Academic Policies and Procedures

The policies and procedures described on the LSA website govern the conduct of academic matters affecting students enrolled in the College. Exceptions to these policies may be granted only upon written petition to the Academic Standards Board. Honors students petition the Honors Academic Board; Residential College students petition the RC Board on Academic Standing (BOAS).

General College Policies & Procedures

Student Records

All LSA students have an academic advising file containing admissions material, test scores, unofficial copies of academic records, memoranda, correspondence, and notes which academic advisors or members of the Academic Standards Board have made about their conversations with a student. Information of a sensitive nature may be removed from the academic advising file at the discretion of a member of the Academic Standards Board or at the request of the student and placed in a confidential Dean’s file. Dean’s files also are created for those students charged with some form of academic misconduct, and for other serious violations of student conduct policies.

Students have the right to examine most materials in their own academic files. Students who wish to review their advising files may do so by scheduling an appointment with an academic advisor. Access to Dean’s files may be obtained by contacting the Office of the Assistant Dean. Students may request duplicate copies of most information in their academic files at cost. They also may add clarifying notes and other materials to their advising files during regular business hours. Requests for deletions and additions of material from an advising file or a Dean’s file should be addressed in writing to the Office of the Assistant Dean.

The Family Educational Rights and Privacy Act of 1974 (FERPA) governs both the release of and access to student records in the College and University. Access to individual student LSA advising files is restricted to official college academic advisors, members of the Academic Standards Board, and clerical staff who assist in carrying out official advising or Academic Standards Board functions. Only the Assistant Dean for Undergraduate Education (LSA Student Academic Affairs), and individuals directly involved in a judiciary case have direct access to individual confidential Dean’s files. FERPA grants students the right:

- to inspect and review their education records;
- to request amendment of the student’s education records that the student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA; and
- to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College or University in an administrative, supervisory, academic or research, or support staff position; or a student serving on an official committee, such as a judicial committee or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Dean’s files are maintained by the Office of the Assistant Dean for Undergraduate Education and Executive Director of the Newnan LSA Academic Advising Center for at least two years after the student has been graduated.

Academic Load and Normal Degree Progress

In defining a normal academic load, a distinction must be made between what load students are permitted to elect and what is recommended. The College does not require students to be enrolled full time, although this may be a requirement for financial aid or auto or health insurance. To be considered full-time, an undergraduate must be registered in at least 12 credits in a full term or 6 credits in a half-term. Students may elect up to 18 credits in a full term and 9 credits in a half-term without special approval from an academic advisor. Generally, a program of four or five courses totaling 13 to 17 credits is considered typical, and first-year students are usually advised to elect four courses (14 to 16 credits). Since the considerations for determining academic loads are often complex and personal, the College encourages students to discuss each term's elections with an academic advisor.

Class Standing

Class standing is determined by the number of credits earned toward a degree:

<table>
<thead>
<tr>
<th>Class Standing</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>First-Year</td>
<td>fewer than 25 credits</td>
</tr>
<tr>
<td>Sophomore</td>
<td>25 through 54 credits</td>
</tr>
<tr>
<td>Junior</td>
<td>55 through 84 credits</td>
</tr>
<tr>
<td>Senior</td>
<td>85 credits or more</td>
</tr>
</tbody>
</table>

Dual Registration

Students who wish to enroll simultaneously in LSA and another division, school, college, or university, must request permission from the Academic Standards Board in advance of registration. Qualified seniors who are interested in the Concurrent Undergraduate-Graduate Studies (CUGS) Program should read that section.

Residence Policy

At least 60 of the 120 credits required for a degree must be earned in residence. Residence credit is granted for courses elected on the Ann Arbor campus or at off-campus sites directed by Ann Arbor faculty present on the site.
• At least 30 of the last 60 credits for the degree must be earned in residence.
• No more than 60 credits may be earned through Advanced Placement, credit by examination, correspondence courses, transfer credit from other institutions, and off-campus independent study.
• Cross-campus transfer students may receive credit for a maximum of 90 credits from a previous college or school on the Ann Arbor campus. No more than 60 of these 90 credits may have been completed at other institutions. LSA residency requires that a student earn 30 credits in the College of Literature, Science, and the Arts.

Dual Enrollment while in High School
The State of Michigan mandated that all public universities, effective January 3, 2013, must award credit for transferable college-level courses taken by high school students. President Coleman signed the following statement:

The University certifies that, by January 3, 2013, it will not consider whether dual enrollment credits earned by an incoming student were utilized towards his or her high school graduation requirements when making a determination as to whether those credits may be used by the student toward completion of a university degree or certificate program.

Starting with incoming students in Spring 2013, under this new policy, LSA will allow transferable dual enrollment credits to count toward LSA requirements and degrees. Admissions will review dual enrollment credit for as transfer credit and they will post accepted courses to a student's U-M transcript. Students should work with their LSA academic advisor to determine how transfer credits work toward their degree requirements.

Students suspended from the College for reasons of unsatisfactory academic performance must obtain permission to register from the Academic Standards Board. In these cases, the readmission decision rests entirely with the Academic Standards Board. Such students must make an appointment with a member of the Academic Standards Board at least eight weeks prior to the desired readmission term to discuss readmission to the College. Petitions requesting reinstatement should be received by the Academic Standards Board at least six weeks prior to the beginning of the term in question.

Cross-Campus Transfer Students
Applications from students enrolled in another school or college of the University of Michigan (Ann Arbor) are considered cross-campus transfer applications. Students enrolled in another UM-Ann Arbor school or college who are interested in transferring to LSA should attend a “Transferring to LSA Information Session.” Contact the Newman LSA Advising Center, 1255 Angell Hall, (734) 764-0332, for times and locations. After attending an information session, the student is eligible to schedule an appointment with an LSA advisor to discuss his/her interest in LSA and to complete a short application which will require the advisor’s signature. Then the application is submitted to the Office of Undergraduate Admissions (OUA) in the Student Activities Building. International students on temporary U.S. visa status (F-1 or J-1) must also complete additional admissions documents through The International Center, 603 East Madison, Ann Arbor MI 48109-1370; (734) 764-9310 (phone), (734) 647-2181 (fax); icenter@umich.edu

Students may not make a cross-campus transfer to LSA until they have completed two full terms in their original school or college. The application may be submitted during the second term of enrollment. The GPA of the last term before transfer and the cumulative GPA must both be above 2.0 in order for a student to be eligible to transfer into LSA. Students who wish to make a cross-campus transfer after the freshman year should discuss their plans with an academic advisor; the advisor will assist in selecting an appropriate academic program for the second term of the freshman year. Cross-campus transfer students may receive credit for a maximum of 90 credits from the previous college or school. LSA residency requires that a student earn 30 credits in LSA.

Intra-Unit Transfer: Students who wish to transfer from the College of Literature, Science, and the Arts to the Residential College or vice versa should contact the RC Academic Services Office for information about intra-college transfer procedures. In these cases, the Office of Undergraduate Admissions is not involved.

Transfer Students
Students with competitive records of scholarship in other colleges and universities or from the UM-Dearborn or UM-Flint campuses who wish to continue their academic work in the College of Literature, Science, and the Arts should read the specific transfer information on the web at www.admissions.umich.edu/transfers. An official transcript from each institution attended, as well as a final transcript from the high school from which the student was graduated, must be submitted as part of the application process. GED scores are acceptable.

Transfer Credit
Students who transfer from a two-year college are permitted 60 transfer credits (62 if an Associate's degree requiring 62 credits has been completed).

[Please note, in order for LSA to accept community college credits toward the 120-credit requirement after the student has already completed 60 credits, the student needs to be enrolled in the community college course as of Spring 2014 or later. LSA will not allow students who took the course prior to Spring 2014 and who had >60 credits at the time they took the community college course, to count toward their 120 credits regardless of when they send their transfer transcript to U-M. Because the Curriculum Committee explicitly decided to make the new policy effective this Spring 2014 and NOT make it retroactive, the Academic Standards Board will not entertain petitions for students who took community college credit prior to Spring 2014 and want it to count toward their 120-credit requirement. As always, community college credit taken prior to Spring 2014 can count toward other LSA general requirements regardless of how many credits the student has completed, including BS and LSA credit, as well as distribution.]
Up to 60 credits may be transferred from the Dearborn and Flint campuses of the University of Michigan. Courses completed at these campuses are defined as out-of-residence credit (effective September 1, 1976), even though they carry Michigan Honor Points.

Even if a course is transferable, credit is not allowed if the final grade earned is “C–” or lower. This includes all transferable credit earned outside the University of Michigan. (All credits and grades from the University of Michigan—Dearborn and—Flint campuses transfer.)

Students often elect a college course while in high school through a dual enrollment program. There are three situations where these courses will not transfer. Credit is not given when the course is taught with only high school students in the class; or where the course is used to meet the minimum academic requirement that the College expects of all new students (e.g., four years of English); or where the credits are needed to meet the high school graduation requirements.

