



Office of the Registrar

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## I. Access to Information

### 1. *The student information systems*

**Banner:** the student information system

- INB – internet native banner, for scheduling, registration, assigning instructors
- SSB – self-serve banner, for course offerings, student schedules, student transcripts

**Cognos:** the reporting environment

**ImageNow:** student imaged files

### 2. *Access*

#### **To Banner or Cognos**

Security officers grant access

Go to Student Systems Security access Center in GoWMU on the Home Tab in the My Work channel for forms and University policies

#### **Advisor access to SSB through GOWMU**

Given by Department Chair

Access only given on a 'need to know' basis

Access granted by checking 'advisor' box on SIAINST in banner

### 3. *Instructor access to Self-serve banner (SSB) through GoWMU*

Class lists

Grading – submitting final and midterm grades

Reporting an incomplete grade

Removing an incomplete grade

Report non-attendance

### 4. *New instructors*

To assist new instructors, a [brochure](#) has been created and can be found online.

### 5. *Training*

Training for department staff and/or chairs in the Student Information System can be arranged by calling or e-mailing Laura Thomas, 387-4308, [laura.thomas@wmich.edu](mailto:laura.thomas@wmich.edu).

## II. Department issues

### 1. Class Scheduling

- Each department is responsible for creating their class schedules for each Fall, Spring, Summer I and Summer II each year.
- Class times are dictated by the class scheduling rules and the [matrix](#) which can be found on the Registrar's website.
- In an effort to promote a culture of student success as well as follow through on our commitment to help students reach degree completion in a timely fashion, it is imperative that we work to make better use of the entire classroom space throughout the day and throughout the week. To this end, beginning fall 2009 the following was established by the Provost's office and Deans:
  - At least 10% of department offerings must start between 8:00 and 8:30 a.m.
  - At least 20% of department offerings must start before 10:00 a.m.
  - No more than 45% of department offerings can start between 10:00 a.m. and 2:00 p.m.
  - No more than 35% of department undergraduate offerings can start at 4:00 p.m. or after.
- The schedule process involves an initial timeframe for scheduling, then a time during which rooms are assigned, followed by a review by Dean's Offices, then a second round of scheduling before the schedule for that semester is published to the web.
- [Important dates](#)
- During round two of scheduling, and at any time after this point, any schedule changes must be submitted on [pink sheets](#) **signed by the Chair and then the Dean's Office**, then forwarded to the registrar's office for implementation.

***As the schedule is built, it is important to put realistic capacities on the sections, so that rooms of the correct size will be assigned. The schedule must be built during Round 1; only minimal changes can be made during the second round.***

### 2. Curriculum Policy

- All curricular changes are governed by the curriculum process; details on the process as well as all related forms can be found [online](#).
- All curriculum change forms involving course or program changes, after final approval, end up in the Registrar's Office for implementation into the Student Information System and in to the WMU catalog.
- Questions on the curricular process should be directed to [Dave Reinhold](#).
- Issues related to items in the catalog should be directed to [Kelley Oliver](#), in the registrar's office.

### *3. Course fees*

Effective fall 2006, fees will no longer be charged to students' accounts if the approved term of the fee has expired. All course fees must have current, written provost's approval. To request approval of a course fee request, please submit via the noted electronic process. The course fee [policy guidelines](#) are available on the registrar's website. If you are uncertain as to whether your department has fees which have expired, please contact Stephanie Jones in the registrar's office.

### *4. Registration and drop/add period*

- Students can drop/add courses thru the first 5 days of the semester through GoWMU.
- Department staff can make changes in students' schedules through clean-up day, the 6th day, also census day. After this date, all changes go through the Registrar's Office.
- Students can change the grade mode of a course, or the credit hours, ONLY through the first 5 days of the semester, also through GoWMU.
- A late add fee of \$100 for each course a student adds after the drop/add period if the student is not registered for any other course at that time.

### *5. Final Exam Policy*

#### **From the 2008-2011 AAUP contract:**

38.§3 FINAL EXAMINATIONS. In every class taught, all faculty shall give a final examination, i.e., some form of comprehensive evaluative academic exercise appropriate to the course content and according to the published schedule of examinations, during the last week of the semester (which shall be set aside for final examinations), or at or near the scheduled conclusion of the session. The final evaluative exercise may be distributed before the time scheduled for the final exam providing that it is due and collected on the day during the final week of the semester on which the final exam has been scheduled. Exceptions to the requirement of scheduling a final examination (or other appropriate evaluative activity) may be granted, in writing, at the discretion of the appropriate chairperson and/or dean, upon request from the faculty member.

