

## **ACADEMIC REGULATIONS**

---

### **ACADEMIC LOAD**

A full-time graduate student's academic load is nine or more credit hours per semester. No student carrying fewer than nine credit hours of work per semester will be classified as a full-time graduate student. A credit hour at the University of Lynchburg represents an amount of work carried out in pursuit of student learning outcomes and verified by evidence of student achievement. Students are expected to engage with the course material for at least 40 hours over the course of the 15-week semester for every credit awarded. (Fifty minutes spent in class is traditionally measured as one hour in determining progress toward the 40 hour minimum. This means 40 hours of seat time for a three-credit course.)

Graduate Students attending:

9 hrs or more are considered full-time

6 to 8 hrs are considered half-time

1 to 5 hrs are considered less than half time

### **BEHAVIORAL STANDARDS FOR LEARNING ENVIRONMENTS**

The values and attitudes that should guide student behavior consistent with maintaining an environment conducive to learning are set forth in the University of Lynchburg catalogue and *The Hornet*. Responsibility and authority for maintaining order in the learning environment are assigned to faculty.

The following standards and procedures apply to all learning environments. However, each college and each instructor may have codes to specify additional standards suitable for learning environments or activities.

No student in the University of Lynchburg classes, laboratories, performances, lectures, and/or organizations shall behave in any way that obstructs or disrupts the normal functioning of the environment. Such behavior includes, but is not limited to, behaviors that persistently or grossly (1) inhibit the ability of other students to learn; (2) interfere with the meaningful participation of other students; or (3) inhibit the ability of an instructor or presenter to do his/her job. Specifically, students should foster an optimal learning environment by doing the following:

- Arriving on time
- Being seated when it is time to begin and being attentive throughout
- Refraining from engaging in conversations with others unless participating in group activities
- Using courteous tone when speaking
- Refraining from leaving the event while it is in progress (except for illness or with prior approval)
- Treating others with respect
- Refraining from eating
- Respecting the process of discussion and group activity
- Leaving the facility in a neat and clean condition

Problem behavior may be identified through direct observation by a faculty or staff member or through a complaint brought by a student to a faculty or staff member.

### **VIOLATIONS OF THE BEHAVIORAL STANDARDS FOR LEARNING ENVIRONMENTS**

If an instructor believes that a student's behavior violates the Behavioral Standards for Learning Environments policy, the instructor should take action to stop the disruption, including directing the student to cease the disruptive behavior. If the student does not comply with the instructor's direction, or if the instructor considers the disruption to be of a more egregious nature, he/she may exercise any of the following options:

1. When deemed feasible by the instructor, he/she will initiate a private conversation with the student. At the discretion of the instructor, another member of the faculty/staff and/or the student's academic advisor may be asked to be present for the conversation. The conversation should include
  - a. identification of the problematic behavior;
  - b. explanation of why the behavior is problematic;
  - c. a statement regarding expectations of future behavior; and
  - d. explanation of the consequences of continued misconduct.

Following the conversation, the instructor will create a written summary of the conversation and send copies to the student, the student's academic advisor. If a faculty/staff member was asked to be present for the conversation, a copy of the summary will also be sent to him/her.

2. If the instructor believes that a private conversation will not be effective in resolving the misconduct, he/she may call a meeting with the student and any of the following
  - the faculty member's college dean;
  - the provost and vice president (or designee);
  - the vice president and dean for Student Development (or designee); and
  - the student's academic advisor.

The meeting will address topics 1a – 1d listed above. After the meeting, the instructor and the ranking academic official in attendance will create a written summary of the meeting. Copies will be sent to the student, the student's academic advisor, any staff member of the Academic Achievement Center responsible for monitoring the student's progress, and any other faculty/staff members who attended the meeting.

3. The instructor may submit a written report of the problematic behavior to the Office of the Dean of Students for disciplinary review in accordance with policies and procedures described in the Honor and Student Conduct Codes (see "Disciplinary Procedures" in the student handbook).
4. If the instructor believes that the student's behavior is so disruptive as to require immediate action, he/she may require the student to leave the classroom immediately. If the student refuses to leave immediately, the instructor may summon campus safety officers to escort the student from the room. After instructing the student to leave the classroom immediately, the faculty member will contact the provost and vice president to recommend a course of action, which may include
  - dismissal from the course with a grade of "F" (The grade of "F" cannot be changed by student-initiated withdrawal.);
  - suspension from the University (see "Academic Suspension"); and
  - referral of the matter to the Office of the Dean of Students for disciplinary review in accordance with policies and procedures described in the Honor and Student Conduct Codes.