Credit cannot be transferred from another school if that credit is also being counted toward another baccalaureate or graduate or professional degree. The programs described on the LSA website under the heading “Special Joint Degree Programs” are exceptions to this policy.

Students interested in electing out-of-residence credit should consult the Office of Undergraduate Admissions’ website, www.admissions.umich.edu/transfer-credit, about transfer equivalencies and an academic advisor about the appropriateness of the intended elections. Tables of transfer equivalencies are available on the College website at: www.lsa.umich.edu/transfer

Students who wish to take a course not listed on the equivalency tables may have that course evaluated by using a Transfer Credit Equivalency (TCE) form (formerly the Out-of-Residence form). This form can be completed online at: www.admissions.umich.edu/current-student-transfer-credit-pre-evaluation.

If credit elected out-of-residence is to be included in a major, approval should be obtained in advance from a department advisor.

The language requirement cannot be met by out-of-residence credit that is elected after the student has begun degree enrollment in LSA unless the appropriate language department has approved that plan in advance.

Seniors planning to elect the final portion of the senior year out-of-residence should contact the LSA Academic Auditors prior to leaving campus for information about procedures to avoid a delay of graduation.

LSA students who elect courses which duplicate Advanced Placement or transfer credit will receive degree credit and honor points (for graded courses) for the LSA election while credit for the duplicated Advanced Placement or transfer courses will be deducted. The only exceptions to this policy are courses transferred from another school or college on the Ann Arbor campus of the University of Michigan or from UM–Dearborn or UM–Flint. In these cases, courses elected in LSA which duplicate the transfer courses are posted on the academic record as “repetitions” or “not for credit” elections. The original course elections continue to appear on the academic record for degree credit, and grades earned in these courses continue to be computed in the grade point average.

Students electing courses in LSA which are prior to those in a course sequence for credits already awarded via transfer credit will have the transferred credits deducted, and the credits and honor points earned by the LSA elections will stand. This could mean losing credit for several courses while retaining credit for only one (for example, transfer credit for one or more terms of foreign language can be deducted because of subsequently completing the first term of that language at the University of Michigan).

An official transcript of the completed transfer work should be sent to:
The Office of Undergraduate Admissions
University of Michigan
300 Student Activities Building
515 East Jefferson Street
Ann Arbor, MI 48109-1316.

Drop/ Add Policy

The College expects students to finalize their academic schedules in the first three weeks of a term (first two weeks of a half-term). Later changes may be made according to the policies described below.

Courses dropped in the first three weeks of a term (first two weeks of a half-term) do not appear on the academic record. Thereafter, all courses officially dropped appear on the transcript with a “W” notation indicating withdrawal. The “W” means that the student dropped a course after the third week of a Fall or Winter Term (second week of a half-term) and that the College accepted the reason(s) for the drop and gave its approval. For students in their first fall or winter term at the University of Michigan, the W(s) are expunged from the official transcript after the term is completed.

Failure to complete a course or to secure approval for a late drop of the course results in the transcript notation Unofficial Drop (ED) which is averaged into the term and cumulative grade point averages as a failing grade (E). Courses elected on a non-graded pattern do not affect the term or cumulative grade point averages.

Weeks one through three of a term (weeks one through two of a half-term)

Students may make drop/add changes without advisor approval when these changes result in an academic schedule of 18 credits or less during a term (9 credits in a half-term). Programs of more than 18 credits during a term (more than 9 credits during a half-term) require advisor approval as do all course changes made by Honors students. Adds of classes that are closed or require permission of instructor must be accompanied by an electronic permission from the department. Students are responsible for any work assigned in the course from its beginning, regardless of the date of election. Therefore, it is important to talk with the course instructor about work assigned to date before adding a course in the second or third week.
Since the tuition and fee assessment is not set until the end of this three-week period (two weeks in a half-term), a student dropping below 12 credits (six in a half-term) will be assessed a lower tuition charge.

**Weeks four through nine of a term (three through four and a half of a half-term)**

Students requesting changes must:

1. obtain a Request for Late Drop or Late Add form and Election Worksheet from 1255 Angell Hall;
2. complete both forms, stating the reason(s) for the drop or add;
3. obtain the instructor’s recommendation and signature;
4. return the completed forms to 1255 Angell Hall.

All requests to add courses must be accompanied by an electronic permission entered by the department. Honors students follow the procedures established by the Honors Office; Residential College students follow RC procedures.

Students are encouraged to meet with an advisor to discuss the request and its impact on the student’s program. In some instances, students may need an advisor’s approval to drop the course.

Fees are not reduced even if a student drops below 12 credits (six in a half-term).

**Week ten through the last day of classes of a term (after the end of week four and a half through the last day of classes for a half-term)**

Only the most serious circumstances warrant dropping a course after the ninth week of the term. Fear of failing the course or no longer needing the course in a degree program are not considered valid reasons for granting approval to drop a course in this period.

In order for the Academic Standards Board to grant a drop at this time, some non-academic, extraordinary event (like serious illness or a severe personal disruption) would have occurred after the ninth-week (four and a half week of a half-term) drop deadline and would make completion of a course or courses very difficult if not impossible; the Board assumes that the student’s academic performance up to the point of the disruptive event has been satisfactory. Students wishing to drop a class must obtain and complete an Election Worksheet and Request for an Exception to the Late Drop Policy form from the Newnan LSA Academic Advising Center, 1255 Angell Hall. The course instructor or GSI must complete the pertinent sections of the form. In addition, the student must meet with an academic advisor to discuss the circumstances and possible consequences surrounding the student’s request. The instructor’s and advisor’s signatures on the form indicate that the student has discussed the request for a drop with them, but does not indicate approval. That decision is made by the Academic Standards Board.

Students who want to add a course after the ninth week of the term (four-and-a-half week of a half-term) must obtain and complete an Election Worksheet and Request for an Exception to the Late Add Policy form from the Newnan LSA Academic Advising Center, 1255 Angell. They must also secure an electronic permission (override) to add the course from the course instructor. The Academic Standards Board reviews these add and drop requests and will respond to the student via e-mail.

**Retroactive Course Drop**

Students wanting to request a drop of a class from a previously completed term may do so by petitioning the Academic Standards Board. While the Board rarely grants retroactive drops of individual courses, students whose situation meets the following criteria should consult with a Board member (734.764.0332) about the possibility of the drop:

- Something non-academic and unexpected occurred after 9th week drop deadline of the term that impeded completion of course.
- Student must provide documentation of the event to verify the date of its occurrence and its severity.
- Student had been passing the class up to the occurrence of the event which had to occur after the late drop deadline.
- Instructor must describe the student’s performance in the course including the grades and the dates of exams and assignments.
- Instructor must verify that the student did not take the final/final project.
- The instructor must verify that the student did not ask for an incomplete.
- Student must explain why the event affected that course and not the others.

You must meet with a Board member before you submit the petition. Please include a copy of the petition cover sheet with your written statement. Students may make requests for retroactive drops no later than one year past the end of the term of the course in question. Because this petition requires documentation and statements from the course instructors, it is best to write the petition sooner rather than later.

Describing the chronology (with exact dates) of the event(s) which affected your completion of the course(s) is crucial to the strength of your petition. The documentation you provide should verify the occurrence and severity of the event(s). The Board is unlikely to grant a request for a retroactive drop without clear documentation, and will not grant a request that does not meet the above criteria.

**Mini-Courses:**

1. “W” and fee deadlines may differ for mini-courses. Check the LSA Course Guide for specific deadlines for individual courses.
2. Students requesting a late drop of a mini-course must obtain a Request for Late Drop of Mini-Courses Only form and Election Worksheet from 1255 Angell Hall. Students who are adding a mini-course must obtain the Request for Late Add form and Election Worksheet. After the ninth week (four-and-a-half week of a half-term) students must obtain the Exception to the Late Add Policy form and Election Worksheet from 1255 Angell Hall. All requests to add mini-courses must be accompanied by an electronic permission entered by the department.

All requests to drop or add mini-courses submitted after the applicable free drop/add period are decided by the Academic Standards Board.
Withdrawal from the College

The “withdrew” notation will appear on the transcripts of students who withdraw from all of their classes after the third week of a full term (or after the second week of a half-term), including those students in their first term at the University of Michigan.

Students who have early registered for a term or half-term but who subsequently decide not to return to the University should notify:

The Office of the Registrar
1207 LSA Building
500 South State Street
Ann Arbor, MI 48109-1382
fax (734) 763-9053
e-mail: ro.registration.questions@umich.edu

Include name, UMID number, term(s) to disenroll, signature.

To avoid a disenrollment fee, notification of intention to disenroll must be received before the first day of classes.

Students who wish to withdraw once classes have begun should contact the Newnan LSA Academic Advising Center, 1255 Angell Hall, (734) 764-0332. Students who withdraw within the first three weeks of the term (two weeks for a half-term) are assessed a disenrollment fee plus a registration fee, but the registration will not appear on the student's record. Consult the Registrar’s Office website for fee amounts.