#### **Note:**

- All Final Exams must be given during finals week.
- All Final Exams must be given during the time scheduled; see the Final Exam schedule.
- All Final Exams must be given in the normal classroom, unless other arrangements have been made with the Registrar's Office.
- Any rooms needed during finals week (review sessions, etc.) must be scheduled through the Registrar's Office.

### III. Instructor issues

#### 1. Grading – policy and procedures

##### First Work and Midterm grades

- First work and midterm grades are entered in fall and spring semesters only
- Are available for student viewing as soon as an instructor submits them
- Midterm grades are not part of a student's academic history at WMU
- Do not affect the student's GPA

##### Final grades

- Are entered through GoWMU
- Grades are due at noon on Tuesday after last day of class (Fall and Spring semesters)
- Students will be able to view their grades, through GoWMU, later that day

##### Change of grade

- Online form, on Faculty menu in GoWMU
- Within **60 business days** after end of the semester or session.
- Instructor should complete form, print it, sign and have chair sign.
- Form then goes to the Registrar's Office
- Students receive email confirmation of the grade change.

##### Grading scale

Grade	Significance	Honor Points
A	Outstanding, Exception, Extraordinary	4.0
BA		3.5
B	Very Good, High Pass	3.0
CB		2.5
C	Satisfactory, Acceptable, Adequate	2.0
DC		1.5
D	Poor	1.0
E	Failing	0.0
X	Failure (Unofficial Withdraw)	0.0
W	Official Withdraw	
I	Incomplete	
NC	No Credit	
AU	Audit (non-credit enrollment)	

**The 'E' and 'X' grades:**

- A student who completes all work in the course, but whose work is failing should receive the 'E' grade.
- A student who has either never attended class or who has discontinued attendance and does not qualify for an incomplete should receive the 'X' grade.
- Both the 'X' grade and the 'E' count as a 0.0 in the student's gpa.

**The 'I' grade:**

From the 2011 – 12 undergraduate catalog:

*"This is a temporary grade, which the instructor may give to an undergraduate student when illness, necessary absence, or other reasons beyond the control of the student prevent completion of course requirements by the end of the semester or session. **The grade of "I" (Incomplete) may not be given as a substitute for a failing grade.**"*

- A student has one year from the time the incomplete is given to make up the work and have the grade of "I" replaced. The instructor can designate a shorter time than one year if desired.
- Instructors giving an incomplete must also submit the online record of incomplete form (on the faculty menu in GoWMU) which indicates the work to be made up and the timeframe.
- Extensions beyond the one year deadline are granted; in a situation where the instructor is convinced that the student should be given more time to complete the work, the instructor should [e-mail](#) the registrar's office.
- Instructors receive notification from the registrar's office about six weeks before all incompletes they have granted expire.
- For undergraduates, incomplete grades for which an extension has not been requested will be converted to an "E" about one month after the year has expired.
- For graduate students, incomplete grades for which an extension has not been requested will be converted to an "X" about one month after the year has expired.
- An incomplete is removed by the instructor who gave the incomplete using the removal of incomplete form found on the faculty menu in GoWMU.

**"W"—Official Withdrawal:**

A grade of "W" is given in a course when a student officially withdraws from that course or from the University before the final withdrawal date in the semester or session specified in the Registrar's website. The "W" is a non-punitive grade and does not count as a repeated course.

Two types of withdrawals are possible, *Student-initiated withdrawal* and *Hardship Panel-approved withdrawal*. Courses from which the student withdraws will appear on the student's transcript with a non-punitive "W" grade.

Students may not withdraw from courses or programs when any unresolved Academic Integrity charge exists or to avoid any academic penalty resulting from an Academic Integrity violation for which the student is found responsible. If a student has been found to withdraw from any or all courses or programs to avoid an Academic Integrity charge, the student shall be re-enrolled so that any such charges may be resolved.

### *Student-Initiated Withdrawal*

A student may withdraw from one or more courses without academic penalty online through GoWMU, from the end of the open registration until the last date for student-initiated withdrawal. No documentation is required, but the student is encouraged to consult with the instructor, academic advisor, and financial aid advisor (if applicable).

