Policies & Practical Guidelines





Here you will find practical guidelines and information to aid in resolving student concerns.

dvisors are often asked by students to assist them in such tasks as declaring a major or signing up for an internship. While seemingly simple, advisors may be unaware of the process that must occur in order to expedite these matters.

Advisors should also refer to the *Le Moyne College Catalog* to help answer students' questions. It is the most up-to-date explanation of the policies and is considered a binding "contract" between the student and Le Moyne College.

The forms mentioned in this section are included in the Handbook Appendix. Most can be obtained in the Office of the Registrar and/or can be downloaded online in the forms library at http://www.lemoyne.edu/resources/forms.htm.

Attendance Policies

Le Moyne expects all students to attend scheduled classes and laboratory periods regularly. Individual professors will establish and clearly announce all regulations governing class attendance and exclusion from final examinations, because of excessive absences for their respective courses. When a student is absent from class because he or she is officially representing the College, the absence will not be counted among those allowed. Prior notice should be provided to the instructor. A student is responsible for the work of a class or laboratory missed during an absence.

In order to foster academic excellence and preserve the priority of academics and classroom learning, Le Moyne College should operate under the principle that the scheduling of athletic events should be done with the aim of not interfering with the class attendance of the student athlete.

POLICY ON REPORTING ABSENCES DUE TO DEATH IN A STUDENT'S FAMILY

In the event of a student's absence from class due to a death in his or her immediate family, the student (or member of his or her immediate family) is asked to contact the Office of Campus Ministry to communicate the reason for the absence and date of expected return before leaving campus or shortly thereafter. When offices are closed, a message may be left on Campus Ministry's voice mail. Campus Ministry will forward this information to the registrar who will notify the student's instructors and advisor.

Upon returning to campus, it remains the students' responsibility to contact their instructors and advisor to explain their absence and make arrangements for the completion of missed work and tests.

POLICY ON STUDENT ABSENTEEISM IN THE EVENT OF ILLNESS OR ACCIDENT

If illness or injury requires more than three consecutive days of hospital or home care, Student Health Services needs to be informed. If the student has been treated by a doctor off-campus, some documentation from that office will be expected. Student Health Services will then notify the registrar who will inform the student's instructors, advisor and the associate academic dean. It is the student's responsibility to contact his or her instructors, as soon as able, to explain the absence and make arrangements for the completion of missed work and tests.

If emergency referrals for off-campus treatments or appointments for required physical examinations result in class absences, Student Health Services will issue the student a written verification to present to instructors.

If infectious mononucleosis is diagnosed, the student will be issued verification and explanation of the illness progression to discuss with involved instructors, their advisor and the associate academic dean.

In the case of all other short-term health problems, including those treated by Student Health Services, it remains the student's responsibility to contact his or her instructors to explain the absence and make arrangements for the completion of missed work and tests.

Declaring, Changing or Adding a Major

To declare or change a major, a student must consult with the chair of the department that administers the new major. To enable the student to

approach the change or addition of a major in a realistic manner, the department chair advises the student of the course requirements and career opportunities in the field. At this time, the department chair authorizes the Change of Major/Double Major form (see Appendix H), available in the Office of the Registrar and the Academic Advising and Engagement Center or online at

http://www.lemoyne.edu/registrar/forms/change_major.pd f. Following the department chair's approval, the form must be then signed by the department chair of the previous major. The student should submit the completed form to the Office of the Registrar. The major change is not final until it has been processed by the registrar.

A minimum grade point average of 2.0 must be maintained in the student's major. Students who

wish to receive two majors within a single degree (BS or BA) must complete the core courses, major requirements and major support courses for each of

Since students can only register for classes when they have met with their advisor, received approval for their tentative schedule of classes, and been "unblocked" by their advisor in ECHO, advisors may want to set aside blocks of time to schedule appointments with their advisees up to two weeks before registration.

