

# ACADEMIC POLICIES AND PROCEDURES

## Student Responsibility

Students are expected to learn all general requirements of the university, as well as those of the program of their chosen field of study. Students are responsible for meeting all requirements and regulations for the degrees they seek.

Facilities and staffing limitations require that certain professional programs place limits on the number of students admitted to major standing. Where such limits exist, the principal admission criterion is academic performance in course work prerequisite to application for major standing. Additional information concerning application for major standing in programs with enrollment limits is contained in the individual program descriptions elsewhere in this catalog.

## Academic Advising

The role and mission of faculty and professional academic advising at Oakland University is to advise students as they seek to develop academic, career and life goals and establish plans to accomplish these goals. This is a continuous process of discovery, clarification, and evaluation, whereby advisers assist students in identifying possibilities, assessing alternatives, and weighing the consequences of decisions.

Full-time professional academic advisers are available to students in each of the schools, the College of Arts and Sciences, the Bachelor of Integrative Studies office and the Advising Resource Center. Faculty advisers are also available in many majors. For assistance in understanding program admission requirements and enrollment limitations, as well as university and degree requirements, students should consult with professional advisers and/or faculty advisers. While students receive initial advising assistance in orientation, they are encouraged to seek individual assistance as early in their programs as possible and to see their advisers regularly thereafter. Most advisers see students for individual appointments arranged at their mutual convenience, except during busy early registration periods when only limited assistance can be provided. In some programs, students must file a written program plan. Advisers can help students complete such plans as well as verify that all degree requirements are being met in a timely fashion. Students may locate their advisers by consulting the list of school and departmental advising offices in the Advising Index at the front of this catalog and on the university's website.

## Assessment

Oakland University is committed to the continuous improvement of its programs and services through an on-going process of self-assessment linked to action steps for improvement. Examples of common assessment activities include surveys, pre- and post-tests, course assignments, focus groups and interviews. Students can expect to participate in the assessment activities of various academic and student service units both as students and, later, as graduates of Oakland programs.

## Assessment of student learning outcomes

Oakland University is committed to improving the quality of all of its degree programs. One way this is accomplished is by ongoing assessment of student learning outcomes. All degree programs have a set of unique goals and learning objectives they want students to achieve in their major programs. How well students are achieving the goals of their degree program goals is measured through assessment activities conducted throughout the academic year.

The results of assessment activities are used to improve programs and make curricular changes to maximize student learning outcomes. Assessment results inform departments how well their current curriculum (courses, degree requirements, and other activities offered by the program) provides students with the tools they need to perform successfully within their major area. Assessment is also used to

measure the ability of General Education courses and other experiences to provide a wide range of general knowledge and skills necessary for success in any career and throughout the lifetime. Ongoing assessment activities also allow programs to track and compare the quality of their programs from year-to-year and to measure the success of curricular changes designed to improve program quality. Assessment results are also used to identify program needs and to support requests for additional resources.

As a student, you can expect to participate in assessment activities from time to time as part of your degree program requirements. Some assessment activities might include: student surveys, examinations, evaluation of course papers and projects, entrance and exit interviews, and portfolios of students' work throughout their major program. The activities are different for every degree program because each program has its own unique set of goals and learning objectives. They are designed to measure each program's learning objectives in the best possible way.

## Course and Credit System

The credit-hour value of each course (the number in parentheses following the course title) is specified in semester hours. One semester hour is equivalent to a total of 50 minutes of scheduled instruction each week plus the estimated time required in outside preparation. Most Oakland University courses are 4 credits. With their adviser's permission, undergraduate students who have completed 12 or more credits at Oakland University may register for as many as 21 credits if their cumulative grade point average is at least 2.60. All other students may take more than 18 credits only with an approved Petition of Exception. More than 21 credits also must have Registrar approval. College guest students must have the approval of the Registrar.

## Class standing

For purposes of registration and tuition and class standing is set at the following numbers of credit hours: students have freshman standing through completion of 27 credit hours, sophomore standing through completion of 55 credit hours, junior standing through completion of 90 credit hours, and senior standing when they have completed 91 credit hours or more.

## Regulations governing courses

1. A course sequence joined by a hyphen (e.g., FRH 114-115) must be taken in the order indicated. The first course in such a sequence is a prerequisite to the second.
2. Course numbers separated by commas (e.g., HST 114, 115) indicate related courses that may be taken in any order. However, departmental or program requirements may sometimes govern the order.
3. Course numbers 000-049 are designated for skill development courses specially designed to aid incoming students with significant deficiencies in their academic background in preparing for courses numbered 100 and above. **Credits earned in these courses cannot be used to satisfy minimal graduation requirements in any academic program.** Grades earned in these courses, however, are included in students' grade point averages. Course numbers 050-099 are for courses specially designed to enrich academic skills. No more than 16 credits in courses numbered 050-099 may count toward graduation requirements. Courses numbered 100-299 are introductory undergraduate courses primarily for freshmen and sophomores. Courses
4. numbered 300-499 are designed for juniors and seniors. Courses numbered 500 and above are primarily for graduate students. Qualified undergraduates may enroll in a class numbered 500-599 provided they have obtained written permission to do so from the department chair and the course instructor. Only graduate students are eligible to elect courses numbered 600 and above.
5. The university reserves the right to cancel any course in which there is insufficient registration.
6. Prerequisite courses must be completed prior to enrollment in courses for which they are listed. Corequisite courses must be taken simultaneously. It is the student's responsibility to complete all prerequisites before registering for a course with such requirements and to register

for corequisites as indicated in the catalog. Departments may waive prerequisites in accordance with academic unit policy.

7. Some courses are cross-listed between departments. In such cases, the course description is listed only in one department. The listing in the other department notes that the course is identical with the course in the primary department. When registering, students should select the listing under which they wish to receive degree credit.

### Course competency

Students may receive credit toward graduation designated as competency credit (graded S/U) on their transcripts for Oakland University courses, subject to the following provisions:

1. That they register for the course at registration with written permission of the departmental chairperson, dean or program director of the academic unit responsible for the course.
2. That they pass an appropriate competency examination not more than six weeks after the term begins. Competency credit will not be permitted for a course when a student has received credit for more advanced courses in the same area.
3. The repeat course rule applies to the repeating of competency examinations (see Repeating courses). Competency by examination in languages other than those taught at Oakland University may be possible. Inquiries should be directed to the Department of Modern Languages and Literatures, 418 Wilson Hall, (248) 370-2060.
4. That they pay the appropriate charges as indicated elsewhere in this catalog (*see Course competency by examination fee*).

Students may apply up to 60 credits based on non-classroom experience (course competency, Advanced Placement and/or CLEP credits) toward a degree program. Students seeking second degrees are limited to 16 credits of non-classroom experience.

### Adjusting courses (drop and add)

If students decide to drop a course, the course may be dropped without academic penalty through the ninth week in 14-week courses and the fifth week in seven-week courses. A “W” grade denoting withdrawal is recorded for courses dropped after the second week in semesters and the first week of the summer semester. Dropped courses for tuition refund must also be processed during published refund periods (See also Refund of tuition). Failure to drop a course on or before the official withdrawal date may result in the recording of a 0.0 grade on a student’s record. Withdrawal options are specified in each term’s Schedule of Classes.

Students previously registered for the term and wishing to add a course should do so as early as possible in the semester or session. Courses may not be added following the 10<sup>th</sup> class day after the first day of classes (fifth class day in the summer semester and for 2 credit, half-semester courses). Deadlines for dropping or adding classes are published on the Office of the Registrar website each term.

### Auditing courses

A formal audit option is available for students who wish to participate in a course on a non-graded basis. With written permission of the instructor, students may register to audit a course during the late registration period for each semester or session. Forms for auditing classes are available in the Offices of Admissions and Orientation, Graduate Study and Registration. Audit registrations are governed by the following rules:

1. Regular tuition apply to all courses.
2. The registrar will assign the final mark of Z to all formal audits. If a student pays tuition for regular credit, he or she can not switch to auditing the course.
3. Changes of registration from credit to audit or from audit to credit will not be permitted once the no-grade drop/add period has ended for a given semester (two weeks into the term) or session (one week into the term).

4. Students who wish to audit courses must have been admitted to the university by the Office of Admissions and Orientation.
5. Students whose entire registration for a semester or session consists of formal audits must register during late registration. Late registration charges will be waived for such students.

### Repeating courses

Students may repeat a course to improve the grade earned in a prior enrollment, but they must do so at Oakland University. The limit is three attempts at any individual course, excluding drops or withdrawals. The repeat course must be taken on the same grading basis (numeric or pass/fail) as the first attempt. Because some programs have more stringent limits, students should consult an adviser before registering to repeat a course. **Students should be aware that the most recent grade will be the grade of record regardless of whether it is the highest grade earned.**

Students whose programs allow courses to be repeated at other institutions will not receive transfer credit if Oakland University credit has been earned, nor will they improve their Oakland grade point average. Students must consult an adviser in the major program before registering to repeat a course elsewhere.

Oakland University transcripts will reflect grades earned in all Oakland courses. For repeated courses, the attempts excluded from the grade point average will be marked with an “E” and the grade of record will be marked with an “I” designating inclusion in the grade point average. Transfer students who successfully repeat a course at Oakland for which transfer credit has been awarded will lose the transfer credit. Credit is not given for more than one course covering specific content, which means that most courses can be taken only once. Certain courses, however, generally representing special topics or independent studies, are designed to vary from semester to semester. The Undergraduate Catalog states the applicable credit limit for such courses.

### Degree Requirements

Undergraduate degree requirements are of two kinds: general degree requirements determined by the university to be binding on all baccalaureate programs and specific degree requirements established by the various academic units that offer degree programs. Students may choose to meet graduation requirements as presented in any catalog in effect since their matriculation at Oakland University, providing it is not more than six years old at the time of graduation. They also may follow separate catalogs for general and specific requirements, subject to the limitations described below.

An academic unit may require that students changing majors into its programs from another major or undecided status follow both major and college or school distribution requirements (if applicable) from the catalog in effect at the time of change. (A change from pre-major to major standing in the same field does not constitute a change of major).

The catalog chosen for the student’s major will also be used to determine degree requirements for any minor or concentration the student may be pursuing unless a written plan of study has been approved by the department or school offering that program. Some academic units require that students file an approved plan of study for a concentration or minor in order to complete program requirements; those that do so stipulate this requirement in the appropriate section of this catalog. Forms for planning and approval of a minor or concentration are available from the advising offices. If the academic unit establishes no such requirement, students are still entitled to negotiate a minor or concentration in writing with the program coordinator. Written plans are particularly encouraged for those students using transfer courses to satisfy some portion of the program.

A plan of study may be based on any catalog in effect at time of filing, but not one predating the student’s enrollment at Oakland University. Changes to an approved plan require prior written authorization from the concentration or minor coordinator.

Students may establish credit in a course to meet degree requirements by earning a passing grade in the course, by passing a competency examination or by receiving transfer credit from another institution. In certain circumstances, a requirement may be formally waived through a successful Petition of Exception (see Petition of exception, below).

