

University fees as well as account summaries. Students are required to log in to access registration, billing, and academic records.

Computers for Students. Computing labs across campus are available for use by students and employees. OIT maintains 10 computing labs with more than 350 networked multimedia Windows machines, most of which are available 24 hours a day. A User Name and password are required to use the OIT labs. OIT computing labs have general purpose software for database, spreadsheet, word processing, Internet (Web browsing), e-mail, and some course-specific software. Network laser printing is available in the OIT Labs for a nominal fee.

World Wide Web. Auburn University is committed to providing convenient and secure Web applications to our University community. Student admissions, registration and records, campus directory services, administrative systems, e-mail, and instructional and research tools are available to the Auburn University students, faculty and staff via the World Wide Web. The official AU Web site resides at www.auburn.edu. AU colleges, schools, and departments maintain Web sites specific to their areas. The AU Web site includes online directory services, news, calendars, campus map, and a search engine. AU Access, the campus portal and restricted Web space are provided for sensitive information (such as copyrighted material) are limited to persons affiliated with the University. The Office of Information Technology Web site is located at www.auburn.edu/oit. It serves as a central dissemination point for information about computing, information technology, multimedia, and telecommunications at Auburn University.

Instructional Technology. Auburn University is dedicated to providing all faculty and students with effective technology to enhance courses and improve learning. Blackboard Learning System provides ways for faculty to manage course content and for students to interface with the material, the teachers, and each other. Streaming media technologies are available for distance education programs and to enhance the online learning experience. The Instructional Media Group (IMG) of OIT provides workshops for faculty members in a range of instructional technologies. Several technology-enhanced classrooms are available on campus as well as special course development labs. For information on instructional technologies, contact the Instructional Multimedia Group at img@auburn.edu or (334) 844-5181.

Telephone. Fee-based telephone, long distance and voice mail services are provided to all administrative and academic offices as well

as to students living in campus halls. Cellular contracts are in place to provide interested University departments with cost effective service. Cellular numbers active with other carriers can be moved. In addition, discounts are available for employees and students. Switchboard operator services provide campus directory assistance, call completion assistance and answering services. Available telephone services and information about cellular discounts are outlined on the Web at www.auburn.edu/oit/connectivity.

Infrastructure Planning. OIT participates on all building committees for new buildings and major renovation projects. Through this process, OIT ensures that telecommunications, audio/visual, and networking needs are addressed and that these systems are properly designed. OIT meets regularly with the Facilities Division to coordinate necessary infrastructure improvements. In support of Auburn University's mission, OIT is continually planning and upgrading its backbone copper and fiberoptic cabling infrastructure and systems.

Hardware. OIT manages AU Lease (aulease@auburn.edu), a PC leasing program for campus departments. Additional information on AU Lease services is available at www.auburn.edu/aulease.

Support. Training, documentation, and consulting are provided for Auburn University students, faculty and staff via orientations, seminars, workshops, publications, and the OIT HelpDesk. The HelpDesk is available on University business days and Sundays to answer questions regarding AU computing, telecommunications, and information technology. Contact the HelpDesk at (334) 844-4944, via e-mail to helpdesk@auburn.edu, or drop by the first floor, RDB Library. Hours of operation can be found at www.auburn.edu/helpdesk.

Online technology support is always available at www.auburn.edu/oit. The TECHSTART site at www.auburn.edu/oit/techstart is designed to help new students become familiar with computing services and resources available at Auburn University.

The Office of Information Technology does not conduct an academic program. Inquiries concerning computer curricula should be directed to the Samuel Ginn College of Engineering or the College of Business.

Policies. Auburn University's Information Technology policies are on the Web at www.auburn.edu/oit/policies. E-mail (username@auburn.edu) is an official means of communication at Auburn University. As such, students are responsible for checking their Auburn University issued e-mail account in a timely fashion and on a regular basis.

Academic Policies

Undergraduate Admissions Policies and Procedures

Auburn University, an equal-opportunity educational institution, and as a matter of policy, does not discriminate in its admissions policy on the basis of race, color, sex, religion, disability, sexual orientation, age or national origin. Preference is given to the admission of Alabama residents at the undergraduate level; in considering applications to professional schools or programs with restrictive admissions policies, the length of residency in the state will be a factor.

Applications for resident and non-resident students are accepted for all curricula; however, the number of students and academic quality of the applicant pool admitted is determined by the availability of facilities and faculty.

Application Forms. Application forms for admission to any undergraduate school or curriculum of the university can be obtained from the Office of Enrollment Services, Quad Center, Auburn, AL 36849-5145. Applicants are encouraged to submit their application electronically by using the document available on the Auburn University Web site at www.auburn.edu/apply. Application to the Graduate School, the College of Veterinary Medicine, or the James Harrison School of Pharmacy must be made to those schools.

