

# COPPIN STATE UNIVERSITY POLICIES AND PROCEDURES

## ACADEMIC GRIEVANCE

A student who believes that a grade was assigned in error, because of a mistake in calculation or an error in recording a grade, should consult the professor (or professors, in the case of a jointly taught course) before the second full week of classes in the regular semester following the semester of the contested grade to resolve the discrepancy. The student should complete and submit a request for grade review to the professor no later than the Monday of the second full week of classes in the subsequent semester. A request for grade review for the summer session should be submitted during the subsequent fall and winter sessions during the subsequent spring.

## ADDING/SWAPPING COURSES

A student may add or swap courses using the following methods during the designated add/swap period

- on-line self-service or
- in-person (at the Office of Records and Registration).

Please refer to the academic calendar for the deadline for adding/swapping courses. A student who drops courses may add courses to replace the dropped courses during the designated add/swap period. A student who drops his/her courses **after the add/swap deadline will not be able to replace the courses.**

## ATTENDANCE: LECTURE/LAB AND ON-LINE COURSES

### Lecture/Lab Attendance

Students are expected to attend class regularly and punctually. However, the Institutional Undergraduate Class Attendance Policy (IUCAP) allows students to have a specified number of **unexcused** absences: students are allowed unexcused absences up to two times the number of lecture hours for a course. **A student who has unexcused absences exceeding two times the number of lecture hours for a course has surpassed the number of allowable unexcused absences and is in violation of the class attendance policy.** The student who exceeds the allowable number of unexcused absences may receive a grade of AW or FX based on unsatisfactory class attendance. The course instructor determines whether a student's absences are excused or unexcused. The number of allowable unexcused absences is based in the number of class excused or unexcused **lecture hours per week**, not on the number of class meetings.

### On-Line Course Attendance

Students are expected to participate weekly in instructional activities associated with a course. In an on-line course, a student who has had no contact with the course for more than two weeks has surpassed the number of allowable absences.

Contact with the course is determined by the instructor and must be clearly described in the course syllabus. Contact may be measured by such mechanisms as e-mail, postings to discussion boards, course statistics and Blackboard's Performance Dashboard.

## **AUDITING COURSES**

Students may register at the Office of Records and Registration to audit certain courses with the consent of the instructor. Payment for tuition and fees is required for all courses that are audited in accordance with the University's Tuition & Fee payment. Students auditing a course may not take the final examination or receive credit unless the course is later repeated for credit. A record is maintained in the Record's Office of all students auditing courses.

## **CHALLENGE EXAMINATION**

Full-time matriculating undergraduates who have completed at least 12 semester hours of regular course work at Coppin with a cumulative grade point average of at least 2.00 are eligible to take Coppin-administered challenge examinations to establish credit toward graduation. No more than 30 credit hours can be granted by examination, and no student may challenge a course in which he/she has previously registered. In the case of the transfer students, credit by examination will not be accepted for any part of the final 30 credit hours which must be completed in residence.

Applications for a fall semester challenge examination must be completed by the first week in August, and for a spring semester examination by the first week in January. In each case, the reporting of examination results must be completed prior to the end of the "Drop/ADD" period.

## **Communicating FERPA (Family Educational Rights and Privacy Act) Protected Information Via Electronic Messaging**

The University must guard against sending FERPA protected information via non-secure electronic messaging systems. In compliance with the Family Policy Compliance Office (FPCO), Coppin State University has employed detailed measures to protect the confidentiality of information within our e-mail system. Effective October 2004, the President approved the University's e-mail as an official form of communication with students. To protect students' confidentiality and to protect the University against legal actions, all University employees must use students' Coppin e-mail system when communicating via electronic messaging with students.

## COURSE SUBSTITUTION

Substitutions for courses required in instructional programs are permitted only in exceptional cases and must have written approval of the Department Chair and Division Dean.

## DECLARING A MAJOR

Admission to CSU is not an automatic guarantee of admission to a major program. Each major department interviews and accepts its own students. All degree-seeking students must complete all developmental courses before declaring a major. Students must declare their major before completing 36 credit hours. To officially declare a major, students must:

- Complete the Declaration of Major form,
- Meet with the appropriate Chairperson for acceptance in the major and assignment of a departmental advisor,
- Submit the completed Declaration of Major form to the Office of Academic Advisement.