All data in this catalog reflect information as it was available on the publication date. Oakland University reserves the right to revise all announcements contained in this publication and at its discretion to make reasonable changes in requirements to improve or upgrade academic and non-academic programs.

## Undergraduate degree requirements

Oakland University has established general undergraduate degree requirements applicable to all candidates for all undergraduate degrees. In order to earn a baccalaureate at Oakland University, students must satisfy the following requirements:

1. **General Education:** All students must complete 40 credits of general education, including at least one course (three or more credits) from the list of approved courses offered in each of the following 10 knowledge areas: Writing, Formal Reasoning, Arts, Foreign Language and Culture, Global Perspective, Literature, Natural Science and Technology, Social Science, Western Civilization, and Knowledge Applications. Note that courses in these knowledge areas may not double count with each other. Additional general education requirements include U.S. Diversity, Writing Intensive in General Education, Writing Intensive in the Major, and a Capstone, all of which may be met by double counting approved general education courses. It is possible for a course to be triple counted if, in addition to meeting the requirements for Explorations, Knowledge Applications or Capstone, it also meets the requirements for U.S. Diversity and Writing Intensive in General Education or Writing Intensive in the major. (See course listings below.) Students transferring credit to the university should consult the transfer student information section. The policy stipulated above is considered a minimum credit requirement that academic units may increase for their own students. Students pursuing degrees in the College of Arts and Sciences should refer to the College distribution requirements section for additional requirements. Students in the School of Engineering and Computer Science should see that section for specific requirements.
2. **Specific requirements:** Students must select a major or primary field of study and also for some programs, as described in relevant sections of this catalog; they must be admitted to the major by the academic unit offering the program. Students must fulfill all specific undergraduate degree requirements appropriate to their chosen majors as stipulated by the various colleges, schools or other academic units empowered to present candidates for the undergraduate degree(s) over which they have authority. Specializations are groups of related courses within certain major fields; they are options in some major programs; for some other programs, students must select a specialization as part of the major.
3. Concentrations, which are groupings of interrelated courses with an interdisciplinary focus, are optional in most programs but required in some. Minors, secondary fields or subject areas of study, are optional. The completion of a Minor/Concentration Authorization form is recommended. Forms for planning and approval of a minor or concentration are available in the advising offices.
4. **Application requirement:** Degree candidates should go to <http://www.2.oakland.edu/registrar/graduation.cfm> to submit an Undergraduate Application for Degree prior to the published deadline for the semester or session of expected graduation. The non-refundable fee will be added to your student account.
5. **Approvals:** Degree candidates must have all petitions approved and all transcripts for coursework applicable to the degree submitted prior to the first day of classes of the semester or session of intended graduation. Failure to do so will result in automatic removal from the graduation list.
6. **Residence requirement:** Students must successfully complete a minimum of 32 credits at Oakland University. They must also complete at Oakland University the last 8 (4 for Bachelor of General Studies designation) credits needed to fulfill the requirements for a baccalaureate.
7. **Grade point average:** Students must have a cumulative grade point average (GPA) of at least 2.00 in courses taken at Oakland University. In certain programs, additional GPA requirements must be met.

8. **Upper-level credit requirement:** Students must have successfully completed at least 32 credits in courses at the 300 level or above. Students transferring credits to Oakland University should consult the *Transfer student information section*.

## General Education

### General education philosophy

The major goals of Oakland University's General Education program are to introduce students to a broad base of knowledge and to develop their analytical and evaluative skills, creating a solid foundation for productive and fulfilling lives of leadership, innovation and service. A well-educated person is not a narrow specialist, and the breadth of knowledge acquired through general education cannot be found in any single major. Through its three-part structure of Foundations, Explorations, and Integration, the General Education program complements the major to increase the student's flexibility and options upon graduation.

- The **FOUNDATION** areas that all students must master are *Writing and Formal Reasoning*. These courses develop skills and understanding that are invaluable for all of the student's subsequent education.
- In addition to fundamental abilities, a well-educated person should also have a critical appreciation of the ways we gain knowledge and an understanding of the universe, of society, and of humankind. Oakland's General Education program includes seven **EXPLORATION** areas: *Arts, Foreign Language and Culture, Literature, Global Perspectives, Natural Science and Technology, Social Science and Western Civilization*.
- For the well-educated person, the knowledge and capacities of the various disciplines and majors do not exist in isolation but form an integrated whole.
- The **INTEGRATION** areas, *Knowledge Applications and Capstone*, allow students to synthesize their knowledge, to see connections among the various disciplines and to apply their knowledge to real world problems. This integrated knowledge forms the basis for students to continue to learn and grow throughout their lives and prepares them for productive lives of service and leadership.

Oakland University's General Education program also helps students develop more advanced writing skills, a breadth in understanding diversity issues in the United States, and a continuous education in the range of intellectual capacities that cut across all areas and disciplines.

- Through two **WRITING INTENSIVE** courses, students gain a depth in both general and discipline-specific writing abilities. *Writing Intensive in General Education* and *Writing Intensive in the Major* may be found in courses that also satisfy the Explorations and Capstone areas.
- Oakland University is also committed to ensuring that students develop an understanding of the history, strengths and the challenges of the diversity found across the United States, through **U.S. DIVERSITY** courses that may also satisfy other areas within the General Education structure.

A sound education also requires capacities that cut across all of these areas, and general education courses are designed to enhance students' abilities in critical thinking, information literacy, effective communication and social awareness.

### General Education requirements

Each candidate for an Oakland University baccalaureate is required to complete satisfactorily at least one approved course from each of the following ten knowledge areas, making sure that three of these courses also fulfill their Writing Intensive in General Education, Writing Intensive in the Major, and U.S. Diversity requirements. Students using this catalog to meet general education requirements may also use any course subsequently approved by the General Education Committee as satisfying requirements in a particular area and published in a later catalog. If a course listed below is removed from lists of approved courses in later catalogs, it may still be used to meet a general education requirement by students following the 2009-2010 catalog until the catalog expires (six years).

## FOUNDATIONS

### 1. Writing

*The writing knowledge foundation area prepares students to demonstrate:*

- *knowledge of the elements, writing processes and organizing strategies for creating analytical and expository prose*
- *effective rhetorical strategies appropriate to the topic, audience, context and purpose*

### Writing Foundations

*[For alternative ways of meeting this requirement, see the Writing Requirements section that follows the listing of general education area courses]. Students must earn at least a 2.0 in WRT 160 to meet the Writing Foundations requirement.*

WRT 160 Composition II

### 2. Formal Reasoning

*The formal reasoning area prepares students to demonstrate:*

- *knowledge of one or more formal reasoning systems such as computer programming, mathematics, statistics, linguistics or logic*
- *application of formal reasoning to read, understand, model and solve problems across a variety of applications*

*[Note: Formal Reasoning course must be taken prior to student's junior standing]*

CSE 120	Introduction to Computing and Programming Using Excel
CSE 130	Introduction to Computer Programming
CIT 120	Introduction to Computing and Programming Using Excel
CIT 122	Computer Animation
CIT 130	Introduction to Computer Programming
LIN 180	Linguistic Analysis
LIN 183	Formal Rules of Sound Structure
LIN 184	Formal Rules of Phrase Structure
MTH 118	Mathematical Sciences in the Modern World
MTH 121	Linear Programming, Elementary Functions
MTH 122	Calculus for the Social Sciences
MTH 154	Calculus I
PHL 102	Introduction to Logic
PHL 107	Introduction to Symbolic Logic
STA 225	Introduction to Statistical Concepts and Reasoning
STA 226	Applied Probability and Statistics

## EXPLORATIONS

### 3. Arts

*The Arts area prepares students to demonstrate:*

- *knowledge of cultural or historic artistic traditions in visual, auditory, movement, theatrical or cinematic art*
- *knowledge of the role of art as critical commentary on society and as an aesthetic expression of experience*

AH 100	Introduction to Western Art I
AH 101	Introduction to Western Art II
AH 104	Introduction to Arts of Asia and the Islamic World
CIN 150	Introduction to Film
DAN 173	Dance History and Appreciation

DAN 175	Dance in American Culture
MUS 100	An Introduction to Music
MUS 131	History and Literature of Western Tonal Music
MUS 200	Cultural Foundations and Historical Development of Rock Music
MUS 236	Music in African Culture
MUS 334	History of Film Music
MUS 336	Music of the Americas: African Origin
MUS 338	Jazz and Blues: American Music
SA 100	Foundations of Visual Literacy
THA 100	Introduction to Theatre
THA 301	Theatre History I
THA 302	Theatre History II

#### 4. Foreign Language and Culture

*The Foreign Language and Culture area prepares students to demonstrate:*

- *knowledge of a foreign language and culture*
- *knowledge of linguistic and cultural diversity and the contributions of such diversity to the global society*

[Note: Courses do not count for Global Perspective area]

Students may meet this requirement in one of the following ways:

- 1) satisfactory completion of any of the courses in the list below;
- 2) receive credit for passing a competency exam with the approval of the Department of Modern Languages and Literatures;
- 3) satisfactory completion of a course that has as its prerequisite a 114 level language course (providing the credits from the upper-level course are not used to satisfy any other general education area requirement).

ALS 176	The Humanity of Language
ARB 114	Introduction to Arabic and Arabic Culture
CHE 114	Introduction to Chinese and Chinese Culture
FRH 114	Introduction to French and French Culture
FRH 119	Accelerated Review of Elementary French and French Culture
GRM 114	Introduction to German and German Culture
HBR 114	Introduction to Hebrew Language and Culture
IT 114	Introduction to Italian and Italian Culture
JPN 114	Introduction to Japanese and Japanese Culture
LIN 181	Introduction to the Development of the English Language
LTN 114	Introduction to Latin Language and Roman Culture
ML 191	Tutorial in Foreign Language
SPN 114	Introduction to Spanish and Hispanic Cultures

#### 5. Global Perspective

*The Global Perspective area prepares students to demonstrate:*

- *knowledge of the environments, political systems, economies, societies and religions of one or more regions outside the United States and awareness of the transnational flow of goods, peoples, ideas and values*
- *knowledge of the role that different cultural heritages, past and present, play in forming values in another part of the world, enabling the student to function within a more global context*

AN 102	Culture and Human Nature
AN 200	Global Human Systems
GEO 200	Global Human Systems
IS 200	Global Human Systems
IS 210	Introduction to China
IS 220	Introduction to Japan
IS 230	Introduction to Africa
IS 240	Introduction to India
IS 250	Introduction to Latin America
IS 260	Introduction to Russia and Eastern Europe
IS 270	Introduction to the Middle East
MGT 110	Contemporary World Business
MUS 236	Music in African Culture
PS 114	Issues in World Politics
REL 101	Introduction to Islam
REL 102	Introduction to Judaism
REL 150	World Religious Traditions

#### 6. Literature

*The Literature area prepares students to demonstrate:*

- *knowledge of how literature is an expression of culture*
- *knowledge of literary form*