Process for Application. Individuals may apply for entrance to any term of a calendar year as early as June 1 of the preceding year. Applicants to Veterinary Medicine and Pharmacy will be admitted in the fall semester only. Because of the large number of applications, credentials should be submitted as early as possible. In all cases, complete credentials along with the medical examination report must be filed at least three weeks before the term's opening. **The university reserves the right to establish earlier deadlines should circumstances warrant. Prospective students who are offered admission to the university must maintain**

a level of academic achievement comparable to that in the record used for admission evaluation. Otherwise, the university reserves the right to rescind the offer of admission.

Application Fee. A \$25 processing fee (international application processing fee is \$50), payable by check, money order or credit card information, must accompany all admission applications and is neither refundable nor applicable to other fees. Responses on the application forms and on related materials must be complete and accurate; entrance may be denied or registration canceled as a result of false or misleading statements.

Applicants may receive provisional acceptance after they submit the application form and current academic documents. However, they must complete and return a medical examination report form provided by the university by the first day of classes of the first term. The university may require additional medical examinations, and it may refuse admission to individuals whose health records indicate that their health or the university community might be adversely affected by their attendance. All applicants must certify that they have registered with the Selective Service Board or that they are not required by law to register.

Applicants may be asked to supply evidence of good character. The university may deny admission to those whose presence is deemed detrimental to the institution or its students.

Admission of Freshmen: Academic Criteria. Favorable consideration for admission will be given to accredited secondary school graduates whose college ability test scores and high school grades give promise of the greatest level of success in college courses.

Secondary school students planning to apply for admission to AU should emphasize the following high school courses: English, mathematics, social studies, sciences and foreign languages.

HIGH SCHOOL CURRICULUM REQUIREMENTS

English	4 years
Mathematics	3 years
Algebra I and Algebra II	2 years
Geometry, Trigonometry, Calculus or Analysis.....	1 year
Science	2 years
Biology	1 year
Physical Science	1 year
Social Studies	3 years
Recommended: one additional Science, one additional Social Studies and one Foreign Language.	

Applicants are required to present scores from either the American College Test (ACT) or the Scholastic Aptitude Test (SAT) of the College Entrance Examination Board. For admission for Summer/Fall 2009, students will also be required to submit test scores on the Writing Test section of the ACT or the Essay section of the SAT. High school students may secure application forms from their principals or counselors. Scores on these tests are used as a partial basis for admission, for placement in English, chemistry, and mathematics and for awarding university scholarships and loans.

Applicants whose native language is not English are required to demonstrate proficiency in English.

Applicants of mature age who are not high school graduates may be considered for admission if their educational attainments are shown through testing to be equivalent to those of a high school graduate. The tests used include the USAFI General Educational Development Test, the American College Test and/or other tests recommended by the Admissions Committee. The Committee will consider applicants from non-accredited high schools on an individual basis.

Early Admission and Joint Enrollment. Students of high academic promise may be admitted directly from the eleventh grade without a diploma. Basic requirements for early admission include:

- Superior competence and preparation, evidenced by the high school record and college aptitude test scores (ACT, SAT or other tests prescribed by the University Admissions Committee).
- A letter from the high school principal assessing the applicant's emotional and social maturity and readiness for college work.
- A letter of support from a parent or guardian.
- Proper personal qualifications.

Advanced Standing and Credit. Prospective students are advised to check the Web site of the Office of the Registrar for specific information on placement and credit at www.auburn.edu/administration/registrar/.

Entering students with superior preparation or with special competence in a specific area may qualify for advanced placement or credit. Placement or credit may be granted on the basis of Advanced Placement Examinations of the College Board, International Baccalaureate scores, scores on college ability or achievement tests, departmental proficiency examinations, and other evidences of experience and competence.

Students enrolled at Auburn may apply to an academic department for a Departmental Proficiency Test if they have demonstrated a reasonable basis of experience or study in the subject area. If they score a satisfactory grade on the examination, they will be eligible for placement in an advanced course and for credit in the subject. Students who have previously enrolled for the subject at Auburn are not eligible for this test in the same subject.

The amount of advanced placement credit granted in each subject area is determined by the recommendation of the academic teaching department with the approval of the student's academic dean and the Registrar.

Students transferring to Auburn who have received advanced placement credits from another institution may be awarded these credits insofar as Auburn's requirements for awarding such credits are met. Advanced placement credits may not be substituted for residency requirement.

Admission Deposit. All freshmen and transfer applicants who meet the university admission requirements and are offered provisional admission are required to pay a \$200 non-refundable deposit to confirm the offer of admission. The deposit is due by May 1, however, it is suggested students deposit as early as possible. Students will receive housing information and Camp War Eagle registration materials based on submission of the deposit.