The provost and vice president (or designee) will arrange a meeting with the student, the instructor, and the instructor's college dean. During the meeting, the provost and vice president (or designee) will inform the student of the course of action deemed appropriate to address the reported disruption.

## CHANGING DEGREE PROGRAMS

Students who wish to change from one master's degree program to another must submit a new degree application (unless changing between counselor education programs). No application fee will be charged. New required information relates only to the specific requirements applicable to the program not previously included in the initial application (e.g., interview for counselor

education applicants). Students who have been inactive from their first program for more than two years should submit three new recommendations relevant to the new program. Applications for all students seeking to make a degree change will be reviewed for admission based on the particular requirements of the program they are seeking, as well as their prior graduate academic record at the University of Lynchburg.

### **CLASS ATTENDANCE**

Regular attendance, preparation for classes, and the prompt completion of assignments are obvious responsibilities expected of students. Each instructor will inform students of the attendance policies in effect for each class. A statement about attendance policy will comprise a portion of the course syllabus.

### **COMPREHENSIVE EXAMINATIONS AND CAPSTONE EXPERIENCES**

All graduate programs require a capstone experience to assess student success within the program. A written comprehensive examination is required in most MEd programs. It is an alternative to the School Leaders Licensure Assessment in the MEd in Educational Leadership K12 emphasis program. The M.Ed. examination, which should be taken at the end of the graduate program, is given three times each year on the first Saturday of November, the third Saturday of March (unless in conflict with Easter weekend), and the last Saturday of June. Students must apply to take the exam at least three weeks prior to the examination date. Application forms are available on Moodle under the self-enroll course *Resources for Graduate Students*. Students pursuing the MEd in Clinical Mental Health Counseling and School Counseling must take and pass the Counselor Preparation Comprehensive Examination (national exam). Students completing the MEd programs in reading and science education are required to submit a comprehensive portfolio at the conclusion of these programs in lieu of the comprehensive exam.

Students pursuing the MA in Music will complete a comprehensive exam inclusive of written and oral components. Further information is available from the program director.

The comprehensive exams for the students in the MPH and DPT program are described in program syllabi.

For the EdD program, an oral comprehensive exam is required. The purpose of the comprehensive exam is to reflect on doctoral studies and experiences and to document the acquisition of knowledge, skills, and dispositions in the area of leadership.

### **DISSERTATION REQUIREMENTS FOR THE EDD**

The following principles serve as a foundation for the EdD in Leadership Studies dissertation:

1. Research should be organized around highly challenging problems embedded in the day-to-day work of institutions. Successful problem-solving begins with a working map of the elements that comprise the problem, the multiple pathways toward solutions, and an integrating framework for forming a coherent field of improvement activity.
2. Researchers need to work in close collaboration with other practitioners from the beginning. The full range of stakeholders must be involved in solving organizational problems.
3. Openness is fundamental. A participatory culture is essential. This means involving others in helping to solve specific problems. It also means promoting the exchange and development of powerful practices.
4. Innovations must be linked to a local context. It is not sufficient to know that a program or innovation can work. Students need to know how to make it work reliably within local organizations.
5. An evidence-based practice must discipline the enterprise. Continuous improvements require measuring key components that contribute to improved performance. This

rigorous system of measures must be guided by a working theory about how various instructional processes, organizing routines, and cultural norms interact to effect desired outcomes.

The dissertation may include qualitative or quantitative research techniques and strategies; elements of action research may also be included.

## **DROPPING OR ADDING COURSES**

A student who wishes to drop or add a course or change to audit (i.e., attend without credit) may process a course change on-line through their my.lynchburg computer portal (valid through the Add Period of the academic term). A course change may also be processed with a Drop/Add/Audit form. The form is available from the Office of the Registrar or from the website: [www.lynchburg.edu/academics/registrar/forms](http://www.lynchburg.edu/academics/registrar/forms).

For a change to be effective the change must be processed within the specified time periods (stated below). If illness or extenuating circumstances preclude a student from personally processing a change, the Office of the Registrar will process the change when notified in writing or by email of the request. The effective date of all changes is the date that the online transaction is submitted or the change form is received by the Office of the Registrar. For course drops last day of class attendance is used for the effective date.

During the Add Period course adds also require the instructor's signature for closed classes. After the Add Period all course changes require the instructor's signature.

