

**SHEPHERD UNIVERSITY
BOARD OF GOVERNORS
POLICY 21**

TITLE : STUDENT ACADEMIC RIGHTS

SECTION 1. GENERAL

- 1.1 Scope - This policy regards academic rights and responsibilities of students.
- 1.2 Authority - West Virginia Code § 18B-2A-4
- 1.3 Effective Date – June 22, 2006, amending the March 14, 2002 version of the Policy.

SECTION 2. ACADEMIC RIGHTS and RESPONSIBILITIES of STUDENTS

- 2.1 The President or designee shall define and promulgate, consistent with the policies of the Board, the general academic requirements for admission to the baccalaureate programs, for admission to limited enrollment programs, and for admission to professional and graduate degree programs; the criteria for maintenance of satisfactory academic progress, for the successful completion of the program, for the award of a degree or certification, for graduation; and the requirements or criteria for any other academic endeavor. These admission, curriculum and other academic policies shall be published in the University Catalog, the Graduate Catalog, the student Handbook, and/ or handbooks published specific to individual programs.
- 2.2 A student, by voluntarily accepting admission to the institution or enrolling in a class or course of study offered by the institution accepts the academic requirements and criteria of the institution. It is the student's responsibility to fulfill course work and degree or certificate requirements and to know and meet criteria for satisfactory academic progress and completion of the program.

SECTION 3. ACADEMIC RIGHTS

- 3.1 Concomitant with the academic standards and responsibilities established pursuant to Section 2 of this rule, each student shall have the following academic rights:
 - 3.1.1 The student shall be graded or have his/her performance evaluated solely upon performance in the course work as measured against academic standards. The student shall not be evaluated prejudicially, capriciously, or arbitrarily. The student shall not be graded nor shall his/her performance be evaluated on the basis of any form of discrimination prohibited by the Board's policies on Equal Opportunity.
 - 3.1.2 Each student shall have the right to have any academic penalty, as set out in Section 5.2 of this rule below and more specifically defined by the policies promulgated by the President or designee, reviewed.

- 3.1.3 Each student shall have access to a copy of the University catalog or program brochure in which current academic program requirements are described (e.g., required courses, total credit requirements, minimum grade point average, probation standards, professional standards, etc.). Students have the right to receive from the instructor written descriptions of content and requirements for any course in which they are enrolled (e.g., attendance expectations, special requirements, laboratory requirements including time, field trips and costs, grading standards and procedures, professional standards, etc.).
- 3.1.4 The instructor of each course is responsible for assigning grades to students enrolled in the course, consistent with the academic rights set out in the preceding sections.

SECTION 4. APPLICATION of POLICY to STUDENTS

- 4.1 Student: any person who has been admitted to the institution to pursue a course of study, research, or service, who is currently engaged in an institutionally sponsored activity, and who has some right or privilege to be on the campus or in the facilities of the institution, or to use the same, in connection with study, research, or service, or who yet has some right or privilege to receive some benefit or recognition or certification from the institution.
- 4.2 A student, as defined in this rule, shall be subject to any applicable penalties for failure to comply with the academic requirements and standards promulgated by the institution according to Section 2.1 of this rule. Students are expected to adhere to these academic standards in all academic settings, classrooms, laboratories, clinics and any other activities which are part of academic requirements.

SECTION 5. ACADEMIC REQUIREMENTS and CONSEQUENCES of FAILURE to MEET REQUIREMENTS

- 5.1 The President or designee shall define and promulgate the academic requirements, criteria and standards as set out in Section 2.1 of this rule. Normally, students may finish a program of study according to the requirements under which they were admitted to the program, if they complete the program within a reasonable period of time, as published in the University Catalog. However, requirements are subject to change at any time, with reasonable notice provided to the students.
- 5.2 A student who fails to meet the academic requirements or standards, including those for academic honesty or other academic misconduct, may be subject to one or more of the following penalties:
 - 5.2.1 A lower grade or failure of the course, which may be imposed by the instructor.
 - 5.2.2 Exclusion from further participation in the class (including labs or clinicals).
 - 5.2.3 Academic probation.
 - 5.2.4 Academic suspension.

- 5.2.5 Academic dismissal is defined as termination of student status, including any right or privilege to receive some benefit or recognition or certification. A student may be academically dismissed from a limited enrollment program and remain eligible to enroll in courses in other programs at the institution, or a student may be academically dismissed from the institution and not remain eligible to enroll in other courses or programs at the institution.
- 5.3 The potential penalties and the procedures for institutional response to academic misconduct or other failure to meet the academic standards of the institution shall be consistent with the provisions of Policy 20 and shall be published in the Student Handbook and/or the academic department's student handbook.