APPEALS

APPEALS OF UNIVERSITY POLICIES

Students may appeal exceptions to University policies (based on the catalog) through the Undergraduate Appeals Committee. The committee is comprised of faculty representatives from the schools and colleges. The appeals committee meets on a weekly basis during the academic year.

Some of the regular policy appeals sent to the Appeals Committee include, but are not limited to:

- Extension of time to complete degree
- Extension of time to complete “INC/IP” courses
- Late (current semester) registration activity (initial registration, adds, drops, withdrawals)
- Retroactive (outside current semester) registration activity (initial registration, adds, drops, withdrawals)
- Overload of coursework
- To accept a “CRD” grade in a major course
- To accept transfer work that was not evaluated
- To challenge degree requirements

The student should obtain the advisor’s signature and collect supporting documentation including statements of support, medical or legal documentation, etc. If the student is requesting a late or retroactive drop or withdrawal they must have a statement from the instructor indicating the last day of attendance in the course.

Note: The advisor’s signature does not constitute support of the appeal. If you do support, you should provide the student with additional documentation indicating your support.

APPEALS REFERRED TO DEPARTMENTS

Appeals of Grades

Students wishing to appeal course grades should first contact the instructor of the course to appeal the grade. A successful appeal will require a Change of Grade form to be submitted by the instructor to the university registrar.

If the student is dissatisfied with the appeal to the instructor, they then appeal to the department/program chair. They may continue their appeals to the dean of the college and ultimately to the Provost.

Financial Appeals

Any appeals regarding financial matters should be referred to the Director of Student Accounts
APPEALS REFERRED TO DEANS OR ELSEWHERE

Academic Disqualification
Refer to Associate Vice President of Academic Support & Retention Services

Academic Dishonesty
Refer to University Catalog for procedures

Student Conduct - refer to University Catalog for procedures
Information regarding social behavior standards and judicial procedures is available from La Verne’s Judicial Officer, Ruby Montano-Cordova (ext. 4858) and in “The Disciplinary Process for Student Social Misconduct” (available online at http://laverne.edu/students/student-affairs/disciplinary-process and in the Dean of Student Affairs Office).

ACADEMIC STANDARDS

ACADEMIC HONESTY

Each student is responsible for performing academic tasks in such a way that honesty is not in question. Unless an exception is specifically defined by the instructor, students are expected to maintain the following standards of integrity:

1. All tests, term papers, oral and written assignments and recitations must be the work of the student presenting the material.

2. Any use of wording, ideas or findings of other persons, writers or researchers requires the explicit citation of the source; use of the exact wording requires a “quotation” format.

3. Deliberately supplying material to a student for purposes of plagiarism is also culpable.

A faculty member who has proof that academic honesty has been violated may take appropriate disciplinary action, including the refusal of course credit. If a faculty member has reason to suspect academic dishonesty but is unable to prove it, he/she may require additional and/or revised work from the student. A faculty member shall bring to the attention of the appropriate dean all violations of academic honesty. The dean may place on probation, suspend, or expel any student who violates the academic honesty policy. Student rights in cases of violations of academic honesty are discussed in the Rights and Responsibilities section of the University of La Verne Catalog.

A student wishing to appeal a decision resulting from a violation of academic honesty notifies the Dean within three (3) days of the decision. The Dean forwards the appeal to the Department Chairperson for review and decision. The next course of appeal is the Academic Vice President. A student who intends to appeal the decision of the Department Chairperson to the Academic Vice President must do so within five (5) days of the decision.
ACADEMIC STANDING

Dean’s List - a student who is enrolled full time and has earned a minimum grade point average of 3.75 at the completion of a term is eligible for the Dean’s List. A student must have 12 semester hours worth of letter grades to be considered for the Dean’s List.

Good Standing – a student who is enrolled full time and maintains a 2.0 institutional and overall grade point average is considered a student in good academic standing.

Academic Warning - a student is placed on academic warning when he/she has a grade point average of below 2.00 for a semester, but their overall grade point average remains above 2.00.

