

Memo

To: Senate
From: GCPRC
Date: April 19, 2010
Re: Graduate Academic Policies: Course Repeats

<p>Current Policy Graduate students may repeat a course only once unless given special permission by their major departments. Transcripts will reflect grades each time the course is taken. Only the most recent grade will be counted in the cumulative GPA.</p>	<p>Suggested Policy Graduate students may repeat an individual course only once for grade improvement. Transcripts will reflect grades each time the course is taken. Only the most recent grade will be counted in the cumulative GPA.</p> <p>Repeat of courses for grade improvement may only be done twice during the student's graduate career at Millersville University.</p>
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Rationale

This new limit of two total course repeats during a program is being set to comply with PASSHE commonalities and to be consistent with the 2 C academic policy which allows a student only to receive two C's during their academic program; a student is academically dismissed upon earning a third C grade.

Memo

To: Senate
From: GCPRC
Date: April 19, 2010
Re: Graduate Academic Policies: Advisement

Current Policy	Suggested Policy
<p>Each student is assigned a faculty adviser upon admission to a degree or certification program. It is the student's responsibility to initiate contact with an adviser to develop an initial program of study and prior to each registration period.</p> <p>It is the responsibility of the adviser to provide academic counseling in light of degree requirements and the student's personal and professional goals.</p>	<p>Each student is assigned a faculty adviser upon admission to a graduate program. It is the student's responsibility to initiate contact with an adviser to develop an initial program of study and prior to each registration period.</p> <p>It is the responsibility of the adviser to provide academic counseling in light of program requirements and the student's personal and professional goals.</p>

Rationale

Millersville currently offers graduate degrees, certificates and certification programs. All students need proper advisement. This new language covers all circumstances.

To: Senate
From: GCPRC
Date: April 19, 2010
Re: Graduate Academic Policies: Withdrawal from a Course

Current Policy

The notation made on a student's record about a withdrawn course depends on when the student withdraws. Students who "drop" or withdraw by the end of the first week of classes have all references to that course deleted from their records. Students will be permitted to withdraw from a course and receive a grade of "W" up until the end of the tenth week of the semester. The W grade does not carry any grade points and will not be calculated in the student's GPA. There will be no limit on the number of courses from which the student may withdraw. After the tenth week of the semester and through the last day of classes, students who withdraw will receive a non-W grade which will be determined by the instructor consistent with University policy.

The official date of withdrawal is the date the withdrawal form is submitted with proper signatures to the Registrar's Office. Deadlines for returning the form are strictly enforced. It is the student's responsibility to obtain all required signatures (both course instructor and adviser) in time to meet the deadline.

Failure to withdraw from a course properly may result in additional tuition fees as well as a failing grade. For example, a student who does not attend a class but only submits a withdrawal form during the second week of class may be subject to additional tuition for that two-week period.

Withdrawal periods will be prorated for summer and winter terms.

Suggested Policy

The notation made on a student's record about a withdrawn course depends on when the student withdraws. Students who "drop" or withdraw by the end of the first week of classes have all references to that course deleted from their records. Students will be permitted to withdraw from a course and receive a grade of "W" up until the end of the tenth week of the semester. The W grade does not carry any grade points and will not be calculated in the student's GPA. There will be no limit on the number of courses from which the student may withdraw. After the tenth week of the semester and through the last day of classes, students who withdraw will receive a non-W grade which will be determined by the instructor consistent with University policy.

The official date of withdrawal is the date the withdrawal form is submitted with proper signatures to the Registrar's Office. Deadlines for returning the form are strictly enforced. It is the student's responsibility to obtain all required signatures (both course instructor and adviser) in time to meet the deadline.

Failure to withdraw from a course properly may result in additional tuition fees as well as a failing grade. For example, a student who does not attend a class but only submits a withdrawal form during the second week of class may be subject to additional tuition for that two-week period.

Withdrawal periods will be **determined by the Registrar's Office and be** prorated for summer, winter, and out-of-term courses.

Rationale

There are courses at the graduate level that are offered “out-of-term” meaning they do not begin at the start of the regular semester and may be offered in accelerated formats (such as Friday & Saturday over multiple weekends and one week accelerated courses). It is important to include that withdrawal periods will be pro-rated for these courses as well as summer and winter.