academic misconduct is as follows:

- The instructor shall notify the student of the alleged violation, and they shall discuss the matter usually within seven days of the notice of the alleged infraction. The instructor and/or the student may request that the department chair, or other party from the College, be present at this meeting. The instructor shall notify the department chair and the associate vice president for academic affairs of the nature of the alleged violation, the outcome of the meeting held with the student, and the penalty, which may include a reduced grade on an assignment or in the course, including failure. The instructor reports the case to the academic review panel, and *may* refer

the case for review. The instructor shall inform the student that further action may be taken by the associate vice president for academic affairs, in cases of repeat offenses. The associate vice president for academic affairs will refer cases of repeat offenses to the academic review panel.

- If the matter is not resolved, the student or instructor may request a hearing within five school days before the academic review panel, and the student and instructor, each with a representative serving in an advisory capacity, should either choose to have one, shall meet with the panel to discuss the alleged violation of college policy. The academic review panel shall conduct its investigations usually within 15 days following notification and shall follow the requirements of due process. Based upon the allegations or evidence received, the panel may recommend further sanctions, or no change in sanctions, or a reduction in sanctions, and will take into account any previous infractions only after it concludes its investigation of the present case. Further sanctions may include suspension or expulsion.

Requests by students for hearings by the academic review panel will be considered on the basis of inappropriate sanctions, violation of due process, procedural error that negatively impacted the outcome, or new evidence that was not reasonably available at the time of the meeting with the instructor.

The academic review panel will consist of three faculty members and two student members of the academic policies committee, appointed annually by the chairperson of that committee; three members must be present, including at least two faculty members, to constitute a quorum. In addition, the associate vice president for academic affairs will serve in a non-voting capacity as advisor to the panel and will maintain a record of reported violations by students. Multiple offenses by a student may have a bearing on the sanctions imposed by the panel. All evidence before the academic review panel is confidential.

Any decision of the academic review panel shall be forwarded in writing to the associate vice president for academic affairs, 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.

An appeal by either party shall be made to the vice president for academic affairs.

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### CLASSROOM CONDUCT POLICY

Because all students and faculty at Bridgewater State College are entitled to a positive and constructive teaching and learning environment, Bridgewater State College students are prohibited from engaging in behavior or activity that causes the disruption of teaching, learning, research, or other academic activities necessary for the fulfillment of the College mission.

If disruptive behavior occurs, whether in the classroom or another academic environment, a faculty member has the right to remove the student from the classroom setting. Examples of potentially disruptive behavior may include, but are not limited to, using derogatory, vulgar, and insulting language directed at an individual or group, unsolicited talking in class, sleeping in class, using or activating cell phones, arriving at or leaving the classroom while class is in session, and/or failing to comply with the legitimate request of a College faculty member.

If a student exhibits disruptive behavior, the faculty member may ask the student to stop the behavior. If the student does not comply with the professor's request, he or she will be asked to leave and the professor will indicate the expected appropriate conduct to be able to return to class. If the student agrees to the faculty member's instructions and returns to class but subsequently continues to engage in disruptive behavior during future class sessions, the faculty member will forward written documentation of the student's behavior to the respective department chairperson, who will meet with the student to review the matter and determine an appropriate course of action. While the courses of action will vary, they may include referral to advising or counseling, reduction in grade, or withdrawal from the course.

If the student does not comply with the course of action and continues to engage in disruptive behavior, the student may be withdrawn from the course after a review conducted by the Associate Vice President for Academic Affairs. This action may have implications for the student's full-time status, financial aid, health insurance, and resident status.

Students who exhibit behavior that immediately endangers or seriously disrupts the establishment or maintenance of an appropriate learning environment in the classroom are subject to an immediate review by the Associate Vice President for Academic Affairs. If, at any time, faculty or students feel threatened, they should call Campus Police at 1212.

In all cases involving an individual with a disability, including mental disabilities, this policy will operate to make determinations based upon an individual's behavior rather than upon the individual's status of having a disability. Students have a personal obligation to obtain medical care for conditions that may affect their conduct, and to take any related medications as prescribed by their physicians. Under applicable disability laws, students with disabilities are responsible for their disruptive conduct.

The Vice President for Academic Affairs will act as the sole and final appeal for any decisions made by the Associate Vice President for Academic Affairs.