### *Hardship Panel-Approved Withdrawal*

Withdrawal from a course at any time after the end of the student-initiated withdrawal period will only be permitted through the Hardship Panel withdrawal process of GAPDAC, and documentation as to the nature of the hardship is required. The Hardship Panel will determine if a hardship exists and whether a withdrawal is warranted. **The decision of the Hardship Panel is final and not subject to further appeals.** Except for documented and exceptional circumstances, hardship petitions will NOT be accepted more than one year after the end of the term or session for which the hardship was documented. Students are strongly encouraged to consult with the University Ombuds before initiating a hardship-based withdrawal appeal.

Hardships may include (but not be limited to): severe physical or mental illness; injury of student or close family member; death of a close family member; act of violence; and exigencies of military service (where established procedures are not applicable). Examples of situations **NOT** considered a "hardship" include (but are not limited to): student dislikes course, teaching method or professor; student considers course too difficult; student has taken on more academic or other obligations than student can handle; change in major so course no longer needed; financial constraints; any situations of resolved or unresolved academic integrity charges.

### *Forms and Further Information*

Appropriate forms may be obtained online from the [University Ombudsman](#) office or in person. The University Ombudsman is located at 2420 Faunce Student Services building.

Specific deadlines and details concerning any tuition refund that may be allowed can be found online at the registrar's [Web site](#).

### **Credit/No Credit and Audit**

- Instructors will not know that students are taking a course as credit/no credit or on an audit basis.
- The instructor should submit the appropriate grade; the grade substitution rules within the system will convert the grade appropriately.

## *2. Repeat policy*

### *Undergraduates:*

- Any course in which a student may have been enrolled more than once is considered a repeated course.
- A grade must be presented for each course, and any course first elected for a letter grade must be elected for a letter grade when repeated.
- Only the most recent grade for a repeated course is used in calculating a student's grade point average. However, if a student receives a letter grade in the first enrollment and then enrolls again in the course and receives a grade of "W," "Cr," or "NC," the previous grade will remain in the grade point average.
- The number of times a course can be taken is limited to three, although courses in which grades of "W," "Cr," or "NC" are received will not count as attempts in limiting the maximum number of times a student can register for a course. Appeals may be addressed to the department chairperson.
- There is no limit on the number of different courses that can be repeated.
- A repeated course is not removed from the student's record. All grades earned are shown on the transcript.

### *Graduates:*

With the exception of courses that are approved by the University Curriculum Review Policy as repeatable for credit (e.g., multi-topic or umbrella courses), no more than two courses may be retaken and no course may be repeated more than once during the student's graduate career (inclusive of both master's and doctoral programs) at WMU. This number may be further limited by individual departments. Permission to retake a course must be obtained from the program advisor and graduate dean before registration for the course to be repeated takes place. The original grade for the course will remain on the student's transcript, and both the original and repeated course grade will be computed into the degree program grade point average.

## *3. Credit Hour Limit*

The Faculty Senate approved a policy to limit the number of credit hours undergraduate students can enroll in to 24 hours during Fall and Spring semesters, and to 12 hours in Summer I and Summer II sessions. The enrollment caps can only be increased if a student receives prior permission from their college advisor. This policy will go into effect starting with Spring 2012 registration. The credit hour cap will be enforced in Banner when registration opens in October.

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#### *4. Report Non-attendance*

Instructors should use the link on the Faculty menu in GoWMU to report students on their class list who are not attending, or students attending who are not on the class list. The registrar's office staff will follow up with these students to attempt to correct any registration errors.

#### *5. FERPA*

FERPA, the Family Education Rights and Privacy Act of 1974, is a federal law which protects the privacy of student records.

What you need to know about FERPA:

##### *Posting of grades*

Grades cannot be posted by Social Security number, nor by WIN, nor by any portion of the SSN or WIN. The only way grades can be posted is by the use of randomly assigned identifiers that only the student and the instructor know. These must then be posted non-alphabetically. Keep in mind that students can see their end of the semester grades a few hours after the grading deadline through GoWMU, so posting final grades is not necessary.

Midterm grades are available for student viewing as soon as the instructor posts them.

##### *Return of assignments*

Homework, quizzes or tests must not be left in a public location for students to pick up.

##### *What information on students can be released?*

Directory information, as defined below, is the only information the University may disclose without consent, unless the student has requested that it not be disclosed. If a student has requested confidentiality, this is noted on the student record in Banner; this is an indication that no information can be released on that student.