For continuity purposes, throughout the first year, all students remain with their first-year advisors, even if they declare or change their major during that time. The students will be reassigned a new advisor within their major at the start of their sophomore year.

the majors before being certified for graduation. Students who want two degrees (BS **and** BA) must complete the requirements of both degrees and earn an additional 24 credits beyond the first degree.

Course Registration

One of the most important functions of an academic advisor at Le Moyne College is to prepare students for registration, yet the registration period can often be a challenging time for advisors. Please keep in mind that some students may need additional direction and therefore need to return for a follow-up meeting to have their classes approved.

In the past, some departments with large numbers of advisees have opted for group advisement sessions in which they invite all of their advisees to attend at once. Other

departments have successfully arranged special drop-in office hours during which advisees stop by during those hours for individual advising. You may

want to consider these alternate arrangements when planning for the registration period.

After each student has been advised, the advisor should unblock the student so that he or she may register via WebAdvisor. To do so:

- the advisor will log into ECHO;
- access the list of their advisees and find the student's name;
- check the approved registration box and add comments, if desired;
- click on "Confirm Changes;" and,
- click on "Update Student Records".

This process is not complete until the advisor clicks on the final "Update Student Records" button.

If a student retakes a course already taken at Le Moyne College, all the grades for that course will appear on the transcript, but the course will apply toward the student's degree program only once. However, students may not register online via WebAdvisor for a course in which they previously received an F, WF, PF/F, W, or NC. If this is the case, advisors should instruct students to ask the Registrar's Office to enroll them in the repeated course.

Students' Preparation for Registration

Prior to registering, students should check their student profile on Echo to see if their advisor has cleared them for registration, to determine the earliest time that they can register, and if they have any restrictions on their account that would prevent them from registering. A student may find that they are blocked from registering for one of the following reasons:

- Bursar Hold: Students will be subject to this restriction if they have not paid their Le Moyne bill in full. The Bursar regularly sends communication about payment to students' campus addresses and home addresses and via email in addition to regular bills. These messages indicate that students will not be able to register for future terms if the current bill has not been resolved.
- Registrar Hold: A first year student who has not submitted a final high school transcript to the Registrar or a transfer student who has not submitted a final transcript from their previous institution may have a registration hold. Several notifications are sent to these students prior to registration.
- Immunization Hold: A student who has not submitted the
 appropriate immunization records as required by NYS law would be
 prevented from registering. In addition to the required
 immunizations, students must also be informed about meningitis and
 the vaccine. To be in compliance, students can either 1) choose to get

- the vaccine and provide documentation to the Health Office or 2) waive the requirement by signing the meningitis waiver. Attempts to inform students about this requirement are usually made throughout the year via emails, ads in the Dolphin and on Echo.
- Student Development Hold: This hold is placed on a student who is not allowed to return to Le Moyne for disciplinary or other nonacademic reasons. In order to have the hold removed, the student must meet with the Vice President for Student Development prior to registration to resolve any issues.

Adding a Minor

Minor programs are available in all undergraduate programs. In addition, special minors are also offered in anthropology, catholic studies, the classics, creative writing, education, film, Irish literature, Italian, Latin, legal studies, urban and regional studies, visual arts, gender and women's studies, human resource management, and medieval studies.

The minor course of study is optional for each student, and approval is required via the Request a Minor form (see Appendix J), available for download at http://www.lemoyne.edu/registrar/forms/minor.pdf or obtained by the student at the Office of the Registrar. A student must obtain approval from the department chair of the major and department chair of the minor program. The form also requires that the appropriate minor courses be indicated. Once the form has been completed, it should be delivered to the Office of the Registrar.

Each department has the option of requiring an interview with its chair before admitting any student to its minor program. In any case, the student's declaration of an intended departmental minor must be presented in the Office of the Registrar. The College requires that half the courses used for a minor be taken at Le Moyne. Specific requirements for a minor are determined by each department. A student must maintain a cumulative grade point average of at least 2.0 in the courses fulfilling the minor requirements and prerequisite courses.