The student may also be subject to disciplinary action under the Student Code of Conduct.

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## ACADEMIC STANDARDS

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

EARNED 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

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.

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## ACADEMIC PROBATION

Students on academic probation are limited to 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.

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## 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.

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## 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. The definition of satisfactory progress differs from that stated in the policy above.

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

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## AWARDING OF UNDERGRADUATE DEGREES

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### 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.

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### DEGREE APPLICATION

Students who believe they are ready to receive their degree from Bridgewater State College are required to complete a formal degree application. 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.

Recommended graduation application deadlines are listed below:

- August 1:** for winter/January graduation
- December 1:** for spring/May graduation
- April 15:** for summer/August graduation

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## 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 Core Curriculum 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 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, concentration, or minor, no earlier than the catalog in effect when the major, concentration, 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 through Bridgewater State College, including at least one half of the required courses in the major and any minor field (excluding cognate requirements).

**Note:** Of the 90 credits that may be accepted in transfer by Bridgewater State College and applied to the baccalaureate degree, only 69 credits will be accepted from two-year institutions.

3. A MINIMUM of 15 credit hours of the final 30 credit hours of a student’s degree program completed through Bridgewater State College.

**Note:** Any course taken at another accredited institution after admission to Bridgewater State College must have departmental pre-approval. A student must complete an Approval Form for the Transfer of Undergraduate Credits After Admission for each course in advance.

4. A MINIMUM cumulative grade point average (GPA) of 2.0 (or higher if required by the major at Bridgewater State College) and any other academic requirements of the student’s major department as approved by college governance procedures;
5. A MINIMUM cumulative grade point average (GPA) of 2.0 or higher in the student’s major(s) and minor(s) requirements taken through Bridgewater State College. The major GPA includes all courses completed in the major field (excluding cognate requirements). The minor GPA includes all courses required for completion of the minor, regardless of the department in which the courses are offered.
  - The credit earned in an introductory college skills course may not be used to satisfy Core Curriculum Requirements nor may it be applied toward the minimum number of credits required for graduation in any major.

- 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.

## Graduation Requirements – Second Degree Program

Upon admission to a second undergraduate degree program (see the "Undergraduate Admissions" section of this catalog), the student will meet with an adviser from the major department to plan a course of study based on the current requirements of that major. That course of study must be approved by the chair of the department and forwarded to the assistant registrar. Any changes in that course of study must also have the approval of the adviser and the chair and be forwarded to the assistant registrar. If a student does not complete the course of study within four years of admission, the department may require the student to change the course of study to reflect changes in major requirements. (Note: This time period 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.)

The graduation requirements for a second degree are as follows:

1. The completion of a minimum of 30 semester hours through Bridgewater State College beyond the first degree with a minimum cumulative grade point average (GPA) of 2.0 (or higher if required by the major department).
2. The completion of at least one half of the required courses in the second degree major (excluding cognate requirements) through Bridgewater State College. The remainder of the major requirements may be satisfied by the transfer of courses from another accredited institution.
3. A minimum cumulative grade point average (GPA) of 2.0 (or higher if required by the major department) in the student's major requirements taken through Bridgewater State College. The major GPA includes all courses completed in the major field (excluding cognate requirements). The minor GPA includes all courses required for completion of the minor, regardless of the department in which the courses are offered.
4. The completion of all cognate requirements for the major as outlined on the adviser-approved course of study.

The Bridgewater State College Core Curriculum Requirements are satisfied by the student's first bachelor's degree, whether

that degree was earned through Bridgewater State College or another accredited institution. Each student, however, must fulfill the state-mandated requirement in United States and Massachusetts Constitutions.

Both the cumulative grade point average (GPA) and the major grade point average (GPA) for the second degree will be based on all grades received through Bridgewater State College, and all undergraduate courses will appear on one continuous academic record. A student must maintain a minimum 2.0 cumulative GPA in order to remain in good academic standing at the college and continue in the program. Upon completion of the second degree, the student will be eligible to attend commencement and graduate with honors based on the cumulative GPA for all undergraduate level work attempted through Bridgewater State College.

## 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 through 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. 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 such as internships and practica may be offered on a Pass (P)/No Pass (N) basis. Courses whose credits cannot be used toward degree credits earned (ex. Freshman Skills courses) are assigned grades of Satisfactory (S)/Unsatisfactory (U). No numeric value is assigned to grades P, N, S, or U. 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.