**WMU has defined Directory Information as:**

- **Name**
- **Address**
- **Telephone Number**
- **E-mail address as assigned by WMU**
- **Curriculum and major field of study**
- **Dates of attendance**
- **Enrollment status (full/part time)**
- **Degrees/Awards received**
- **Most recent previous educational agency or institution attended by the student**
- **Participation in officially recognized activities and sports**
- **Weight and height of athletes**

*If you have any question on whether or not to release information, call the registrar's office at (269) 387-4300 or email, [registrar-info@wmich.edu](mailto:registrar-info@wmich.edu)*

## IV. Issues related to students

### 1. General Advising information:

Undergraduate students receive their major and minor [advising](#) at the department level. Completed major and minor slips are then sent to the College Advising Office, where staff will enter the major and minor codes into the student information system (Banner). The College Advisors meet with students regarding [general education](#) requirements and all other requirements of the University.

Graduate students complete their program of study with their department advisor. This completed form is then sent to the registrar's office.

### 2. Graduation – procedure to apply:

All students must apply for graduation by completing a graduation audit form and forwarding it to the registrar's office. For **undergraduates**, the graduation audit form is available in the college advising offices. This completed form, with all major and minor slips should be turned in to the registrar's office.

For **graduate** students, the audit form is available in the registrar's office or on the registrar's Website. A completed [Graduate Program of Study form](#) must be on file in the registrar's office before the audit can be completed. These forms are available on the registrar's Website.

### 3. Graduation deadlines:

Deadlines for the graduation audit are:

Term	Deadline
Fall	August 1
Summer I/II	February 1
Spring	December 1

### 4. Dismissed students:

A student whose academic standing changes to extended probation, final or dismissal is sent an e-mail to their wmich.edu account. The e-mail explains the meaning of the standing, what impact it has on future registration and provides information on available resources.

Undergraduate students who have been academically dismissed should be directed to their college advising office. It is the college advisor who can counsel the student on what needs to be done for re-admission. WMU students who have been dismissed will normally not be readmitted for at least one fifteen week semester (not including Summer I or II sessions). Students seeking to return after dismissal must apply for readmission.

From the Graduate Catalog - Dismissed students must apply for readmission through the normal admission process. The student will send a Readmission Application to the Admissions

Office that, in turn, will forward the student's Readmission Application to the program or academic unit admission body for decision on readmission. Appeal Procedure: Upon appeal by the student, the program or academic unit admission body will determine whether to grant Extended Probation or Final Probation status. The status must be granted by the program or academic unit admission body in order for the student to register. The appeal must be initiated and the decision made by the program or unit prior to the subsequent semester's last day to add classes.

### ***5. Student status:***

Fall – Spring

- 12 hours = full-time for undergraduates
- 6 hours = full-time for graduate students

Summer I – Summer II

- 6 hours = full-time for undergraduates
- 3 hours = full-time for graduate students

### ***6. Resources for students:***

#### **Academic Resource Center**

(269) 387-4442

<http://www.wmich.edu/asc/>

- Supplemental instruction
- Content tutoring
- College Success Seminars
- Effective Reading Seminars

#### **Advocacy Office for Transfer Students and Military Affairs**

(269) 387-4411

<http://www.wmich.edu/military/>

#### **Admissions**

(269) 387-2000

<http://www.wmich.edu/admissions/>

- Transfer credit questions

#### **Bronco Express**

<http://www.wmich.edu/broncoexpress/>

(269) 387-6000

#### **Career and Student Employment**

(269) 387-2745

<http://www.wmich.edu/career/>

**Disability Services for Students**

(269) 387-2116

<http://www.wmich.edu/disabilityservices/index.html>**Ombudsmans Office**

(269) 387-0718

<http://www.wmich.edu/ombudsman/>**University Counseling and Testing**

(269) 387-1850

<http://www.wmich.edu/counseling/>**Writing Center**

(269) 387-4615

<http://www.wmich.edu/casp/writingcenter>**Registrar's Office**

(269) 387-4300

<http://www.wmich.edu/registrar/>

- Academic forgiveness
- Drop/adds
- Registration questions
- Graduation questions
- Military /veteran issues
- Transcripts

**7. Student concern form:**

There is an online form for faculty, staff and students to share their concerns about a student whose behavior is troubling and persists despite efforts to intervene. Information recorded on the form, **which is confidential**, goes to the office of the associate dean of students, who reviews the concerns and determines the next steps to take.