Academic Probation - a student is placed on academic probation when he/she has earned below a 2.00 grade point average in any term or if the cumulative grade point average falls below 2.00.

A student placed on academic probation is required to:
   a) raise his/her grade point average above 2.00.
   b) meet with his/her academic advisor.
   c) enroll in a maximum of 14 semester hours.

Academic Disqualification - A student on academic probation who fails to earn a 2.0 La Verne grade point average for two terms will be academically disqualified. Academically disqualified students will not be allowed to attend La Verne for one year, unless they are granted an appeal by the Associate Vice President of Academic Support & Retention Services. The student may re-apply for admission after their absence of one year.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The University of La Verne abides by the Family Educational Rights and Privacy Act of 1974, as amended. Students have the right to inspect and review information contained in their education records, to challenge the contents of their education records, to have a hearing if they consider the outcome of the challenge to be unsatisfactory, and to submit explanatory statements for inclusion in their files if they feel the decisions of the hearing panels are unacceptable. The University's Registrar coordinates the inspection and review procedures for student education records, which include admissions, personal, academic, financial, cooperative education, and placement records. The Dean of Student Affairs oversees the review of records pertaining to social judicial matters.

Students wishing to review their education records must make written requests to the Registrar listing the item(s) of interest. Records covered by the Act will be made available within 45 days of the request. Students may have copies of their records, at their own expense, with certain exceptions (e.g., a copy of a transcript upon which a "financial hold" has been placed or copies of transcripts from other schools). Education records do not include records of instructional, administrative, and educational personnel, which are the sole possession of the maker and are not accessible or revealed to any individual (except temporary substitutes); University security records; student health records; employment records; or alumni records. Health records may be reviewed by physicians of the student's choosing. In addition, students may not see financial information...
submitted by their parents, any confidential letters or recommendations to which they have waived their rights of inspection and review, or education records containing information about more than one student. In the latter case, a student will be permitted access only to that part of the record pertaining to him or her.

Students who believe that their education records contain information that is inaccurate, misleading, or otherwise in violation of their privacy or other rights may discuss their problems informally with the Registrar, either in person or in writing. If the Registrar agrees with a student's requests, the appropriate records will be amended. If not, the student will be informed and may request a formal hearing. This request must be made in writing to the Registrar who will inform the student of the date, place, and time of the hearing before a panel selected by the University. The student may present evidence relevant to the issues raised and may be assisted or represented at the hearing by one or more persons of the student's choice, including attorneys, at the student's expense. Decisions of the hearing panel are final and based solely on the evidence presented at the hearing. The panel's written judgment will be delivered to all parties concerned. If the decision is in favor of the student, the education records will be corrected. If the decision is not satisfactory to the student, he or she may place with the education records statements commenting on the information in the records or statements setting forth any reasons for disagreeing with the decisions of the hearing panel. These statements will be placed in the student's education records, maintained as part of the records, and released whenever the records in question are disclosed. A student who believes that the decisions of this adjudication process were unfair or not in keeping with FERPA may make a written request for assistance to The University's President. Students who still believe that their rights have been abridged may file complaints with the U.S. Department of Education, Washington, D.C.

No one outside the University may have access to, nor will the University disclose, any information from a student's educational record without the written consent of the student. Exceptions are the University personnel, officials of other institutions in which the student seeks to enroll, persons or organizations providing the student's financial aid, accrediting agencies carrying out their accreditation functions, persons in compliance with a judicial order, and persons in an emergency in order to protect the health or safety of the student or other persons. Within the University community, only members acting in the student's educational interest, individually or collectively, are allowed access to student education records. These members include personnel from the Offices of the Provost/Vice President of Academic Affairs, the Chief Financial Officer, Registrar, Financial Aid, Admissions, and Academic Advising, as well as academic personnel within the limitations of their need to know.

