

Academic Regulations

CREDIT HOUR/SEMESTER HOUR

The credit hour or semester hour, terms used interchangeably in this catalog, is the unit of instruction. A minimum of one hour of recitation or lecture work per week for a semester (or its equivalent) constitutes one hour of credit. A minimum of two hours of laboratory work per week for a semester (or its equivalent) also constitutes one hour of credit. A semester is usually 16 weeks in length. Each year, Drake offers two semesters and a summer term.

STUDENT CLASSIFI/BL9

is filed with the dean of the student's college or school. A copy is also given to the student. Marks of incomplete are changed to a final grade either by the instructor (upon completion of the work) or by the Office of Student Records (if the work is not completed after one semester has passed). Marks of incomplete are not computed in the grade-point average.

Included among the possible penalties that may be imposed by the instructor are a reprimand, grade reduction (including assignment of a failing grade), or dismissal from the course with a failing grade. All such actions must be reported by the instructor to the dean of the college/school in which the incident occurred. For information purposes, the dean should report the incident to the dean of the college/school in which the student is enrolled and may forward the case to the Academic Integrity Policy Committee for further action.

The committee may make a recommendation to the dean concerning whether probation, suspension or dismissal from the University should be imposed.

5. Each college/school must have procedures to be used by its committee to address appeals from actions taken as a result of an instructor's determination that a student's performance involved academic dishonesty.

If, after appeal, it is determined that there is insufficient evidence of academic dishonesty, the instructor is bound by that finding and may only evaluate the assignment as to its content or other time-honored bases of academic evaluation.

6. The appeals procedure must include provisions that address the following:
 - a. how the appeals process is initiated, and by whom;
 - b. a timetable, including the date by which an appeal must be initiated;
 - c. steps to be taken in the appeals process;
 - d. the nature of the documentation of evidence required or permitted;
 - e. the rules applicable in hearings if a hearing is required.
7. The policies and procedures of the college/school in which the alleged offense occurs are applicable in each instance. In the event that the student is not a member of the college/school in which the alleged offense occurs, the dean of that college/school must report the offense and its disposition to the dean of the student's college/school for further action, if appropriate. If a recommendation is made for probation, suspension or dismissal from the University, this recommendation must be forwarded for final action to the dean of the college/school in which the student is enrolled. A copy of the recommendation and subsequent action by the dean of the student's college/school must be sent to the provost.
8. College/school policies and procedures must be consistent with University policies and procedures. In the event of inconsistencies, University policies and procedures shall prevail.

Suggested Hearing Guidelines: These are suggested guidelines that may be refined in each instance, if the college/school desires, in consultation with the legal counsel of the University.

- The hearing shall be informal, and formal rules of evidence need not apply.
 - The hearing shall be private; it shall be attended only by the members of the committee, the student and the instructor; there may be advisers for the committee, the student and the instructor, and when called, witnesses for the parties. However, a party's adviser may not serve as a witness.
 - At the request of either party or the committee, the proceedings shall be tape-recorded. A written transcript shall not be required.
 - The hearing shall begin with the presn 8p pndeie ofee Unng.8()2 0 0 2 3Tc8 8.1201Tm7 TD0 Tc0 Tw(t)4 0 0 ques t
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- The student may support his/her presentation by the testimony of witnesses or other evidence. The instructor and the committee may question the student and the witnesses; the instructor's adviser or counsel may not question the student or the witnesses.
- At the close of the evidence presented by the student, the instructor shall be given the opportunity to introduce rebuttal testimony, which must be limited to any matters that have been raised in the testimony presented by or in behalf of the student.
- After all evidence has been presented, the instructor may make a final argument, after which the student may make a final argument.

Examples of Academic Dishonesty: Examples of academic dishonesty include, but are not limited to:

Suspension decisions are made by the associate/assistant dean of each college and school. Before the final decision is made, input from various sources, including the student, adviser, professors and other relevant sources may be obtained. Students are suspended from both the college/school and the University.

It is the college/school practice to mail suspension letters within 5 working days after grades are made viewable on the Web. Suspended students are notified by certified mail, return receipt requested. A copy of the probation and suspension rules is attached to the letter or a reference to those rules is made in the letter.

Probation

1. A student shall be placed on University probation if, at the end of any fall or spring semester, he or she:
 - a. has a cumulative grade-point average less than 2.00 after enrolling as a full-time student at the beginning of the semester; or
 - b. in the first year of full-time enrollment fails to complete 20 credit hours of coursework, or in a subsequent year of full-time enrollment fails to complete 26 credit hours of coursework;
 - c. has a cumulative grade-point average less than 2.00 after attempting a total of 10 hours or more as a part-time student. Individual colleges and schools of the University may establish additional requirements for maintaining "good standing." Such requirements, when they exist, are outlined in the relevant college/school sections of the catalog.
2. A full-time student shall be continued on probation for one additional semester if he or she:
 - a. has a cumulative grade-point average less than 2.00 but at or above 1.50 after one semester on probation, and/or
 - b. has failed to meet, but is making satisfactory progress toward, the credit hour requirements specified in Section 1b.
3. A student shall be removed from probation if he or she:
 - a. has a cumulative grade-point average of 2.00, and
 - b. is a full-time student and has met the credit hour progress requirement specified in Section 1b.
4. Any person who is currently paying tuition for a student may receive notification when that student is placed on probation and may receive copies of all successive communications related to the academic standing of the student until such time as probationary status is removed.

Suspension

5. A student shall be suspended from A a 5. .4(s) s01.4(f)4.7(u)24.3a(c)7a1

school. The student may not enroll at the University for at least one year from the time of initial suspension, or until the term of suspension has expired.

7. A student readmitted after suspension remains on probation until he or she has met the requirements for removal from probation as specified in Section 3 of this policy statement. The student shall be suspended from the University again for at least one academic year if he or she has not met the requirements specified in Section 3 after one year of re-enrollment.

Appeals

8. A student may appeal the suspension decision to his or her associate/assistant dean; then to the