Students who withdraw between the fourth and sixth week of a full term or in the third week of a half-term are assessed 50% tuition and the registration appears on the transcript with a “withdrew” notation. These dates are posted for each term on the following website: ro.umich.edu. Full tuition is assessed after these dates.

After the sixth week of classes in a full term (third week in a half-term), students wishing to withdraw from the College must make an appointment with a member of the Academic Standards Board. After the late drop deadline (ninth week in a full term or four and a half in a half term), students who withdraw from the term will have a hold placed on their records. These students will be out of registration at least one full term (14 weeks) and must obtain permission from the Academic Standards Board to continue in the College.

Retroactive Term Withdrawals

Retroactive term withdrawals are rarely granted. If you feel you have extraordinary circumstances that warrant an exception, make an appointment with a Board member by calling (734) 764-0332. The Board member will review your situation and the petition guidelines with you. You must have this appointment before you can submit a petition. Your petition must include a completed petition cover sheet, an instructor statement for each class, and documentation of the extenuating circumstances. You must make a case that you were unable to finish your classes and present a compelling reason why you were not able to request a withdrawal during the term. Non-attendance alone is not sufficient.

Note that there is a ONE-YEAR time limit for these requests. It’s to your advantage to begin the petition process as soon as possible. Be sure to review the Pre-Submission checklist to learn about the possible implications of a retroactive withdrawal. See the petition cover sheet for additional details and instructions.

In most cases students will be notified of a decision within 7 to 10 business days of submitting the petition.

Readmission to the College

The College of Literature, Science, and the Arts allows readmission of a student previously enrolled if the student left in good academic standing. Students who have been away for less than two years contact the Office of the Registrar, 500 South State Street, to obtain an appointment for registration. Students who have been absent from the College for more than two full years (24 months) must apply for readmission by submitting an Application for Reactivation which is available from the Newman LSA Academic Advising Center, 1255 Angell Hall and on the LSA website (www.lsa.umich.edu). Students also must meet with an Academic Standards Board member. International students on temporary U.S. visa status (F-1 or J-1) who have missed a full year must contact the International Center to have their visa status updated.

If a student has done academic work out-of-residence since leaving the College, an official transcript of that work should be submitted to the Office of Undergraduate Admissions.

Non-degree Status

Non-degree status offers the opportunity to elect courses in the College to meet personal objectives without enrollment in a degree program. Consideration for admission as a non-degree student is determined by (1) certified good academic standing at another college or university and eligibility to return or (2) successful completion of a college degree. Interested students should submit the Non-Degree LSA Application which is available online from the Office of Undergraduate Admissions website. Applicants are asked to submit an official transcript of their college work or official documentation confirming college degree unless degree was conferred by UM-Ann Arbor. High school graduates not entering U-M in the fall as freshmen may be considered for non-degree admission for summer term only.

A student who has a degree from any unit of the University of Michigan is eligible to apply for non-degree status. Non-degree status is not intended to accommodate qualified degree applicants who apply after the deadline or after enrollment limits for a particular term have been reached. Nor is non-degree status intended to accommodate high school students who wish to elect college-level courses unless they meet the conditions for dual enrollment as defined by LSA and implemented by the Office of Undergraduate Admissions.

Students dismissed from the College for unsatisfactory academic performance may not enroll as non-degree students. No student having an academic stop in any unit of the University as a degree-seeking student may be admitted to non-degree status without receiving special permission from the Office of Undergraduate Admissions.

The Office of Undergraduate Admissions grants admission as applications are received. If non-degree status is granted, the student may register for courses only on or after the first day of classes of the term for which admission has been granted. This is to ensure that degree-seeking students have first priority in electing courses. Non-degree students may
register for any course so long as it is open or an Electronic Permission can be obtained.

The Registrar’s Office maintains an official transcript of all courses elected by each non-degree student. Non-degree students are subject to the same policies that apply to degree-seeking students. They are expected to maintain a minimum 2.0 GPA to be eligible for continued enrollment.

If non-degree students plan to seek a degree from the College, they should discuss their interests with an admissions counselor and an academic advisor. Non-degree status is not changed to degree status except by formal application through the Office of Undergraduate Admissions. Successful completion of work elected as a non-degree student is considered, but does not ensure admission as a degree student. If admission as a degree student is granted, credit earned during enrollment as a non-degree student may be applied toward a degree. It is considered in-residence credit (see Residence Policy) and earns honor points.

Non-degree students who would like to discuss their academic plans are encouraged to contact the Newnan LSA Academic Advising Center.

Cross Campus Transfer to Another Unit

Several schools, colleges, and programs within the University admit only students who have completed prior liberal arts study.

Students who plan to transfer to another undergraduate school or college of the University should check to see what courses are recommended for the first year in that particular program. Students should investigate carefully the requirements for transferring to the A. Alfred Taubman College of Architecture + Urban Planning, the Penny W. Stamps School of Art & Design, the Ross School of Business, the School of Dentistry (for the program in Dental Hygiene), the School of Education, the College of Engineering, the School of Kinesiology, the School of Music, Theatre & Dance, the School of Nursing, the College of Pharmacy, and the Gerald R. Ford School of Public Policy. These schools have their own admission standards, programs, and goals. Transfer is not automatic; students must apply to and be accepted by any other unit within U-M, and admission to some programs is very competitive. Appropriate times to apply for transfer vary among these schools and their programs.

Student enrolled in the College of Literature, Science, and the Arts, should not neglect the requirements of the College in anticipation of transfer to another UM unit.
Special Kinds of Academic Credit

Experiential and Directed Reading / Independent Study Courses

The College distinguishes “Experiential” and “Independent” courses from its other course offerings.

Experiential courses (denoted EXPERIENTIAL in the LSA Course Catalogue) involve academic work that may take place in a setting other than a university classroom, laboratory, library, or studio and in which the experience is directly related to an academic discipline. Most Experiential Credit is awarded through programs administered by departments and is recorded as credit in one of the departmental Experiential course numbers.

Independent courses may be:

1. Directed Reading / Independent Study courses (denoted INDEPENDENT in the course catalog) which are designated by title and not normally offered by classroom instruction
2. courses normally offered through classroom instruction but occasionally taught on an independent study basis
3. courses not specially designated as “Independent” and normally offered as classroom instruction but elected by special arrangement with the instructor.

The following limitations apply to Experiential and Directed Reading / Independent Study credit:

1. A combined total of 30 credits of Experiential and Directed Reading / Independent Study courses may be counted in the 120 credits required for a degree.
2. No more than 8 credits may be earned in a single term.
3. Experiential and Independent Study courses are excluded from area distribution plans.

Credit by Examination (CBE)

Recognizing that students may have background in particular academic areas, the faculty has left it to each department to decide if it is possible for students to earn credit by examination. While the opportunities are quite limited, the amount and type of credit in any area is determined by the academic department(s) in which a student feels qualified to seek credit by examination. Some departments recognize certain subject area College Entrance Examination Board College Level Examination Program (CLEP) examinations and grant credit on the basis of specified performance on such examinations. All CLEP credit is evaluated as incoming transfer credit, and questions regarding CLEP credit should be addressed to the Office of Undergraduate Admissions. Only those CLEP examinations specifically accepted by academic departments at U-M may be used to certify credit by examination toward a degree.

In addition to, or in place of, CLEP examinations, some academic departments have prepared examinations that are administered on campus. Questions regarding such departmental examinations should be directed to the respective department.

Credit earned by examination is out-of-residence credit. It is posted on a student’s transcript as credit earned toward the degree but without honor points and is identified by the notation “Credit by Examination.” Failure to pass a departmental examination is not noted on a student’s transcript or in a student’s academic advising file.

Retroactive Credits in French, German, Hebrew, Latin, Modern Greek, and Yiddish

LSA students may earn up to a maximum of 8 retroactive credits for prior academic work completed in French, German, Hebrew, Latin, Modern Greek, and Yiddish. To earn these credits students must complete an upper-level course into which they were placed with a grade of B or better.

Details and Restrictions

1. This policy is effective for all students whose first term of enrollment in LSA is Fall 1997 or after. Students who entered LSA before Fall 1997 are not eligible for retro-active language credit.
2. Students must successfully complete a designated course on the UM-Ann Arbor campus with a B or better.
3. The course taken to earn retro-credits must be the first college course in the foreign language and must be designated as appropriate for this purpose by that department.
4. Although there is no time limit on retro-credit, students are advised to complete coursework and apply for retro-credits within their first year of enrollment in LSA.
5. Taking a designated course Pass/Fail disqualifies students from receiving the retroactive credit.
6. Transfer students are not allowed to earn double credit for the same work. That is, transfer students may either receive transfer credits for the foreign language or retroactive credits given through successful completion of the designated course, but not both.
7. Students may receive a maximum of 8 credits through AP/IB examination and/or retroactive credits. For guidelines on AP/IB credit, consult an LSA academic advisor or the relevant language department.
8. Retroactive language credits are available only to students who began learning French, German, Hebrew, Latin, Modern Greek, or Yiddish as a second/non-native foreign language, primarily in a school setting. Students with native language fluency (i.e., students who learned the target foreign language in ways other than formal schooling / instruction) are not eligible to earn retro-credits in that foreign language. Unusual cases will be addressed by the individual departmental undergraduate advisors.