ENG 100	Masterpieces of World Literature
ENG 105	Introduction to Shakespeare
ENG 111	Modern Literature
ENG 112	Literature of Ethnic America
ENG 224	American Literature
ENG 241	British Literature
ENG 250	Film and Formal Analysis
ENG 303	Fiction
ENG 305	The Bible as Literature
ENG 306	Drama
ENG 312	Classical Mythology
LIT 100	Introduction to Asian Literature
LIT 181	European Literature I
LIT 182	European Literature II
REL 311	The Bible as Literature

#### 7. Natural Science and Technology

*The Natural Science and Technology area prepares students to demonstrate:*

- *knowledge of major concepts from natural science or technology, including developing and testing of hypotheses; drawing conclusions; and reporting of findings and some laboratory experience or an effective substitute*
- *how to evaluate sources of information in science or technology*

BIO 104	Human Biology
BIO 110	Life on Earth
BIO 111	Biology
BIO 113	Biology
BIO 300	Biology and Society
CHM 104	Introduction to Chemical Principles
CHM 157	General Chemistry I
CHM 167	Honors General Chemistry I

CHM 300	Chemistry and Society
ENV 308	Introduction to Environmental Studies
GEO 106	Earth Science/Physical Geography
HS 201	Health in Personal and Occupational Environments
LIN 182	Language and the Brain
PHY 101	General Physics I
PHY 104	Astronomy: The Solar System
PHY 105	Astronomy: Stars and Galaxies
PHY 106	Earth Science/Physical Geography
PHY 115	Energy
PHY 120	The Physics of Everyday Life
PHY 151	Introductory Physics I
SCI 100	Physical Sciences in Life, the World and Beyond

### 8. Social Science

*The Social Science area prepares students to demonstrate:*

- *knowledge of concepts, methods and theories designed to enhance understanding of human behavior and/or societies*
- *application of concepts and theories to problems involving individuals, institutions, or nations*

AN 101	Human and Cultural Evolution
AN 102	Culture and Human Nature
AN 300	Culture, Society and Technology
COM 287	Media and Social Identity
ECN 150	Economics in Today's World
ECN 200	Principles of Macroeconomics
ECN 210	Principles of Economics
HS 302	Community and Public Health
PS 100	Introduction to American Politics
PS 114	Issues in World Politics
PS 131	Comparative Politics
PS 312	The Politics of Race and Ethnicity
PSY 100	Foundations of Contemporary Psychology
PSY 130	Positive Psychology
SOC 100	Introduction to Sociology
SOC 206	Self and Society
WGS 200	Introduction to Women and Gender Studies

### 9. Western Civilization

*The Western Civilization area prepares students to demonstrate:*

- *knowledge of the historical events and/or philosophical ideas of European or American culture knowledge of how Western ideas or institutions have evolved over time*

AN 300	Culture, Society and Technology
HST 101	Introduction to European History before 1715
HST 102	Introduction to European History since 1715
HST 114	Introduction to American History before 1877
HST 115	Introduction to American History since 1877
HST 292	History of the African-American People
MGT 235	Commerce in Western Civilization
PHL 101	Introduction to Philosophy
PHL 103	Introduction to Ethics
PS 377	Communism

## INTEGRATION

### 10. Knowledge Applications

*The Knowledge Applications area prepares students to demonstrate:*

- *how knowledge in a field outside of the student's major can be evaluated and applied to solve problems across a range of applications*
- *knowledge of the personal, professional, ethical, and societal implications of these applications*

*[Note: Course must be outside the rubric of the student's major] Prerequisite for the application area is shown in parentheses.*

AH 310	Art of the Ancient Near East (Arts)
AH 312	Greek Art (Arts)
AH 314	Roman Art (Arts)
AMS 300	Topics in American Culture (Western Civilization)
AN 331	Racial and Ethnic Relations (Social Science)
AN 385	Historical Archaeology (Social Science)
APM 163	Mathematics for Information Technology (Formal Reasoning or Natural Science and Technology)
CIT 220	Spreadsheet Programming and Reporting (Formal Reasoning)
CIT 252	Interactive Web Systems (Formal Reasoning)
CSE 220	Spreadsheet Programming and Reporting (Formal Reasoning)
CSE 252	Interactive Web Systems (Formal Reasoning)
ECN 303	Managerial Economics (Formal Reasoning or Social Science)
ENG 309	Adaptation: Fiction, Drama, Film (Literature)
ENG 310	Biography (Western Civilization)
ENG 342	African-American Literature (Literature)
ENV 354	Global Environmental Governance (Social Science)
FRH 214	Second Year French (Foreign Language and Culture)
FRH 215	Second Year French (Foreign Language and Culture)
GRM 214	Second Year German (Foreign Language and Culture)
GRM 215	Second Year German (Foreign Language and Culture)
HRD 304	Lean Principles and Practices in Organizations (Social Science)
HRD 307	Presentation and Facilitation (Writing Intensive in General Education or Social Science)
HRD 323	Negotiation for Personal Success (Social Science)
HRD 351	Fundamentals of Human Interaction (Writing Intensive in General Education or Social Science)
ISE 150	How Things Work (Writing Foundations)
ISE 310	Engineering a Great Life (Formal Reasoning, Social Science and Natural Science)
JPN 214	Second Year Japanese (Foreign Language and Culture)
JPN 215	Second Year Japanese (Foreign Language and Culture)
JPN 314	Advanced Japanese Grammar (Foreign Language and Culture)
MTH 155	Calculus II (Formal Reasoning)
MUS 220	Computer-based Music Composition (Arts)
NRS 304	Human Sexuality (Natural Science and Technology or Social Science)
PHL 204	Ancient Greek Philosophy (Western Civilization)
PHL 205	Medieval Philosophy (Western Civilization)
PHL 206	Early Modern Philosophy (Western Civilization)
PHY 102	General Physics II (Natural Science and Technology)
PHY 152	Introductory Physics II (Formal Reasoning or Natural Science and Technology)
PS 354	Global Environmental Governance (Social Science)

PSY 225	Introduction to Life-Span Developmental Psychology (Social Science)
QMM 240	Statistical Methods for Business I (Formal Reasoning)
QMM 241	Statistical Methods for Business II (Formal Reasoning)
QMM 250	Statistical Methods for Business (Formal Reasoning)
REL 301	Religion in the Modern World (Social Science or Global Perspective)
SA 105	Drawing for Non-Majors (Arts)
SA 160	Photography for Non-Majors (Arts)
SOC 331	Racial and Ethnic Relations (Social Science)
SPN 214	Second Year Spanish (Foreign Language and Culture)
SPN 215	Second Year Spanish (Foreign Language and Culture)
WHP 310	Injury Prevention, Control, and Safety Promotion (Natural Science and Technology or Social Science)
WHP 315	Laughter as Therapeutic Modality (Natural Science and Technology or Social Science)
WGS 300	Women in Transition (Social Science)
WGS 385	Historical Archeology (Social Science)
WRT 320	Peer Tutoring in Composition (Writing Foundations)
WRT 335	Writing for Human Resource Development Professionals (Writing Foundations)
WRT 341	Rhetoric of Professional Discourse (Writing Foundations)
WRT 342	Contemporary Rhetorical Studies (Writing Foundations)
WRT 364	Writing about Culture: Ethnography (Writing Foundations)
WRT 380	Persuasive Writing (Writing Foundations)
WRT 382	Business Writing (Writing Foundations)
WRT 460	Writing Across the University: Language and Disciplinary Culture (Writing Foundations)
WRT 491	Internship (Writing Foundations)

### CAPSTONE

*The Capstone course prepares students to demonstrate:*

- *appropriate uses of a variety of methods of inquiry and a recognition of ethical considerations that arise*
  - *the ability to integrate the knowledge learned in general education and its relevance to the student's life and career*
- [Note: Requirement may be met by an approved course in the major, an approved course outside of the major, or second approved knowledge applications course.]*

Courses approved to meet this requirement will be announced. Please check with your adviser.

AH 495-496	Senior Thesis in Art History
AHS 450	Law, Values and Health Care
AN 470	Anthropological Theory
BCM 457	Biochemistry Laboratory
BIO 495	Scientific Inquiry and Communication
CHM 457	Biochemistry Laboratory
CHM 491	Independent Research
CIT 480	Senior Capstone Project
COM 399	Community Field Experience
CSE 480	Senior Capstone Project
DAN 370	Choreography III
DAN 470	Senior Recital
ECE 491	Senior Design
ECN 409	Urban and Regional Economics
ECN 418	Seminar in Economics Policy

ECN 421	Monetary Economics
ECN 456	Public Finance
EED 455	Internship in Elementary Education
ENG 400	Advanced Topics in Literature and Language
ENG 401	Studies in Literary Kinds
ENG 420	Trans-Atlantic Traditions
ENG 451	Major American Writers
ENG 452	Major British Writers
ENG 453	Studies in Major Authors
ENG 465	Shakespeare Seminar
ENG 490	Studies in Literary Theory and Research
ENV 470	Environmental Science Internship
EXS 350	Human Motion Analysis
EXS 401	Practicum in Exercise Science
FRH 416	French Literature - from the Middle Ages Through the Sixteenth Century
FRH 417	French Literature - Seventeenth and Eighteenth Centuries
FRH 419	French Literature - Nineteenth Century
FRH 420	French Literature - Twentieth Century
GRM 413	German Literature from the Middle Ages through the Seventeenth Century
GRM 418	German Literature – Eighteenth Century
GRM 419	German Literature – Nineteenth Century
GRM 420	German Literature – Twentieth Century
GRM 480	Undergraduate Seminar
HRD 499	Internship in HRD
HS 402	Field Experience in Integrative Studies
HS 450	Law, Values and Health Care
HST 494	Capstone Seminar in Cross-Cultural History
HST 495	Capstone Seminar in European History
HST 496	Capstone Seminar in World Civilization
HST 497	Capstone Seminar in American History
ISE 310	Engineering a Great Life
ISE 491	Senior Design
JRN 404	Journalism Internship
LIN 470	The History of Linguistics
ME 492	Senior Mechanical Engineering Design Project
MGT 435	Management Strategies and Policies
MLS 450	Law, Values and Health Care
MUA 499	Senior Recital
MUS 430	Seminar in Opera and Drama
MUS 431	Historical and Philosophical Foundations of Music Education
NRS 473	Nursing Synthesis Clinical
NRS 475	Nursing Synthesis for the RN Clinical
NRS 485	Transition into Nursing Practice Clinical
OSH 499	Occupational Safety and Health Internship
PHL 465	Seminar on a Philosophical Topic
PHY 400	Undergraduate Seminar
PHY 490	Independent Research
PS 458	Public Administration Internship
PS 459	Political Science/International Relations Internship
PS 470	Seminar in American Politics
PS 472	Seminar in International Relations
PS 476	Seminar in the Comparative Study of Political Systems
PSY 399	Field Experience in Psychology
PSY 415	Seminar in Basic Psychological Processes