## 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.

## 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).

## 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
	15				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:

1) 3.3 desired GPA	x 30 total credit hours at the end of next semester	= 99.0 necessary grade points
2) 99.0 necessary grade points for desired GPA	- 45.9 grade points already earned	= 53.1 grade points needed next semester
3) 53.1 grade points needed	÷ 15 credit hours for next semester	= 3.54 semester GPA needed for an overall 3.3 GPA

## 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 successfully completed by this deadline, the incomplete will automatically be changed to a grade of "F" (failure), N (No Pass), or U (Unsatisfactory).

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.

## 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.

## 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.

## REGISTRATION AND ENROLLMENT POLICIES

### 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 make-up work are the prerogative of the course instructor. The college's health services does not make judgments 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 roster.

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.

### CHANGE/DECLARATION 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 the necessary form from the Academic Achievement Center.

### CHANGE/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 the necessary forms from the Academic Achievement Center, secur-

ing the signatures of the department chairpersons involved, and filing the completed form with the Registrar's office.

### CHANGE/DECLARATION 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 the necessary form 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.

### 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.

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## COURSE DROPS AND ADDS

The Drop/Add Schedule is as follows:

- The Drop/Add period for 15-week semester courses ends after the 6<sup>th</sup> weekday of the semester.
- The Drop/Add period for 7-week quarter courses ends after the 3<sup>rd</sup> weekday of the quarter.
- The Drop/Add period for 5-week summer courses ends after the 3<sup>rd</sup> weekday of the session.
- The Drop/Add period for 10-week summer courses ends after the 5<sup>th</sup> weekday of the session.
- The Drop/Add period for nonregular 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" may be entered on their academic record. This grade will be used in computing the GPA.

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## 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 credit 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.

Undergraduate students wishing to carry a course load of more than 14 credit hours during the summer must obtain permission from the appropriate school dean prior to registration.

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

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## 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 Test Center in the Academic Achievement Center, 508.531.1780.

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

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## 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 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 NCAA student-athlete statement concerning eligibility, a Buckley Amendment consent and a 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.

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## 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.

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## 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 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.

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## REGISTRATION

Preregistration is held for returning, matriculated undergraduate, graduate and joint admission students in November for the spring semester and in 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 Core Curriculum 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 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.

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.

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## 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:** Of the 90 credits that may be accepted in transfer by Bridgewater State College and applied to the baccalaureate degree, only 69 credits will be accepted from two-year institutions. **Grades for courses taken at an institution other than Bridgewater State College are not used in computing the student's GPA.**

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## 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.

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## WITHDRAWAL FROM COURSES FOLLOWING THE DROP/ADD PERIOD

Students may withdraw from courses following the Drop/Add period if they submit a Course Withdrawal Form to the Registrar's Office by the appropriate date listed below. The Course Withdrawal Form must be signed by the course instructor and the student's adviser or the chairperson of student's major department to acknowledge that the student has conferred with these parties. If a student falls below full time status after withdrawing from a course, he or she should be aware that eligibility for some sources of financial aid and health insurance and participation in extra curricular activities and on-campus housing may be affected.

The Course Withdrawal Schedule is as follows:

- The Withdrawal period for 15-week semester courses ends the weekday following the completion of the 10th week of the semester.
- The Withdrawal period for 7-week quarter courses ends the weekday following the completion of the 5th week of the quarter.

- The Withdrawal period for 5-week summer courses ends the weekday following the completion of the 3<sup>rd</sup> week of the session.
- The Withdrawal period for 10-week summer courses ends the weekday following the completion of the 7<sup>th</sup> week of the session.
- The Withdrawal period for non-regular courses typically ends one weekday following the point when approximately 70% of the course has been completed. Students should consult the Registrar's Office for exact deadlines for withdrawal from these courses.
- Students who are taking a course on-line or off-campus or who are non-degree seeking must meet established deadlines and procedures.

No withdrawals will be permitted after these deadlines unless the student can demonstrate that extraordinary circumstances (i.e., sudden illness, a death in the family) have prevented the student from withdrawing by the published deadline. Consult the Academic Achievement Center for more information about withdrawals after the deadline.

Course withdrawals will be indicated on the student's transcript with a "W" and will not affect the calculation of the student's grade point average.