How to Apply for Retroactive Credits in French, German, Hebrew, Latin, Modern Greek, and Yiddish

1. If your placement is 232 (202 for Hebrew, Modern Greek), enroll in 232 (202 for Hebrew, Modern Greek). If you have placed out of the language requirement, enroll in a designated upper-level language course in that language.
2. Fill out the Application for Retroactive Credits. Return this form to your instructor as early as possible during the term.
3. Complete the course with a grade of B or better.
4. The department will certify the grade for the course and forward it to the Newnan LSA Academic Advising Center or the Honors Program Office for authorization.

If you are awarded credits, approximately 2 months after the end of the term, it will appear on your transcript as “Credit By Exam”. If the term has ended and you have not applied for retroactive credits turn in your application at the LSA Academic Advising Center, 1255 Angell Hall.
Grade Notations and Grading Policies

Academic Record

The Academic Record is the official record of a student's course elections, grades, and credits earned toward a degree. Since the academic record is a permanent record of a student's academic performance, it must be correct. Students who believe an error has been made on their academic records should contact the Assistant to the Academic Standards Board (1255 Angell Hall).

LSA academic records are maintained by the Records and Enrollment Department in the Registrar's Office (1210 LSA Building). A student wishing to have a transcript of the academic record sent to another college or university or to an employer can place an order online from wolverineaccess.umich.edu. You will need a Uniqname and university password and should receive a confirmation number. Requests with paper attachments or needing special services should be brought to a Student Services site, 1207 LSA Building or B430 Pierpont Commons.

Mailed or faxed requests may be sent/faxed to:
Transcript and Certification Office
University of Michigan
1210 LSA Building
500 South State Street
Ann Arbor 48109-1382.
Fax: (734) 764-5556.

All requests should include the student's handwritten signature, dates of attendance, and a student identification number. A transcript of the academic record bearing the official seal of the University of Michigan and the signature of the Registrar is forwarded directly to the institution or person specified by the student, assuming there is no outstanding financial commitment from the student to the University. There is no fee for official transcripts. A student has the option of ordering a paper official transcript or an electronic (PDF) official transcript (if the academic record is entirely electronic). A student may request and receive an unofficial transcript, on demand, at a Student Services site, 1207 LSA Building or B430 Pierpont Commons. The unofficial transcript contains additional information not included in the official transcript. It should not be used in lieu of an official transcript for the purposes of admission or employment. A copy of your unofficial transcript can be obtained from: wolverineaccess.umich.edu.

A student may pay a fee set by the Registrar's Office and request a special transcript including an appendix listing the original grades submitted for all courses elected “Pass/Fail.” A specially prepared transcript indicates that this option has been chosen. A request for a special transcript does not permanently revise the original academic record. See ro.umich.edu for details.

Summary of Transcript Notations

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Honor Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>4.0</td>
</tr>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
</tr>
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<td>B-</td>
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<tr>
<td>D-</td>
<td>0.7</td>
</tr>
<tr>
<td>E</td>
<td>0.0</td>
</tr>
</tbody>
</table>

Pass/Fail:
- P (passed)
- F (failed)

Credit/No Credit:
- CR (credit)
- NC (no credit)

Satisfactory/Unsatisfactory:
- S (satisfactory)
- U (unsatisfactory)

Withdrawal/Drop:
- W (official withdrawal)
- ED (dropped unofficially)

Incomplete/Work in Progress:
- I (incomplete)
- Y* (work in progress for project approved to extend for two successive terms)

Official Audit (VI):
- VI (Audit)

Miscellaneous Notations (NR, NG):
- NR (no report)
- NG (no grade reported)

A notation of P, F, CR, NC, S, U does not affect a student’s term or cumulative grade point average. A notation of I, Y, or ED is recorded on the transcript. An ED is computed into the term and cumulative grade point averages. An F is recorded on the transcript. An ED is computed into the term and cumulative grade point averages.

If an LSA student elects a course in another Ann Arbor unit which is graded on a pattern not indicated here (for example, graduate courses in the Stephen M. Ross School of Business), the grade will be translated by the Registrar to fit with LSA's letter grading scale.

Official Withdrawal (W) / Unofficial Withdrawal (ED)

If a student withdraws officially from a course after the first three weeks of a full term (first two weeks of a half-term), the course is recorded on the transcript with a W notation; neither credits toward a degree program nor honor points are earned. The W notation is posted regardless of a student’s reasons for requesting the official withdrawal. If a student unofficially withdraws from a course (i.e., stops attending the course but does not obtain permission for an official withdrawal), the notation ED (Unofficial Withdrawal) is posted on the transcript. An ED is computed into the term and cumulative grade point averages as an E if the course was elected for a regular letter grade; neither credit toward a degree program nor honor points are earned.
Grading for a Two-Term Course (Y)
A few courses (e.g., senior Honors thesis courses or some Biological Sciences research courses) are approved as “two-term” sequences (approval has to be granted by the LSA Curriculum Committee). In these specially approved cases only, an instructor can report a Y grade at the end of the first-term course to indicate work in progress. When a final grade is reported at the end of the second term, that final grade is posted for both terms’ elections. In cases where a Y grade is reported for a course which is not approved to extend for two successive terms, an I (Incomplete) is posted on the transcript and the course is subject to the regular deadline for incompletes. Students needing more time to complete this work must petition the Academic Standards Board for an official extension of the deadline (see below).

Incomplete Courses (I)
An "Incomplete" (denoted on the transcript by the symbol "I") may be reported only if the amount of unfinished work is small, the work is unfinished for reasons acceptable to the instructor, and the student's standing in the course is at least C-. An I grade not finished by the incomplete deadline or an approved extended deadline lapses to E.

Students who find themselves unable to finish all of the assignments for a course before the end of the term may request a grade of Incomplete from the instructor. The instructor is under no obligation to grant this request, and can only grant it if:

- the student has already finished about 70% of the work;
- the student's current grade in the course is at least C-.

If the instructor agrees to give an incomplete, the student will have up to the end of the 4th week of the next Fall or Winter term of registration to complete the work. If the instructor has not submitted a grade for the student by 10 days past the deadline, the incomplete will lapse to an "E".

The "I" grade itself does not affect the term or cumulative grade point averages. Students may finish the work for incompletes while not in residence even if the Board has dismissed them from the College for reasons of unsatisfactory academic performance.

If the student does complete the work within the allowed period, the Registrar will post the final grade on the transcript; however, the "I" will remain next to the grade on the transcript. Students who are not able to finish the work within the allowed period may apply to the Academic Standards Board for an extension of the incomplete deadline. In order to qualify for an extension, the student must present documented unexpected circumstances that prevented completion of the course within the allotted time period. Unfinished "I" grades will lapse to "E" grades beyond the regular or extended incomplete deadline. In such cases, the student will earn no degree credit and lower his/her term and overall GPAs. Unfinished courses elected on a non-graded pattern (Pass/Fail, Credit/No Credit) lapse to "Fail" or "No Credit" but do not affect the term or cumulative grade point averages.

No Report (NR), No Grade (NG)
The instructor should report an NR if a student stops attending before the end of the term, but has not dropped the class or requested an Incomplete. If the NR is not resolved by the fourth week of the next fall or winter term in residence, the NR grade in a graded election is lapsed to an ED.*

The NG is recorded when a student has been registered into a class after the web grade rosters have been sent to the instructor. The NG will convert to an ED* if unresolved after the first four weeks of the next fall or winter registration.

*An ED carries no degree credit, and the course is computed as an E in the term and cumulative grade point averages.

Non-Graded Courses (P/F, CR/NC, S/U)
Students may count a maximum 30 non-graded credits toward the 120 credits required for a degree. Non-graded credits are earned in courses for which no letter grade (A+ through E) is recorded on the transcript. Only those non-graded credits actually earned are counted as part of the total number of non-graded credits applicable toward a degree.