## DEVELOPMENTAL COURSES

All students scoring below the mandated standards on the English and Math placement tests must take refresher courses designed to help improve their skills. At the end of these courses, students must again take tests to determine whether they have met the required standards. Students may not begin University-level work in any subject in which they need refresher level courses until they have completed appropriate courses, including post-test requirements. Students who are required to complete refresher courses must complete these requirements within a designated time frame or they will be dismissed from the University:

- Full-time students must complete all refresher courses within three semesters from the first semester of enrollment at the University.
- Part-time students must complete all refresher courses by the time they have attempted 36 credit hours.

## DROPPING COURSES

A student may drop courses using the following methods during the designated drop period

- on-line self-service or
- in-person (at the Office of Records and Registration) or
- submission of a written and signed request to the Office of Records and Registration.

Please refer to the academic calendar for the deadline for dropping courses. When courses are dropped during the designated drop period, the course will not appear on the student's transcript. When a student drops courses after the drop deadline, the courses will appear on the transcript with a grade of "W". **Note: A student who decides not to attend classes must drop his/her classes in accordance with the Charge Reduction and Refund Schedule to avoid full tuition and fee charges (Refer to the Charge Reduction & Refund Policy). Questions regarding**

tuition and fee adjustments should be directed to the Office of Student Accounts at 410-951-3677.

## **FINAL THIRTY-HOUR RULE - RESIDENCY REQUIREMENT**

All candidates for undergraduate degrees from Coppin State University must take their final thirty credits at Coppin State University. Included in these thirty semester hours will be a minimum of 15 semester hours in courses numbered 300 or above. At least 12 of the fifteen semester hours must be in the major field. Exceptions or exemptions are made by the department chairperson, dean and provost. A student may under unusual circumstance be permitted to take a maximum of 6 of the final thirty credits at another institution. In such cases, written permission must be obtained in advance from the Vice President and Provost for Academic Affairs.

## **GENERAL EDUCATION REQUIREMENTS**

In addition to the requirements of any specific major program, every student wishing to earn a Bachelor's degree must complete the University's General Education Requirements (GER). The GER courses help students to develop the skills necessary for advanced study and for lifelong learning. All students entering the University during the fall of 1996 and thereafter, with the exceptions of students majoring in pre-engineering and early and elementary education, are required to complete 46 General Education credits. Students should consult the 2000-2002 Catalog for the GER courses and for the specific program requirements for their majors.

## **GRADES ROSTERS: MID-TERM AND FINAL**

### **Mid-term roster**

In an effort to improve students' retention, the University requires undergraduate professors to submit mid-term grades for undergraduate students. **Regular letter grades** are not entered during the mid-term grading period. All grades are entered by professors through EagleLINKS self-service.

### **Final grade roster**

Final grade rosters are available to faculty during the final grading period. Professors are required to enter final grades through EagleLINKS self-service **48 hours** after the administration of a final examination. Professors cannot enter grades for students who are not legally enrolled in their classes. Final grade should only be entered on grade rosters generated from EagleLINKS. Please Note: EagleLINKS is the official student information system for the University.

## **GRADUATION**

Students must apply for graduation and pay the graduation fee. Students who wish to participate in the spring graduation ceremony must submit their application and proof payment of the graduation fee to the Office of Records and Registration before April 1<sup>st</sup> for fall and winter completion or October 1st for the spring and summer completion.

## **GRADUATION EXIT ASSESSMENT REQUIREMENT**

The University requires all candidates for graduation are required to complete a departmental graduation exit assessment requirement. This requirement must be completed before the Bachelor's degree is awarded. Students should consult with their major departments.

## **ILLEGAL CLASS ATTENDANCE POLICY**

The Class Roster is the official document used by Coppin State University to verify a student's enrollment in a course. Faculty members are responsible for taking attendance in their classes to ensure that students are appropriately enrolled. If a student is not listed on a class roster and is attending class, the faculty member must instruct the student to report to the Office of Records and Registration before the official deadline to add courses. A student who is not on an official class roster cannot be allowed to attend class. Professors are required to verify a student's enrollment in their classes and to maintain accurate records.

## **INCOMPLETE GRADES**

An instructor, under extenuating circumstances, may submit a grade of "I" for students who have failed to complete one or more requirements of a course by the end of the semester. Students must meet the following criteria:

- successfully completed most of the course requirements and
- legitimate reason(s) for not completing all assignments must be accepted by the instructor.