At the discretion of University officials, the following directory information will be provided: student's name, major field of study, dates of attendance, and degrees and awards received. A student wishing to withhold this directory information must complete the Privacy Request Form at the University's Office of the Registrar or at the Regional Campus of registration. This may be done at any time and is valid until rescinded in writing to the Office of the Registrar.
DECLARING A MAJOR/MINOR

While a student may follow the course requirements in the catalog, he/she formally declares a major at the time the major contract and application for graduation is filed.

MAJOR

When a student is ready to declare a major he/she may select an established departmental or interdepartmental major. If a student chooses to design a major he/she must do so with faculty advisement and approval. A major consists of not less than 40 semester hours. At least 24 semester hours must be upper division. Most seniors are required to pass a set of comprehensive examinations in their major and/or complete a senior project/seminar. No course can be applied toward a major unless a grade of C- or better was received.

Undecided students may initiate the process of declaring a major by submitting a Advisor/Major Change form to Academic Advising by the end of the sophomore year. This allows the Office of Academic Advising to enter the selected major in the Banner System and provides a means for tracking students. Formal declaration of the major/minor occurs when the student files their Application for Graduation.

MINOR

Students may declare a minor with the approval of the appropriate academic department if the student completes 20 semester hours of upper division coursework in that field or if the student has completed 24 semester hours of which 16 are at the upper division level. Individual departments may require specific courses and/or additional work. Courses declared as part of the major cannot be applied toward the minor.

To obtain a bachelor's degree from the University of La Verne, a student must complete all appropriate residency, semester hour, general education, and specific major requirements. In order to qualify for graduation, the student must have a cumulative grade point average of 2.00 or better in the major and overall.
GRADING POLICIES

Grades are based on work completed by the schedule ending date of the course. The undergraduate grading policy is as follows:

**LETTER GRADES**

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<tr>
<th>Grade</th>
<th>Quality Points</th>
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<tr>
<td>A-</td>
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<td>B+</td>
<td>3.3</td>
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<td>B</td>
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</tbody>
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* If a course in which a student received a “D” grade is repeated, the student receives credit for that course only once unless the course is listed as a repeatable course in the student’s catalog year.

**Calculating the Grade Point Average.** To calculate a student’s grade point average, multiply the quality points by the number of semester hours for each course. Add the quality points together and divide by the gpa hours.

**GRADING CODES**

**CRD** - Courses for “Credit” do not compute in the grade point average. Students must earn the equivalent of a “C-” grade or better to receive CRD for the course. A maximum of four semester hours of CRD/NCR may be taken in any semester.

**NCR** - Students who select the CRD/NCR option and earn a “D” grade or below will receive NO CREDIT for the course. The NCR will not calculate in the grade point average.

**INC** - A grade of INCOMPLETE will be awarded only when a student has petitioned, in writing, prior to the last day of the term. The course instructor must determine that illness or other extenuating circumstances justifies an “INC” grade.

**IP** - IN PROGRESS grades are reserved for directed studies, independent studies, fieldwork, senior project or graduate culminating activities where the completion date is beyond the term of registration.

**W** - Student may WITHDRAW from courses during the first half of the term. A student who fails to withdraw from a course will receive a NCR or F grade.

**Final Grade** - Grade changes may not be submitted because of students submitting additional work or repeating examinations after the end of the course for the purpose of improving the final grade.

**Grade Appeal** - If a student feels a grading error has been made, the student must appeal to the instructor within four weeks after the grade report has been mailed.

**Grade Change** - A change may be accepted by the Registrar if the appeal is made within four weeks and if the instructor concludes that the original grade issued was in error based on work completed at the time the original grade was issued.
PROGRESS REPORTS

Early observations of student behaviors might signal problems later in the semester. Research suggests that the first six weeks are crucial in students’ perceptions about their future at their chosen school (this is especially true of first semester freshmen and transfer students). By intervening early, we can save students who would otherwise drop, withdraw, or walk away from school.