1. Non-graded courses may be included in a distribution plan.
2. Pass/Fail courses may not be included in a major or in a minor.
3. Experiential and Directed Reading / Independent Study courses that are graded on a Credit / No Credit or Satisfactory / Unsatisfactory basis may be included in a major.
4. The final course in a sequence used to satisfy the Language Requirement may not be elected on a Pass/Fail basis. (Effective for all students admitted to the College in Fall Term, 1995 and thereafter.)
5. Classes at Camp Davis may not be elected on a Pass/Fail basis (effective Winter Term 2012 for Spring Term 2012 and thereafter).
6. A change in grading pattern for a course is not permitted after the first three weeks of a full term (first two weeks of a half-term). Grading pattern choices must be modified through the registration system. Courses elected after the third week of a term may not be elected on a non-graded basis unless the course is offered as a “mandatory non-graded” course. The only exceptions to this policy are short courses (e.g., EARTH 101-115) which have started after the beginning of the term. In these cases, the grading pattern may not be changed after the second week of class. The Academic Standards Board does not grant exceptions to this policy.
7. The College holds students responsible for ensuring the accuracy and completeness of their class schedule.
8. Non-graded courses earn credit toward a degree but not honor points. Therefore, “Pass” (or “Credit”) grades do not enter into the computation of the term or cumulative grade point averages.
9. Instructor approval is not required for a choice in the elected grading pattern nor should the instructor be informed of such a choice. Instructors report letter grades (A+ through E) for all students in their courses, except in mandatory CR/NC courses. In the case of a student who has chosen to elect a course “Pass/Fail,” the Office
of the Registrar converts the letter grades according to the following policies:

a. Grades of A+ through C– are posted on a transcript as “P” (Pass); credit toward a degree is earned.

b. Grades of D+ through E are posted on a transcript as “F” (Fail); no degree credit is earned.

10. In the case of an incomplete course elected “Pass/Fail,” credit is posted only when the work has actually been completed and a grade of at least C– has been reported. “Pass/Fail” courses which are not finished lapse to “Fail,” although the term and cumulative grade point averages remain unaffected.

11. If the instructor of a mandatory Credit/No Credit course believes that the amount and quality of a student’s work is such that it deserves credit, CR (Credit) is posted on the transcript. If the instructor believes that a student’s work does not justify the awarding of credit, NC (No Credit) is posted on the transcript. Courses offered mandatory Credit/No Credit are designated in the course listings.

12. In computing the grade point average for honorary societies, the reported letter grades for “non-graded” elections are computed into the cumulative grade point average.

13. No course elected “Pass/Fail” will receive the Honors notation on the transcript or be counted as an “Honors” course for the Sophomore Honors Award.

14. A student may pay a special fee set by the Registrar’s Office and request a specially prepared appendix to the transcript on which the original grades submitted for all courses elected “Pass/Fail” are listed.

15. Students who have transferred “non-graded” credit to the College must count that credit as part of the maximum 30 hours of “non-graded” credit which may be counted toward an LSA degree. Advanced Placement credits as well as transfer courses for which students earned grades at another institution do not count against the 30-credit limit.

16. A student cannot choose to elect a course by the CR/NC and S/U grading patterns; the optional non-graded pattern is P/F.

Auditing Courses

Students are expected to elect courses for credit. Occasionally, however, a student may wish to attend a course but not elect it for credit. This arrangement can take the form of an official audit (sometimes called Visitor status).

An official audit obligates a student to attend classes regularly and complete course requirements (e.g., papers, laboratory assignments, tests, and the final examination). Regular tuition fees apply, and the course appears on the transcript with the grade VI (Audit): no degree credit is earned. To arrange an official audit, a student must submit a Request for Audit Status form to the Academic Standards Board, 1255 Angell Hall. A request to officially audit a course must be approved by the end of the third week of a full term or second week of a half-term. Students who do not fulfill course requirements earn the grade ED to indicate that the course was unofficially dropped. In these cases, the term and cumulative grade point averages remain unaffected.

Repetition of Courses

If a course was taken in residence and a grade of A+ through C–, P, CR, or S was earned, then repetition of this course results in no additional credit or honor points. The course and grade appear on the transcript with the notation “Not for Credit.” A student repeating a course in which D+ through D– was previously earned will receive honor points but no additional credit toward a degree. The course appears on the transcript with the notation “Repetition.” Repetition of a course in which an E, F, or U grade was originally earned produces both credits toward a degree and honor points for courses elected on the graded pattern; there is no special transcript notation. In all such cases, the first election and grade earned remain on the transcript. The grades earned by repetition of courses are not averaged and posted as a single entry; but are posted as separate elections.

Out of Sequence Courses

Students should assume that once they take an in-residence course in a sequence (chemistry, mathematics, language, and others), they cannot receive credit for taking a prior course in the sequence. For example, a student who took SPANISH 231 after taking and passing SPANISH 232 on the Ann Arbor campus would not receive credit for the SPANISH 231 course.

Students who transfer in credit for a course in a sequence should assume they will lose credit for that course if they take a prior course in the sequence at Ann Arbor. For example, a student taking MATH 115 in Ann Arbor after transferring credit for MATH 116 from another institution would lose the credit for the MATH 116 course.

Students who transfer in credit for a course in a sequence should assume they will lose credit for that course if they take a prior course in the sequence at Ann Arbor. For example, a student taking MATH 115 in Ann Arbor after transferring credit for MATH 116 from another institution would lose the credit for the MATH 116 course.

Students should contact a LSA academic advisor if they have questions about whether or not a course is part of a sequence.
Grade Point Average

Term and Cumulative Grade Point Averages
The Term Grade Point Average is determined by dividing the total number of Michigan Semester Hours (MSH) elected during a term into the total number of Michigan Honor Points (MHP) earned during the same term. The Cumulative Grade Point Average is determined by dividing the total number of Michigan Semester Hours (MSH) into the total number of Michigan Honor Points (MHP) earned. Notations of Y, I, NR, and NG are not initially calculated into the term or cumulative grade point averages. Notations of I, NR, and NG, if unresolved by the end of the fourth week of the next fall or winter term in residence or by an approved extension deadline, lapse to E or ED and are computed into both the term and cumulative grade point averages, if the course was a graded election.

Minimum Term and Cumulative Grade Point Averages Required
To be eligible for continued enrollment, a student must earn at least a 2.0 term grade point average and a 2.0 cumulative grade point average. If a student fails to accomplish this, the “honor point deficit” can be determined by multiplying the Michigan Semester Hours (MSH) elected by 2.0 and subtracting the total number of Michigan Honor Points (MHP) earned. Only honor points earned in courses elected at the University of Michigan (Ann Arbor, Dearborn, or Flint campus) may affect the grade point average.
Honors and Awards for Superior Academic Achievement

The College acknowledges the superior academic achievement of its students in a variety of ways. These include the awarding of departmental academic awards, university honors, honors at graduation, election to national honor societies, LSA Current Student Scholarships, and special awards. Transfer credit does not count for honors.

www.lsa.umich.edu/students/academicsrequirements/honors

Departmental Awards

Awards that recognize superior academic performance in the major are described on the LSA website:
www.lsa.umich.edu/students/academicsrequirements/honors
awards/departmentawards

University Honors

Honors Convocation

Honors Convocation is an annual celebration where undergraduate students are recognized for their distinguished academic achievements. It is one of the University's most important academic traditions.

The convocation is held in March of each year in Hill Auditorium; seating is available on a first-come, first-served basis. While there is no set dress code for Honors Convocation, business casual attire is recommended for both students and guests.

Immediately following the ceremony, students and guests are invited to attend a reception in the historic Michigan League, where they will have the opportunity to meet President Coleman, the Provost, and the deans of the schools and colleges.

Students who earn one or more of the following award designations in the previous calendar year will be recognized at this event:

- James B. Angell Scholar
- University Honors
- William J. Branstrom Freshman Prize

A notation for each honor is posted on the student's transcript by the Office of the Registrar.

Students endorsed for Rhodes, Marshall, and Mitchell Scholarships by the University of Michigan also are recognized at the Honors convocation, along with winners of the Thurnau Professorships.

Thurnau Professorships were established in 1988 by a bequest from Arthur F. Thurnau to recognize and reward faculty for outstanding contributions to undergraduate education. The professorships honor tenured faculty members who, through their commitment and investment in undergraduate teaching, have had a positive impact on the intellectual development and lives of students.

Contact

Website: honors.umich.edu

For additional information about Honors Convocation, please contact the Registrar's Office at (734) 764-6280 or e-mail ro.grades.questions@umich.edu.

For information about award eligibility, please contact the Registrar's Office at (734) 764-6280 or e-mail ro.grades.questions@umich.edu.

James B. Angell Scholars

Students who achieve an all "A" record for two or more consecutive terms are recognized as James B. Angell Scholars. The student must have taken a minimum of 14 credit hours in the fall and winter terms, including at least 12 graded credits. All other grades must be P, S, or CR. Recipients of this award are recognized during Honors Convocation according to the number of consecutive terms they have earned the Angell Scholar designation. Students who have attained the status of Angell Scholar may retain this designation if they maintain an all A record for terms with fewer than 14 credits, but those terms will not be included in the term count for the award. Any grades other than A+, A, A-, P, S, or CR earned during a full or half-term make the student ineligible for Angell Scholar Honors. Angell Scholars are selected and honored annually, and the award is posted to their transcript by the Office of the Registrar.

University Honors

The University Honors designation is awarded to students who earned a 3.5 grade point average or higher during a term. The student must have taken a minimum of 14 credit hours during a term, including at least 12 graded credits. Students who achieve University Honors designation for both Winter and Fall terms and seniors who achieve University Honors designation for either of these terms are recognized at Honors Convocation, and the award is posted to their transcripts by the Office of the Registrar.