It is a student's responsibility to attend class. A student who cannot attend class needs to withdraw from the class. Simply not attending a class does not accomplish a class withdrawal. Because student class enrollment information, including the prompt reporting of last date of attendance, is required by internal and external sources an instructor may withdraw a student from class. Following are the two ways this can occur:

- 1) A student fails to attend the first class of the term.
- 2) A student has missed so many classes and is unlikely to be able to complete the course. For example, if a student misses two weeks or more, of a normal 15 week semester, it is unlikely the student could complete the course. The faculty member can withdraw the student as part of the mid-term grading process, the final grading process, or at the point in the semester or term when the faculty member realizes that the student has stopped participating in class activities, has missed two or more weeks of class, and cannot likely complete the course. When processing the withdrawal, the faculty member must record the student's last day of attendance or participation.

**Add Period** - Prior to the completion of the sixth day of class of the semester, schedule conflicts should be resolved and courses added.

**During First Three Weeks** - Courses dropped during the first three weeks do not become part of the student's permanent record. An administrative fee of \$5 will be charged for each student-initiated section change or course add made after the Add Period. A student who wishes to audit a course (i.e., attend without credit) should apply to the Office of the Registrar. Overload fees are determined on the basis of enrollment at the end of this period.

**After Completion of Three Weeks/Before Expiration of Ten Weeks** – The grade of W will be assigned for all courses dropped during this period. A student may change from credit to audit during this period.

**After Ten Weeks Until the End of the Semester** - A student may not withdraw from a course or change from credit to audit during this period. After the 10th week, if a student

stops participating in and attending class, a faculty member may record that the student unofficially withdrew (UW) from the class and submit a UW as a final grade. The faculty member must record the student's last day of participation or attendance. If the student is unofficially withdrawn from all classes, the University will assume that the student has unofficially withdrawn from the University unless it can document that the student completed the semester or term. If a student earns a grade in at least one course offered over the semester or term and the last date of attendance is after the 10th week, the University will assign a grade of F for the classes that had been assigned the grade of UW. Students who withdraw from the University of Lynchburg, or are suspended, after the tenth week of the semester will be withdrawn as of the last day of attendance.

**Cohort Add–Drop Policy:** All cohort programs such as, the Doctor of Education in Leadership Studies; Doctor of Physical Therapy; Doctor of Medical Science; and Master of PA Medicine are only available for enrollment on a cohort basis, students cannot drop or add individual courses during any semester.

**ITC Add-Drop Policy:** Courses in the ITC program will be offered in a 7-week or 14-week format. Students must complete a course before being eligible to take the following course in the sequence. For students enrolled in two 7-week courses in a single semester, students must make satisfactory progress in the first course to remain enrolled in the second course. Progress is marked by completion of the first assignment by the end of the second week of the course, completion of the third module by the end of the fourth week, and completion of the fifth module by the end of the sixth week. Students may re-enroll in a subsequent section once they have completed the prerequisite coursework. Withdrawals and refunds will follow traditional semester and half-semester withdrawal policies.

## FINAL EXAMINATIONS

The assessment of student learning at each and every level of instruction is a significant component of good teaching practice. A comprehensive final examination or an alternate assessable exercise or assignment appropriate to the nature of the course is useful. It will not only determine what the student has learned in a course, thus forming a sound basis for a grade which reliably reflects that learning, but it can also provide useful feedback to the instructor for reevaluating the effectiveness of the course's content, delivery style, pedagogy, structure, and measurement techniques. Moreover, since courses are a complement to programs, the final examination also helps to determine if the course is meeting the academic goals of the programs of which they are a part.

A final examination, or an alternate assessable exercise or assignment appropriate to the nature of the course, shall be given or due (e.g., take home exam) on the date and time established in the academic calendar. In either event the relative importance of the examination, exercise, or assignment in determining the total course grade lies with the instructor. Exceptions to this policy must be approved by the provost and vice president (or designee).

## GRADING SYSTEM

Grades for graduate work are A+ (4.0), A (4.0), A- (3.7), B+ (3.3), B (3.0), B- (2.7), C+ (2.3), C (2.0), or F (0). All grades represent passing work except F. In the College of Education, Leadership Studies, and Counseling, a grade of S (satisfactory) or U (unsatisfactory) will be assigned to internships in the counseling program. Final grades are given at the end of each semester and are distributed to all students.

The grades used to indicate the quality of a student's work are relative, not absolute; their significance varies according to the level, the objectives, the materials, and the procedures of a given course. Instructors are guided by the following definitions in evaluating the achievement of

their students.

