

Academic Regulations

Academic Integrity Policy

Students enrolled at Fairleigh Dickinson University are expected to maintain the highest standards of academic honesty. Students have the responsibility to each other to make known the existence of academic dishonesty to their course instructor and then, if necessary, the department chair or the academic dean of their College. Course instructors have the added responsibility to state in advance in their syllabi any special policies and procedures concerning examinations and other academic exercises specific to their courses. Students should request this information if not distributed by the instructor.

Academic dishonesty includes, but is not necessarily limited to, the following:

1. *Cheating* — Giving or receiving unauthorized assistance in any academic exercise or examination. Using or attempting to use any unauthorized materials, information or study aids in an examination or academic exercise.
2. *Plagiarism* — Representing the ideas or language of others as one's own. A more complete description is listed below in the section titled "Plagiarism Described."
3. *Falsification* — Falsifying or inventing any information, data or citation in an academic exercise.
4. *Multiple Submission* — Submitting substantial portions of any academic exercise more than once for credit without the prior authorization and approval of the current instructor.
5. *Complicity* — Facilitating any of the above actions or performing work that another student then presents as his or her assignments.
6. *Interference* — Interfering with the ability of a fellow student to perform his or her assignments.

Plagiarism Described*

As defined by the Council of Writing Program Administrators, plagiarism "occurs when a writer deliberately uses someone else's language, ideas or other original (not common-knowledge) material without acknowledging its source." ("Defining and

Avoiding Plagiarism: The WPA Statement on Best Practices."

<<http://www.wpacouncil.org/positions/WPAplagiarism.pdf>>

Plagiarism can occur in the following ways:*

- Using text from another source (e.g. websites, books, journals, newspapers, etc.) without documenting the source;
- Using direct quotation from a text without quotation marks, even if the source has been cited correctly;
- Paraphrasing or summarizing the ideas or text of another work without documenting the source;
- Substituting a word or phrase for the original while maintaining the original sentence structure or intent of the passage;
- Using graphics, visual imagery, video or audio without permission of the author or acknowledgment of the source;
- Translating text from one language to another without citing the original work;
- Obtaining packaged information, foreign language translation or a completed paper from an online source and submitting it as one's own work without acknowledgment of the source; and
- Presenting the work of another student as one's own.

Fairleigh Dickinson students are responsible for authenticating any assignment submitted to an instructor should the instructor request it. Students must be able to produce proof that the assignment they submit is actually their own work. Therefore, students must engage in a verifiable work process on all assignments:

- Keeping copies of all drafts of work;
- Making photocopies of research materials (including downloads from websites);
- Writing summaries of research materials;
- Keeping Writing Center receipts;
- Keeping logs or journals of their work on assignments and papers; and
- Saving drafts or versions of assignments under individual file names on a computer, external drive or other source.

In addition to requiring students to authenticate their work, Fairleigh Dickinson University instructors may employ various other means of ascertaining

authenticity — such as using search engines to detect plagiarism, using external plagiarism-detection services, creating quizzes based on student work and requiring students to explain their work and/or process orally. The inability to authenticate work is sufficient grounds for a charge of plagiarism.

If subsequent evidence of plagiarism should be found after a grade has already been assigned, instructors have the right to lower the grade and/or apply one of the sanctions listed below.

Sanctions

Any student violating academic integrity will, for the first offense, receive one or a combination of the following penalties imposed by the faculty member:

1. *No Credit (0) or Failure for the academic exercise.*
2. *Reduced grade* for the course.
3. *Failure in the course.*
4. Recommendation for *Academic Probation* to the dean of the college in which the student is registered.

The instructor shall file a notice of the penalty in the student's file maintained in the campus Office of Enrollment Services.

In cases of interference and complicity, whether or not the student is registered in the affected course, the incident and penalty shall be recorded in the student's file maintained in the campus Office of Enrollment Services.

For a subsequent violation of academic integrity, a student will be subject to any combination of the above sanctions, and, after due review by the academic dean according to the procedure below, one of the following:

1. *Suspension* from the University for one year. Readmission will be contingent upon the approval of the academic dean.
2. *Dismissal* from the University.
3. *Dismissal from University identified on the student's academic transcript* as a result of a violation of the Academic Integrity Policy.

Procedure

The faculty member should submit an electronic violation report to facilitate the reporting of violations of the Academic Integrity Policy, which faculty should complete if they find a student in violation of

*Adapted from the Kirkwood Community College plagiarism policy distributed at "Critical Challenges in Distance Education: Cheating and Plagiarism Using the Internet" workshop — April 3, 2005.

*From the Newark Academy Plagiarism Statement.

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the policy and choose to impose a sanction (https://publicdocs.maxient.com/reportingform.php?FairleighDickinsonUniv&layout_id=4). When a faculty member believes that a student has violated the Academic Integrity Policy, the faculty member shall discuss the incident with the student as soon as possible. If after the conference, the faculty member determines that an act of academic dishonesty has occurred, the faculty member may impose the appropriate sanctions. Within five days of the faculty member's action, the faculty member shall notify his or her department chair/school director in writing of the circumstances of the violation and the imposed sanctions. Within five days the academic department/school shall notify the student via certified mail/return receipt of the sanctions and the appeals' procedures. Copies of the notice shall be sent to the chair of the department or director of the school of the student's major, the dean of the college in which the course is offered and the campus Office of Enrollment Services. The student may appeal the instructor's decision as outlined below. Upon completion of the appeals process, the dean shall notify the student of the final disposition of the matter and the sanctions to be imposed, if any, via certified mail with copies to the faculty member, the department chair/school director and the campus director of enrollment services.