Students are allowed one semester following the one in which the "I" is incurred (not including the summer session) to complete the work and remove the incomplete grade. When submitting a grade of "I", the instructor must complete the Incomplete Grade Form by indicating the student's full name, social security number, complete address and the course discipline code, section number, semester and year. The instructor must provide the department chairperson with an explanation of the incomplete grades, the requirements that must be met to complete the course satisfactorily, along with the student's academic history in the course and the grade the student will be assigned if all requirements are not submitted by the end of the following semester. If the work has not been satisfactorily completed by the end of the following semester, the student will receive a grade of "F".

## **INDEPENDENT STUDY**

Students who have accumulated 64 credits or more must apply through their respective department and the office of the appropriate division dean to take a course on an independent study basis. Students must be in satisfactory academic standing with a minimum overall cumulative average of 3.00. Students applying for independent study must restrict their load to 19 semester hours or less during the semester in which independent study is attempted. Students may not take more than one (1) course per semester of independent study and no more than 12 semester hours of independent study are allowed at CSU.

**NOTE: Independent Study cannot be used to resolve schedule conflicts. Students are not allowed to register for classes that meet at the same time.**

## **INTER-INSTITUTIONAL REGISTRATION**

Full-time degree-seeking undergraduates who have earned at least 30 credits and are in good academic standing may take courses at other System institutions. ROTC participants are exempt from the 30-credit requirement. At least half of the semester credits must be taken at Coppin. All credits and grades earned shall be defined as resident credit and entered on the academic record.

## **ORIENTATION COURSE REQUIREMENTS (FRESHMAN SEMINAR)**

All entering freshmen, readmitted students (who left as a result of academic difficulty), and transfer students with fewer than 25 credits are required to complete the Course: ORIE 101 Freshman Seminar. This course is a University requirement and is required for graduation.

## **PERMISSION TO TAKE COURSES AT ANOTHER INSTITUTION**

Students may apply to take courses at another University or university to transfer back to CSU for GER or major credit. Written approval from the Department Chair, Division Dean, and the Registrar is required **before taking courses**.

## **SECTION 503 OF THE REHABILITATION ACT OF 1973 AND AMERICANS WITH DISABILITIES ACT (ADA)**

Coppin State University is committed to the philosophy of nondiscrimination for individuals with disabilities and ensures that all programs and activities of the University are in compliance with Section 504 of the Rehabilitation Act of 1973 and the ADA. Section 504 requires that no otherwise qualified person with a disability be denied access to, or the benefits of, or be subjected to discrimination by any program or activity provided by any institution or entity receiving federal financial assistance. Under the ADA, the University does not discriminate on the basis of disability in employment or provision of services, programs or activities. The Office of Special Services provides assistance to students with disabilities to enable them to integrate into all areas of University life. For further information regarding non-discrimination for individuals with disabilities, contact the coordinator of Special Services in the Counseling Center.

## **SICKNESS and ACCIDENT INSURANCE PROGRAM (HEALTH INSURANCE)**

The Sickness and Accident Insurance (Health Insurance) is a mandatory program with a hard waiver process for all full-time students. Students who are insured by comparable carriers, such as HMO's, BC/BS, etc., may refuse this insurance with documented proof (insurance card). This documented proof must be presented during the specified waiving period. Part-time students taking a minimum of six (6) credit hours are also eligible to apply for the program as well as Graduate students.

## **SMOKING POLICY**

In order to provide a healthy, comfortable, and productive work environment for students and employees, Coppin became smoke-free as of September 1, 1990. By declaring itself smoke-free, the University prohibits smoking in all campus buildings.

## **READMIT/REINSTATEMENT**

A student who has not enrolled in classes at the University for one or more semesters must apply for reinstatement to the University by submitting a readmit application. The application should be submitted to the Office of Records and Registration by October 1<sup>st</sup> for the spring semesters and April 1<sup>st</sup> for the fall semesters.

## **RESIDENCY REQUIREMENTS**

It is the policy of the Board of Regents of the University of Maryland System to recognize the categories of in-state and out-of-state students for purposes of admission, tuition, and charge differentials. The student is responsible for providing the information necessary to establish eligibility for in-state status. All continuing students must complete an application for residency and provide all required documents prior to the last published date of registration (Refer to the academic calendar for the last date for registration). Applications can be obtained from the Office of Records and Registration Office.

## **SECOND DEGREE**

A student who has earned a Bachelor's degree from an accredited college or University may apply for admissions as a second degree student. The student seeking a second degree must satisfactorily complete a minimum of 30 credit hours in residence at Coppin State University beyond the first awarded baccalaureate degree that include at least half of the major credit requirement for the second degree at Coppin State University.