- A** The grade of A is awarded for excellence. According to the nature of the course, the grade may indicate one or more of the following: deep and extensive scholarly mastery of the material, genuine critical thought, clear insight into problems and understanding of values involved, notable originality and creativity, and unusual distinction in the acquisition of appropriate skills.  
(Quality points per semester hour: A+, 4.0; A, 4.0; A-, 3.7)
- B** The grade of B indicates that the student's work, while not excellent, is distinguished in many ways. The work shows a depth of understanding of content and proficiency in skills and it indicates initiative, enthusiasm, and creative thought.  
(Quality points per semester hour: B+, 3.3; B, 3.0; B-, 2.7)
- C** The grade of C indicates minimally passing work for an individual course. Only one course with a grade of C+ or C may count toward graduation (Master's degrees).  
(Quality points per semester hour: C+, 2.3; C, 2.0)
- E** The grade of E, conditional failure, may be assigned to a student who fails a final examination or does not satisfactorily complete assigned work and where failure to achieve minimal objectives is sufficiently limited to warrant a reasonable expectation of success through re-examination or through completion of assigned work. The E counts as an F in computing the semester and cumulative quality point average until such time as it is removed. A student has until the end of the first two weeks of the following semester to remove a grade of E. If not removed within that time, an E automatically becomes an F.
- F** The grade of F signifies that the student's work is below the minimum standard and that the student has failed to pass the course. In computing quality point averages, failed courses are counted as work undertaken, but no credit and no quality points are awarded.
- I** Work incomplete. The grade will be assigned in a course only for reasons of illness or other unavoidable conditions acceptable to the instructor. A student will be granted a reasonable time, not later than the end of the semester immediately following (excluding summer session), in consultation with the instructor, to remove an Incomplete grade. Any I grades remaining at the end of that following semester will become F. "I" grades must be removed prior to graduation.
- IP** In Progress. The grade of IP may be given in courses when an extension of time is justified. The student will be granted a reasonable time, not later than the end of the semester immediately following (excluding summer session), in consultation with the instructor, to remove an In Progress grade. Any IP grades remaining at the end of that following semester will become F grades. IP grades must be removed prior to graduation.
- L** Late Grade. The grade of L is given when a faculty member is unable to submit a grade to the Office of the Registrar during the designated time period.
- S/U** Satisfactory/Unsatisfactory. In certain designated courses in which regular letter grades are not appropriate (EdD dissertation courses), grades of S and U may be given. No quality points are given for an S, but in computing quality point averages, a

grade of U is counted as work undertaken and treated as an F.

- W** Withdrew. The grade of W is given after the first three weeks and within the first ten weeks of a semester if a student drops a course with the written consent of the advisor, the instructor, and the provost and vice president or registrar. The course is not included in hours attempted when computing QPA. Faculty members processing the grade of W during the mid-term or final grading process must also record the last day of participation or attendance.
- UW** Unofficially Withdrew. The grade of UW is given when a student stops participating in course activities and attending class, who has not followed the University's policy for withdrawing from a class. Faculty members processing the grade of UW during the mid-term or final grading process must also record the last day of participation or attendance. For UWs with the last day of attendance occurring prior to the 10th week, the course is not included in hours attempted when computing QPA. After the 10th week, if a student earns a grade in at least one course offered over the semester or term, the University will assign a grade of F for the class or classes graded UW.
- Z** Audit. The grade of Z is given to students who have registered for a course on an audit basis and who have met the professor's attendance requirements. No credit is granted. If a student does not meet the professor's attendance requirements, the grade of WZ is assigned.

## GRADE REVIEW

The principle of academic freedom gives an instructor broad discretion in establishing goals for a course, the criteria by which student achievement is to be assessed, and making decisions about the student's accomplishment according to those criteria. Thus, except in unusual circumstances, an instructor's decision about a grade may not be overruled. A student may, of course, request that his or her instructor review a grade for any required work in a course.

A student who believes that a final grade is in error should first submit a written appeal to the instructor within one week after grade notifications are provided by the Office of the Registrar. If the student fails to persuade the instructor, (or the instructor is not available to respond), the student may submit a written appeal to the college dean in which the course is listed in the graduate catalogue within three weeks after the grade notifications are provided by the Office of the Registrar (within two weeks for College of Health Sciences students). The college dean, in turn, will designate a review committee. The review committee's recommendation will be forwarded to the provost and vice president for review. The provost and vice president will notify the instructor, student, college dean, and registrar, in writing, of the final decision. Other than the course instructor, only the provost and vice president may change a grade. (Detailed procedures are available from college deans and the Office of the Provost and Vice President.)