Login to GoWMU and click on the link "Student Concern Form" in the My Work channel. This will open a new page where you will be asked to enter your Bronco NetID and password again.

**8. Late Add form:**

Students wishing to add a course after the drop/add period has ended can do so **with permission of the instructor and the department chair**. The [late add form](#) can be found online.

**9. Course Grade and Program Dismissal Appeals (GAPDAC):**

This section applies when a student wants to appeal a final grade that has been recorded by the Registrar on the student's academic record. Appeal panels are assembled from the faculty under the authority of and by the Provost and Vice President for Academic Affairs or designate.

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The Academic Affairs Office is available to students and instructors for assistance on procedures and clarification of the rights of all parties. Please contact Vonceal Phillips at (269) 387-4307.

The accepted bases of course grade appeals are:

- a. Grades were calculated in a manner inconsistent with University policy, the syllabus, or changes to the syllabus.
- b. The grade(s) was/were erroneously calculated.
- c. Grading/performance standards were arbitrarily or unequally applied.
- d. The instructor failed to assign or remove an Incomplete or to initiate a grade change as agreed upon with the student.
- e. Late withdrawal from class(es), after grades have been assigned, due to genuine hardship.

For more information regarding GAPDAC and the late withdrawal appeal, please visit the University Ombudsman's [Website](#).

**A grade appeal cannot be made in response to a grade penalty assessed as a result of an official finding of responsibility for academic integrity violations. Such a finding will have been made through the procedures provided in the academic integrity policy.**

The steps to be taken in appealing a grade are:

1. Informal meeting with the instructor: A student is encouraged to begin the appeal process by meeting with the instructor who assigned the grade. Such meetings often help students to understand the grading practices of instructors and often lead to resolution of differences over grades.
2. Written appeal and conference with the academic unit chair/director: A student must submit a letter requesting an appeal to the academic unit chair/director. This letter must be received by the academic unit chair/director within sixty business days of the last day of the semester or session in which the grade was recorded on a student's record. The Provost or designate may grant an extension should a genuine hardship arise (e., illness, death in the immediate family). The letter must identify the basis of the appeal and must state in detail why the student believes that the grade should be changed.
3. Following a conference with the student, the chair/director must respond in writing to the student with a copy to the instructor, their dean, and the GAPDAC Committee within twenty business days. In this letter, the chair/director should confirm the meeting with the student, recap their discussion, and state whether the student has an appeal which meets the established criteria (A,B, C, or D above). The chair/director cannot change the student's grade without the instructor/s agreement.
4. Note: Grade appeals or other complaints based on charges of discrimination or sexual harassment should be taken to the Office of Institutional Equity or other office, pursuant to other University policies and procedures.

5. Appeal to committee: After the chair/director has completed the response to the student's appeal, the student may appeal to the Grade and Program Dismissal Appeal Committee (GAPDAC). This appeal must be initiated within twenty business days of the completion of step #2. If the student has requested a meeting with the academic unit chair/director and has not been granted such a meeting within forty business days of the student's request, the student may then initiate an appeal to GAPDAC.
6. *The student will initiate an appeal through the Academic Affairs Office. The Provost or designate will schedule a meeting of GAPDAC using procedures determined by the Professional Concerns Committee of the Faculty Senate. The GPADAC will consist of three members drawn from a panel of faculty established for this purpose. In a grade appeal, both the student(s) and the instructor should provide a written statement describing the situation under consideration. An appearance to provide additional information at the appeal by either the instructor of the student(s) may be requested by the appeals committee.*
7. GAPDAC can effectuate a grade change by majority vote. **The decision of the hearing panel is final and not subject to appeal.**
8. Instructor is unavailable to assign grade: Circumstances may arise which may prevent an instructor from assigning a grade in a timely manner. In such instances, the academic unit chair/director will make reasonable efforts to contact and ask the instructor to supply a grade. If these efforts are unsuccessful, the instructor's academic chair/director will appoint another qualified faculty member to assign the grade.

### *Program Dismissal Appeals*

This section applies when a student wants to appeal a decision to dismiss said student from an academic program for reasons other than charges of violations of academic integrity policies. Appeal panels are assembled from the faculty under the authority of and by the Provost and Vice President for Academic Affairs or designate.