Appeals Process

A student who is charged with violating the Academic Integrity Policy by an instructor may appeal in writing to the chair of the department or the director of the school in which the alleged incident took place. The letter must state the specific grounds for the appeal. The student must submit a written appeal to the department chair or school director within 14 days of the receipt of the notification of the imposed sanctions. Failure to make an appeal within this 14-day period shall constitute a waiver of the appeal right. Within 10 working days of receipt of the student's appeal, the chair/director will review the circumstances of the alleged violation with the student and the instructor and recommend upholding, modifying or dismissing the sanctions imposed by the instructor. The chair/director, within five working days, shall notify the student in writing via certified mail of the outcome, with copies to the instructor, the chair/director of the student's major, the academic dean of the

college in which the course is taught and the campus director of enrollment services. If it is determined that a violation of academic integrity did not occur, the student's final grade in the course cannot be based on the assumption of such violation. If the differences between the instructor and the student are not resolved by this review, the student may appeal the outcome to the dean of the college in which the course is offered.

Within 10 working days of the department chair/school director's notification, the student may submit a written appeal to the dean of the college in which the alleged dishonesty took place. The letter must state the specific grounds for the appeal. Upon receipt of the student's appeal, the dean shall provide the faculty member and his or her chair/director with a copy of the student's appeal. Within 10 working days the dean shall convene a five-person hearing committee consisting of a faculty member at large from the college in which the course is offered, the dean or his or her designee, the campus dean of students or his or her designee, a faculty member from the department or school of the student's major and a student, selected by the campus dean of students, from the college in which the alleged dishonesty took place. The hearing will be chaired by the college dean or his or her designee. The role of the appeals committee is to review the record of the matter and determine whether a finding of academic dishonesty is founded and whether a sanction is consistent with the terms of this policy. The committee shall base its decision upon a review of the record but may meet with the student and the faculty member to secure additional information to help it in making a determination about the merits of the appeal. The committee can uphold, modify or dismiss the sanction imposed by the instructor. The college dean shall notify the student of the committee's decision within five working days of the hearing. For a second offense of academic dishonesty, the academic dean can suspend or dismiss the student as indicated above.

For a sanction of suspension or dismissal imposed by the academic dean, the student may file a written appeal to the University provost/senior vice president for academic affairs within 10 working days of receiving the notification of the dean's decision. The University provost, or his or her designee, shall review the case within 10 working days of the receipt of

the appeal. The University provost shall make the final decision, using any appropriate resource to assist in deciding the appeal. The University provost shall then notify all parties in writing of his or her final decision within five working days of his or her decision.

Attendance

Students are required to attend class, arrive on time and participate in all courses for which they are enrolled. Class attendance and participation are essential to academic progress. At the beginning of each semester, instructors will express the specific attendance requirements for each course according to the policies of their academic departments and colleges. The policy will clearly delineate the number of permissible absences and the sanctions to be applied for excessive absences or tardiness. Each instructor will include the attendance policy on each syllabus to prevent any misunderstanding of the requirements for the course.

Student Status

Student status shall be determined by the number of credits per fall or spring semester. A full-time student is one who registers for 12 or more credits, and a part-time student is one who registers for less than 12 credits. Half-time status is applied to students who register for a minimum of 6 credits but less than 12 credits. The only exception to this regulation will be those students in the final semester before graduation who need fewer than 12 credits to graduate and who normally have carried 12 or more credits per fall or spring semester while attending Fairleigh Dickinson University. These people will be considered full-time students.

Class Standing

The designation of a student's class standing shall be determined by the number of credits completed. The divisions are as follows:

- 0–30 credits — Freshman
- 31–60 credits — Sophomore
- 61–90 credits or an earned associate degree and fewer than 96 credits — Junior
- 91 and beyond — Senior

Residence Requirement

The University requires that each candidate for the baccalaureate degree complete a minimum of 25 percent of the

credits required for the degree including at least 50 percent of the credits required for a major to be taken in the department offering the major. In the Silberman College of Business, a majority of required business core, restricted business core courses and a majority of courses in the major must be completed from the Silberman College of Business. The credits making the 50 percent are listed under the business core, restricted business core and major (discipline) headings.

The University requires that each candidate for the associate degree complete a minimum of 30 credits in residence including 50 percent of the credits required for the core course work.

Semester Credits and Normal Load

The normal credit load for an undergraduate student is 16 credits each semester. A credit is defined as one lecture hour or recitation a week, or two or three hours of laboratory a week for the duration of the semester. Additional credits may be taken according to the conditions described under "Acceleration" in this section.

Credit Hour Definition

The University's calculation of credit hours for all credit-bearing courses and degree programs follow rules established by the New Jersey Secretary of Higher Education, which are consistent with the U.S. Department of Education's definition of a credit hour.

Section 9A:1-1.2 of the New Jersey Administrative Code provides that "*Semester credit hour*" means 50 minutes of face-to-face class activity each week for 15 weeks (or the equivalent attained by scheduling more minutes of face-to-face class activity per week for fewer weeks in the semester) in one semester complemented by at least 100 minutes each week of laboratory or outside assignments (or the equivalent thereof for semesters of different length).