## GRADUATION

All requirements for completion of a graduate degree or a graduate certificate program, including any courses accepted by transfer, must be completed within a period of six calendar years. All certificate program students must complete the online program survey prior to graduation. Students must obtain a minimum grade point average of 3.0 in order to complete any graduate degree or certificate program.

**Application to Graduate:** All students are required to complete an Application for Graduation form prior to registration for the final year (two semesters) of enrollment. This policy is intended to ensure that the student will complete requirements yet to be fulfilled.

January, May, and August degree candidates are eligible to participate in the May com-

mencement exercises of the academic year in which they complete their degree requirements.

### INDEPENDENT STUDIES

Independent Study courses allow capable students an opportunity to pursue interests that are not available in courses for a given program. Special registration forms with the signature of the student, instructor, program director, and associate provost and dean of graduate studies must be completed prior to beginning an independent study and by the end of the add period.

### INTERNSHIPS

Students enrolled in graduate programs that require field experiences must complete an application for internships.

- Applications for graduate internships must be submitted to the College of Education, Leadership Studies, and Counseling office prior to February 1 for the fall semester and September 15 for the spring semester.
- Internships for the DPT program are described in the DPT Student Handbook.

### LEAVES OF ABSENCE

A student may obtain a leave of absence from the University for personal reasons such as work obligations, illness, to study abroad, or to complete an internship. To request a leave of absence for non-medical reasons, a student should speak with his/her academic advisor and submit a completed Leave of Absence form to the associate provost and dean of graduate studies. To request a medical leave of absence, a student should follow the procedures described in the section below (Medical Leave of Absence).

If a leave of absence begins while a semester is in progress, grades will be assigned for that semester according to the normal policy governing withdrawal from courses. Refund of fees will be made in accordance with the refund policy.

Students granted a leave of absence need not apply for readmission to the University. To ensure that their enrollment is reactivated, students on leave should register for classes for the semester they plan to return to the University at the first opportunity made available by the Office of the Registrar. If the date of return needs to be changed, the student must submit a written request for an extension of leave to the associate provost and dean of graduate studies.

**Leave of Absence for DPT Students:** Students seeking a leave of absence from the DPT program must obtain permission from the DPT core faculty. Students seeking a leave of absence should be aware of the following stipulations:

1. Students may only be granted one leave of absence in the program.
2. A leave of absence may be no more than one year.
3. Students requiring a leave of greater than one year will be required to reapply to the program during the normal admissions cycle and are not guaranteed readmission.
4. Students granted a leave of absence will be required to fall back into the next cohort (i.e. sit out for one year) and assume that cohort's policies.
5. Students must complete the curriculum and program within 5 years of entering the program.

A student wishing to request a leave of absence from a DPT program for personal or medical reasons will follow these procedures:

1. The student must first meet with their advisor to discuss the request.
2. The student must submit a written request to the program director (Note: students requesting a medical leave of absence request must also follow the procedure outlined in the graduate catalogue.)

The program director will present the student request to the core DPT faculty. The core

faculty may recommend to approve or deny the student's request. Additionally, the faculty may impose stipulations or criteria for resumption of the program (please see section below titled Agreement Criteria). The program director and the student's advisor will meet with the student and present the decision and if appropriate the Leave of Absence Agreement.

If a student is denied a leave of absence by the program, he/she may appeal to the associate provost and dean of graduate studies. The Leave of Absence Agreement will be signed by the program director and the student. Once signed, the Leave of Absence Agreement will be filed in the student's folder and forwarded to the associate provost and dean of graduate studies.

**Agreement Criteria for DPT Students:**

1. Students will be required to demonstrate maintenance of competency in order to resume progression in the program. This may involve retaking courses, completion of written or practical examinations, and/or other activities deemed necessary by the core faculty.
2. These requirements must be completed prior to resumption of the program.
3. A date will be established by which the student must notify the program of their intent to complete the agreement and resume the program.

**Leave of Absence for PA Medicine Students:** Students seeking a leave of absence from the Master of Physician Assistant Medicine and Doctor of Medical Science programs must submit a written request, meet with and obtain permission from the department chair/program director.