The Academic Affairs Office is available to students and instructors for assistance on procedures and clarification of the rights of all parties. Please contact Vonceal Phillips at (269) 387-4307.

The accepted bases of course program dismissal appeals are:

- a. The program dismissal decision was made in a manner inconsistent with University policy or the program policy.
- b. The program dismissal procedures were not followed.
- c. Evaluation/performance standards were arbitrarily or unequally applied.

A program dismissal appeal cannot be made in response to an academic integrity or conduct dismissal from the University. The student's status, as dismissed from the program, will remain unaltered until a successful appeal is completed.

***Note: A program dismissal appeal based on charges of discrimination or sexual harassment should be taken to the Office of Institutional Equity or other office, pursuant to other University policies and procedures.***

Appeal to committee: The student may appeal to a Grade and Program Dismissal Appeals Committee (GAPDAC). This appeal must be initiated within twenty business days of the notification of program dismissal. The student will initiate an appeal through the Academic Affairs Office. The Provost or designate will schedule a meeting of GAPDAC using procedures determined by the Professional Concerns Committee of the Faculty Senate. The GAPDAC committee will consist of three members drawn from a panel of faculty established for this purpose. In a program dismissal, the student appellant should attend the meeting of the appeal panel and must provide a written statement describing the grounds for appeal. A University representative from the program must attend the meeting and must provide a written statement describing the grounds for and circumstances of the dismissal. GAPDAC may reverse or sustain a program dismissal by a majority vote. The decision of the hearing panel is final and not subject to appeal.

## V. Policies

### *1. Academic Conduct Policy:*

The [Office of Student Conduct](#) is charged with coordinating the student academic conduct process as well as providing resources and information for faculty, staff and students. This office coordinates all hearings and procedures related to charges of Academic dishonesty.

### *2. Academic Forgiveness Policy:*

WMU undergraduate students who have not earned a degree and have not attended the University for at least four years may apply for academic forgiveness through the Office of the Registrar. Students who are granted academic forgiveness may have work still applicable to their program counted toward graduation requirements, but grades will not be calculated in their grade point average. The WMU grade point average will be calculated from a minimum of twelve graded hours of work attempted after the re-entry date. All other university regulations apply. As a matter of course, the registrar will advise students granted forgiveness to meet with a college advisor. The [application form](#) for students can be found online.

### *3. Academic Honesty Policy:*

If a student is uncertain about an issue of academic honesty, he/she should consult the faculty member to resolve questions in any situation prior to the submission of the academic exercise. Violations of academic honesty include but are not limited to:

#### *Cheating*

Definition: Cheating is intentionally using or attempting to use unauthorized materials, information, notes, study aids or other devices or materials in any academic exercise.

#### **Clarification**

- 1. Students completing any examination are prohibited from looking at another student's examination and from using external aids (for example, books, notes, calculators, conversation with other) unless specifically allowed in advance by the faculty member.*
- 2. Students may not have others conduct research or prepare work for them without advance authorization from the faculty member. This includes, but is not limited to the services of commercial term paper companies.*

#### *Fabrication, Falsification, and Forgery*

Definition: Fabrication is the intentional invention and unauthorized alteration of any information or citation in an academic exercise. Falsification is a matter of altering information while fabrication is a matter of inventing or counterfeiting information for use in any academic exercise or University record. Forgery is defined as the act to imitate or counterfeit documents, signatures, and the like.

**Clarification**

1. *“Invented” information shall not be used in any laboratory experiment, report of results or academic exercise. It would be improper, for example, to analyze one sample in an experiment and then “invent” data based on that single experiment for several more required analyses.*
2. *Students shall acknowledge the actual source from which cited information was obtained. For example, a student shall not take a quotation from a book review and then indicate that the quotation was obtained from the book itself.*
3. *Falsification of University records includes altering or forging any University document and/or record, including identification material issued or used by the University.*

**Multiple Submission**

Definition: Multiple submission is the submission of substantial portions of the same work (including oral reports) for credit more than once without authorization from instructors of all classes for which the student submits the work.

**Clarification**

*Example of multiple submission include submitting the same paper for credit in more than one course without all faculty members “permission; making revisions in a credit paper or report (including oral presentations) and submitting it again as if it were new work.*

**Plagiarism**

Definition: Plagiarism is intentionally, knowingly, or carelessly presenting the work of another as one’s own (i.e., without proper acknowledgement of the source). The sole exception to the requirement of acknowledging sources is when the ideas, information, etc., are common knowledge. Instructors should provide clarification about the nature of plagiarism.