Maintenance of Satisfactory Achievement

It is the responsibility of students to be sure that they meet academic standards and that they remove any academic deficiency as quickly as possible. Students who encounter difficulty must confer with the

course instructor and with their adviser without delay.

Grades and Grade Points

A system of grade points is used to determine a student's general average. Weighted letters* for each credit hour are assigned grade points as follows:

A	=	4.00	C+	=	2.33
A-	=	3.67	C	=	2.00
B+	=	3.33	C-	=	1.67
B	=	3.00	D	=	1.00
B-	=	2.67	F	=	0.00

The grade point ratio of a student is equal to the total number of grade points divided by the total number of credits attempted.

The value of other letter grades is as follows:

P	Pass
NC	No Credit
W	Withdrawal
I	Incomplete
AU	Audit

Regulations governing letter grades:
P-Pass — to be counted toward baccalaureate requirements but not averaged into student's cumulative grade point ratio (CGPR).

NC-No credit — not to be credited toward the baccalaureate requirements nor averaged into the CGPR.

W-Withdrawal — not to be credited toward the baccalaureate requirements nor averaged into the CGPR. A student may withdraw from a course through the ninth week of a semester (through the fourth week of a six-week summer session). After the ninth week (fourth week in a six-week summer session), withdrawal may be permitted for serious, documented, medical reasons or other unusual extenuating circumstances. Students requesting late withdrawal should present evidence of unusual circumstances and/or medical documentation to the dean of the College.

I-Incomplete — this designation is not a substitute for a letter grade. It merely describes a student's temporary status in a course. It is to be given only in exceptional or emergency circumstances at the discretion of, and after consultation with, the instructor. Students have a responsibility for completing all work in a course on time. They have the added responsibility of notifying the instructor of circumstances preventing them from completing the

requirements on time. Students will have up to the third week of the next full semester (excluding summer sessions) to complete the requirements. If the requirements have not been met within the prescribed period, the I automatically will become an F. The F is a letter grade and will count in the student's CGPR.

Pass/No Credit

Fully matriculated students are eligible to take courses for Pass/No Credit (P/NC) only if they have completed a minimum of 64 credits in residence and are in good academic standing, except for students enrolled in courses that use only such grading. Courses at Wroxton College may not be taken P/NC. Forms for this process are available in the Office of Enrollment Services and must be completed within the first three weeks of the semester (within the first week for summer sessions). A maximum of 12 credits of Pass/No Credit course work may be applied toward the degree, with no more than 3 credits or one course (whichever is greater) taken in one semester. Such course work can be taken in free elective courses only, not in major course work or to satisfy curriculum requirements. Interpretations of curriculum requirements and elective courses are made by the dean's office of the student's College. Courses for which a P grade is earned will count toward the credit requirement for the baccalaureate degree requirements. In neither case will the semester or cumulative grade point ratio (CGPR) be affected by a P or an NC grade. A weighted letter* grade will not be provided after the P/NC option has been declared.

The student is counseled to apprise himself or herself of the professional and/or graduate school requirements prior to making a decision to elect a P or NC grade. Departmental and counseling service personnel are available to assist the student in making this decision.

Repeated Courses

If a student repeats a course, both the first and second (third, etc.) grades will remain on the transcript, but only the last earned grade will be computed in the cumulative grade point ratio (CGPR). (Note: weighted NC, W, I and AU are not considered

*See "Cumulative Grade Point Ratio" on next page.

*See "Grades and Grade Points" on this page.

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earned grades.) Any repeated course taken to remove the credits attempted and any grade points earned from a lesser previous grade must originally have been taken at Fairleigh Dickinson University and must also be repeated at Fairleigh Dickinson University.

If a student has been found guilty of academic dishonesty, the F grade for this course is not to be removed *from the student's transcript or from the cumulative grade point ratio calculation* when the course is repeated.

Also see Financial Aid, Repeated Courses, page 22.

Cumulative Grade Point Ratio

The cumulative grade point ratio (CGPR) is computed by dividing the total number of grade points earned by the total number of credit hours attempted. This is one of the principal criteria for determining a student's academic performance.

Evaluation Procedures

Instructors notify their students at the beginning of each semester or session as to the procedure used to evaluate student performance.

Grade Appeal Procedure

While it is recognized that faculty hold the right and responsibility to grant a grade, a student who receives a grade that he or she believes to be unwarranted may appeal that grade by engaging in the following process:

1. Within the first three weeks* of the start of the following full semester (fall or spring) in which the grade is received, the student shall have informally appealed the grade to the instructor. If no resolution of the matter results to the student's satisfaction, the student may initiate the following formal appeal process.

2. The student shall request in writing a meeting with the respective department chairperson concerning the grade in question. For University Core appeals, the director of University Core on each campus will replace a department chair at this level of appeal.

**In the case of a student who is being kept from either graduating or registering because of the grade in question, the process should begin immediately upon receipt of the grade report. If either the instructor or department chair is unavailable, the student may proceed directly to the dean.*

3. The chair shall report to the student on the resolution of the appeal within two weeks of that meeting.

4. If the issue is not resolved to the student's satisfaction, the student has one week to appeal in writing to the dean of the College in which the course is taught. For University Core appeals, the University provost will replace the dean at this level of appeal.

5. The dean shall review the entire matter with the student, the faculty member and/or the chairperson involved.

6. If the dean feels there is no basis for a grade change, that determination is final and should be conveyed to the student in writing within two weeks of receipt of the student's appeal.

