

3359-20-05 Academic matters and general policies.

(A) Unit of instruction.

The unit of instruction is the "credit," which represents one fifty minute period of classroom activity, or its equivalent, per week for one semester. An hour laboratory period is equivalent to one-half hour classroom instruction. Information concerning the number of credits which a student must carry to meet the requirements for veterans benefits, insurance benefits, etc., may be obtained from the registrar.

(B) Unit of teaching load.

See rule 3359-20-032 of the Administrative Code.

(C) Class period.

The faculty member is responsible for knowing the scheduled time for starting and stopping classes, and is expected to adhere carefully to this schedule. Faculty members should recognize that when they fail to dismiss a class promptly, both the students and the faculty member of the next class suffer inconvenience and possible embarrassment.

(D) Attendance (student).

A student is expected to attend all meetings of all classes for which the student is enrolled. A student may be dropped from a course by the dean if absences are repeated and the instructor recommends this action; a student can gain readmission only with permission of both dean and instructor. A student dropped from a course receives an "F" which counts as work attempted whenever grade-point ratio calculations are made.

(E) Procedure for applying for admission to the university.

(1) A candidate for admission as an undergraduate or post-baccalaureate student who meets the requirements in the *General Bulletin* must complete three steps to apply properly for admission:

(a) The candidate submits the application form (available from the admissions office) to the admissions office.

(b) The candidate requests the high school principal or registrar(s) from the institution(s) attended or graduated from to send an academic transcript to the admissions office.

(c) The candidate takes the required counseling tests at a time designated.

(2) A candidate for admission as a graduate or professional student must meet the requirements of the college or school.

(F) Registration procedure.

Details are contained in the schedule of classes issued by the registrar.

(G) Counseling services.

- (1) The staff of academic advising services in the university college is available to advise students. Faculty members are encouraged to refer students who need aid to this office.
- (2) This office, after consultation, can refer the student to the appropriate office for special testing, counseling, psychiatric and medical aid, financial assistance, or other advisory services.

(H) Intercollege transfer.

At any time after the student completes thirty credits, a university college or community and technical college student who wishes to pursue a baccalaureate degree may apply for transfer to a baccalaureate degree-granting college. In order to qualify for transfer, a student must meet all requirements imposed by the college in which enrollment is planned. These requirements differ slightly among the colleges. The same regulations apply to students wishing to transfer from one degree-granting college to another. Application for transfer is started with the dean of the college in which the student is enrolled.

(I) Veterans.

Students who are entitled to veterans' benefits under the Veterans' Readjustment Benefits Act should be referred to the veterans' coordinator in the registrar's office.

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Assistant Secretary
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