

supervisor/instructor.

One semester hour for studio is defined as a minimum of two class hours of studio work each week under the direct supervision of an instructor and an expectation of at least two hours of individual studio work each week.

One semester hour for music ensemble is defined as a minimum of one class hour of supervised rehearsal each week and an expectation of at least two hours of individual student work each week.

For information on course listings and numbering refer to "Academic Programs-Undergraduate" or "Academic Programs-Graduate."

The usual course load for a FMU student is 15 to 17 hours per semester. With the approval of the student's department chair or dean, a student who earned a grade point average of 3.0 during the preceding regular semester (while completing 15 hours or more) or has a 3.0 cumulative grade point average may obtain permission to take up to 19 hours in one semester. In addition, seniors who are within 19 hours of graduation and who have a 2.5 cumulative grade point average may also obtain permission. Overloads of 20 hours or more require the permission of the Provost.

No student who has earned fewer than 15 hours at FMU will be permitted to carry an overload. Transient and correspondence courses which may cause an overload must be approved prior to enrolling in the course(s).

The maximum course load permitted for Late Spring Term is one course, with a maximum of four credit hours. The maximum course load for First Summer Term or Second Summer Term is seven hours.

Students with grade point averages of less than 2.0 may be required to carry reduced course loads.

CLASSIFICATION OF STUDENTS

Undergraduate students who are enrolled in the regular session and who are registered for 12 or more semester hours for University credit (not audit credit) are classified as full-time. Undergraduate students who are enrolled in the regular session but who are registered for fewer than 12 semester hours are classified as part-time. A graduate student enrolled for six or more hours is considered to be a full-time student.

All undergraduate students are also classified as either special or regular. Special students are those who have completed a baccalaureate degree but are taking undergraduate courses. Regular students are candidates for baccalaureate degrees and are further classified as follows:

Freshmen – Students who have earned fewer than 22 semester hours of credit

Sophomores – Students who have earned at least 22 but fewer than 54 semester hours of credit

Juniors – Students who have earned at least 54 but fewer than 87 semester hours of credit

Seniors – Students who have earned 87 or more semester hours of credit

CLASS ATTENDANCE POLICY

It is the responsibility of the student to attend all scheduled meetings in the courses in which he/she is enrolled. If a student is absent more than twice the number of required class or laboratory sessions per week during

regular semesters or more than 15 percent of required sessions during accelerated semesters, a grade of F or W will normally be assigned, unless absences have been excused for cause by the instructor.

Individual instructors may choose alternative requirements for attendance. It is the responsibility of the instructor to inform students, at the beginning of each course, of all attendance policies. The instructor, at his/her discretion, may utilize a warning of excessive absences or compulsory attendance. Attendance policies will be outlined in the class syllabus.

If a student violates the stated attendance policy, the instructor will notify the Office of the Registrar to drop the student from the class with the appropriate grade. It is the responsibility of a student to make up work missed because of absence from announced tests and laboratory sessions. However, announced tests and laboratory sessions may be made up only at the discretion of the instructor.

DROPPING COURSES

A student is expected to follow the course schedule for which he/she registers. However, prior to the completion of 33 percent of a course, a student may initiate withdrawal from a course and the grade recorded will be W. After the completion of 33 percent of a course and prior to completion of 85 percent of a course, a student may still initiate withdrawal from a course but the grade recorded will be F or W based on the academic average at the time of withdrawal. During the last 15 percent of a course, a student may not initiate withdrawal from a course. When a student initiates withdrawal from a course, the withdrawal is not complete until the student fills out a Drop Form, obtains all required signatures in the proper order, and delivers the form to the Registrar's Office.

A faculty member may withdraw a student from his/her course for a violation of the stated attendance policy at any time during a semester. Prior to the completion of 33 percent of a course, a faculty member may withdraw a student from a course for a violation of the stated attendance policy and the grade recorded will be W. After the completion of 33 percent of a course, a faculty member may still withdraw a student from a course for a violation of the stated attendance policy but the grade recorded will be F or W based on the academic average at the time of withdrawal. When a faculty member withdraws a student from a course, the withdrawal is not complete until the faculty member fills out an Automatic Dropping of Students Form, obtains the signature of the department chair or dean, and delivers the form to the Registrar's Office.

AUDITING COURSES

A student admitted to FMU as a regular or special student may elect to audit one or more courses provided that he/she meets the course prerequisites or receives the approval of the Registrar. Students who audit a course should adhere to the class policies including attendance. Students who do not adhere to the stated policies may be dropped from the course for not attending. No credit is given for auditing.

Audited courses are considered part of the course load for a regular student in determining overload approval but not when determining whether a student is classified as full-time. Changes from audit to credit are not permitted after the regular change of schedule period has ended. Change from credit to audit is permitted after the change of schedule period has ended only if the student is doing passing work in the course and only upon the approval of the Registrar.

ADVANCED PLACEMENT CREDIT

(College Board Exams and CLEP)

Advanced placement credit can be earned through the College Entrance Board Advancement Placement Exams, CLEP exams, International Baccalaureate (IB) exams and through placement exams offered by FMU.