**Clarification**

1. *Direct Quotation: Every direct quotation must be identified by quotation marks or appropriate indentation and must be properly acknowledged, in the text by citation or in a footnote or endnote.*
2. *Paraphrase: Prompt acknowledgement is required when material from another source is paraphrased or summarized, in whole or in part, in one’s own words. To acknowledge a paraphrase properly, one might state: “To paraphrase Locke’s comment...”and then conclude with a footnote or endnote identifying the exact reference.*
3. *Borrowed facts: Information gained in reading or research which is not common knowledge must be acknowledged.*
4. *Common knowledge: Common knowledge includes generally know facts such as the names of leaders of prominent nations, basic scientific laws, etc. Materials which add only to general understanding of the subject may be acknowledged in the bibliography and need not be footnoted or end noted.*

5. *Footnotes, endnotes and in-text citations: One footnote, endnotes, or in-text citation is usually enough to acknowledge indebtedness when a number of connected sentences are drawn from one source. When direct quotations are used, however, quotation marks must be inserted and acknowledgement made. Similarly, when a passage is paraphrased, acknowledgement is required.*

Faculty members are responsible for identifying any specific style/format requirement for the course. Examples include but are not limited to American Psychological Association (APA) style and Modern Languages Association (MLA) style.

### **Complicity**

Definition: Complicity is intentionally or knowingly helping or attempting to help another to commit an act of academic dishonesty.

#### **Clarification**

*Examples of complicity include knowingly allowing another to copy from one's paper during an examination or test; distributing test questions or substantive information about the materials to be tested before the scheduled exercise; collaborating on academic work knowing that the collaboration will not be reported; taking an examination or test for another student, or signing another's name on an academic exercise.*

(Note: Collaboration and sharing information are characteristics of academic communities. These become violations when they involve dishonesty. Faculty members should make clear to students expectations about collaboration and information sharing. Students should seek clarification when in doubt.)

### **Computer Misuse**

Definition: Academic computer misuse is the use of software to perform work which the instructor has told the student to do without the assistance of software.

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## Academic Integrity Process – charging a student with academic dishonesty

### *Guidelines for Instructors*

The academic honesty and conduct in research policies have been created and defined by members of its academic community, recommended by its faculty senate, and adopted by its board of trustees. The processes necessary to support these policies are managed and facilitated by the Office of Student Conduct (OSC). If you have questions about the forms, the process, your role in the process, or anything else related to academic honesty, please call the Office of Student Judicial Affairs at 387-2160.

### *Academic Integrity Process at a Glance*

1. **Charging a student with a violation:** An Academic Dishonesty/Conduct in Research Charge Form is filled out by the instructor for the purpose of charging the student. After the instructor completes the form, the instructor sends it (or may fax it) to the OSC. A staff member in that office will then contact the student and schedule a meeting between the student and the OSC. An OSC staff member will also notify the Registrar of the pending case, and will institute a “disciplinary hold” preventing the student from dropping, adding, or registering in classes.
2. **If the student admits the charge:** If the student admits responsibility, the OSC will contact the instructor and arrange an appointment between the instructor and the student to communicate the instructor’s penalty for the behavior, unless the instructor chooses not to meet with the student. The instructor may impose an academic penalty up to failure of the course in which the student is enrolled. The OSC may also impose non-grade-related penalties ranging from reprimand to dismissal from the University.
3. **If the student denies responsibility:** If the student denies the charge, the OSC will consult with the instructor to ascertain the instructor’s preference as to the hearing type. The hearing may be a meeting between the instructor and the student or a meeting between the student and an Academic Integrity Committee. An Academic Integrity Committee will consist of three faculty members and two students, selected using procedures established by the Professional Concerns Committee of the Faculty Senate. The choice of hearing type is the instructor’s. The OSC will assist the instructor in setting up the hearing and will notify the student of its time, date, and location.

### *Additional Information:*

***If a finding of not responsible has been made:*** All charges are dismissed and no penalties are assessed.

***If a finding of responsible has been made:*** A finding of responsible occurs based on a student’s admission or as the result of a hearing with the instructor or AIHP. The faculty member may impose an academic penalty up to failure for the course. Grade decisions based on a finding of responsible for academic dishonesty may not be appealed. Once a finding of responsible has been determined, further class attendance depends on the penalty imposed by the instructor

and/or OSC. If the instructor decides to fail the student in the course, the student is not permitted to continue attending class. Additional penalties ranging from a reprimand to dismissal from the university may be assessed by the OSC.