William J. Branstrom Freshman Prize

Freshmen students in the top 5% of their school/college class are eligible for this honor if they have earned at least 14 graded credits at Michigan. Advanced placement credit does not disqualify a student for consideration of this award. Students who have previously earned credit at another institution of higher education are ineligible. A book with an inscribed nameplate is presented to each student; a notation is made on the student's transcript by the Office of the Registrar, and recipients of this award are invited to attend the annual Honors Convocation.
Honors at Graduation

**Highest Distinction / High Distinction / Distinction**

Degrees with distinction are awarded on the basis of rank in class. Students who have completed at least 58 credits in residence, at least 45 of which are “graded” (A+ to D–), and rank in the top 3% of their class are recommended for a degree “with Highest Distinction.” Those students who rank in the top 10% of their class but not in the top 3% are recommended for a degree “with High Distinction.” Those students who rank in the top 25% of their class but not in the top 10% are recommended for a degree “with Distinction.” A notation is made on the diploma and the transcript. The GPA ranges for the distinction notations are determined each May, based on the cumulative GPAs of LSA graduates of the May degree period. Those same numbers are used for the August and December degree periods of that calendar year.

The ranges for May 2014 were:

- **Highest Distinction:** 3.931 – 4.000
- **High Distinction:** 3.824 – 3.930
- **Distinction:** 3.669 – 3.823

**Highest Honors / High Honors / Honors**

Students who have completed at least 58 credits in residence and have demonstrated high academic achievement and capacity for independent work in a departmental Honors plan may be recommended for a degree “with Highest Honors,” “with High Honors,” or “with Honors” in the field of the major. Capacity for independent work must be demonstrated in part by superior performance in an honors program or some achievement of equivalent character. A minimum overall grade point average of 3.4 is required. A notation is made on the diploma and the transcript.

National Honor Societies

A notation is posted on a student's transcript by the Registrar's Office for induction to Phi Beta Kappa, Phi Kappa Phi, and Tau Beta Pi. Induction into other National Honor Societies on the UM–Ann Arbor campus is not noted on the student's transcript.

**Phi Beta Kappa**

*Phi Beta Kappa* is the oldest and most widely recognized scholarly honorary society in America. Founded in 1776, it celebrates excellence in the liberal arts and sciences. The U-M chapter, Alpha of Michigan, was founded in 1907 and has inducted almost 7000 exceptional students into its ranks.

Fewer than ten percent of each year's graduating seniors and a very few juniors may be invited to join *Phi Beta Kappa* from the College of Literature, Science, and the Arts. Seniors with outstanding achievements in the liberal arts in other schools and colleges of the University of Michigan may be invited to join if they have earned a substantial number of liberal arts credits. Transfer students with superior academic records in the liberal arts may also receive invitations to join.

Invitations to membership in the national *Phi Beta Kappa* Society are issued by the local chapter, taking into account achievement in the liberal arts as indicated by a student's cumulative grade point average, strength of curriculum, demonstrated proficiency in foreign language and mathematics, and other factors. The selection committee looks for evidence of both breadth and depth of interest in the liberal arts and sciences. A very high GPA alone is not a guarantee of election to *Phi Beta Kappa*. Fourth-term proficiency in a language other than English (the equivalent of the LSA language requirement) is required, as is graded work in a sufficiently advanced quantitative area (MATH 115 or higher, STATS 250 or higher, most, but not all, QR/1 courses). A combination of two QR/2 courses is not acceptable. Elements that can mitigate against an invitation include a large amount of pass/fail work, an entire distribution area taken pass/fail, more than one or two academic terms of fewer than four academic courses of at least three credits each, and repeated semesters with light course loads.

Membership in *Phi Beta Kappa* lasts a lifetime and shows commitment to the liberal arts and sciences and to freedom of inquiry and expression. It also provides a competitive edge in the marketplace. Potential employers regularly contact local chapters or the national office to confirm the membership of job seekers who have listed *Phi Beta Kappa* among their credentials.

You can contact the local chapter at phibetakappa@umich.edu or by regular mail or phone at:

*Phi Beta Kappa*

LSA Honors

1330 Mason Hall

Ann Arbor, MI 48109-1027

(734) 764-6274

**Phi Kappa Phi**

*Phi Kappa Phi* is the nation's oldest, largest, and most selective all-discipline honor society. Founded in 1897 at the University of Maine, the distinguishing characteristic of *Phi Kappa Phi* is its belief that all branches of higher education merit recognition. It extends its interest and eligibility across the entire range of academic inquiry and calls attention to the fact that today's world needs a breadth of understanding far beyond that of a specialist who restricts his or her outlook to a specific specialty.

The Honor Society of *Phi Kappa Phi* offers local chapters and the national office to confirm the membership of job seekers who have listed *Phi Kappa Phi* among their credentials.

You can contact the local chapter at phikappaphi@umich.edu or by regular mail or phone at:

*Phi Kappa Phi*

1330 Mason Hall

Ann Arbor, MI 48109-1027

(734) 764-6274
Membership is by invitation only to the top 10 percent of seniors and graduate students and 7.5 percent of juniors. Faculty, professional staff, and alumni who have achieved scholarly distinction also qualify. The Society’s mission is “to recognize and promote academic excellence in all fields of higher education and to engage the community of scholars in service to others.”

Phi Kappa Phi annually inducts approximately 30,000 students, faculty, professional staff, and alumni. Once inducted, Phi Kappa Phi members gain a lifelong passport to a global network of academic and professional opportunities. Since its founding, more than 1 million members have been initiated.

The University of Michigan chapter of the Phi Kappa Phi Honor Society was formed in 1926. Since its founding, more than 8,000 students who have met the high academic standards of the organization have been initiated into the University of Michigan chapter.

Please contact the chapter via e-mail at umphikappaphi@umich.edu

or via regular mail at:

U-M Chapter of Phi Kappa Phi
Office of the Provost and Executive Vice President for Academic Affairs
4012 Fleming Administration Building
503 Thompson Street
Ann Arbor, MI 48109-1340

**Tau Beta Pi**

Tau Beta Pi is the oldest engineering honor society and also the second oldest collegiate honor society in the United States. Founded at Lehigh University in Bethlehem, PA, on June 15, 1885, the organization has since initiated more than 500,000 members, making it the world’s largest engineering society. Each year, 8,000 new members are initiated through 237 collegiate chapters spread across the country. **Tau Beta Pi** was founded “to mark in a fitting manner those who have conferred honor upon their alma mater by distinguished scholarship and exemplary character as undergraduates in the field of engineering, or by their attainments as alumni in the field of engineering, and to foster a spirit of liberal culture in the engineering colleges.” Invitations to membership are extended to students of exemplary character in the upper 1/5 of the senior engineering class and top 1/8 of the junior engineering class.

The University of Michigan chapter of **Tau Beta Pi** (Michigan Gamma) was founded in 1906 and continues to honor distinguished scholarship and exemplary character of both eminent and aspiring engineers. Through service to both the college and our community, **Tau Beta Pi** members maintain both ethical integrity and a spirit of liberal culture.

For information, e-mail tbp.officers@umich.edu

LSA students who are pursuing a dual degree program with the College of Engineering are eligible for membership.
LSA Current Student Scholarships

Scholarships to continuing undergraduates in the College of Literature, Science, and the Arts (LSA) are funded by gifts to the College of LSA. These gifts include donations to the LSA Annual Fund for Student Support, scholarship endowments, bequests and annual gifts from donors. Each year hundreds of students receive a College of Literature, Science, and the Arts Current Student Scholarship, funded from one or more of our scholarship accounts.

College Eligibility. Applicants must be continuing students (completed two academic terms in LSA) pursuing a degree program in LSA and enrolled for at least 12 credit hours during the fall and winter academic year.

Monetary Award. The LSA Current Student Scholarship monetary award is determined based on your scholarship application and information in your financial aid package from the University of Michigan Office of Financial Aid. The LSA Scholarship Office has access to each applicant’s financial aid package to establish eligibility and the scholarship amount. Please note that these scholarships are not awarded or administered by the Office of Financial Aid. Monetary awards have ranged from $500 to $10,000 for the fall and winter terms. An award in one year does not guarantee continuation of the LSA Current Student Scholarship in subsequent years.

To be Considered. Complete and submit the LSA Current Student Application by the deadline posted on the LSA website:
www.lsa.umich.edu/students/scholarships/currentstudents

Complete and submit the Free Application for Federal Student Aid (FAFSA) by the University of Michigan, Office of Financial Aid deadline posted on their website:
www.finaid.umich.edu/Apply_and_Receive_Aid/Applying_for_Aid/current.asp

For information on other scholarship opportunities for LSA students, please visit the website:
www.lsa.umich.edu/students/scholarships

Rhodes, Marshall, and Mitchell Scholarships

Rhodes Scholarships and Marshall Scholarships are among the world’s most prestigious academic awards for graduate students.