Adding a Course

During the first week of classes each semester, students have the ability to adjust their schedule by adding courses via WebAdvisor. While students should consult their advisor prior to doing so, it is not required.

If both student and advisor agree that there are extenuating circumstances for adding a course past the add deadline, an Add/Drop form (see Appendix S) must be completed. The form, obtained from the Office of the Registrar

or downloaded at http://www.lemoyne.edu/registrar/forms/add_drop.pdf, should first be signed by both student and advisor, and then brought to the assistant dean for academic advising and engagement to petition the add. If approved, the student must then submit the form to the Office of the Registrar to complete the process.

Auditing a Course

Sometimes students may want to explore a class that is not essential to their curriculum or retake a class to better prepare them for future studies. In these cases, students have the ability to audit a class with the approval of the course instructor, which generally exempts them from the assignments and examinations. Students cannot change from AUD to credit-bearing after the add deadline.

Students must complete an audit permission form available in the Office of the Registrar. Students registering for credit are given priority for all courses. A grade of "AUD" is recorded on the transcript if minimum attendance standards are met. No credit is given.

Dropping a Course

From the start of classes through the second week each semester, students have the ability to adjust their schedule by dropping courses via WebAdvisor. While students should consult their advisor prior to doing so, it is not required. Courses dropped before the drop deadline will not appear on the student's transcript.

If both student and advisor agree that there are extenuating circumstances for dropping a course past the drop deadline, an Add/Drop form (see Appendix S) must be completed. The form, obtained from the Office of the Registrar or downloaded at http://www.lemoyne.edu/registrar/forms/add_drop.pdf, should first be signed by both student and advisor, and then brought to the assistant dean for academic advising and engagement to petition the drop. If approved, the student must then submit the form to the Office of the Registrar to complete the process.

Withdrawing from a Course

Students can drop a class during the first two weeks of the semester by removing themselves from the course section via WebAdvisor. They should double-check their schedule to ensure that the class is no longer listed. If dropped, the class will not appear on the student's transcript. Following the official drop deadline, however, students must "withdraw" from the course.

This can be done without academic penalty prior to the College's official withdraw deadline.

A student who withdraws from a class after the second week each semester will need to complete a withdrawal form. The Course Withdraw form (see Appendix T), obtained from the registrar, should be submitted to the Office of the Registrar as soon as it is completed. The withdrawal is not complete until the signed form has been returned to the Office of the Registrar. While students should consult their advisor prior to course withdrawal, it is not required.

A student who withdraws from a class after the second week but before the twelfth week of class will receive a grade of "W" on the academic record. A student withdrawing after the twelfth week will receive a grade of "WF" on the academic record, which is equivalent to an "F" grade.

Opting for Pass/Fail Grading

In order to encourage greater student representation and experimentation in course selections, students can take certain coursework as pass/fail. In some instances, specific courses are always graded as pass/fail. Internships can be be graded high pass (HP), pass (P), or fail (F). These courses are noted in the *College Catalog* and can be taken by a student during any semester. Students may also elect to take a course that is normally given a letter grade as a pass/fail course under certain conditions (illustrated in the following chart).

May take course P/F if:	When	Course Evaluation	Effect on credits & GPA
Course does not fulfill the requirements of the student's major, minor or core	Can elect one course during each: - Junior:	Pass the course (grade of D or above), PF/P listed on the transcript	Receives full credit; Will not be calculated in GPA
	spring - Senior: fall - Senior: spring	Fail the course (less than D), PF/F listed on the transcript	Receive no credit; Will be calculated just like a grade of "F"

Throughout the semester, the student's work will be graded, including a final examination, to determine if the student has a passing grade. At no time in the future will the grade of pass/fail be converted to a letter grade.

To elect a course as pass/fail, the student must submit the Pass/Fail form to the Registrar before the drop deadline. The Pass/Fail form is located in the Office of the Registrar.

If there are spaces available, a student's desire to make use of the pass/fail option shall not be a criterion in determining his or her eligibility for the course or section.