If the student wants to appeal a finding of responsibility after a hearing with the instructor: A student may appeal the decision resulting from a hearing with the instructor to an AIHP within five (5) university business days.

While a case is pending: A case is considered pending until one of two events occurs: (1) the student admits responsibility or (2) the hearing process is completed. While a case is pending, the student has the right to attend and participate in the class. If the case is pending at the end of the semester, the instructor must assign an incomplete grade and submit a change of grade form to the Registrar's office once the process is complete.

*Checklist of Items to be forwarded to OSC:*

1. Completed charge form (retain a copy for your records)
2. Copy of course syllabus
3. Original Exam/Paper upon which the charge of academic dishonesty is based and any other pertinent information (retain a copy for your records)

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#### 4. Academic Standing policy:

The current [Academic Standards policy](#) was effective *Summer I 2005*. The policy is:

**Good Standing**

An undergraduate student is in good standing whenever the student's overall grade point average is at least 2.00 (3.00 for graduate students).

**Warning**

A warning is issued to the undergraduate student whenever the grade point average for any enrollment period is less than 2.00 (3.00 for graduate students), but the overall grade point average is 2.00 or above (3.00 for graduate students).

**Probation**

The undergraduate student will be placed on probation whenever the student's overall grade point average falls below 2.00 (3.00 for graduate students).

**Extended Probation**

The undergraduate student will be placed on extended probation when following a semester on probation their overall grade point average is below 2.00 (3.00 for graduate students) and their grade point average for the enrollment period is 2.00 (3.00 for graduate students) or above.

**Final Probation**

The undergraduate student will be placed on final probation when, following a semester on extended probation, their overall grade point average is below 2.00 (3.00 for graduate students) and their grade point average for the enrollment period is 2.00 (3.00 for graduate students) or above.

**Dismissal**

Undergraduate students on probation, or extended probation, who fail to achieve at least a 2.00 (3.00 for graduate students) grade point average for the enrollment period; or students on final probation who fail to achieve a 2.00 (3.00 for graduate students) overall grade point average will be dismissed from the University.

**Admitted on Probation**

A student who is admitted to the University on academic probation and receives at least a .01 grade point average their first semester will be placed on final probation. A first semester GPA of 0.00 will result in academic dismissal.

## VI. What Faculty need to know from the Chair

### *Regarding scheduling*

- **Course lookup website** - <https://www.wmich.edu/classlookup>
  - Public website which gives all course offerings, links to course descriptions, and also gives textbook information.
- **Textbook information**
  - The Higher Education Act now requires that we provide required and recommended textbook information with our course offerings. Instructors need to submit textbook information much earlier than in the past so that we are in compliance.
- **Classroom issues**
  - Report any problems with classrooms which required maintenance using the [Bronco fix-it](#) online system
  - *An instructor who wants to change a classroom **must work through the department office.***

### *Regarding students*

- **Student concern form**
  - Located on the faculty menu in GoWMU
  - Instructors, or staff, should use this online form to report any issues that cause them to be concerned about an individual student.
- **Report students not attending**
  - Located on the faculty menu in GoWMU
- **Change of grade/removal of incomplete forms**
  - Located on the faculty menu in GoWMU
  - Used to remove an incomplete grade; this is completely online
  - Used to initiate a change of grade, the instructor should print the form, sign it, get the chair's signature and then submit it to the Office of the Registrar.
- **Grade changes are accepted within 60 business days after grades are issued for a given semester, per catalog policy.**

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**VII. Important Numbers:**

, Registrar .....	7-4336
Carrie Cumming, Senior Associate Registrar .....	7-4325
Laura Thomas, Associate Registrar (training) .....	7-4308
Kathy Rix, Associate Registrar (security).....	7-4969
Kelley Oliver, Associate Registrar (curriculum).....	7-3869
Brenda Hamlyn, VA Representative .....	7-4115
Cheri Butler, Academic Records Supervisor .....	7-4309
Laurie Foster, Catalog Editor.....	7-4306
Jeannie Hamilton, Room Scheduler .....	7-4305
Stacey Doxtater, Graduation Auditor Supervisor .....	7-4438