7. If the dean believes that an erroneous grade exists, the dean shall attempt to resolve the issue with the instructor. If, however, resolution is not achieved, the dean shall refer the case to the College Ad Hoc Grade Appeal Committee.

8. The committee is expected to convene within two weeks after receipt of the dean's referral.

9. Each College Ad Hoc Grade Appeal Committee shall consist of three faculty and one alternate selected by the College dean and a professional staff person selected by the dean of students. Whenever possible, two of the faculty shall belong to the department or discipline of the instructor whose grading is in question.

10. The committee shall have the authority to recommend an appropriate course of action to the dean who shall have the authority to implement the recommendation. The recommendation shall be conveyed to all parties involved, in writing.

Grade Reports

At the end of each semester the Office of Enrollment Services will mail to each student his or her grades for all courses taken during that semester. Students may also access grades online via WebAdvisor. Students must have a "NetID" (formerly Webmail) account in order to access WebAdvisor. For assistance in obtaining a NetID (formerly Webmail) account call computing services at (201) 692-7111. If a student needs technical assistance once he/she has access to WebAdvisor, email webadvisoradmin@fdu.edu.

Transcripts of Records

Transcripts of records are made available via an online ordering service at www.getmytranscript.org. The cost of a transcript is \$4.00*. Transcripts may be withheld if a student owes money to the University or has past-due federal loans at the time of the request.

Academic Standards

The University expects its students to make normal progress toward a degree. For most students, this means the attainment of at least a 2.00 grade point ratio for each semester. Students whose grade point ratio falls below 2.00 should immediately check with their advisers regarding their status. Maxwell Becton College of Arts and Sciences requires a 2.33 cumulative grade point ratio in major courses for graduation. The Henry P. Becton School of Nursing and Allied Health requires that students earn a grade point ratio of 2.50 for progression in the nursing courses.

Scholastic Eligibility for Student Activities

The cumulative grade point ratio (CGPR) for eligibility has been established for the various student activities. Specific provisions are found in the *Student Handbook* issued by the dean of students on each campus. In addition, athletes must meet eligibility standards as set by the National Collegiate Athletic Association (NCAA). Students who have knowledge of information that may affect their eligibility are required to disclose that information prior to participation. The Peter Sammartino School of Education requires a minimum 3.00 cumulative grade point ratio for participation in the QUEST program.

Review of Student Records

The faculty of each College will review the records of full-time students at the end of the fall and spring semesters. The records of all part-time students will be reviewed after they complete blocks of 12 credits.

Students showing 9 credits or more of W designates within 32 attempted credits will be subject to academic review. Such a pattern

**This fee is a 2016–2017 fee. New tuition and fee charges for 2017–2018 will be announced in the spring of 2017. Please check with the Office of Enrollment Services for current charges.*

may indicate that a student is not making satisfactory progress toward the completion of undergraduate degree requirements.

Probation and Academic Disqualification

A cumulative grade point ratio (CGPR) of at least 2.00 is required for graduation. A student will be placed on probation if the semester or CGPR falls below 2.00. A student will be continued on probation for one semester if the semester grade point ratio is 2.00 or higher, but the CGPR is below 2.00. Thereafter, the student must maintain a semester grade point ratio of at least 2.20 until the CGPR reaches 2.00 to continue with a full academic load.

A student will be removed from probation if both the cumulative and semester ratios are 2.00 or higher.

A student on probation who does not fulfill the above requirements may:

1. Be continued in a full-time program with a reduced load of 12 credits for one semester. In such a case, it shall be the responsibility of the appropriate department chairperson, school director or College dean to assign a faculty adviser to that student to prescribe a remedial program of directed guidance suited to the student's need.

2. Be reduced to a part-time credit load with a probation credit load of not more than 9 credits per semester. The student must maintain a semester average of 2.20 or higher. Such a student may appeal to the appropriate office for transfer back to a full-time program for full credit only when the semester average is 2.20 or higher and his or her CGPR is 2.00 or higher.

3. Be suspended from the University. Students who are suspended from the University may apply for readmission under special conditions as described in "Readmission" (see page 16).

4. Be dismissed from the University. A student who is dismissed may not apply for readmission. The student is dropped from the University, both full-time and part-time programs.

Credits Taken at Other Academic Institutions

A Fairleigh Dickinson University degree should represent course work done under the academic standards of this University. Any authorization for courses at another regionally accredited academic institution

should be held to a minimum and limited to winter and summer sessions only. *Once a student is matriculated at the University, only 16 such credits may be counted toward graduation. The maximum of 16 credits is reduced by 3 credits for every 16 credits earned at another institution and transferred at the time of matriculation. This limit shall not apply to formally approved programs of study in association with other institutions of higher learning. Students cannot repeat an FDU course at another institution.*

Authorization to take courses offered by another institution must be obtained prior to the semester or term in which the course will be taken and includes completion of the appropriate form. *The student must have a minimum cumulative grade point ratio of 2.00 to be eligible.* This authorization may be granted for elective courses and makeup credits for courses not available at the University in time to meet graduation requirements, but normally not for core or required major courses. In any case, the course so authorized must be demonstrably equivalent in content and level to the course it is intended to replace and must be found appropriate to the student's curriculum.