**Medical Leave of Absence:** If a student needs to withdraw from the University for health reasons, the student should contact the Administrative Director of Health and Counseling Services at 434.544.8616 to request a medical leave of absence and to provide medical documentation supporting the request. If a medical leave of absence begins while a semester is in progress, grades will be assigned for that semester according to the normal policy governing withdrawal from courses. Refund of fees will be made in accordance with the refund policy. Students who are academically eligible to continue enrollment for the next semester do not have to apply for readmission; however, they do need to provide medical documentation supporting their return to the Administrative Director of Health and Counseling Services.

**Military Leave of Absence:** Students who are called to military service during the semester will be placed on military leave of absence and receive 100 percent refund of the tuition for that semester.

Students will receive one of the following marks at the end of the semester, depending on their individual situations:

1. I (for incomplete);
2. a letter grade; or
3. W (for withdrawn)

Students will normally receive a grade of I and the ten-week withdrawal period will be suspended. Incomplete grades will be continued beyond one semester as conditions warrant and must be completed within one year after the student returns from service.

Faculty will submit these I grades to the registrar fully documenting the following:

- the individual and cumulative grades to date;
- the remaining requirements necessary for completion of the course; and
- possibilities for computation of a final grade.

A copy of this documentation should also be on file with the college dean.

For instances in which the major work of the course is completed at the time of deployment, the faculty member may provide an appropriate grade for the student. In the case of course withdrawals, the student will receive a grade of W.

## MASTER'S PROGRAM CREDIT REQUIREMENTS

The University of Lynchburg master's programs require a minimum of 30 semester credit hours for an initial graduate degree. Most programs require 36 credits (or more) for completion. A student, however, may earn the MEd or the MA as a second graduate degree by satisfactorily fulfilling all specific course requirements (for the second program) and completing a minimum of 24 semester hours of graduate credit (36 and 42 hours in school and clinical mental health counseling, respectively) at the University.

## QUALITY POINT AVERAGES

A student's quality point average for a given semester is computed by dividing the number of quality points earned by the number of semester hours undertaken.

## REPETITION OF COURSES

If a student repeats a course at the University of Lynchburg, only the most recent grade will be considered in the calculation of the cumulative quality point average. Repeated courses are indicated on the grade transcript with a suffix of R on the original grade, for example: "FR," and "CR." In the event the grade of F is received in repetition of a course previously passed, the quality points will be lost, though the previously established credit will remain. If a student fails a course more than once, the previous grades of F will be disregarded in computing the cumulative average. No additional credit may be granted for a repeated course.

Since credit is not given twice for the same course, out-of-residence repetition of a course originally passed at the University of Lynchburg has the effect of increasing the hours required for graduation by that number of hours.

The above policy does not apply to courses repeated after the degree has been granted.

## REAPPLICATION AFTER SUSPENSION

A student who has been suspended may apply for readmission to the University after one full semester of suspension (e.g., fall, spring, or summer). In such cases, the student must demonstrate an improvement in achievement and/or motivation suggesting that he/she will be able to meet the academic standards of the graduate program at the University. A suspended student may not enroll at the University of Lynchburg without having been formally readmitted. All students seeking readmission must consult with the applicable program director. To be readmitted formally, the student shall complete a new degree application, include any new transcripts from other institutions (if applicable), include a statement reflective of plans for improved performance, and request that a letter be submitted by the former program director reflecting on the decision to readmit. Once the file is complete, it will be reviewed by the associate provost and dean of graduate studies, college dean, and the program director. The student will be informed of the decision related to readmission to the University. Note that readmission to the University following suspension does not guarantee readmission into any specific program, including the student's previous program. A student readmitted to the college is required to make formal application to the program of interest consistent with program policy. After a second suspension, a student is not eligible for readmission to the University.

## RETENTION IN THE PROGRAM: ACADEMIC STANDARDS

A quality point average of 3.0 (B) is required for graduation for all graduate programs. Only one course with a grade of C+ or below will count toward degree requirements (except the DPT and PA programs – see below). Any graduate student earning more than three hours with grades of C+ or below will be suspended from the University for a minimum of one semester. (note J-term is not considered a term for this policy). Exceptions to these standards are described below. The same standards apply to students in the EdD program (in terms of doctoral courses and cognate courses) and in the graduate certificate programs.

For the Doctor of Physical Therapy program, a minimum quality point average of 3.0 (B)

and no outstanding professional concerns are required for graduation. Any of the following conditions will result in academic dismissal from the DPT program and suspension from the University for a minimum of one full semester: earning a cumulative quality point average of less than 3.0 at the end of the semester immediately preceding the final internship, earning one course grade of F (Fail), earning three course grades of C+ or lower throughout the entire curriculum, professional concerns, or failure in the retaking of a practical examination embedded in specific courses. For specific program-related policy, see the DPT Program Handbook.