PSY 425	Seminar in Developmental Psychology
PSY 435	Seminar in Social Psychology
PSY 445	Seminar in Individual Differences and Personality Psychology
PSY 450	Advanced Experimental Psychology: Basic Psychological Processes
PSY 452	Advanced Experimental Psychology: Developmental
PSY 453	Advanced Experimental Psychology: Social
PSY 454	Advanced Experimental Psychology: Individual Differences and Personality
PSY 483-485	Readings and Research Projects
PSY 494	Honors Independent Studies
SA 491	Senior Thesis in Studio Art
SED 455	Internship in Secondary Education
SOC 400	Sociological Theory
SPN 416	Spanish Literature, Fifteenth and Sixteenth Centuries
SPN 417	Spanish Literature, Seventeenth Century
SPN 488	Spanish-American Literature before 1888
SPN 489	Spanish-American Literature after 1888
SW 433	Social Work Seminar II
THA 420	Advanced Performance Projects
THA 495	Company Class
WHP 300	Assessment, Interventions and Injury Prevention
WHP 305	Laboratory in Assessment and Interventions
WHP 401	Internship in Wellness, Health Promotion and Injury Prevention
WHP 402	Senior Culminating Experience
WGS 405	Women and Gender Studies Capstone Course

### WRITING INTENSIVE

#### General Education Writing Intensive

*[Note: Requirement cannot be met with WRT 150 or 160. Course may double count with an approved general education course. Students must have earned a grade of 2.0 in the writing foundations course to enroll in a general education writing intensive course]*

AH 291	Concepts of Modern and Postmodern Art
AH 495-496	Senior Thesis in Art History
BIO 300	Biology and Society
CHM 300	Chemistry and Society
COM 330	Digital Culture: Identity and Community
COM 385	Multicultural Communication
COM 399	Community Field Experience
COM 411	Rhetorical Criticism in Communication
EED 420	Instructional Interaction and Classroom Management
ENV 354	Global Environmental Governance
EXS 350	Human Motion Analysis
JRN 200	Newswriting
LIN 470	The History of Linguistics
MGT 110	Contemporary World Business
MGT 435	Management Strategies and Policies
PHL 204	Ancient Greek Philosophy
PHL 205	Medieval Philosophy
PHL 206	Early Modern Philosophy
PS 312	The Politics of Race and Ethnicity
PS 354	Global Environmental Governance
PS 377	Communism
PSY 311	Sensation and Perception

PSY 316	Cognitive Psychology
PSY 317	Sleep and Dreams
PSY 318	Physiological Psychology
PSY 319	Animal Behavior
PSY 321	Child Development
PSY 322	Adolescence and Youth
PSY 323	Adulthood and Aging
PSY 327	Socialization in the Family
PSY 330	Social Cognition
PSY 333	Motivation
PSY 337	Interpersonal Processes and Group Behavior
PSY 338	Health Psychology
PSY 339	Emotion
PSY 341	Abnormal Psychology
PSY 342	Coping Strategies in the Normal Personality
PSY 343	Psychopathology of Childhood
PSY 344	Behavior Analysis
PSY 358	History and Systems of Psychology
PSY 381	Tests and Measurement
THA 301	Theatre History I
THA 302	Theatre History II
WHP 310	Injury Prevention, Control and Safety Promotion
WHP 315	Laughter as Therapeutic Modality
WRT 320	Peer Tutoring in Composition
WRT 330	Digital Culture: Identity and Community
WRT 335	Writing for Human Resource Development Professionals
WRT 341	Rhetoric of Professional Discourse
WRT 342	Contemporary Rhetorical Studies
WRT 364	Writing about Culture: Ethnography
WRT 380	Persuasive Writing
WRT 382	Business Writing
WRT 460	Writing Across the University: Language and Disciplinary Culture
WRT 491	Internship

#### **Writing Intensive in the Major**

*[Note: Course may double count with an approved major course. Students must have earned a grade of 2.0 in the Writing Foundations course to enroll in a Writing Intensive in the Major course.]*

AH 200	Critical Thinking and Writing in Art History
AH 291	Concepts of Modern and Postmodern Art
AH 495-496	Senior Thesis in Art History
AHS 450	Law, Values and Health Care
ALS 335	Psycholinguistics
AN 470	Anthropological Theory
BCM 457	Biochemistry Laboratory
BIO 300	Biology and Society
BIO 405	Directed Readings in Biology
BIO 495	Scientific Inquiry and Communication
CHM 300	Chemistry and Society
CHM 348	Physical Chemistry Laboratory
CHM 457	Biochemistry Laboratory
CIT 480	Senior Capstone Project
COM 330	Digital Culture: Identity and Community

COM 385	Multicultural Communication
CSE 480	Senior Capstone Project
DAN 380	Contemporary Dance History: Revolution and Revisionism
ECE 491	Senior Design Capstone Project
ECN 409	Urban and Regional Economics
ECN 418	Seminar in Economic Policy
ECN 421	Monetary Economics
ECN 456	Public Finance
EED 310	Public Education for the Future
EED 311	Public Education for Prospective K-8 Teachers
EED 420	Instructional Interaction and Classroom Management
ENG 400	Advanced Topics in Literature and Language
ENG 401	Studies in Literary Kinds
ENG 420	Trans-Atlantic Traditions
ENG 451	Major American Writers
ENG 452	Major British Writers
ENG 453	Studies in Major Authors
ENG 465	Shakespeare Seminar
ENG 490	Studies in Literary Theory and Research
ENV 354	Global Environmental Governance
ENV 446	Industrial and Environmental Toxicology
ENV 470	Environmental Science Internship
EXS 350	Human Motion Analysis
FRH 318	French Composition
GRM 318	German Composition
GRM 408	Advanced German Conversation
HRD 499	Internship in HRD
HS 402	Field Experience Integrative Studies
HS 450	Law, Values and Health Care
HST 300	Seminar in Historical Research
ISE 491	Senior Design
JPN 318	Japanese Composition
JRN 200	Newsriting
JRN 404	Journalism Internship
LIN 470	The History of Linguistics
ME 492	Senior Mechanical Engineering Design Project
MGT 435	Management Strategies and Policies
MLS 450	Law, Values and Health Care
MTH 414	History of Mathematics
MUS 331	History and Literature of Medieval and Renaissance Music
MUS 332	History and Literature of Western Music ca. 1850 to the Present
MUS 430	Seminar in Opera and Drama
MUS 431	Historical and Philosophical Foundations of Music Education
NRS 280	Nursing Practice Concepts
NRS 452	Scientific Inquiry II
OSH 446	Industrial and Environmental Toxicology
PHL 204	Ancient Greek Philosophy
PHL 205	Medieval Philosophy
PHL 206	Early Modern Philosophy
PHY 400	Undergraduate Seminar
PHY 490	Independent Research
PS 312	The Politics of Race and Ethnicity
PS 337	The Russian Political System
PS 350	Public Administration

PS 354	Global Environmental Governance
PS 371	American Political Thought
PS 372	Western Political Thought I
PS 373	Western Political Thought II
PS 374	Politics Through Literature
PS 377	Communism
PSY 311	Sensation and Perception
PSY 316	Cognitive Psychology
PSY 317	Sleep and Dreams
PSY 318	Physiological Psychology
PSY 319	Animal Behavior
PSY 321	Child Development
PSY 322	Adolescence and Youth
PSY 323	Adulthood and Aging
PSY 327	Socialization in the Family
PSY 330	Social Cognition
PSY 333	Motivation
PSY 337	Interpersonal Processes and Group Behavior
PSY 338	Health Psychology
PSY 339	Emotion
PSY 341	Abnormal Psychology
PSY 342	Coping Strategies in the Normal Personality
PSY 343	Psychopathology of Childhood
PSY 344	Behavior Analysis
PSY 358	History and Systems of Psychology
PSY 370	Psycholinguistics
PSY 381	Tests and Measurement
SA 200	Critical Theory and Practice in Art
SED 300	Introduction to Secondary Education
SED 301	Public Education for Prospective K-12 Teachers
SOC 400	Sociological Theory
SPN 408	Advanced Spanish Conversation and Composition
SPN 416	Spanish-Literature, Fifteenth and Sixteenth Centuries
SPN 417	Spanish-Literature, Seventeenth Century
SPN 488	Spanish-American Literature before 1888
SPN 489	Spanish-American Literature after 1888
SW 433	Social Work Seminar II
THA 301	Theatre History I
THA 302	Theatre History II
WHP 310	Injury Prevention, Control, and Safety Promotion
WHP 315	Laughter as Therapeutic Modality
WGS 405	Women and Gender Studies Capstone Course
WRT 320	Peer Tutoring in Composition
WRT 330	Digital Culture: Identity and Community
WRT 341	Rhetoric of Professional Discourse
WRT 342	Contemporary Rhetorical Studies
WRT 364	Writing about Culture: Ethnography
WRT 380	Persuasive Writing
WRT 460	Writing Across the University: Language and Disciplinary Culture
WRT 491	Internship

### U.S. DIVERSITY

*U.S. Diversity prepares the student to demonstrate: knowledge of how diverse value systems and societal structures in the United States are influenced by at least two of the following: race, gender, ethnicity identify major challenges and issues these raise in society. Approved diversity courses may double count in the major and/or general education.*

ALS 374	Cross-Cultural Communication
AMS 300	Topics in American Culture
AN 331	Racial and Ethnic Relations
AN 374	Cross-Cultural Communication
AN 381	Peoples and First Nations of North America
AN 385	Historical Archaeology
CIN 150	Introduction to Film
COM 330	Digital Culture: Identity and Community
COM 385	Multicultural Communication
DAN 175	Dance in American Culture
ECN 315	Economics of Gender and Ethnicity
EED 420	Instructional Interaction and Classroom Management
ENG 112	Literature of Ethnic America
ENG 341	Selected Ethnic Literature
ENG 342	African-American Literature
HRD 367	Cultural Diversity in the Workplace
HS 302	Community and Public Health
HST 114	Introduction to American History before 1877
HST 115	Introduction to American History since 1877
HST 292	History of the African-American People
HST 318	The Civil Rights Movement in America
HST 319	History of the American South
HST 322	Women in Modern America
HST 361	History of American Families
HST 362	History of African-American Women
MUS 200	Cultural Foundations and Historical Development of Rock Music
MUS 336	Music of the Americas: African Origins
MUS 338	Jazz and Blues: American Music
NRS 280	Nursing Practice Concepts
NRS 302	Health Promotion II
NRS 304	Human Sexuality
NRS 450	Vulnerable Populations for the RN
PS 100	Introduction to American Politics
PS 312	The Politics of Race and Ethnicity
SOC 100	Introduction to Sociology
SOC 331	Racial and Ethnic Relations
WHP 370	Culture, Ethnicity and Well-being
WGS 200	Introduction to Women and Gender Studies
WGS 300	Women in Transition
WGS 322	Women in Modern America
WGS 361	History of American Families
WGS 362	History of African-American Women
WGS 385	Historical Archeology
WRT 330	Digital Culture: Identity and Community
WRT 364	Writing about Culture: Ethnography

## Writing requirements

Students must satisfy the university general education requirement in the Foundations Writing area by completing WRT 160 and any required prerequisites (WRT 102 Basic Writing and/or WRT 150 Composition I) or through one of the alternatives below. Outside of the Foundations Writing area, two additional writing intensive courses (one in the General Education Program and one in the Student's major) must also be completed.

