

Academic Standards and Regulations

Typical Program A typical study program for a Central Connecticut State University student in good standing is considered to be 15 to 17 credits of academic work per semester, depending on classification and major. A full-time student must carry a minimum of 12 credits per semester. Exceptions to this policy are permitted only with approval of the student's academic dean.

Undergraduate students are expected to invest a minimum of four hours per week per credit hour, including class time, for courses which meet for a full semester. For courses that meet for a shorter duration, a corresponding increase in the time invested is expected.

Classification Membership in a class is determined solely by total earned credits as follows:

First-year	0–25 credits
Sophomore	26–53 credits
Junior	54–85 credits
Senior	86+ credits

Attendance

Regular class attendance is expected by the University. The following attendance regulations are in effect.

- A student is responsible for class attendance although each instructor should establish his/her policy and inform the class.
- A student absent from class for five consecutive days or less should, upon return, explain the absence to the instructor.
- A student, absent for more than five consecutive days for medical reasons, should notify the University Health Service in advance of return. On return, the student obtains a form from the University Health Service to show the instructor. If absent for non-medical reasons, the student notifies the Student Affairs Office, which notifies the instructor.
- Absences for official University trips to conferences, intercollegiate athletic events, musical performances and other events are authorized in advance by the Student Affairs Office.
- Make-up work is the responsibility of the student.

Eligibility for Extra-Curricular Activity — A full-time undergraduate student is eligible for participation in, election and/or appointment to committees and recognized Central Connecticut State student organizations, and for participation in extracurricular activities, such as intercollegiate athletics, band and theatre, provided the student is matriculated and is not under disciplinary sanction prohibiting it.

This is a minimum requirement for the University and does not replace any conditions established by individual organizations.

NOTE: The Student Government Association and Central Activities Network require that students seeking office be in good standing.

Grading System Central Connecticut State University uses the letter grading system as follows: A, superior; B, above average; C, average; D, passing but below average; and F, failure. A grade of incomplete (INC) may be recorded, at the discretion of the instructor, for a course in which a student, because of circumstances beyond his or her control, has not completed certain work or has been absent from the final examination. **For undergraduate students, an INC not changed to another grade by the instructor within the first eight weeks of the subsequent major semester will be changed to an F. Responsibility for removing an INC within this time limit rests with the student.**

Grade-Point Average—For computing grade-point average, grades are evaluated as follows for each semester hour of credit:

Grade Quality Points

A	=4.0	B-	=2.7	D+	=1.3
A-	=3.7	C+	=2.3	D	=1.0
B+	=3.3	C	=2.0	D-	=0.7
B	=3.0	C-	=1.7	F	=0.0

Set goals to achieve the highest grade point average you can. The following policies outline minimum standards for good standing and honors requirements.

Good Standing Policy — All students are expected to maintain a cumulative GPA of 2.00 or higher to be in Good Standing. All students who fall below a 2.00 will receive notification of either an academic warning or pending dismissal from the Registrar's Office.

Academic Warning — Those students who fall below a 2.00, but within the Academic Warning range appropriate to their accumulated credit hours, will be required to meet with a designated representative of their dean's office to determine an appropriate course of action. Students failing to meet this requirement or who fail to pursue the recommended strategies over the course of the next regular semester may be subject to academic dismissal.

Students with fewer than 19 total credit hours will not receive a pending dismissal notice, regardless of their grade point average. Such students with a GPA below 2.00 will be notified of Academic Warning and will follow the procedures for students in this category as described above.

Dismissal Hearing — Students who fall below the Academic Warning range appropriate to their accumulated credit hours will receive notice of pending dismissal. These students may petition for academic probation by contacting the office of their academic dean. Students who fail to apply for probation or who are denied probation will be dismissed. Following dismissal, a student must normally wait at least one semester before being considered for reinstatement.

From 70 credit hours onward, failure to maintain a GPA of 2.00 or above will result in a dismissal notice.

Total Credit Hours *	Academic Warning
1–18 credits	below 2.00 GPA
19–36 credits	1.60 to 1.99 GPA
37–53 credits	1.80 to 1.99 GPA
54–69 credits	1.90 to 1.99 GPA

Total Credit Hours *	Dismissal Hearing
19–36 credits	below 1.60 GPA
37–53 credits	below 1.80 GPA
54–69 credits	below 1.90 GPA
70+ credits	below 2.00 GPA

* Completed at and transferred to CCSU

Only courses taken at Central Connecticut State University, including summer session and winter session courses, are included in calculating the student's cumulative GPA. Courses taken at other institutions are not included in the student's Central Connecticut State University GPA. However, transfer credits will count toward the total number of credits attempted for purposes of academic standing.

An academically dismissed student may enroll through the Enrollment Center/Office of Continuing Education as a non-matriculated student and seek to bring the cumulative grade point average back to the good-standing level. Also, an academically dismissed student may petition the academic dean of their major for reinstatement.

After re-attaining good standing, as a result of work as a non-matriculated student, a student may request readmission to Central Connecticut State University as a matriculated student. Consultation with the Office of Admissions concerning deadlines for reactivation is advised.

Students concerned about their academic progress should consult their academic adviser.

Honor Requirements for Dean's List

Full-time students. Dean's List recognition for a semester is granted to students who carried at least 12 academic credits, earned a 3.50 GPA and did not have any "incompletes" for the semester at the time grade reports were issued.

Part-time matriculated students who have earned a minimum of 12 credits for the academic year, who have achieved a 3.50 cumulative average for fall and spring semesters of that school year and who have no "incompletes" listed on their record are eligible for spring semester Dean's List honors.