For the Master of PA Medicine program, a minimum quality point average of 3.0 (B) and no outstanding professional concerns are required for graduation. Any of the following conditions will result in academic dismissal from the PA program and suspension from the University for a minimum of one full semester: two consecutive semesters with a semester GPA below 3.0, earning one course grade of F (Fail) in the didactic phase, receiving two course (rotation) grades of F (Fail) in the clinical phase, earning a cumulative quality point average of less than 3.0 at the end of the semester immediately preceding the subsequent phase in the program (e.g., the clinical phase, the summative phase, or graduation) or professional concerns. For specific program-related policy, see the PA Program Handbook.

For the Master of Education in Counselor Education program, a quality point average of 3.0 (B) and no outstanding professional concerns are required for graduation. (See the Counselor Education Student Handbook for additional information on the systematic assessment of students' professional disposition throughout the program.) The following conditions will result in academic dismissal from the program and suspension from the University for a minimum of one full semester: earning a cumulative quality point average of less than 3.0 at the end of one semester, earning one course grade of F (Fail), earning two course grades of C+ or lower throughout the entire curriculum, or failure to pass the Counselor Preparation Comprehensive Examination by the second attempt.

To ensure that students are adequately prepared to work with the public, as stipulated in the American Counseling Association Code of Ethics, students receiving a grade of F (Fail) in any course who are subsequently readmitted to the Master of Education in Counselor Education program must retake and pass that class as a condition of eligibility for enrollment in Practicum, Internship I or Internship II.

For the Master of Science in Athletic Training Program (MSAT), a minimum quality point average of 3.0 (B) is required for graduation. The following conditions will result in academic suspension and suspension from the University for a minimum of one full semester from the MSAT program: earning a semester QPA less than 3.0 in two consecutive semesters; earning one course grade of F (Fail); or earning two course grades of a C+ or lower throughout the entire curriculum. For specific program-related policy, see the MSAT Program Handbook.

**Appeal Of Suspension:** If a student believes that extenuating circumstances make dismissal and/or suspension unwarranted, he/she may file a written appeal documenting those circumstances with the associate provost and dean of graduate studies within 5 business days of student notification of the dismissal and/or suspension. The extenuating circumstances must be beyond the student's control and of such nature as to affect significantly the student's academic performance. Also, an academic plan that specifically addresses the extenuating circumstances and largely negates their effect on the student's academic performance must be feasible. A student's written appeal must include the student's own statement documenting the extenuating circumstances and a specific plan for achieving the necessary academic improvements. In addition to the appeal letter, the student is encouraged to submit supporting documentation, such as relevant medical records, letters of support from faculty or staff who know the student well, or any other pertinent documentation.

Upon receipt of the written appeal, the associate provost and dean of graduate studies will form a committee to consider the appeal. The committee will consist of the associate provost and dean of graduate studies, the chair of the Graduate Studies Committee and the student's program director. The Graduate Studies Committee vice-chair and the student's college dean

will serve as an alternates as needed. The committee determines whether the extenuating circumstances described by the student meet the criteria set forth above. If so, the committee examines documentation provided in support of the appeal and the student's improvement plan for adequately addressing the extenuating circumstances and their impact on the student's academic performance. At its discretion, the committee may also consider other information, such as the student's class attendance and participation, academic and disciplinary records, and co-curricular involvements.

The appeal must provide evidence that supports the student's position, and it must reflect a plan developed in conjunction with the academic advisor for enhanced academic performance.

## **STUDENTS' ACADEMIC CREATIONS**

The ownership of students' work submitted in fulfillment of academic requirements shall be with the creator(s). By enrolling in the institution, students give the institution a nonexclusive royalty-free license to mark on, modify, and retain the work as may be required by the process of instruction. The institution shall not have the right to use the work in any other manner without the written consent of the creator(s). Students are responsible for obtaining and maintaining copyright permissions related to their creations.