A student must carry at least four courses with at least 12 credit hours during the semester in which the pass/fail option is sought. No student may take more than 15 hours of courses graded pass/fail.

Receiving an "Incomplete" Grade

Students who find themselves unable to complete work for a course by the end of the regular term may ask that the instructor submit a grade of incomplete, "I." Such a request should be made only for good cause.

Instructors may request documentation in support of such request, if they choose, and have the authority to refuse a request. If the inability to complete the course is due to a personal nature, students or faculty may seek assistance from the assistant dean for academic advising and engagement in documenting the request reason.

An extension may be granted only by the appropriate academic dean as long as the instructor has completed the Incomplete Extension form, which must be returned to the Office of the Registrar.

Students participating in the study abroad program will also receive "I" grades prior to

Incomplete grades must be resolved within 30 days from the end of the final exam period in the fall and spring semesters. A similar 30 day deadline is enforced for incomplete grades incurred during the summer sessions. A student with an incomplete who does not finish within the 30 day time limit will automatically receive a grade of F.

the Office of the Registrar receiving their official transcript. The 30 day rule does not apply to the study abroad program since it often takes longer to receive international records. Once the student's official academic record has been received from abroad the "I" grades will be converted to the actual letter grades.

Dean's List

In order to qualify for the Dean's List in a given semester, a student must be registered as a full-time student for the semester and achieve a semester grade-point average of 3.5 or higher. In addition, the student must have received points for at least nine credit hours of coursework during the semester. No grade points are associated with the grade of HP, P or W.

A congratulatory letter and certificate are sent to Dean's List students by the appropriate Dean each semester.

Independent Study or Research Project

Students who are interested in conducting an Independent Study or Research Project must complete the proposal form (see Appendix U) available online at http://www.lemoyne.edu/registrar/forms/independent_study.pdf or obtained at the Office of the Registrar. The form should be signed by the supervising professor and department chair. Once the proposal is approved by them, the form must be submitted to the appropriate dean who will determine whether or not the independent study or research project will be approved.

The student must attach to the proposal a detailed description of the project indicating; topic to be studied, goal to be achieved, methodology, and end product. The supervising teacher will also need to describe the schedule of supervision and evaluation procedure, including the specific elements to be evaluated and their relevant weighting in the final grade. The proposal must be submitted to the appropriate dean by the last day to add courses in any given semester. The dean will keep the original form and a copy of the first page will be sent to the Office of the Registrar to then register the student for the correct course.

Credit-bearing Internships

Many departments and programs of the College maintain affiliations with businesses, government offices and social service agencies. Students majoring in many of Le Moyne's disciplines have the opportunity to participate in an internship at some point during their undergraduate program. Students can obtain a listing of the Internship Standards and Procedures form in the Office of the Registrar. In general, grades for credit-bearing internships are High Pass (HP), Pass (P), and Fail (F). Interested students should apply to the chair of the department in which the internship is desired and/or the faculty member coordinating the internship. For more information on Internships, contact the Associate Director of Global Education and Internships within Career Services.

Beyond 18 credits in a Single Semester

Undergraduate students are considered full-time when they are registered for 12-18 credit hours in a single semester. Within this range of credit hours, students are charged the standard tuition fee. Students may choose to register for more than 18 credits. Students who have earned a 3.25 grade point average in the previous semester, can obtain approval for this credit overload by submitting a copy of their completed add/drop form to the Registrar. All other students must submit their request to the Assistant Dean for Academic Advising and Engagement. If approved, the form should then be submitted to the Registrar's Office to enroll the student in the additional course(s).

Students taking more than 18 credits in a single semester will be charged an extra per credit hour fee, as indicated in the current *College Catalog*, with one exception. Students enrolled in the Integral Honors Program are exempt from being charged the additional fee when taking more than 18 credits.