Since the estate of British philanthropist Cecil J. Rhodes established Rhodes Scholarships in 1904, twenty-five University of Michigan alumni have studied as Rhodes Scholars at Oxford University. Thirty-two Americans are named Rhodes Scholars each year. International students may apply to or be nominated by eighteen other jurisdictions designated by the Rhodes Trust. Students are nominated and appointed based on literary and scholastic attainments, integrity of character, leadership, interest in and respect for other human beings, energy to use talents to the fullest, and a fondness for and success in sports.

Marshall Scholarships, founded by an Act of Parliament in 1953, finance opportunities for young American scholars of high ability to study in the United Kingdom. The scholarship commemorates the humane ideals of the European Recovery Program (Marshall Plan) and funds one or two years of study. At least forty Marshall Scholarships are awarded annually to American students who demonstrate maturity, self-reliance, and self-discipline. Fifteen University of Michigan students have been named Marshall Scholars.

In 1999, the George J. Mitchell Scholarships were established for American university students. This third competitive national scholarship program, supported by the Irish and British governments and other benefactors, honors former Senator George J. Mitchell for his contributions to the Northern Ireland peace process. The prestigious award allows Americans to pursue one year of post-graduate study in Ireland and Northern Ireland. Up to twelve George J. Mitchell Scholarships are awarded annually to students who have shown both academic distinction and the potential for leadership.

Eligibility: To be eligible for the Rhodes, Marshall, or Mitchell Scholarships, students must hold an undergraduate degree by the fall in which the scholarship begins. Successful candidates usually have a GPA of 3.8 or better and a record of participation in activities that demonstrate leadership and commitment. All Rhodes, Marshall, and Mitchell applicants need an institutional endorsement.

Consult the Provost’s Council on Student Honors Scholarships website to become familiar with the application process and deadlines.
www.provost.umich.edu/scholars/students/students.html

The competition for these prestigious scholarships is fierce, but that does not deter Michigan’s deeply motivated and widely accomplished students.
Grade Review

At the end of each term and half-term, the Academic Standards Board reviews the academic records of all LSA students showing evidence of academic difficulty. The College uses four basic types of actions: Action Pending, Probation, Suspension, and Dismissal.

**Action Pending**

Action Pending is assigned when a student’s academic record for a term is incomplete and the student is in danger of completing the term with less than a 2.0 grade point average. The transcript is reviewed again when final grades have been reported or after incomplete grades have lapsed. This review normally takes place during the fifth week of a student’s next fall or winter term in residence. If all incomplete work has not been finished, or if it has been finished with grades that result in a grade point average below a 2.0, a student will be placed on Probation.

**Special Action Pending** is assigned when a student has an unusual number of incomplete grades. These students are required to meet with an Academic Standards Board member within the deadline specified in the notification letter to discuss their plans to complete the work. A student who fails to make this appointment could be disenrolled from the term.

**Probation Actions**

Probation is assigned to all students in the College whose term grade point average falls below 2.0 but whose deficit is not severe enough to justify suspension. Students are placed on probation whenever the term grade point average falls below a 2.0 during a term or half-term, regardless of the number of courses or credits elected or whether the cumulative grade point average remains above a 2.0.

Probation Continued is assigned when a student on probation has earned a term grade point average above 2.0 but the cumulative grade point average of 2.0 has not yet been achieved. Probation Continued might also be assigned if a probationary student has a term average of exactly 2.0 or slightly below 2.0, so long as members of the Academic Standards Board feel that the student is making minimum progress toward fulfilling degree and program requirements.

Special Probation is assigned to students whose record leaves some question about whether immediate continuation in the College is advisable. These students are required to meet with an Academic Standards Board member within the deadline specified in the notification letter to plan appropriate course electives. A student who fails to make this appointment will be disenrolled from the term.

The conditions for a student on Probation or Probation Continued are that all courses in the ensuing term will be completed by the end of the term with a term grade point average greater than 2.0. Specific conditions of probation are stated in a letter notifying the student of the action taken by the College.

All students placed on probation are required to discuss their academic situation with an academic advisor or a member of the Academic Standards Board and to take advantage of College and University resources to assist them in improving their level of academic performance.

**Raised Probation** officially confirms that a student has completed a probationary term with better than a 2.0 grade point average and that a student’s cumulative grade point average is at least a 2.0.

**Suspension**

Students may be suspended from the College:

- for incurring a significant honor point deficit in a single term or half-term,
- for failure to make satisfactory progress toward a degree, or
- for any other reason deemed sufficient under the policies of the LSA Academic Standards Board.

The Board can suspend students after any term of enrollment, including the first; there is no automatic, one-term probation period before the Board will suspend a student from the College. A term GPA close to or equal to 0.0 will cause the Board to place a suspend action on a student record, as will significant failure to achieve a GPA of at least 2.0 in the student’s declared major. Thus, students may find themselves suspended after one term of very poor academic performance. Academic suspension is not punitive; rather, it aims to prevent further damage to the student's GPA. Students whom the Board suspends must remain out of registration for at least one Fall or Winter term and then request readmission through a written petition that must be submitted at least 6 weeks prior to the term they hope to return.

The Board carefully reviews students' academic records at the end of each semester in order to determine the appropriate academic action to take on them. Records with poor or failing grades indicate that serious obstacles are preventing academic success, obstacles that students need to address before continuing their studies. Suspension will allow students the time to confront these obstacles so that they may return ready to perform successfully and ultimately to graduate. Board members are available to suspended students to help them plan their next best steps after learning about their suspension.

**Reinstatement**

Suspended students are expected to be out of registration for at least one full fall or winter term following their suspension. Reinstatement is not automatic after that time; students must petition to be readmitted. When they feel they are ready to return, students should make an appointment with a member of the Academic Standards Board by calling (734) 764-0332. This meeting or phone appointment should take place at least eight weeks before the start of the desired return term. The purpose of this appointment is to discuss the factors that led to the suspension, talk about what the student has been doing while away, and consider academic plans. During this conversation the Board member will provide guidance about writing
the reinstatement petition. Petitions are due at least six weeks before the start of the desired return term and should include the following:

- a thoughtful analysis of what went wrong before,
- evidence that past problems have been resolved or eliminated (or a strategy for managing ongoing issues),
- a description of how the student has used the time away, and
- a viable academic plan for the student's remaining terms.

Students are strongly encouraged to complete academic work elsewhere during the suspension period; strong grades in such classes will greatly strengthen one's case for readmission. These students must consult with an LSA academic advisor or Board member before taking classes elsewhere, to make sure the courses are appropriate and transferable.

Relevant supporting documentation should be attached to all reinstatement petitions. Some examples of appropriate documentation are: statements from health care providers if academics were impacted by physical or mental health issues, transcript and/or instructor statements if taking classes elsewhere, letter from employer if working during suspension period, etc.

After reviewing the reinstatement petition, the Academic Standards Board will make a decision and will notify the student by e-mail.

_Dismissal_

Students may be permanently dismissed from the College if the Academic Standards Board determines that continuation in the College is unlikely to lead to a degree.
Graduation Procedures

In order to be considered for graduation, every student must have an official academic degree audit. This audit informs students what degree requirements they have already fulfilled, and those that still need to be completed. Students should have their audit completed prior to registering for their last term of classes in order to ensure they are registering for the appropriate courses. To receive an audit, students pursuing an A.B., B.S., or B.S.Chem. degree must complete the following steps:

1. Apply for graduation by logging onto Wolverine Access. Go to Student Business, click on “Apply for Graduation,” and follow the prompts. This is also where students verify their permanent address and specify how they want their name to appear on the diploma.

2. Have a release submitted for every major and minor the student has declared. A release is submitted after students meet with a department advisor to discuss what requirements they have met and how they are going to fulfill the remaining requirements. The department then forwards this information to the appropriate auditor’s office.

Students pursuing a Bachelor in General Studies (BGS) do not need to have a release submitted. They only need to apply for graduation on Wolverine Access.

Students enrolled in the Residential College receive their audits from the Residential College. Students who are writing an Honors Thesis in any of their majors receive their audits from the Honors Program. All other students receive their audits from LSA Academic Auditors’ Office.

Generally, audits are completed and e-mailed to students’ umich.edu e-mail account within two weeks after the student has applied for graduation and all of the releases have been submitted. It is important to read this audit carefully because the information within the audit will be used to clear students for graduation.

The auditors will do a final audit on every student after all grades have been posted to the student’s transcript to verify that the requirements are complete. Students who have completed all requirements will be emailed verification of graduation from the Academic Auditors as evidence that a degree will be awarded. These students will receive their diploma approximately 8 weeks after commencement. Students who have not completed the degree requirements by the end of the term for which they applied will be sent an e-mail and letter that states their remaining requirements. To be considered for a future graduation date, they will need to apply again in Wolverine Access and/or contact their appropriate auditing office.

A Commencement Program is published for the Spring and Winter Commencement ceremonies. This program includes the names of all LSA degree candidates for that graduation period. Because there is no Commencement ceremony in August, August candidates are listed in a separate section in both the May and December programs. To have their name in the book, students need to apply for graduation no later than five weeks after classes begin in the term they plan to graduate.