### Foundations: Writing

Students may fulfill Foundations Writing requirement in any one of the following four ways (NOTE: Only completion of WRT 160, transfer of course credit, or AP scores of 4 or 5 provide credit towards an OU degree, and towards General Education credit requirements):

- a. By Oakland University course work: Complete WRT 160 (and any required prerequisites including WRT 102 and/or WRT 150) with a grade of 2.0 or better in each course. [Note: Some majors require a higher grade. Please consult with your adviser.] See below for an overview of the placement system.
- b. By exemption from all or part of the required coursework. Exemption may be granted to students as follows:
  - Students who submit evidence of a score of Level 1 on the MEAP Writing Test will be exempt from WRT 150; no credit is awarded.
  - Students who submit an AP English Language and Composition examination score of 3 will be exempt from WRT 150; no credit is awarded.
  - Students who submit an AP English Language and Composition examination score of 4 or 5 will be exempt from WRT 150 and 160;
  - Students who write and submit a Placement Packet to the Rhetoric Program Director (see Rhetoric Placement System portion of the catalog for further information) may be placed in WRT 102 Basic Writing, WRT 150 Composition I or WRT 160 Composition II. No credit is awarded based on the Placement Packet.
- a. By transfer: Transfer a college level English composition course that meets the learning outcomes of the Foundations Writing area and is equivalent to WRT 160 (minimum 3 semester credits). Students who have completed such courses with grades of 2.0 or better may submit their transcripts to the Registrar for evaluation.
- b. By exemption portfolio: The deadline for submission of an exemption portfolio is the end of the student's fourth semester at Oakland University (excluding summer semester). Students may submit an exemption portfolio to demonstrate that they have developed the skills to meet the learning outcomes of General Education Foundations Writing at the level of WRT 160. The exemption portfolio, if successful, exempts students from WRT 150 and 160; students must complete four (4) additional credits in General Education courses. The exemption portfolio process requires the submission of a collection of the student's original graded papers from college courses for evaluation by the Rhetoric Program faculty in accordance with the following instructions:

### Exemption portfolio requirements

1. Identification cover page including certification that the portfolio includes the student's own work (cover sheet and directions available from the Writing and Rhetoric Program office, 316 Wilson Hall, 248-370-4120 or online at <http://www2.oakland.edu/oakland/ouportal/index.asp?item=2045&site=64>).
2. Letter (suggested limit: one page) addressed to the Writing and Rhetoric Program Director describing the student's writing experience and development. The letter should explain the kinds of writing the student has done and how the enclosed work demonstrates mastery of the skills developed in WRT 150 and 160 (see catalog course descriptions).

3. The graded originals of three single-author papers written by the student for college classes (at Oakland University or other accredited institutions). One of these papers must demonstrate that the student can design, conduct and report on a research project using and documenting outside sources in a standard system such as MLA, APA or another clearly identified system without plagiarism. For the research writing, students should include photocopies or printouts of at least three cited pages from the sources used for the paper.
4. The Exemption Portfolio may only be submitted once. If a student's work is judged ineligible for exemption (based on evaluations by at least two Writing and Rhetoric faculty members), the student may appeal this decision by writing to the Rhetoric and Writing Program Director. Two additional Writing and Rhetoric faculty members will review the portfolio and the decision will then be final.

### **Rhetoric placement system**

The main mechanism used to place students in the Writing and Rhetoric Program at Oakland University is the ACT English score, as follows:

- ACT English scores of 15 or below place students in WRT 102 Basic Writing.
- ACT English scores of 16-27 place students in WRT 150 Composition I.
- ACT English scores of 28 or higher place students in WRT 160 Composition II.

As an alternative, students may submit the Writing and Rhetoric Placement Packet, which entails writing two essays in response to specific directions available from the Rhetoric Program office, 316 Wilson Hall (248-370-4120) or on the website (<http://www4.oakland.edu/?id=703&sid=64>). The packets are evaluated by Writing and Rhetoric Program faculty. Placement by ACT score or Packet does not provide any course credit, regardless of where students are placed.

### **Additional undergraduate degrees and majors**

Under certain conditions, a student may earn either an additional baccalaureate or a single baccalaureate degree with multiple majors.

#### **For students who have not yet received any baccalaureate degree**

In order to pursue two or more Oakland University baccalaureates simultaneously, students who have not earned a baccalaureate degree must:

1. Meet all specified requirements for each degree program.
2. Complete at least 32 credits at Oakland University beyond those required for the degree requiring the most credits. Of these, at least 16 credits must be at the 300 level or above.

These degrees must either have separate designations (for example, Bachelor of Arts and Bachelor of Science) or be earned in separate academic divisions (for example, the College of Arts and Sciences and the School of Engineering and Computer Science). Students who meet the requirements for more than one major program but who do not meet the above conditions may receive a single degree with more than one major recorded on their transcripts.

#### **For students already holding a baccalaureate degree**

Students already holding a baccalaureate who wish to earn an additional baccalaureate from Oakland University must:

1. Receive written approval from the college or school concerned (and, where appropriate, from the department) as part of the admission process to the new program.
2. Complete at least 32 additional credits at Oakland University.

3. Meet the university-wide general education requirements, and all other specific requirements for the new degree as stipulated by the college, school or other academic unit in which the student is a candidate.
4. Second-degree students from regionally accredited institutions are exempt from Oakland University's undergraduate requirement for a writing foundations course at the level of WRT 160.

In the case of students holding a baccalaureate from Oakland University, the new degree must have a separate designation or be awarded by a different academic division, as described above.

Alternately, students may enroll as post-baccalaureate students and have completion of an additional major recorded on the transcript. Such students must meet all requirements for the additional major.

Students already holding a baccalaureate degree may earn teacher certification in elementary education by being admitted to this program at Oakland University with second undergraduate degree status. For a description of the program, see the Department of Teacher Development and Educational Studies, School of Education and Human Services. Students holding baccalaureate degrees with acceptable majors may earn teacher certification in secondary education by being admitted to this program at Oakland University with second degree status. For a description of this program, refer to Secondary Education, School of Education and Human Services.

### **Petition of exception**

Any student may request a waiver or modification of specific degree requirements outlined in this catalog. The request should be made on a Petition of Exception form available from the appropriate advising office. Petitions requesting modification of the normal requirements of a major should be directed to the chairperson of the major department, while those addressing university-wide undergraduate degree requirements should be returned to the adviser for referral to the appropriate body. The student, the registrar and the student's academic adviser will receive copies of the petition showing the action taken. Petitions of Exception relating to graduation requirements must be filed no later than the second week of the semester of intended graduation.

### **English Proficiency Policy**

International applicants, other visa holders, permanent residents, and exchange students whose native language\* is not English must provide proof of English proficiency.

### **Admission**

One of the following constitutes proof:

1. TOEFL 550 minimum on paper-based TOEFL  
213 minimum on computer-based TOEFL  
79 minimum on internet-based TOEFL
2. MELAB 77 minimum
3. 24 transferable credits, excluding ESL coursework, from a U.S. community college or baccalaureate institution
4. A baccalaureate degree from a regionally accredited U.S. college or university
5. One year of study and a diploma from a U.S. high school

Some programs at Oakland University may require a higher level of proficiency than listed above. Applicants should examine the program description for their field of study for information about additional English proficiency requirements and furnish proof as part of the admission process ([www.oakland.edu/futurestudents](http://www.oakland.edu/futurestudents)).

## Admission with ESL coursework

One of the following constitutes proof:

1. TOEFL      520-549 on paper-based TOEFL  
                  192-212 on computer-based TOEFL  
                  69-78 on internet-based TOEFL
2. MELAB      73-76

Students must register for ESL courses as part of their course work starting in their first semester of registration. ESL placement is done by the English as a Second Language Center (ESL Center) using the Institutional TOEFL and other assessment tools. Upon completion of the individualized ESL instruction sequence, students' English Proficiency will be evaluated using the Institutional TOEFL to determine whether additional ESL coursework is necessary to achieve English Proficiency. The individualized ESL instruction sequence designed by the ESL Center is not negotiable.

Satisfactory completion of the individualized ESL instruction sequence is expected within one year, but ESL coursework is required until minimum proficiency is demonstrated.

## Admission to intensive English program

Prospective students who do not have adequate English Proficiency for admission or admission with ESL coursework to the university can be admitted to the Intensive English Program. ESL placement is done by the English as a Second Language Center (ESL Center) using the Institutional TOEFL and other assessment tools. Upon completion of the individualized ESL instruction sequence, students' English Proficiency will be evaluated using the Institutional TOEFL to determine whether additional ESL coursework is necessary to achieve English Proficiency. The Individualized ESL instruction sequence designed by the ESL Center is not negotiable.

Upon completion of the Intensive English Program, students may (re)apply for admission to Oakland University; applicants are evaluated using the admission criteria described above.

\* A native language is a language that is acquired naturally during childhood and is usually spoken at home, as opposed to a language that is learned later in life, for example as a part of a person's formal education. Students whose native language is not English are encouraged to visit the English as a Second Language Center to discuss any language difficulties they may have while attending Oakland University.

## Transfer Student Information

### Transfer admission

Transfer students may enter Oakland University in any semester. The application is found at [www.oakland.edu/apply](http://www.oakland.edu/apply). Prospective students with questions should contact the Office of Undergraduate Admissions, 101 North Foundation Hall, (248) 370-3360.

To be considered for transfer admission, students must submit an on-line application and have official transcripts of coursework taken at any university or college mailed to Oakland University. ***While some students may be admitted based on unofficial documents, this does not remove the obligation to provide official transcripts. Students who fail to provide official transcripts will be prevented from registering in subsequent semesters until all transcripts have been received.***

Students whose prior academic experience includes coursework completed outside the United States or Canada must also provide an evaluation of coursework from a credentials evaluation service. For additional information, contact the Office of Undergraduate Admissions.

Students considering transferring to Oakland University may arrange to meet with an academic adviser who will assist in developing a degree completion plan. Students may locate the appropriate adviser by consulting the list of school and departmental advising offices in the Advising Index at the front of this catalog and published in the *Schedule of Classes*.

## **Transfer practices**

When students enter Oakland University, the Academic Records Office evaluates all course work previously completed with a C or equivalent grade at regionally accredited postsecondary institutions. Transferred courses may be used to satisfy credit and major requirements. Courses necessary to complete degree requirements are offered by the university, and it is anticipated that transfer students who have been admitted will complete subsequent program requirements at Oakland University. Credits are granted for courses taken at other regionally accredited post-secondary institutions in accordance with the transfer policies of this university and with the principles described below. Transfer credit will not be granted for course work completed at another institution during any period when the student was suspended from Oakland University for academic misconduct.