Taking Courses at Another Institution

Prior to taking any courses at another institution, students need to obtain permission if they want to receive transfer credit to be applied to their Le Moyne degree. In order to obtain permission, the student must complete either the Approval to Take Major, Major Support, and Elective Courses at Other Institutions form (see Appendix V) or Approval to Take Core Courses at Other Institutions form (see Appendix W) obtained at the Office of the Registrar or available for download at

http://www.lemoyne.edu/registrar/forms/course_approval.pdf or http://www.lemoyne.edu/registrar/forms/core_approval.pdf.

For approval of major, major support, or elective courses, the department chair of the student's major must grant permission. For approval of core courses, the director(s) of the core curriculum must grant permission. These individuals will indicate on the form the Le Moyne equivalency for the transfer course.

While students must take their last 30 credit hours at Le Moyne College, they can ask to be exempt from this policy by contacting the appropriate academic dean.

Students must request that an official transcript be forwarded directly to Le Moyne's Registrar's Office from the college where the course was taken. Upon completion of the course, the student will receive transfer credit provided he or she has achieved a grade of a "C-" or better. This course grade will not affect the student's GPA at Le Moyne College but will be earned credit toward the degree.

Leave of Absence or Withdrawal

Students can voluntarily discontinue enrollment at the College in one of two ways: by applying for (1) a leave of absence or (2) a withdrawal in good standing. After the two-year time frame, students who have not returned from a leave of absence must reapply to the Admission Office. A withdrawal from the College is processed when a student decides to permanently leave the institution for medical, financial or personal reasons or if transferring to another institution. If a student withdraws from the College in good standing, he or she may apply for readmission to Le Moyne at any time. Applications to discontinue enrollment are granted only if students are not undergoing dismissal proceedings for poor scholarship or misconduct. To apply for a leave of absence or withdrawal,

students should complete an Enrollment Status Change form. It can be downloaded at http://www.lemoyne.edu/registrar/forms/enrollment_status.pdf or can be obtained at the Office of the Registrar.

Advisors should note that students on leave of absence will continue to be listed as your advisees. They will be listed as on hiatus when you view "My Advisees" in Echo. You may be contacted by these students when they are preparing to return to Le Moyne and need assistance with registration.

Failure to complete this form may result in an unauthorized withdrawal that may jeopardize subsequent application for readmission. Students must return the form to the Center for Academic Advising and Engagement, and must meet with the Director of Student Outreach and Engagement to discuss their leave. Students who have withdrawn in good standing may apply for readmission to the College at any time by completing a one-page readmission application obtained from the Admission Office.

Appealing or Grieving a Grade

A leave of absence from Le Moyne is for a definite period of time, is considered temporary, and may be renewed in writing for up to two years. It may be terminated by registering for courses again or by officially withdrawing from the College.

If a student feels that he or she received an unjustly low grade, the student has the opportunity to appeal it within 30 days following the date of issuance of the grade (the date on which grades are due at the Office of the Registrar or, in the case of incomplete, the date on which the "I" is removed). The student should inform the professor of his or her dissatisfaction and

arrange a meeting to discuss the grade in question. At this meeting, the professor will provide the student with the final examination paper if it is relevant to the question.

If the grade decision is not satisfactorily resolved at this meeting, the student may seek the intervention of the professor's department chair. The chair will discuss the grievance with both the student and the professor (either individually or together) and will make a recommendation to the student and the professor as to the disposition of the grade. If the department chair is the professor, the senior member of the department other than the course instructor shall hear the appeal.

If the student feels the problem is still not satisfactorily resolved, he or she may appeal to the appropriate dean overseeing the course, e.g., a Business major who is grieving an English grade will bring the appeal to the Dean of Arts and Sciences. The student and the professor shall submit in writing their positions in the matter. The academic dean may also request a written recommendation from the department chair. (These documents are not intended to preclude meetings between the academic dean and the student, the professor and/or the department chair.) The academic dean shall then forward written recommendation to the student, the professor and the department chair. Within 15 days, the professor shall give written notice to the student of the final disposition of the grade with copies to the academic dean and the department chair.

If needed, the student may appeal the decision of the academic dean by contacting the academic vice president.