The LSA diploma displays the degree conferred (Bachelor of Arts, Bachelor of Science, Bachelor of Science in Chemistry, or Bachelor in General Studies). Majors and minors are not listed on the diploma unless a student receives Honors in a major through the Honors Program. All majors and minors are listed on the official transcript once the student graduates and the degree is posted. Students with multiple majors receive one degree and one diploma.

Students may complete a second major any time after graduation by registering as a non-degree candidate through the Admissions office. Once the requirements for the major are complete, the department advisor must submit an on-line Major Release form to the Academic Auditors so the second major can be added to the transcript. Students may not add, complete, or declare a minor after graduation. They also may not change their degree (e.g., A.B. to B.S.) after graduation.

LSA Graduation Procedures:
www.lsa.umich.edu/students/gradprocedures

Commencement website:
www.umich.edu/~gradinfo

Honors Graduation Procedures

Honors students* who have completed 85 Credits Toward Program (CTP) should apply for graduation on Wolverine Access and submit Major/Minor Release Forms for each Major/Minor they have declared. ALL graduation materials (even non-Honors plan releases) should be submitted to the Honors Office. Major/Minor Release Forms must be submitted by a departmental advisor.

Once the online application and all release forms have been received, students will receive an email in approximately three weeks that states their progress toward degree requirements. Ideally, students will initiate this process in the term prior to their expected graduation date.

Additionally, all Honors seniors, including RC/Honors students, should submit an Honors Graduation Information Form to the Honors Office. This form is not required in order to graduate, but it informs the Honors Program of students’ specific areas of research and is used for inviting graduates and their families to the Honors Graduation Ceremony. This form can be found on the Honors website:
www.lsa.umich.edu/honors.

In order for the student’s name to appear in the Commencement Guide, the online application needs to be completed no later than Oct. 15 or Feb. 15 the term the student plans to graduate. Attendance at a commencement (Honors or otherwise) does not confirm official graduation from the university. Degrees are not conferred until all final grades and credits are posted to the transcript and the Honors academic auditor verifies that all degree requirements are met. Degree conferral usually occurs one month after commencement. Students who do not complete degree requirements in the term they applied for will be notified about their outstanding degree requirements. Diplomas are sent approximately 8 weeks after commencement.

Students who drop or add majors and/or minors after they initially applied to graduate online should contact the Honors Auditor to be sure their graduation eligibility has not
changed. Students who need to change their graduation date in Wolverine Access must notify the Honors auditor.

**Note for Residential College (RC)/Honors Students:**
The RC will process your senior audit and graduation. However, as part of the Honors Program, you should also submit an Honors Graduation Information Form to the Honors Office at 1330 Mason Hall.

*With only a few exceptions, such as Math and Computer Science, graduation with Honors requires the successful completion of a Senior Honors thesis. If you are completing a thesis, even if you were not in the First & Second-year Honors Program, you are considered part of the Honors Program. Conversely, if you were in the First & Second-year Honors Program, but have decided against writing a Senior Honors thesis, please inform the Honors Program as soon as you have made this decision.
Second Bachelor’s Degree

Individuals with a bachelor’s degree who want to earn a second degree must obtain permission from the Office of Undergraduate Admissions. Normally, at least two calendar years must transpire between the awarding of the first baccalaureate degree and the beginning of the second baccalaureate degree program. Applicants must pursue an academic program significantly different from that of the first baccalaureate degree. Except in the case of joint degrees, the College does not award concurrent bachelor's degrees. For graduates of schools and colleges on the Ann Arbor campus, the two baccalaureate degrees should be different (for example, not two Bachelor of Arts or two Bachelor of Science degrees). The second degree program cannot be a BGS degree, and students whose first degree is the BGS degree are ineligible for a second Bachelor's degree.

Applicants who already have an LSA degree must earn at least 30 credits in residence in LSA beyond the credits required for the first degree, with at least 15 in the new field of concentration. Graduates of another Ann Arbor unit must earn at least 30 credits while registered in LSA. The second program must include a minimum of 100 LSA credits. To be considered for admission to a second baccalaureate degree program, all applicants who have a baccalaureate degree from the Ann Arbor campus of the University of Michigan must have a 2.0 minimum grade point average.

Applicants whose first degree comes from any other institution (including UM-Dearborn and UM-Flint) will be required to complete at least 60 credits in residence at the Ann Arbor campus. The student must be registered in LSA for at least 30 credits beyond the credits required for the first degree. The second degree program must include a minimum of 100 LSA credits. To be considered for admission to a second baccalaureate degree program, applicants must have the same minimum grade point average as the College requires for students who transfer from other institutions.
Academic Integrity in the College of Literature, Science, and the Arts

LSA Community Standards of Academic Integrity

The undergraduate academic community, like all communities, functions best when its members treat one another with honesty, fairness, respect, and trust. The College holds all members of its community to high standards of scholarship and integrity. To accomplish its mission of providing an optimal educational environment and developing leaders of society, the College promotes the assumption of personal responsibility and integrity and prohibits all forms of academic dishonesty. Conduct that violates the academic integrity and ethical standards of the College community cannot be tolerated and will result in serious consequences and disciplinary action.

Just as students rightly expect to learn in an atmosphere of integrity and mutual trust, so too faculty members are right to expect that all students who seek instruction and evaluation from them will do so honestly. All members of the College community must take an active role in helping create and maintain a culture of integrity in LSA.

An instructor has the responsibility to make clear what academic dishonesty is and to help her or his students understand what uses may be made of the work of others and under what conditions. A student is responsible for becoming familiar with the LSA Community Standards of Integrity and for discovering the sort of conduct which will be viewed as an attack upon the community's values.

Questions regarding alleged academic misconduct should be addressed to the LSA Assistant Dean for Undergraduate Education (Office of Student Academic Affairs), 1213 Angell Hall. Frequently asked questions and answers, as well as procedures to be followed for resolving academic misconduct in LSA can be found at www.lsa.umich.edu/academicintegrity.

Examples of Academic Misconduct

Academic misconduct includes but is not limited to the following:

Cheating

Cheating is committing fraud and/or deception on a record, report, paper, computer assignment, examination or any other course requirement. Examples of cheating are:

• Obtaining work or information from someone else and submitting it under one's own name.
• Using unauthorized notes, or study aids, or information from another student or student's paper on an examination.
• Communicating answers with another person during an exam.
• Altering graded work after it has been returned, and then submitting the work for re-grading.
• Allowing another person to do one's work and submitting it under one's own name.
• Preprogramming a calculator or other electronic device to contain answers or other unauthorized information for exams.
• Submitting substantially the same paper for two or more classes in the same or different terms without the expressed approval of each instructor.
• Taking an exam for another person or having someone take an exam for you.
• Fabricating data which were not gathered in accordance with the appropriate methods for collecting or generating data and failing to include a substantially accurate account of the method by which the data were gathered or collected.

Plagiarism

Plagiarism is representing someone else's ideas, words, statements or other works as one's own without proper acknowledgment or citation. Examples of plagiarism include:

• Copying word for word or lifting phrases or a special term from a source or reference – whether oral, printed, or on the Internet – without proper attribution.
• Paraphrasing, that is, using another person's written words or ideas, albeit in one's own words, as if they were one's own thought.
• Borrowing facts, statistics, or other illustrative material without proper reference, unless the information is common knowledge, in common public use.

Unacceptable Collaboration

Collaboration is unacceptable when a student works with another or others on a project, then submits a written report which is represented explicitly or implicitly as the student's own work. Using answers, solutions, or ideas that are the result of collaboration without citing the fact of collaboration is improper. Students also engage in unacceptable collaboration when they expressly have been instructed to do their own work and have not been given prior approval by the instructor to collaborate.

Falsification of Data, Records, and Official Documents

• Fabrication of data
• Altering documents affecting academic records
• Misrepresentation of academic status
• Forging a signature of authorization or falsifying information on an official academic document, grade report, letter of recommendation/reference, letter of permission, petition, or any document (e.g., a Doctor's excuse) designed to meet or exempt a student from an established class, College or University academic regulation.

Aiding and Abetting Dishonesty

Providing material or information to another person with knowledge that these materials or information will be used improperly. This includes both deliberate and inadvertent actions.

Unauthorized or Malicious Interference/Tampering with Computer Property

Unauthorized or malicious interference or tampering with computers is considered an academic offense and, as such, is subject to College judicial sanction.
Classroom Disturbances
Classroom disturbances can also serve to create an unfair academic advantage for oneself or disadvantage for another member of the academic community. Some examples of actions that may violate the LSA Community Standards of Academic Integrity include:

- Interference with the course of instruction or an exam to the detriment of other students.
- Disruption of classes or other academic activities in an attempt to stifle academic freedom of speech.
- Failure to comply with the instructions or directives.
LSA Academic Policies and Procedures

This document is an unofficial representation of the information available on the LSA website.

For official and updated information, please view the LSA website.
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