For a course outside the student's major at an institution with which the University maintains an articulation agreement, the authorization requires the signature of the dean of the student's College or his or her designee. For a course at an institution with which the University does not maintain an articulation agreement, the authorization requires the signature of the dean of the student's college or his or her designee in consultation with the chairperson or director of the student's major department or school. For a course in the student's major, the authorization requires the signature of the chairperson or director of the student's major department or school in addition to that of the dean of the student's college or his or her designee.

A course substituting for a lower-level course at Fairleigh Dickinson University may be taken at either an accredited two-year or four-year institution; but a course substituting for an upper-level course at Fairleigh Dickinson University must be taken at an accredited four-year institution.

Students enrolled for course work at Fairleigh Dickinson University in any one semester and/or summer session may not enroll simultaneously for course work at

another institution. Exceptions to the above policy would include only approved programs, such as the Honors Program, with established guidelines.

A minimum grade of C (not P/F) must be earned in any course taken in this manner in order to be counted toward graduation at Fairleigh Dickinson University. Only students matriculated at Fairleigh Dickinson University and granted permission to take a course(s) at another academic institution will have the earned weighted grade(s) recorded and computed in the grade point ratio as if the course(s) were taken at Fairleigh Dickinson University.

Students may obtain additional information regarding the approval process from the dean's office of their College.

Change of Majors

Information on the procedures to change a major may be obtained in the campus Office of Enrollment Services.

When students find it necessary to change their curriculum, they may be relieved of grades of F and, at their discretion, grades of D in subjects not required by the new curriculum, for the purpose of recalculating the grade point ratio only.

This privilege is extended only once for a student in his or her college career at Fairleigh Dickinson University and must be exercised not later than the close of the student's fourth semester. If granted, it is limited to a student who is matriculated with at least 16, but not more than 64 credits. It may not be used to circumvent prior faculty action. This process may be implemented under the following circumstances: 1) required by a faculty evaluation, or appeals committee or by the faculty of the students' major; or 2) recognition by the student, with the endorsement of one or more faculty members, including his or her adviser, department chairperson or College dean, that the student has made a wrong choice and cannot hope to succeed in his or her present curriculum. This procedure is selective and not automatic.

Application for Graduation

Students are required to notify the Office of Enrollment Services of their intention to graduate no less than eight months prior to graduation. Declarations of Candidacy forms are available in the Office of Enroll-

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ment Services for this purpose. Prior to filing for graduation, students should carefully review their degree requirements with their advisers and be prepared to fulfill any deficiencies. No student needing more than 6 credits to earn a degree will be permitted to walk at graduation. A graduation fee must accompany the Declaration of Candidacy Form when it is filed. Degrees are awarded September 1, February 1 and the day of commencement in May.

Double Major

Students who intend to satisfy requirements for more than one major must declare the second major to the campus Office of Enrollment Services. Both majors will be recorded on the transcript.

Secondary Areas of Concentration/Minors

A minimum of 15 to 18 credits as specified by the appropriate department or school must be completed successfully to satisfy the requirement for a secondary area of concentration/minor. Courses used to satisfy core and/or curricular requirements may be used to fulfill the requirements for a secondary area of concentration/minor.

For minors in the Silberman College of Business, see specific requirements on pages 103–114.

Honors and Dean's Lists

The Honors List and Dean's List are issued each semester and contain the names of students who have achieved a grade point ratio of 3.50 and 3.20 respectively. To be eligible, full-time students must complete a minimum of 12 credits during a semester. Weighted letter grades must be earned for all courses except for one that may be taken on a P/NC basis and may be included provided that a P grade is earned. Exceptions to the 12-credit minimum are as follows: 1) full-time students who are in special programs of study such as the clinical internship for allied health majors; 2) students beyond 95 credits who can complete degree requirements with a reduced load. In these special instances, all courses must be taken on a weighted letter grade basis.

Part-time students may qualify for the Honors List or Dean's List if they carry 6 or more credits each semester and achieve a grade point ratio of 3.50 and 3.20, re-

spectively, for a minimum of 12 consecutive credits. Weighted letter grades must be earned for all courses except for one that may be taken on a P/NC basis and may be included provided that a P grade is earned.

Graduation Honors

A student whose cumulative grade point ratio (CGPR) for four years is 3.85 will receive his or her degree *summa cum laude*; if the CGPR is 3.67, *magna cum laude*; if the CGPR is 3.33, *cum laude*. Only weighted grades will be included in computing honors. Credits taken at Fairleigh Dickinson University and approved credits taken at other academic institutions after a student matriculates, with a minimum of 54 credits, will be used in this evaluation.

Associate degree honors are awarded to students who achieve a 3.67 CGPR in two-year programs at Fairleigh Dickinson University.

This revision applies to all students entering the University as of August/September 2006 (new students and transfers). Students enrolled prior to August/September 2006 will continue to be evaluated under the criteria of the policy in effect when they enrolled.

University Honors Program

The University Honors Program recognizes students of high academic achievement and talent. It offers gifted and motivated students the opportunity to pursue a course of college study that combines a broad liberal education with intensive, guided study in a particular major field of interest. The Honors Program encourages experiential learning outside of the classroom. Students are offered the opportunity to take advantage of New York City's and New Jersey's varied cultural and educational resources, to undertake independent research and to prepare a senior honors thesis.

The curriculum of the University Honors Program features advanced honors sections of the University Core curriculum as well as a variety of other honors-level studies. Students must take one honors course each semester.