## **SEXUAL ASSAULT POLICY**

The Board of Regents is committed to providing an academic learning and working environment that is free from sexual assault and harassment and shall take preventive measures to insure that faculty, staff, students and visitors are appropriately protected from such actions. This safe environment includes all campus locations and all off-campus related activities and sites. The University will establish and distribute detailed procedures relating to the reporting and handling of cases of sexual assault and sexual harassment. Procedures can be found in accordance with the University's disciplinary and appeal procedures. The University will investigate all complaints of sexual assault and sexual harassment, adjudicating them in accordance with the University's disciplinary and appeal procedures. In addition, the University will routinely assess the safety of the campus environment and will take corrective action to alter any identified potential problem areas.

## **TECHNOLOGY REQUIREMENT**

**Effective fall 2001, all students are required to complete a technology fluency course (MNSC150) to satisfy graduation requirements**

## **THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA ) of 1974 as amended**

The University complies with the requirements of the Federal public law 93-380 (Family Educational Rights and Privacy Act of 1974, also known as “The Buckley Amendment.”)

In compliance with this Act, the University will only release without a student’s signature that information that is so designated as directory information. Directory information is defined as the student’s name, address, telephone number, major field of study, participation in officially recognized activities and sports and weight and height of team members, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by a student.

Students who do not wish to have directory information released are required to place on file in the Office of Records and Registration a “Request to Withhold Directory Information” form prior to the start of each semester.

Copies of this policy are in the possession of the Office of Records and Registration.

The “Buckley Amendment” provides students with the opportunity to review information contained in their “Education Records.” Offices where students’ education records are kept are: Records and Registration, and in some cases as applicable Financial Aid, Veterans Affairs, Undergraduate and Graduate Admissions. Students who wish to review their records may do so by making an appointment with the appropriate head of the office housing the record.

FERPA entitles students to certain rights as listed below:

1. The right to inspect and review information contained in education records.
2. The right to challenge the contents of their education records.
3. The right to a hearing if the outcome of the challenge is unsatisfactory.
4. The right to submit an explanatory statement for inclusion in the education record if the outcome of the hearing is unsatisfactory.
5. The right to prevent disclosure, with certain exceptions, of personally identifiable information.
6. The right to secure a copy of the institutional policy, which includes the location of all education records.
7. The right to file complaints with the Department of Education concerning alleged failures by Coppin State University to comply with the Act.

For additional information regarding FERPA please contact the Office of Records and Registration room 153 in the Administration Building.

## **TRANSFER EVALUATIONS**

A student who has submitted all required documents to the Office of Admission and has received notification of acceptance to the University will receive a transfer evaluation report prior to the close of registration. A student's final evaluation report will be accessible in EagleLINKs prior to the end of the first semester of enrollment. An EagleLINKs' User ID and Password are required to access all academic and financial information.

A student who has received transfer credits and believes that he/she has been denied credits or the credits are articulated incorrectly must appeal in writing within 30 work days prior to the close of the first semester of enrollment. The written and signed appeal and all supporting documents should be sent to:

Office of Records and Registration  
Coppin State University  
2500 West North Avenue  
Baltimore, Maryland 21216  
Attn: Transfer Coordinator

## **WITHDRAWAL FROM COURSES**

After the drop period deadline, a student may terminate his/her participation in courses by officially withdrawing from courses. Please refer to the academic calendar for the deadline for withdrawing from courses. A student may withdraw from courses using the following methods during the designated withdrawal period:

- on-line self-service,
- in-person (at the Office of Records and Registration) or
- submission of a written and signed request to the Office of Records and Registration.

A grade of "W" will appear on a student's transcript after he/she has official withdrawal from courses. Failure to properly withdraw from courses will result in "F" grades appearing on the student's transcript. **Please refer to the Charge Reduction and Refund Policy to determine if you are eligible for a tuition and fee adjustment. Questions regarding tuition and fee adjustments should be directed to the Office of Student Accounts at 410-951-3677.**

## **WITHDRAWAL FROM UNIVERSITY**

Students withdrawing from the University must:

- complete the official University withdrawal form available at the Office of Records and Registration and
- return the completed form to the Record's Office.

Please refer to the academic calendar for the deadline for withdrawing from the University. Students who fail to comply with this regulation will receive grades of "F" instead of "W" in all courses.