### **Transfer practices for community college students**

Oakland University's baccalaureate programs are designed to accommodate students from Michigan community colleges. For most local community colleges, the university has prepared course equivalency guides that indicate courses fulfilling specific Oakland University requirements. Transfer students from community colleges are eligible for the same financial aid programs and other services available to students who enter Oakland University directly from high school.

### **Transfer practices for students from four-year institutions**

Oakland University also accepts students from regionally accredited four-year institutions. Transfer credits are accepted in accordance with the transfer policies of this university and in accordance with the principles described below. Some exceptions to this policy include certain physical education courses and religion courses offered by religiously affiliated post-secondary institutions.

### **Transfer credit evaluation**

Preliminary evaluations of transfer credits are mailed to students shortly after admission has been approved. Information is updated as equivalency information is received. Students can review their transcripts on SAIL to see the most updated information. Official evaluations are completed during the first semester of attendance. If students have questions concerning courses at other institutions that may meet Oakland University's general education requirements, they should consult their academic adviser or the Academic Records Office, 102 O'Dowd Hall, (248) 370-3452.

Individual academic units may impose particular limitations on transfer credit. Students are advised to read appropriate sections of this catalog to learn the policies of schools in which they may be degree candidates.

Once transfer credits have been granted at Oakland University, a subsequent change of program or major may result in a change in the number of transfer credits accepted.

### **Study at a foreign university**

Oakland University students who enroll directly in foreign universities may, upon their return, request academic credit. Such students must provide documentation of the content and scope of the work completed as well as official evaluations of academic performance. Students who anticipate requesting credit for foreign study should contact the Academic Records Office (102 O'Dowd Hall) in advance of enrolling in a foreign university.

## **Transfer principles**

### **Community college transfer credit limit (generally 62 credits)**

Students may transfer applicable community college credits at any time during their course of study; however, such credits are limited to no more than one-half the minimum credits required for completion of a specific baccalaureate program. Additional credit may be transferred from regionally accredited four-year institutions. At least 32 credits must be earned at Oakland University.

Upon a student's initial entry to the university (or upon readmission after a lapse of six years or more), courses taken at a two-year institution may be accepted to satisfy requirements even though the rule limiting community college credit transfers to one-half of the total may prevent the acceptance of

any credits from such courses. A continuing student at Oakland University who has reached this credit limit may not apply toward the baccalaureate degree any more courses or credits from a two-year institution.

#### **Principles concerning the MACRAO agreement**

Oakland University participates in the Michigan Association of Collegiate Registrars and Admissions Officers (MACRAO) Articulation Agreement. The Agreement allows transfer students to satisfy the university's general education requirements at the community college except as noted below.

After transferring to Oakland University, students must complete a writing intensive course in the major and a capstone course. MACRAO transfer students must also either transfer in a course that is acceptable for the knowledge application requirement or take the course at OU after transferring. Transfer students are exempt from the writing intensive in general education requirement. Under the MACRAO agreement, transfer students from participating Michigan public community colleges must present for review a transcript bearing the "MACRAO Agreement Satisfied" stamp.

#### **General education requirements for transfer students**

All transfer students who enter Oakland University in fall 2008 and after are under the general education program revised in 2005-2006. Transfer students may fulfill the general education requirements with courses from their former institution that have been approved for this purpose by Oakland University. In such cases, a 3 semester-hour transfer course may serve as the required course in a particular knowledge area, but students must still present a total of 40 general education credits, and all 10 knowledge areas must be represented for graduation. Transfer students must complete the writing intensive in the major course and the capstone course at Oakland University. However, transfer students are exempt from the writing intensive in general education requirement.

#### **Arts and Sciences distribution requirements for transfer students**

Transfer students pursuing any major in the College of Arts and Sciences should refer to the Policies and Procedures section in the College portion of the catalog for distribution requirements that must be met in addition to general education requirements.

#### **College-level examination program (CLEP) credits**

Transfer students who wish to apply CLEP credits towards degree work at Oakland University should consult the College-level Examination Program (CLEP) section of the catalog.

## **Grading System**

1. The basic undergraduate grading system at Oakland University is a 32-point system of numerical grades, with passing grades ranging from 1.0 through 4.0, by tenths, and a no credit grade of 0.0. Non-numerical grades are W, I, P, S, U, R and Z. All courses are graded numerically unless otherwise noted.
2. The first two weeks of a semester (one week in the summer semester) are a no record period for dropping and adding full-semester courses. ("No-record" means that there will be no transcript notation showing enrollment in the course.) The no-record period for one to 4 credit half-semester courses is the first week of instruction.
3. The meanings of non-numeric grades are as follows:
  - a. W (Withdrawn) grade is assigned by the registrar if a student withdraws officially from a course between the end of the no-record period and the ninth week of 14-week courses (the fifth week of seven-week courses).
  - b. The I (Incomplete) grade is temporary and may be given only by student request and instructor consent and only after the cut-off date for use of the W grade. It is used in the case of severe hardship beyond the control of a student that prevents completion of course requirements. Work to remove an I grade must be completed during the first eight weeks of the next semester (fall or winter) for which the

student registers unless a student-initiated extension is approved by the instructor and the dean of the school or college or other appropriate administrator.

If course requirements are not completed within one year and no semester has been registered for, the I grade shall be changed to a grade of 0.0. A student who wishes to receive an Incomplete (I) grade in a course must present a Student Request for Incomplete Grade form to the instructor by the day of the scheduled final examination. This form, which indicates the instructor's willingness or unwillingness to grant the I and the schedule he or she sets for completing the term's work, is available in department offices.

**The rules described above do not apply to degree candidates. Graduating students requesting Incomplete grades in the final semester should contact the degree auditor immediately.**

- c. The P (Progress) grade is temporary and may be given only in a course that, by design, cannot be completed in one semester or session. Prior approval must be obtained from the dean of the appropriate school or college to assign P grades in a particular course. The P grade is only given for course work that is satisfactory in every respect. P grades must be removed within two calendar years from the date of assignment. If this is not done, the P will be changed to a 0.0.
  - d. The S (Satisfactory) grade implies a grade of 2.0 or better in certain selected courses in which S/U grading is used exclusively; such courses must be approved by the appropriate committee on instruction. Under circumstances presented below, students may elect as an option to take a numerically graded course on an S/U basis.
  - e. The U (Unsatisfactory) grade is given in selected courses approved for S/U grading and implies a non-passing grade of less than 2.0. It also denotes unsatisfactory work in a numerically graded course elected by a student on an S/U basis.
  - f. R is a temporary grade assigned by the registrar in the absence of a grade from the instructor.
  - g. Z is assigned upon registration for an audited course. The student's declaration of intention to audit and instructor permission are both required, and it is understood that no credit for the course is intended to be earned that term.
4. If none of the above apply, the course is considered to have been successfully completed when the instructor assigns a numerical grade from 1.0 to 4.0. The University Senate has approved publication of the following conversion for external purposes:
 

3.6-4.0 — A	2.0-2.9 — C
3.0-3.5 — B	1.0-1.9 — D
0.0 — no credit	
  5. All grades appear on student transcripts. However, only numerical grades are used to determine the grade point average, which is truncated at two decimal places.

### **S/U grading option**

Undergraduates who have completed at least 28 credit hours toward graduation may elect to take up to eight credits of course work at Oakland University on an S/U grading basis, assuming that all prerequisites have been completed and subject to the following conditions:

- a. These credits may be counted only as elective credits. They may not be used to satisfy general education requirements (including college or school distribution requirements), the student's major or minor course requirements or prerequisites, or any courses designated "No S/U".
- b. Any courses that are designated S/U in the catalog will not count toward the limit of eight S/U grading option credits per student. Courses where the S/U grading system is used to grade all students in the course can be used to satisfy any applicable academic requirement.
- c. The student must elect the S/U option by the end of the late registration period by filing the appropriate form with the Registration Office (100 O'Dowd Hall).

Instructors will not be informed on their enrollment lists as to who are the S/U students, if any. They will simply assign numeric grades (0.0 to 4.0) to all enrolled students. For students who have elected the S/U option, the Registrar's Office will then convert numeric grades from 2.0 to 4.0 to an S and numeric grades from 0.0 to 1.9 to a U. An S or a U will appear on the student's official grade report and transcript.

- d. Neither the S nor the U grade will be included in the student's grade point average.
- e. If an academic unit at Oakland University later requires evidence of a numerical grade instead of an S because of a change of program status, the student may file a petition with the Registration Office to release that grade information to the program requiring the evidence.
- f. If a course is repeated, it must be repeated on the same grading basis as the first attempt.

### **Appeal of grade**

Students desiring to appeal a grade should first contact the instructor who issued the grade. If satisfaction is not received the student may further appeal, in turn, to the program coordinator, the department chair and, finally, to the school dean, whose decision is final.

### **Academic records**

Academic records are maintained in the Academic Records Office, 102 O'Dowd Hall, (248) 370-3452. Transcripts of academic records may be obtained by completing transcript request form at the Academic Records Office or by writing to: Transcript Request, Office of the Registrar, Oakland University, Rochester, Michigan 48309-4490. Requests should include the name under which the student attended, the student's Oakland University student number, the date the student last attended, date of degree (if applicable) and the address to which the transcript is to be sent.

Transcripts will not be issued for students who have delinquent indebtedness to the university or who are delinquent in repaying a National Direct Student Loan (NDSL), a Perkins Loan or Nursing Student Loan (NSL).

### **Campus Sex Crimes Prevention Act**

Oakland University shall comply with the applicable requirements of the "Campus Sex Crimes Prevention Act," beginning in 2002, which states that every sex offender register under "Megan's Law" provides information of his/her enrollment or employment by a college or university. Names of registered sex offenders enrolled or working at Oakland University are provided by the Oakland University Police Department (OUPD) with campus jurisdiction from the state government. To obtain this information, please contact the OUPD, 3 Police & Support Services Building, (248) 370-3331, or the police website: <http://mirage.otus.oakland.edu/oupd/oupd.htm>. Questions or further information regarding the Campus Sex Crimes Prevention Act may be obtained by contacting the Vice President for Student Affairs, (248) 370-4200, or the Director of Police, (248) 370-3000. In accordance of the "Family Educational Rights and Privacy Act," nothing may be construed to prohibit Oakland University from disclosing information provided to the university concerning registered sex offenders. Finally, it is required that the Secretary of Education take appropriate steps to notify Oakland University that disclosure of this information is permitted.

### **Family Educational Rights and Privacy Act**

The federal Family Educational Rights and Privacy Act of 1974 pertain to confidential student educational records. This legislation allows students the right to view upon request their own confidential educational records and defines the use of these records by others. The dean of students is the university compliance officer for the Family Educational Rights and Privacy Act.