Freshman Year

Honors Academic Writing ENWR1101 (Metropolitan Campus only)

Honors Academic Research and Writing ENWR1102 (Metropolitan Campus only)

Honors College Writing ENGW1101 College Writing Workshop (Florham Campus only)

Honors Core 1001 UNIV1001 Transitioning to University Life; UNIV1002 Preparing for Professional Life

Honors Research Writing ENGW1102 (Florham Campus only)

Sophomore Year

UNIV2001/Honors Core 2003 Cross-cultural Perspectives

UNIV2002/Honors Core 3004 Global Issues

English 2201 Masterpieces of World Literature I (Metropolitan Campus only)

English 2202 Masterpieces of World Literature II (Metropolitan Campus only)

Theater 1104 History and Development of Theater II (Florham Campus only)

Junior Year

HON3501 Junior Honors Seminar

Senior Year

HON4402 Senior Honors Research
HON4401 Senior Honors Thesis

The FDU Honors Program scholar is a student interested in sharing in the community of scholarship and collegiality of the University. Each member of the program is an individual who has demonstrated a high degree of academic competency, intellectual curiosity and personal maturity. The honors student is an individual who has shown promise of benefiting from a program with specially focused curricular requirements, individual guidance and independent study. Entering freshmen with a 3.33 (B+) grade point ratio in high school and combined SAT scores of 1,150 (or equivalent ACT score of 25 or higher) are eligible for consideration to participate in the Honors Program. Any qualified transfer student or currently enrolled student may apply for membership in the University Honors Program at any time prior to the second semester of the junior year. To qualify for University Honors Program recognition upon graduation, however, students must apply for admission into the program prior to the first semester of their junior year.

For detailed information about the University Honors Program, please contact the University Honors Program Office on each campus.

Acceleration

The normal time periods required for completion of the associate and baccalaureate degrees are two and four years, respectively. However, students may accelerate their programs and complete degree requirements in a shorter period by taking additional course work, as available, during the summer and winter sessions and by taking more than the normal semester course load, subject to approval of an appropriate adviser. Additionally, students may receive credits by examination.

Remediation

The University recognizes that some of its students require developmental course work in areas such as writing and mathematics. *These courses do not carry college credit toward the degree.* The load involved in a remedial course shall be counted, to the extent permitted by applicable laws and regulations, as part of a student's academic load for the purpose of determining full-time status and other eligibilities that are based upon academic load.

Placement in these courses may be determined by formal testing.

Credits by Examinations

A student accepted by the University as a matriculant or prematriculant, and who has permission of a department chairperson, may earn academic credit through:

1. College-Level Examination Program (CLEP). See Credit for Prior Learning, page 15.

2. The New York College Proficiency Examination Program. Information on the examinations offered and applications to take the examinations must be obtained from the New York College Proficiency Examination Program, the University of the State of New York, Education Department, Albany, New York 12210.

3. Other proficiency examinations approved in advance by the University. Forms to be used in requesting approval for credit by examination are available for matriculated students in the campus Office of Enrollment Services and for newly accepted students in the Admissions Office. Forms must be completed and submitted prior to examination registration.

A maximum of 60 credits may be earned through college proficiency examinations. Of the 60 credits, the total credits for general subject area shall not exceed 30 credits.

A New York College Proficiency Examination may be repeated once if the first grade is D or F. An examination in which a grade of C or B is received may not be repeated for a higher grade.

Credits earned through college proficiency examinations will be treated as transfer credits and labeled "credits by examination" on transcripts and are not used to calculate the CGPR. A student may not use an examination to pass a course that he or she has failed, nor may a student who is on probation or who is suspended take an examination.

The student will pay any fees required by the examining agency and in addition will pay a transfer fee to the University for each posting.

Credits toward teacher certification may be earned through College Proficiency Examination both in New York and New Jersey to satisfy requirements in general education in the teaching field and in professional education. No examination, however, is contemplated to replace the practice teaching requirements.

Leave of Absence

A leave of absence that permits a student to return without academic penalty may be granted only to a matriculated student with a CGPR of 2.00 or higher. A leave may cover only one semester with the privilege of renewal for one more consecutive regular semester.

A leave of absence may be granted for 1) medical, 2) financial, 3) employment and 4) military reasons. Verification in writing must be furnished where applicable by the physician, employer or other authority.

Authority to grant a leave of absence resides with the dean of students. To request a renewal, a student must submit an appeal in writing to the dean of students.

Withdrawal

A student must notify the campus Office of Enrollment Services, in writing, on the form provided, of his or her intention to withdraw from study.

The penalties for withdrawing on the first day of the semester, and after, are published on page 25 of this bulletin, on the reverse side of the registration and program change forms, and in the fall, spring and summer *Course Booklets* on WebAdvisor (<http://webadvisor.fdu.edu>).

Students who wish to return at a later date must reapply through the Admissions Office.

Military Duty

When a currently enrolled student is called into military service during the first 12 weeks of a semester, he or she will receive a prorated return of fully paid tuition on courses carried at the time of withdrawal.

A student who has attended 12 or more weeks of a semester and who is called into military service will be granted the privilege of early examinations in his or her courses. Full credit and earned grades will be recorded if these courses are passed satisfactorily. Tuition will not be refunded if this option is exercised.

Readmission

Those suspended from the University may apply for readmission after a lapse of at least one semester exclusive of the summer session. In these cases substantial evidence of readiness to resume college-level work must be submitted.

The request for readmission should be filed with the Admissions Office prior to August 1 for the fall semester and December 1 for the spring semester.