## **TRANSFER CREDIT**

The University of Lynchburg will accept up to six semester hours of equivalent graduate work transferred from other institutions (i.e., out-of-residency credit) into a graduate degree program. Transfer credits are subject to the following conditions:

- Acceptance of credits will depend on the appropriateness and applicability of credits to the degree program and on the comparability of the credit earned.
- Courses must be comparable to the University of Lynchburg course requirements or be acceptable as appropriate for the student's program of study. The graduate student must make this request in writing to the faculty advisor.
- Courses must have been completed at a regionally accredited institution.
- Courses must be fully acceptable and applicable to comparable degree programs at the offering institutions; however, transfer credit is not allowed for a course counted within a completed graduate degree program at another institution.
- Courses must be reflected on an official transcript that indicates regular disciplinary prefixes, graduate-level course numbers, and titles. An official transcript of the transfer course and a copy of the course description from the appropriate academic year catalogue must be submitted with the student's written request to the faculty advisor.
- Continuing education, professional development, and in-service courses are not transferable unless the course(s) is (are) fully acceptable and applicable to a comparable degree program at the offering institution.
- No course with a grade of C+ or below will be considered for transfer credit into any graduate degree programs.
- For graduate transfer credit, courses must have an earned letter grade. Pass/fail courses or satisfactory/unsatisfactory courses are not eligible for graduate transfer credit.
- Any courses proposed for transfer credit, whether taken before or after admission to the University of Lynchburg, must receive the approval of the student's advisor, the dean of the specific academic college, and the associate provost and dean of graduate studies. (A special form is provided for this purpose.)
- The transfer of courses into the DPT, DMSc, MPAM, MBA, and EdD programs are addressed on a case-by-case basis. No courses can be transferred into the program unless they were completed at an accredited DPT, DMSc, MPAM, MBA, or EdD program at another institution.

**Out-Of-Residence Study:** Completion of the Transfer Credit Request form (available from

## 102 University of Lynchburg

the Office of Graduate Studies) is required in advance for out-of-residence study, and approval must be obtained from the advisor, the dean of the college offering the program toward which the out-of-residence course is to apply, and the associate provost and dean of graduate studies. Credit will not be allowed for courses with a grade of C or below. Out-of-residence course-work does not affect academic probation. Upon completion of courses taken out of residence, the student must have the official transcript sent directly to the Office of Graduate Studies. Courses offered at the University of Lynchburg are not approved for out-of-residence study during the same term at any other institution.

### WITHDRAWAL FROM UNIVERSITY

A student withdrawing from the University must notify the University in writing. If withdrawal occurs during the semester, a withdrawal form is available from the Office of the Registrar. Grades will be assigned according to the operating policy governing withdrawal from courses. Refund of fees will be made in accordance with the refund policy.

## ACADEMIC SERVICES AND RESOURCES

### ACADEMIC ADVISING

An advisor in the field of specialization chosen by the student is assigned upon admission. Consultation is urged to ensure agreement on the program of study, proper sequence of courses, completion and filing of required forms, and degree completion at the time chosen by the student. Any student wishing to change fields of specialization should notify the Office of Graduate Studies to ensure that a review of records, determination of acceptance, and change of advisor can be made. Non-degree students are also assigned an advisor upon admission.

### CAMPUS STORE

The Campus Store, located in Drysdale Student Center, is open 10 a.m. to 5 p.m. weekdays and has extended hours at the beginning of each semester. Saturday hours during the semester are 10 a.m. to 4 p.m. For additional information on hours and special events and services, call 434.544.8239, option 1, for a voice recording of hours or visit the website at [www.lynchburg.edu/student-life/campus-store](http://www.lynchburg.edu/student-life/campus-store).

The University of Lynchburg Campus Store offers the following services and products to the campus community: online purchase/rental of course materials/textbooks for enrolled students through [my.lynchburg.edu](http://my.lynchburg.edu). Student/employee charge accounts and declining balance accounts may be opened on the Campus Store homepage. Purchases can be made on account at the Campus Store, The Muze in Schewel Hall, Domino's Pizza on campus, campus post office, campus dining facilities, including On Common Ground and Westover. The Campus Store also offers school, office and health supplies, imprinted gift and clothing items and university rings. Check cashing and debit cash with purchase are available (\$100 limit for both with university I.D.). Additional services are mail order service (434.544.8241) and online web catalog at [www.lynchburg.edu/student-life/campus-store](http://www.lynchburg.edu/student-life/campus-store). Graduation caps, gowns, degree hoods and announcements are ordered through the Campus Store.

The Campus Store provides students an option to view information about course materials for each enrolled class online at <https://my.lynchburg.edu/myLC.asp>. (An active UL network password and pin are required for access to this information.) Textbook information is also available to non-enrolled students online under course offerings at <http://apps.lynchburg.edu/lonline/courseofferings/> by clicking on the book icon.

Visa, MasterCard, American Express, and Discover credit/debit/check cards, university account charge or declining balance accounts, personal checks, and cash are accepted for payment.