

at FMU until he/she has served the one major semester dismissal. At the end of serving the dismissal, the student may apply for readmission by submitting the appropriate application packet to the Admissions Office. If the student meets all other admission requirements, the student will be readmitted and placed on Probation 2. The student must meet the Academic Standards to continue.

After the second academic dismissal, the student will not be allowed to enroll at FMU until he/she has remained out of FMU for two major semesters. The student may then apply for readmission by submitting the appropriate application packet to the Admissions Office. If the student meets all other admission requirements, the student will be readmitted and placed on Probation 2. The student must meet the Academic Standards to continue.

After the third academic dismissal, the student will not be considered for readmission into the University unless she/he is eligible for the Academic Renewal program and has earned an Associate of Science or Associate of Arts Degree from another accredited institution. If the student meets all other admission requirements, the student will be admitted only into the Academic Renewal Program and placed on Probation 2.

A student who has been dismissed may appeal the dismissal. The policy and procedure for this appeal can be obtained from the University Registrar.

#### **WITHDRAWING FROM THE UNIVERSITY**

Complete withdrawals must be initiated by the student at the Registrar's Office. A Complete Withdrawal Grade Report will be completed. Failure to file the Complete Withdrawal Grade Report Form with the Registrar's Office may result in the grade(s) of F for the course(s). A student who withdraws from the University after completion of one-third of the semester receives in each course a grade of W or F based on his/her academic average at the time of withdrawal. A student may not withdraw two weeks prior to Reading Day or any time thereafter.

#### **MILITARY SERVICE**

A student who is a member of the armed services (either active or reserve) and who is called to active service or deployed and who is unable to complete a semester will be withdrawn from courses with a grade of W. A Complete Withdrawal Grade Form must be submitted to the Registrar along with proof of military orders. A member of the service who is called to active duty or deployed for a short duration because of a natural disaster or similar circumstance will be offered accommodation so that, in consultation with the instructors, all courses may be finished. Accommodation may include alternate assignments or an extension of the time to complete a course.

The effective date of a student's complete withdrawal from the University will be the date that the student initiates the withdrawal and a Complete Withdrawal Grade Report Form is filed.

## **RESIDENCE REQUIREMENTS**

To earn an undergraduate degree at FMU, students must complete a minimum of 25% of the required semester hours for that degree in residence at FMU (30 semester hours for a 120 semester hour degree) within five calendar years preceding the date the degree is granted. A minimum of 12 hours above 299 in a student's major must be completed in residence at FMU.

No more than nine of the final 30 semester hours required for the degree can be taken at another institution with the exception of hours earned by students while participating in an FMU International Student Exchange Program. In special cases, students may petition the Provost for up to an additional six hours of transfer credit.

In residence means students earn a grade in a class in which they are enrolled at FMU and supervised by a faculty member of FMU. Credit earned at another institution will not satisfy the 25% residency requirement.

## **ASSESSMENT**

All students who enroll at FMU are required to participate in assessment(s) of oral communication skills, basic computer skills, General Education knowledge and their chosen major(s), if required. Participation may include, but is not limited to, such activities as capstone courses, assessment tests, portfolios, student surveys, and the assessment activities of their major(s).

## **CHANGES IN GRADUATION REQUIREMENTS**

In addressing the needs of an ever-changing society, the curriculum offered by FMU continues to evolve. Continuously enrolled students may elect to meet the graduation requirements stated either in the University Catalog of the year in which they first entered FMU or in the University Catalog of the year in which they are graduated from the University. Students returning to FMU after an absence of one year or more will be expected to meet the graduation requirements stated either in the University Catalog of the year in which they returned to FMU or in the University Catalog of the year in which they are graduated. The effective University Catalog must not be more than 10 years old.

## **APPLICATION FOR DEGREE**

Undergraduate students who plan to graduate from FMU must complete an Application for Degree with the Registrar's Office. December graduates must complete and submit the form by October 1. May graduates must complete and submit the form by March 1. Summer graduates must complete and submit the form by June 15. Students are strongly encouraged to complete and submit the form the semester before they intend to graduate to allow adequate time to complete the Senior Review process. Students should schedule a Senior Review with the Registrar's Office when they reach senior classification by earning 87 semester hours of course credits.

All degree requirements must be completed in order to participate in the commencement ceremony.

## **PRIVACY OF STUDENT EDUCATIONAL RECORDS**

The written institutional policy concerning the Family Educational Rights and Privacy Act of 1974 (the Buckley Amendment) is housed in the Registrar's Office. The University is restricted in the release of certain student records without the prior written consent of the student.

However, the University can release directory information that includes such information as the student's name, address, telephone number, etc., without the student's permission. A student who does not want this information released must make a request in writing to the Office of the Registrar within two weeks after the first day of class. The request for nondisclosure must be filed each term of enrollment.

Students have the right to inspect and review information contained in their educational records. Students wishing to review their records must make a written request to the Registrar listing the item or items of interest. These records will be made available within 45 days of the request.