Early Alert Notification

Faculty use the Early Alert Notification to inform us about traditional undergraduates at the main campus students who have demonstrated early signs of distress (behavioral or attitudinal) that might put them “at-risk” of withdrawing, struggling, or failing your course(s) later in the semester.

Your feedback about specific behaviors, excluding the assignment of a midterm grade at this stage of the semester, will allow us to help students who are having difficulties or may signal to them that they need to take corrective actions to their behaviors if they are habitually late or absent from classes, for example.

Students will be notified automatically about your concerns when you “Submit” the form; our office will receive all the notification(s) and follow-up with the most severe student cases.

Mid Term Faculty Feedback Report

Between the 6th and 11th week of the semester faculty will be asked to file midterm grades via MyLaVerne for students who have earned a C or below and might be “at-risk” of failing the course(s). This means faculty will not file midterm reports for all students, only those whom they deem “at-risk,” including those who might be “borderline C students.” Faculty might include students whom they reported via the Early Alert Notification, but did not show improvements in attitude or behaviors and are now showing it in their midterm grades. The midterm notification might include new students who are struggling but were not demonstrating signs of distress earlier in the semester.

STUDENT PROGRESS REPORT - When faculty file a midterm grade report in MyLaVerne, this action will automatically trigger emails to individual students, their academic advisors, and our office. Students will be able to view their midterm grade(s) online. The Academic Advising office will also reach out to students who receive more than one midterm report.

FINANCIAL AID

Financial Aid is awarded to qualified students on the basis of financial need and/or academic performance. Because federal and state regulations play such a vital role in determining eligibility for financial aid, it is advisable to involve the Financial Aid Office in the advisement process. Students must be enrolled as full-time (12 S.H.) in order to receive full financial aid benefits. If the student falls below full-time standing, the financial package will be adjusted accordingly.
FINANCIAL AID APPLICATION PROCESS

It is important to keep in mind when you register students or make schedule changes to ask whether the student is a financial aid recipient. If yes, it is critical that he/she maintains full-time standing. Also inform all new students that grant and scholarships will be renewed by using the overall GPA achieved in the Fall and January. Call the Financial Aid Office for information on individual students.

Students apply for financial aid by completing the following steps:
1) Complete the Free Application for Federal Student Aid form (FAFSA).
2) Submit all documentation as required by the Financial Aid Office.
3) Adhere to all deadlines established by federal and state agencies.

Financial Aid is awarded on a “first come, first serve” basis. (Not by class standing.) Please encourage your advisees to complete the financial aid process as early as possible and meet all established deadlines!

WITHDRAWAL/READMISSION

WITHDRAWAL

Students who intend to withdraw from the University of La Verne are encouraged to complete the official withdrawal process. The "Notice of Withdrawal" may be obtained from the Academic Advising office and must be signed by the financial aid and student accounts offices. In addition, the Program Change form is also required if the student intends to withdraw from the coursework in progress.

Students and advisors can access the Leave of Absence (LOA) and Withdrawal Handbook from the “Downloads” section of our website: http://sites.laverne.edu/academic-advising/files/2010/11/LOAHandbookJune2011.pdf. The handbook includes the LOA/Withdrawal form.

READMISSION

A student who has attended the University of La Verne and has not been enrolled for one semester may register for the following semester. If a student has not been enrolled for two (2) or more consecutive semesters he/she must reapply for admission through the Office of Undergraduate Admissions. Readmission will be based on current admission policies, and the student will be required to meet current graduation requirements. Official transcripts of all academic work taken during the absence must be submitted to the Office of Undergraduate Admissions.

Students who have applied for graduation, not been enrolled for two (2) consecutive semesters or more and are within one semester/year of completion, must apply for readmission/reactivation with the University Registrar.

If a student was academically disqualified, readmission is by special action of the Associate Vice President of Academic Support & Retention Services only. The University will consider a student for reinstatement after the student has remained absent for a minimum of one year following disqualification and has fulfilled all recommended conditions. If readmitted, the student enters on academic probation.