Course Repeat Policy - Students may repeat any course during their tenure at CCSU. The total number of credits that students may repeat, however, is limited to 17 credits, and no course may be repeated more than once without approval of the chair of the department offering the course. The most recent course grade and credit will be applied to the GPA and degree requirements. All grades will appear on the student's transcript. This policy applies only to undergraduate students and only to courses repeated at CCSU beginning with the Fall 2003 semester.

Some academic departments may require students to retake certain prerequisite courses if there is an extended time lapse between the completion of that prerequisite course and enrollment in subsequent courses. Students should check with the individual departments for time limits on prerequisite courses. Students who must retake prerequisite courses have two options:

- 1) Students may retake the course and replace their previous grade. Credits for the retake will be applied against the limit of 17 authorized repeat credits.

- 2) Students may audit the course and retain the existing grade. The 17 authorized repeat credits will not be affected. Students taking this option should be aware that individual academic departments might place special requirements on the auditing of courses. Students must complete an audit request form within the required time frame at the beginning of the semester in which a course is audited.

Note: Repeating courses taken in a previous semester may affect certain federal and state benefits, various financial aid programs, loans, scholarships, and social security benefits, in addition to athletic eligibility and veteran's benefits. Satisfactory Academic Progress requirements must be met for continued financial aid eligibility. See catalogue for Satisfactory Academic Progress Policy.

Note: Education majors and post baccalaureate certification students should refer to the course repeat policy listed in the School of Education and Professional Studies section of the catalog.

ENG 099 and MATH 099 — ENG 099 (formerly ECE 099) and MATH 099 (formerly ECM 099) are three-credit courses. As of Fall 2001, these courses will not be pass/fail. The letter grade awarded will be computed into a student's GPA, but the credits will not count towards the number of credits required for graduation.

NOTE: STUDENTS MUST COMPLETE ENG 099 AND/OR MATH 099 PRIOR TO COMPLETING 30 CREDITS AT CCSU.

Drop and Withdrawal Policy

Dropping a Course

Students are allowed to drop courses up to the last day of the third week of classes during a regular semester. Courses dropped by the deadline do not appear on the student's transcript. Forms are available in the Registrar's Office, Davidson Hall, or the Enrollment Center/Office of Continuing Education, Willard Hall.

WARNING: Failure to carry a minimum of 12 credits may affect Satisfactory Academic Progress (SAP) and receipt of certain federal, state and other benefits, including but not limited to various financial aid programs, Veterans benefits and Social Security benefits. Students dropping below 12 credits are ineligible for participation in intercollegiate athletics.

Withdrawal from Courses

From the beginning of the fourth week of classes until the end of the eighth week of classes (mid term) in a regular semester, a student may withdraw from a course by completing a withdrawal form available at the Registrar's Office, Davidson Hall or the Enrollment Center/Office of Continuing Education, Willard Hall. A "W" will be entered for the course on the student's transcript. During this period, approvals for withdrawal are not required; however, it is strongly recommended that students consult with their academic advisor prior to deciding to withdraw from a course. In addition, students should be aware of the possible consequences of reducing their course load to less than 12 credits, as indicated in the warning above.

After the end of the eighth week of classes, a student may apply for withdrawal from a course. The dean of the school offering the course may approve such withdrawal if documented extenuating circumstances, which justify withdrawal, are found to exist. Poor academic performance is not considered an extenuating circumstance. Students may apply for withdrawal using forms available from the Registrar's Office. Signatures indicating the recommendations of the instructor and chair of the department offering the course, as well as the approval of the dean of the school offering the course, will be required. If withdrawal is approved, a "W" will be recorded on the student's transcript. If a student stops attending and fails to withdraw officially from a course, a grade of "F" will be recorded on the student's transcript. In all cases of withdrawal, a "W" does not affect the student's grade-point average.

Pass-Fail Option — A limited pass-fail option in courses not required for the major, minor or general education program is available at the University. To be eligible for the pass/fail option, the student must have completed at least 34 earned hours (including transfer hours) and must be a matriculated undergraduate in good standing. Up to two (2) pass/fail courses may be selected in one semester, but no more than four (4) pass/fail courses may be selected throughout the entire undergraduate career. If a student changes majors to a discipline in which pass/fail credit has been earned, the grade(s) earned in such a pass/fail course(s) shall be retrieved and recorded on permanent record in place of the pass/fail grade. Intent to take a course pass/fail must be filed in the Office of Registrar within the first three weeks of the semester. Contact the Office of Registrar for more information.

Audit Option — Full-time undergraduate students are permitted to audit courses, provided they are taking a minimum of 12 credits in addition to the courses audited. Part-time students need not meet this minimum requirement. Intent to audit a course requires the written approval of the instructor and must be filed in the **Office of Registrar** in the first three weeks of the semester. Failure to meet the instructor's requirements for auditing may result in the student being withdrawn from the course. Courses taken on an audit basis do not affect grade point average and do not apply toward any graduation requirement. The Office of Registrar has details.

Eligibility for Extra Courses - A full-time student may take 12 to 18 semester credits without special permission. A student who wishes to register for more than the customary semester program of academic work should apply in writing to the appropriate academic dean at least one week prior to registration for the semester in which the additional course is to be taken. Credit overload forms are available on the Registrar's Web site at www.ccsu.edu/Registrar. Students wishing to take 16-week courses along with student teaching must complete the credit overload form. Effective Fall 2003, in addition to the applicable tuition/required fees, full-time undergraduate students registering for more than 18 credits will be assessed excess credit fees of \$240 per credit for each credit beyond 18. These fees are non-refundable and will not be deleted if at a later time the total credits number less than 19.

In general, the only applications approved are from students whose cumulative grade-point average is 2.50 or above, or whose average for the preceding semester is at least 3.00. No student will be permitted to take more than the normal program of study in the first semester.