When a student returns to FDU after an absence of seven years or more, credit will not be recognized for courses in the student's major in which the student had previously received a grade of less than C (2.00).

In addition, a student upon returning after a seven-year absence may opt, in writing, not to receive credit for any nonmajor courses in which the student had earned a grade less than C (2.00). In that event, such courses will not be counted in the computation of the grade point ratio. The grades for the courses in question will remain on the student's transcript even though they will not be figured in the computation of the GPR.

Honor Societies

Students admitted to Fairleigh Dickinson University with advanced standing may be eligible for admission to the University's Honor Societies, namely Phi Zeta Kappa and Phi Omega Epsilon, when they qualify according to the standards set by the societies. The credits taken at Fairleigh Dickinson University may include credits taken

Academic Regulations

off campus with prior University approval as outlined under “Credits Taken at Other Academic Institutions” on page 43.

Honor societies include:

Alpha Eta Society (Florham Campus only): Allied Health Professions National Honor Society. Eligibility for membership:

I. *Associate* — those undergraduate allied health students working toward an associate degree who have complied with the following conditions:

1. They shall be enrolled in an allied health curriculum leading to an associate degree and shall be in their last semester of enrollment.

2. They shall have maintained an overall scholarship average of 3.50 or better (out of 4.00) while enrolled in the allied health program.

3. Not more than 10 percent of the graduating class of a specified program shall be invited to membership or, in those programs with fewer than 10 students, no more than one student will be invited to membership.

4. They shall have shown capacity for leadership and achievement in their chosen allied health field.

5. They shall have been recommended by members and approved by the deans of the allied health unit or their equivalents.

II. *Baccalaureate* — Those undergraduate students working toward a baccalaureate degree who have complied with the following conditions:

1. They shall be enrolled in an allied health program leading to a baccalaureate degree and will be enrolled in their last semester.

2. They shall have maintained an overall scholarship average of 3.50 or better (out of 4.00) while enrolled in the allied health program.

3. Not more than 10 percent of the graduating class of a specified program shall be invited to membership or, in those programs with fewer than 10 students, no more than one student will be invited to membership.

4. They shall have shown capacity for leadership and achievement in their chosen allied health field.

5. They shall have been recommended by members and approved by the deans of the allied health unit or their equivalents.

Alpha Epsilon Rho (Florham Campus only): National broadcasting society. The National Broadcasting Society — Alpha Epsilon Rho, is a student and professional

society of more than 85 chapters on college, university, community college and high school campuses. Through the years, the society has had as its purpose the goal of encouraging and rewarding scholarship and accomplishment among students of film and broadcasting, to establish meaningful communication between student and professionals and to foster integrity in the use of the powerful instruments of radio, television, film, cable and its many associated businesses and industries.

Alpha Kappa Delta: National honor society for sociology students. The society was founded in 1920 for the purposes of stimulating scholarship and promoting the scientific study of society. The organization was established to provide a forum for student and faculty interchange and paved the way for what has become an international organization dedicated to promoting, facilitating and recognizing academic scholarship. To date, more than 80,000 scholars have been initiated into the society, including those in the United States, Canada, China, Finland, the Philippines, Taiwan and Singapore.

Beta Beta Beta, Chapter of Omega Iota: National biological honor society. The society seeks to encourage scholarly achievement for undergraduate students who achieve superior academic records and who have an interest in the life sciences. The society emphasizes the stimulation of scholarship, dissemination of scientific knowledge and promotion of biological research. To be eligible for regular membership, students must major in biological science, complete at least one term of the second year of a four-year curriculum, complete at least three courses in biological science and have a grade point ratio of 3.20 or higher in those biology courses. In addition, the student must be in good academic standing with the University.

Beta Gamma Sigma (BGS): The only business honor society recognized by AACSB International - The Association to Advance Collegiate Schools of Business. BGS was founded as a national organization in 1913. The mission of BGS is to encourage and honor academic achievement and personal excellence in the study and practice of business. Membership in BGS is the highest recognition a student can receive in an undergraduate or master's business program accredited by AACSB International. To be eligible for membership, a student must rank in the

upper 10 percent of the junior class, upper 10 percent of the senior class or upper 20 percent of the graduating master's class.

Epsilon Rho, Chapter of Sigma Theta Tau: International honor society in nursing. Baccalaureate nursing students 1) who have completed one-half of the required curriculum, 2) who have demonstrated ability in nursing, 3) who have at least a 3.00 CGPR and 4) whose numbers do not exceed one-third of the total number expected to graduate in that class are eligible for membership.

Eta Kappa Nu (Metropolitan Campus only): The only electrical engineering honor society. The society speaks for electrical engineering scholars throughout the world. There are 152 college chapters in major institutions, including several in Europe and in South America. The top quarter of the junior class and top third of the senior class are invited each year to become members of the Theta Gamma Chapter at Fairleigh Dickinson University. To qualify, students must have a CGPR no lower than 3.20 and must have earned at least 45 credits at this University. Graduate students may join on recommendation of the electrical engineering school director and the faculty adviser.

Eta Sigma Delta: International hospitality management honor society. Eta Sigma Delta was originated in 1978 at the University of New Hampshire and currently has more than 90 active chapters worldwide. The Fairleigh Dickinson University, International School of Hospitality and Tourism Management Chapter was founded in 1981. Eta Sigma Delta (ESD) Honor Society has developed an important role within the Council on Hotel, Restaurant and Institutional Education (CHRIE) organization, which is the ESD parent organization.