Students who do not want directory information to appear on the Oakland University web site can restrict release of such data by doing the following:

- Login to Sail
- Click on Login to Secure Area
- Complete the User Login
- Select Personal Information
- Select Directory Profile
- De-select the Display in Directory option for items you wish to not appear in the web directory.

Students who do not want directory information released in any other form must notify the Office of the Registrar in writing. Forms for this purpose are available in 101A O'Dowd Hall. Upon receipt of the completed form or a letter, directory information will be withheld until the student requests in writing that it be released. Requests for privacy may also be faxed to the Registrar at (248) 370-3461.

The university considers student theses and dissertations to be public statements of research findings. Therefore, students who submit such work in fulfillment of degree requirements shall be deemed to have consented to disclosure of the work.

A full statement of students' rights is available in the Office of the Dean of Students, 144 Oakland Center, (248) 370-3352. Any questions, grievances, complaints or other related problems may be addressed to the Dean of Students, 144 Oakland Center, Oakland University, Rochester, Michigan 48309-4401, (248) 370-3352 and/or filed with the U.S. Department of Education.

## **University Approval for Research Activities Involving Human and Animal Subjects, Biosafety, and Radiation Safety**

### **Protection of human subjects**

All research projects involving the participation of human subjects, use of identifiable private information, or use of materials of human origin must be submitted for review by the Institutional Review Board for the Protection of Human Subjects (IRB) before the research can be conducted. This requirement includes all research, from low-risk investigations such as surveying people on the street about their favorite television shows to high-risk studies like clinical trials of experimental medical treatments. Applications are submitted online through the Research Application Manager 2.0 (see "Online Application for Conducting Research" section). All students conducting research must have a faculty sponsor. The student and faculty sponsor are jointly responsible for contacting the IRB and for keeping abreast of the approval process as it pertains to the study. To access the Human Subjects Tutorial, visit <http://www2.oakland.edu/research>.

For more information about human subjects review and to access the Oakland University Guidelines for Research Involving Human Subjects, visit <http://www2.oakland.edu/research> or contact Dr. Judette Haddad at (248) 370-4898 or [haddad@oakland.edu](mailto:haddad@oakland.edu).

### **Protection of animal subjects**

Research using vertebrate animals must have the approval of the Institutional Animal Care and Use Committee (IACUC) and be conducted according to university guidelines. Approval is obtained through submission of Animal Care and Use applications b. Application must be submitted online through the Research Application Manager 3.0 (see "Online Application for Conducting Research" section). For more information visit <http://www2.oakland.edu/research> or contact Cliff Snitgen at (248) 370-4441 or [snitgen@oakland.edu](mailto:snitgen@oakland.edu).

### **Biosafety**

All research, teaching and testing at Oakland University involving recombinant DNA, infectious agents and/or cultured cell lines must be approved by the Institutional Biosafety Committee (IBC). Approval is obtained through submission of biosafety research applications.

Application must be submitted online through the Research Application Manager 3.0 (see "Online Application for Conducting Research" section). For more information visit

<http://www2.oakland.edu/research> or contact Dr. Judette Haddad at (248) 370-4898 or [haddad@oakland.edu](mailto:haddad@oakland.edu).

### **Radiation safety**

Radioactive material (including machinery producing ionizing radiation) can only be used by authorized Oakland University permit holders or under the supervision of a permit holder. User permits are issued by the Radiation Safety Committee (RSC) only to the full-time OU faculty members or principal investigators. All others must work under the supervision of a full-time faculty member. To access the Radiation Safety Tutorial, visit <http://www2.oakland.edu/research>. For more information, visit <http://www2.oakland.edu/research> or contact Dominic Luongo, Radiation Safety Officer at (248) 370.4314 or [luongo@oakland.edu](mailto:luongo@oakland.edu).

### **Online application for conducting research**

To access the compliance committee applications referred to above, researchers should visit Regulatory Compliance link in the Research web page at [http://www2.oakland.edu/research/research\\_new/pages/](http://www2.oakland.edu/research/research_new/pages/) Research Application Manager (RAM) 2.0 (IRB Application) is accessed at [www2.oakland.edu/research/appmanager](http://www2.oakland.edu/research/appmanager). Researchers who are accessing the site for the first time, should access the Step-by-Step Instructions at [www2.oakland.edu/research/appmanager/stepbystep.cfm](http://www2.oakland.edu/research/appmanager/stepbystep.cfm) to create an account. Depending on the elements involved and the scope of the project, students will gain access to the relevant applications required to conduct the study. RAM 3.0 (IACUC and IBC Applications) is accessed at <https://www2.oakland.edu/research/gcsram/login.cfm>

## **Other Academic Policies**

### **Honors**

#### **Academic honors**

At the end of each fall and winter semester, undergraduates who have earned a semester grade point average (GPA) of 3.00 or higher in at least 12 credit hours of numerically graded university work and who have received no 0.0 grades will be recognized for academic achievement. These credits must be earned within the time constraints of the normal semester. Notices of commendation will be sent to undergraduates with GPAs of 3.00 to 3.59. Notices of academic honors will be sent to undergraduates with GPAs of 3.60 to 4.00. Both commendation and academic honors will be recorded on students' academic transcripts.

#### **Dean's list**

At the end of each winter semester, students who achieve academic honors (3.60 to 4.00) in at least 12 numerically graded credits for consecutive fall/winter semesters will be placed on the Dean's List. Students who receive an I (incomplete) and/or P (progress) grade in either fall or winter semesters are not eligible for the dean's list. Inclusion on the Dean's List for an academic year will be recorded on students' academic transcripts. Names of Dean's List students, except those who have requested privacy, will be published on an official list to be posted on campus. Students will also receive letters from the appropriate dean.

#### **Departmental and school honors**

Departmental or school honors may be awarded to selected students when their degrees are conferred. Criteria for earning these honors are described in the appropriate section of the Undergraduate Catalog. Departmental and school honors are recorded on students' transcripts.

## University honors

The three levels of university honors, cum laude, magna cum laude and summa cum laude, may be awarded with the conferral of a student's earned baccalaureate with the following cumulative grade point average: 3.60-3.74, cum laude; 3.75-3.89, magna cum laude; and 3.90-4.00, summa cum laude. The awarding of a degree with university honors will be based only on Oakland University credits, and the student must earn at least 62 credits at Oakland University to be eligible for such honors.

## Academic conduct policy

All members of the academic community at Oakland University are expected to practice and uphold standards of academic integrity and honesty. Academic integrity means representing oneself and one's work honestly. Misrepresentation is cheating since it means students are claiming credit for ideas or work not actually theirs and are thereby seeking a grade that is not actually earned. Following are some examples of academic dishonesty:

1. Cheating on examinations. This includes using materials such as books and/or notes when not authorized by the instructor, copying from someone else's paper, helping someone else copy work, substituting another's work as one's own, theft of exam copies, or other forms of misconduct on exams.
2. Plagiarizing the work of others. Plagiarism is using someone else's work or ideas without giving that person credit; by doing this students are, in effect, claiming credit for someone else's thinking. Whether students have read or heard the information used, they must document the source of information. When dealing with written sources, a clear distinction should be made between quotations (which reproduce information from the source word-for-word within quotation marks) and paraphrases (which digest the source of information and produce it in the student's own words). Both direct quotations and paraphrases must be documented. Even if students rephrase, condense or select from another person's work, the ideas are still the other person's, and failure to give credit constitutes misrepresentation of the student's actual work and plagiarism of another's ideas. Buying a paper or using information from the World Wide Web or Internet without attribution and handing it in as one's own work is plagiarism.
3. Cheating on lab reports by falsifying data or submitting data not based on the student's own work.
4. Falsifying records or providing misinformation regarding one's credentials.
5. Unauthorized collaboration on computer assignments and unauthorized access to and use of computer programs, including modifying computer files created by others and representing that work as one's own.

Unless they specifically indicate otherwise, instructors expect individual, unaided work on homework assignments, exams, lab reports and computer exercises, and documentation of sources when used. If instructors assign a special project other than or in addition to exams, such as a research paper, or original essay or a book review, they intend that work to be completed for that course only. Students must not submit work completed for a course taken in the past or for a concurrent course unless they have explicit permission to do so from both faculty members.

Instructors are expected to maintain the following standards in the context of academic conduct:

1. To inform and instruct students about the procedures and standards of research and documentation required to complete work in a particular course or in the context of a particular discipline.
2. To take practical steps to prevent and detect cheating.
3. To report suspected academic misconduct to the Assistant Dean of Students (144 Oakland Center) for consideration by the Academic Conduct Committee of the University Senate.
4. To present evidence of plagiarism, cheating on exams or lab reports, falsification of records or other forms of academic conduct before the Academic Conduct Committee.

Students are expected to maintain the following standards in the context of academic conduct:

1. To be aware of and practice the standards of honest scholarship.
2. To follow faculty instructions regarding exams and assignments to avoid inadvertent misrepresentation of work.
3. To be certain that special rules regarding documentation of term papers, examination procedures, use of computer-based information and programs, etc., are clearly understood.
4. To avoid the appearance of cheating.

If students believe that practices by the instructor are conducive to cheating, they may convey this message to the instructor, to the chairperson of the department, or to any member of the student/faculty Academic Conduct Committee (either directly or through the Office of the Dean of Students).

If academic misconduct is determined by the Academic Conduct Committee, the committee assesses penalties ranging from disciplinary reprimand, to probation, to suspension or expulsion (dismissal) from the university. Additionally, withdraw grades may be changed to the appropriate numerical grade. All confidential conduct records are maintained in the Office of the Dean of the Students.

## **Academic Probation and Dismissal**

### **General information**

To stay in good academic standing, students must not allow their cumulative grade point averages (GPA) to drop below 2.00. Some schools and departments establish more selective criteria for satisfactory academic performance within their majors. Students should consult the section of the catalog on their major for specific information.

Undergraduates who fail to make satisfactory academic progress toward a degree will be placed on probation in accordance with a university policy that stipulates that students must complete for credit most of the courses for which they register and must do so with a reasonable degree of academic proficiency. Students on probation who fail to meet the minimal standard of progress established by the University Senate will be dismissed from the university.

Undergraduates who are dismissed for unsatisfactory academic progress do not retain the privileges of students in good standing. If dismissed students wish to be readmitted to Oakland University after the compulsory separation period prescribed by the Academic Standing and Honors Committee, they must apply for readmission through the Academic Skills Center, 103 North Foundation Hall. (If, in the dismissal notice, a student has been informed that readmission will not be considered, the student may not utilize this procedure.) Questions on Oakland University's probation and dismissal policies should be directed to the Academic Skills Center, 103 North Foundation Hall, (248) 370-4215.