Retaking a Course

If a student retakes a course already taken at Le Moyne College, both the original grade and the new grade will appear on the transcript. However, if the student failed (F, WF or PF/F) the course the first time, only the second grade will count in the calculation of the grade point average. No course may be taken more than once under this rule.

The repeated course must be taken at Le Moyne, must be the same as the original (same course number, same course title), and must be passed in order for the original grade to be removed from calculation. If a student passed the course the first time, both grades will count in the calculation of the grade point average. However, the course will apply toward the student's degree program only once.

Students may not register online via WebAdvisor for a course in which they previously received an F, WF, PF/F, W, or NC. If this is the case, advisors

should instruct students to ask the Registrar's Office to enroll them in the repeated course.

Change of Name, Address or Marital Status

Students can indicate changes in name, marital status, permanent or local address, address for a parent, guardian or spouse and directory information suppression. It is very important that the Office of the Registrar is aware of the student's most up-to-date information.

Students must notify the Office of the Registrar of a change in name, address or marital status. To record a change in name or marital status, a student should fill out the Name/Status Change Form. Name changes and marital status changes require the Office of the Registrar see the original marriage certificate, divorce decree or court order. To record an address change, a student should fill out the Address Change Notification. Both are located at the Office of the Registrar.

Study Abroad

Students are strongly encouraged to participate in a semester-long or year-long study abroad program. However, it may be difficult for students in some majors or courses to study abroad, e.g., education concentration or accounting. These students may find that intersession or summer programs may be more applicable to their schedule.

Students interested in studying abroad should do the following:

- 1. *One year* before planning to travel abroad, attend a mandatory information coordinated by the study abroad office to discuss their interests and learn about their options.
- 2. Obtain approval from the department chair of their major by completing the Request for Study Abroad Approval, obtained at the mandatory meeting.
- 3. Seek approval from the appropriate academic dean, if the student is planning to study abroad during their last 30 credit hours.

Prior to studying abroad, students will seek approval for their anticipated courses from the appropriate department chairs. While abroad, students will remain registered at Le Moyne, enrolling in 15 credits of independent study within their major "taught" by the study abroad coordinator. Upon conclusion of the semester or year abroad, students must have an official transcript sent to

Le Moyne College's Registrar's Office in order for the independent study to be replaced by the course equivalencies, as indicated on the Course Approval Record. Students participating in approved study abroad programs will receive actual letter grades for their work done abroad and it will impact their grade point average.

J-mester, May-mester and Summer Sessions

The Center for Continuing Education administers J-mester, May-mester and summer sessions for all students, including non-matriculated and visiting students. Further information regarding course availability, tuition costs and registration can be obtained on the Center's Web site.

Obtaining a Transcript

Students requesting a copy of their official transcript can do so by filling out a Transcript Request form (see Appendix Y). The form can be downloaded at http://nww.lemoyne.edu/registrar/forms/transcript.pdf or can be obtained at the Office of the Registrar. The first transcript is free, and a \$5.00 fee is charged per copy thereafter. Students can indicate if they wish to have the transcript mailed, picked up, held for their end semester grades or held until their degree is posted. If choosing to have the transcript mailed, the applicant is responsible for indicating the correct address.

Eligibility to Walk at Graduation

The May commencement ceremony is for students who have either graduated the previous December, are graduating in May, or plan to graduate in August. Students who are set to complete their studies during the coming summer sessions can petition to graduate at the previous May ceremony. For example, the May 2011 ceremony included December 2010 graduates and potential August 2011 graduates, in addition to those completing the program during May.

During the summer before the students' senior year, the Registrar mails updated Degree Audit information. Students should check these forms and meet with an individual from the Office of the Registrar during the fall semester of their senior year. In order for a student to be included in the commencement program, he or she must complete an Application for Graduation and review the degree audit with the Office of the Registrar. If a student does not fall within the above time frame, i.e., the degree audit shows that the student will not be able to graduate by August, the student can petition the appropriate dean's office to walk at the May graduation ceremony.