To be eligible for membership, FDU chapter students are required to have a grade point ratio of at least 3.00 and to take an active leadership role in the school and hospitality-related community service. Members are inducted in a ceremony held annually in November. At that time, they commit to performing acts of community service and outreach, as they demonstrate proactive leadership.

For honorary members to be eligible, they must be hospitality/tourism professionals, faculty, administrators or other distinguished individuals who have made significant contributions to the field.

Omicron Delta Epsilon: International economics honor society. Eligibility for membership is based on a 3.00 grade point ratio or better with at least 12 credits in economics and a grade point ratio better than 3.00. Omicron Delta Epsilon is one of the largest international honor societies. Each New Jersey campus of Fairleigh Dickinson University has a chapter.

Omicron Lambda, Chapter of Lambda Pi Eta: Communication studies honor society. The goals of Lambda Pi Eta are to recognize, foster and reward outstanding scholastic achievement; to stimulate interest in the field of communication; to promote and encourage professional development among communication majors; to provide an opportunity to discuss and exchange ideas about the field; to establish and maintain close relationships and understanding between faculty and students; and to explore options for further graduate studies.

To be eligible for membership, students must have completed 60 undergraduate credits, have a cumulative grade point ratio of at least 3.00, have completed the equivalent of four communication courses, have a grade point ratio of at least 3.25 in these courses and currently be enrolled as a full-time student in good standing with the department, the college and the University.

Phi Alpha Theta: International honor society in history. Phi Alpha Theta is the highest-rated departmental honor society. Students with an average of 3.10 or better in history courses and an average of 3.00 in two-thirds of the remainder of their work are eligible for membership. Eligibility for honor societies for transfer students will be based on all work done at other accredited institutions and a grade point ratio at Fairleigh Dickinson University that meets the grade point ratio requirement for membership in the honor society.

Phi Omega Epsilon: Eligibility for membership in the University's senior honor society is established by completing at least 90 earned credits toward an undergraduate degree with a CGPR of 3.50. Of these 90 credits, the last 58 must have been taken at the University, and a CGPR of 3.20 must have been maintained for all of them. All the preceding requirements must have been fulfilled prior to the accumulation of 112 credits. Transfer students who are unable to fulfill the prerequisite 58-credit requirement will be able to establish eligi-

bility if they have taken at least 32 credits prior to the accumulation of 112 credits and if they have maintained a CGPR of 3.50 during their entire career at Fairleigh Dickinson.

Pi Zeta Kappa: Eligibility for membership in the University's junior honor society is established by completing at least the first 60 credits toward an undergraduate degree. Of these, 44 must have been earned at Fairleigh Dickinson and a CGPR of 3.20 must have been maintained for all of them. All the preceding requirements must have been fulfilled prior to the accumulation of 80 credits toward the undergraduate degree.

Pi Mu Epsilon: National honor society in mathematics. Students with an average of 3.20 or better in mathematics and an overall average of at least 3.00 are eligible for membership.

Pi Sigma Alpha: The Kappa Omicron Chapter of Pi Sigma Alpha. It receives into membership students of government, political science, public administration and international relations, when such students attain high standards of scholarship and academic distinction both in political science and in the sum of their academic work. Its chapters are established in colleges and universities of accredited and recognized standing that offer at least the prescribed minimum of work in political science.

Psi Chi: National honor society in psychology. Psychology majors who have attained a CGPR equivalent to or greater than 3.20 and a grade point ratio of 3.50 in psychology courses, and who have demonstrated high standards of personal behavior, are eligible for induction. Each psychology department also requires completion of a minimum number of psychology credits to be eligible. Information on the minimum credits for each department is available through the department chairperson or school director on each campus.

Sigma Tau Delta: International English honor society. The goals of Sigma Tau Delta are to confer distinction for high achievement in the study of literature in undergraduate, graduate and professional studies; provide, through its local chapters cultural stimulation on college campuses and promote interest in literature and the English language in surrounding communities; foster all aspects of the discipline of English, including literature, language and

writing; promote exemplary character and good fellowship among its members; exhibit high standards of academic excellence; and serve society by fostering literacy. Candidates for undergraduate membership must have a minimum of two college courses in literature. The candidate must have a minimum of a B or equivalent average in literature and in general scholarship, must rank at least in the highest 35 percent of his/her class and must have completed at least three semesters or five quarters of college course work.

Sigma Xi: The Scientific Research Society is an international scientific honor society, the aim of which is to encourage scientific research. Graduate and undergraduate students who have completed research projects are eligible for associate membership in the Fairleigh Dickinson University Club of the society. The club is authorized to elect associate members, which is by invitation and restricted to those who are actively engaged in research. The activities of the club include the sponsorship of lectures, discussions of scientific topics and the sponsorship of competition for the best student science papers. All activities of the society are free and open to the public. The society publishes the *American Scientist*, a magazine that is sent to all members.

University Core Curriculum

Fairleigh Dickinson University requires a common University Core curriculum consisting of four integrated courses. See page 49 for further information.

ROTC (Reserve Officers' Training Corps)

Some students may wish to enroll in an ROTC program as part of their college experience. Full details on this program may be found on pages 268–272.

Major Religious Holy Days

The University respects the observance of major religious holy days by members of the campus community. Officers of administration and of instruction responsible for scheduling of required academic activities or essential services are expected to avoid conflict with such holy days as much as possible.