### **Principles and practices**

The Academic Probation and Dismissal Policy is administered by the director of the Academic Skills Center for the University Senate's Academic Standing and Honors Committee. The policy is based on the following principles and practices:

1. The major share of students' educational expense is provided by the state of Michigan, and it is the responsibility of the university to see that these funds are properly used. If students fail to make satisfactory academic progress toward a degree, dismissal action must be taken by the Academic Standing and Honors Committee.
2. Students are encouraged to make responsible decisions concerning their educational progress. Students who are apparently not benefiting sufficiently from the educational opportunities available at the university are advised to consider other alternatives.
3. Some students new to the university (including transfer students) need a period of adjustment; therefore, no students will be dismissed at the end of their first semester/ session at the university. Furthermore, students will not be dismissed without having been placed on probation in the previously enrolled semester/session.

4. Students must have a 2.00 GPA upon graduation. Students with fewer than 81 credits toward graduation and a GPA below 2.00 are normally allowed to continue their studies on probation if it is reasonable to expect that they can sufficiently raise their cumulative GPA. (See *Probation and dismissal policy* below.)
5. Students who receive notice of their dismissal after a term are advised to appeal the dismissal if they believe they have valid reasons to have the dismissal deferred. The Academic Standing and Honors Committee of the Faculty Senate will review appeals submitted within the 10-calendar day deadline and students will be notified regarding the decision of the committee by mail. Students whose appeals are approved by the Committee are required to participate in the Dismissal Option Status Program in the Academic Skills Center.
6. Students on probation for two consecutive semesters are not eligible for VA (Veterans) benefits.

### Probation and dismissal policy

The following Academic Probation and Dismissal Policy applies to all undergraduate and second degree students.

1. Students with a cumulative GPA of 2.00 or above or without an established cumulative GPA are considered to be in good academic standing. (See item 4 below).
2. Students in good academic standing will be placed on probation at the end of a semester/session when their cumulative GPA is below 2.00. They will be allowed to remain at Oakland University on probationary status for at least one semester/session.
3. At the end of a probationary semester/session, students will be:
  - a. returned to good academic standing if their cumulative GPA is 2.00 or higher,
  - b. continued on probation if they have attempted less than 24 credit hours and their semester GPA is 2.00 or higher, even though they may not meet the minimum requirements on the chart below, or
  - c. dismissed from the university if their semester GPA is below 2.00, they have attempted 24 or more credits, and their cumulative GPA is below the minimum GPA according to the chart below. For example, if at the end of a probationary semester/session, a student has attempted 26 credits, has a semester GPA below 2.00, and a cumulative GPA of 1.70, the student will be dismissed from Oakland University.

Oakland University Credit Earned	Minimum Required GPA
24-32	1.61
33-48	1.73
49-64	1.85
65-80	1.97
81+	2.00

4. In order to establish a cumulative GPA, a student must receive a numerical grade in at least one course at Oakland University, and in the computation of the cumulative GPA, only those courses at *Oakland University* for which a student has received numerical grades are used. If a course has been repeated, the assigned credits for the course are only counted once in the total number of credits attempted and only the most recent numerical grade received is used. The “honor points” for each course are computed by multiplying the numerical grade received by the number of credits assigned to the course.

The cumulative GPA is determined by dividing the sum of the honor points for all courses receiving numerical grades by the total number of credits attempted in courses receiving numerical grades at Oakland University.

**The appeal process**

Students dismissed after a probationary term may appeal the dismissal if they feel there are valid reasons to do so. To appeal, students must complete an official Dismissal Appeal Form and submit it to the Academic Standing and Honors Committee within 10 calendar days of the issuance of the dismissal notice. The forms are sent with the dismissal notice, however they may also be obtained by request from the Academic Skills Center, 103 North Foundation Hall, (248) 370-4215. If the appeal is approved, the student is placed on dismissal option status, and the dismissal is deferred.

**Dismissal option status**

Dismissal option status is granted to students whose dismissal appeals are approved or to students who are readmitted following a previous dismissal for unsatisfactory academic progress. Dismissal option status offers students the opportunity to continue their education on a term-by-term basis as long as specific requirements are met. All students on dismissal option status must meet a term GPA minimum of 2.00 in each enrolled semester/session until good academic standing is resumed. (Good academic standing is achieved when the cumulative GPA is 2.00 or above.) Failure to earn a minimum term GPA of 2.00 results in reactivation of the dismissal, an action that may not be appealed by the student involved. The Dismissal Option Status program is administered by the Academic Skills Center, 103 North Foundation Hall, (248) 370-4215.

**Academic forgiveness**

Students attending Oakland University after an absence of three or more years who were not in good academic standing prior to their absence may file a Petition of Forgiveness with the Academic Standing and Honors Committee. The committee may forgive, for academic standing purposes only (probation and dismissal), all or part of the record used to compute probationary and dismissal status. Students may submit the Petition to the Committee through the Academic Skills Center (103 North Foundation Hall).

**Readmission**

Readmission is required for all students in the following categories:

1. Students whose attendance has been interrupted for a period of six or more years.
2. Students who are dismissed from the university for insufficient academic progress at the end of their previously enrolled semester/session.

All other undergraduates may return and register for classes without seeking formal readmission. Particular programs, however, may have more stringent requirements, and students whose progress in a major has been interrupted should consult an advisor. Students applying for readmission must submit an application to the Academic Skills Center, 103 North Foundation Hall, (248) 370-4215 at least 45 days prior to the start of the term in which the student expects to enroll.

If readmitted students fail to enroll for the semester or session for which their readmission is granted, that readmission is considered void. If students wish to enroll for the semester or session immediately following the term for which readmission was granted, they may do so with a written request to update their readmission application addressed to the Academic Skills Center. However, if such students wish to enroll for a term *later* than one semester or session following the term for which they were readmitted, they must complete another readmission application and submit it within the 45-day time frame. Readmission to the university is not automatic for students dismissed because of poor academic performance. The number of times a student will be readmitted is limited. An application for a first readmission by a student who has been dismissed for insufficient academic progress is reviewed by the university's Readmission Committee. Decisions about readmission are made on a case by case basis involving review of the student's file. A student dismissed for academic performance who is readmitted but fails to progress academically, resulting in a second academic dismissal, may not apply for readmission to the university for a period of three years. The Academic Standing and Honors Committee

will review the Academic records of students applying for readmission a second time. If a student is dismissed for academic reasons a third time, the student may not be readmitted to Oakland University.

### Withdrawals

Students dropping all registered credits in a term must follow the withdrawal procedure, which is printed in the *Schedule of Classes* each term. When students withdraw from the university after the second week of classes (first week in the summer semester) and before the end of the official withdrawal period, W grades will be assigned in all uncompleted courses. Official withdrawal from the university is not permitted after the ninth week of 14-week courses (fifth week of seven-week courses). If students stop attending classes but do not follow the withdrawal procedure, they may receive grades of 0.0. Undergraduates who plan to return to the university after a six-year interruption should consult the readmission policy above.

### Problem resolution

Students may encounter problem situations during their course of study at Oakland University that require review by appropriate administrative or academic personnel. The university's problem resolution procedure provides a fact-finding system for resolving problems between students and faculty or staff members when a review of the issues is not available through other established procedures. For some issues (e.g. discrimination, harassment) specific university procedures must be followed. The Dean of Students, located in 144 Oakland Center, is always available to advise students on the alternatives that are available to resolve a concern.

Each student, faculty member, administrator and staff member has an obligation to resolve problems fairly through discussion between the aggrieved student and the specific university person involved with the problem.

### Academic concerns

Each academic unit has developed its own internal procedure for resolving complaints about classroom situations and will provide a copy upon request. Generally, a student must **first contact the instructor**. If the problem is not resolved between the instructor and the student, the student **then contacts the department chair**. The department chair may then hear the facts of the case or refer it to an internal unit committee. If the problem is not resolved at this step, the student may **then contact the dean of the college or school** to continue the problem resolution process. In the case of graduate students, the school or college dean shall consult with the Director of Graduate Study. For cases involving grade disputes and classroom procedures but not involving discrimination, harassment or illegal behavior, the process stops at the dean level.

In any case involving an academic concern, the student should be aware of the responsibilities of the instructor and of the student.

An instructor's responsibilities include, but are not limited to, the following:

1. The instructor should hold classes and examinations when and where officially scheduled.
2. Each instructor should be available in his or her office for student consultation for a reasonable number of hours each week and make these hours known.
3. The instructor should make known at the beginning of each course the objectives and nature of the course, dates of important events (e.g., tests, major assignments), and policies on grading, class attendance, tests, papers and class participation.
4. The instructor should ensure that the content of the course he/she teaches is consistent with the course description in the university catalog.
5. The instructor should adhere to university policies concerning students' rights.
6. The instructor should attend the meetings as required by the procedures of the unit concerning student grievances.

A student's responsibilities include, but are not restricted to, the following:

1. The student must know and adhere to the instructor's policies concerning attendance, tests, papers and class participation.
2. The student must direct academic complaints about a class through the channels explained above.
3. Upon the request of his or her instructor, the student should consult with the instructor at a mutually convenient time.
4. The student should attend the meetings as required by the unit grievance procedures.

In the above process, a student may discuss the problem with the instructor. However, it is beneficial for the student to write out the concerns and state the suggested resolution to the problem. The complaint should be supported with facts. If the problem is not resolved at the instructor level and advances to the department chair, students must document their concerns to assist the chair or the unit committee to understand the problem.

### **Non-academic concerns**

From time to time, students may experience concerns with their employment situation or service on campus. In these situations, the student may wish to contact the dean of students to discuss problem resolution steps. Generally, the procedure will involve presenting the facts to the immediate supervisor of the specific university employee involved. The student should clearly state the nature and basis of the alleged offense, the name of the person(s) who committed the offense, the specifics of the incident(s) involved and the names of any known witnesses. In handling such complaints, discretion will be exercised but no guarantee of confidentiality may be given, since an investigation will necessarily involve discussions with other parties.

The immediate supervisor of the person against whom the complaint was lodged must respond to the complainant within 30 days after the complaint was filed (unless an extension for additional review or information gathering is authorized). If the complainant is dissatisfied a written appeal may be made to the next level of supervision. For nonacademic complaints, appeals stop at the vice presidential level.

### **Concerns about illegal discrimination or harassment**

University policy prohibits illegal discrimination. Discriminatory conduct or discriminatory harassment is behavior, including but not limited to sexual advances or requests for sexual favors, and any written behavior, including pictorial illustrations, graffiti or written material, that stigmatizes or victimizes an individual on the basis of race, sex, sexual orientation, age, height, weight, disability, color, religion, creed, national origin or ancestry, marital status, familial status, veteran status, or other characteristics protected by federal and state law.

In cases involving alleged illegal discrimination or harassment by a university employee, the student should contact University Diversity and Compliance, 203 Wilson Hall, (248) 370-3496.

### **Time limits for all types of concerns**

In the interest of fairness to all parties, a complaint should be filed as soon as possible to assist in obtaining the facts related to the complaint. For this reason, a complaint generally will not be processed unless it is filed no later than sixty (60) days after the student became aware or should have become aware of the incident leading to the complaint. However, the University may waive the 60-day rule based upon the facts and circumstances of the complaint and after giving due consideration to the protection of the rights of both the complainant and the individual accused.