Admission of Transfer Students. Transfer applicants must provide official transcripts (not duplicated or faxed copies) from each college attended, including any at which the applicant enrolled while in high school. A satisfactory citizenship record, a minimum 2.5 cumulative grade-point average on a 4.0 scale on all college work attempted and

eligibility to re-enter the institution last attended are required for transfer admission. Transfer applicants who were not eligible for admission to Auburn when they graduated from high school must present a minimum of 45 quarter hours or 30 semester hours of college credit. All transfer students who have attempted 45 quarter hours or 30 semester hours of college work must have earned a cumulative 2.5 grade-point average in at least 30 quarter hours, or 20 semester hours, of standard academic courses as required in Auburn University's Core Curriculum, in addition to the overall 2.5 cumulative average. These 30 quarter hours, or 20 semester hours, must include at least one course in each of the following areas:

English (college-level composition or literature), **History, Mathematics** - approved core mathematics for articulation and general studies (or its equivalent from other institutions) and **Natural Science** with a laboratory. **Admission of transfer students to the university is contingent of availability of space.**

Transfer applicants (from both on-and off-campus) to Architecture, Interior Architecture and Building Science in the College of Architecture, Design and Construction must meet all university requirements and must have a minimum 2.80 cumulative grade-point average.

The Department of Consumer Affairs limits admission of transfer students to the Interior Design (INDS) curriculum, based on space available. Students from both on- and off-campus who wish to transfer into INDS must submit a Statement of Intent, résumé and transcripts from all schools attended. Both on- and off-campus transfer applicants must have a minimum cumulative grade-point average of 2.5 (on a 4.0 scale) on all collegiate work attempted. The applicant's grade-point average, Statement of Intent, related courses and work experience are criteria which will determine admission status. Applicants for the INDS program are admitted only in the fall term.

Entrance examinations may be required of applicants transferring from colleges with which the university has had little or no experience.

Transfer Credit. For students transferring from accredited public institutions within the state of Alabama, the amount of credit for freshman and sophomore course work is governed by the Articulation and General Studies agreement. Credit for Core Curriculum English writing courses is allowed only on grades of C or better, as approved by the Discipline Committee of the Articulation and General Studies Agreement. Courses with grades of D are only acceptable for transfer in those degree programs in which grades of D are acceptable for equivalent freshman and sophomore courses taken at Auburn University. The maximum credit allowed for work completed in a junior college will be equivalent to one-half of the student's curriculum at Auburn but not to exceed 64 semester (96 quarter) hours.

For students transferring from other accredited institutions, the amount of transfer credit and advanced standing allowed will be determined by the appropriate dean and the Registrar. Courses with grades of D are only acceptable for transfer in those degree programs in which grades of D are acceptable for equivalent courses taken at Auburn University.

Students transferring from unaccredited institutions or programs may be granted provisional credit. When such credit is allowed, the final amount of credit will be determined upon completion by the student of one year of course work at Auburn University. If a C average is not achieved, the amount of credit will be reduced in proportion to the number of hours in which the student fails to earn a C average or better.

Transferring from Auburn University Montgomery. Undergraduates enrolled at either of Auburn's campuses may take classes at either campus, if they are in good standing, and if approved by the home campus, have that credit count toward their graduation requirements. This policy does not supersede departmental requirements related to the minimum number of credits to be earned in the major at the home campus. During such terms when students take classes at the other campus, they are classified as transient students. To become a degree-seeking student on either campus, however, students must meet minimum transfer requirements.

Admission of Undergraduate Transient Students (Non-degree candidates enrolling for one term). A student in good standing in an accredited college may be admitted to the university as a transient student when faculty and facilities are available. Generally, transient students will not be admitted for the fall semester.

To be eligible for consideration, an applicant must submit an application, an acceptable medical report and a letter of good standing bearing the signature of the Dean or Registrar of the college in which the applicant is currently enrolled.

Permission to enroll is granted for one term only; a transient student who wishes to re-enroll must submit a new application. Transient status does not constitute admission or matriculation as a degree candidate. The transient is, however, subject to the same fees and regulations as a regular student except for the continuation-in-residence requirements.

Admission of Unclassified Students. Admission to most undergraduate programs as an Unclassified Student may be granted on the basis of the bachelor's degree from an accredited college. Unclassified Students in Engineering must also meet the grade-point-average specified for Engineering transfer students. Unclassified students must submit the same admissions credentials as transfer applicants.

Special Admissions. Persons who do not meet general admission requirements for freshmen but who are judged to have potential for success may be approved for special admission. An individual interested in special admission should contact the Office of Enrollment Services.

Admission of International Students. The university welcomes admission inquiries from international students. Because of limited facilities, only those students who are academically strong will be given serious consideration for admission. The international student should be proficient in English. In all cases, English proficiency is determined by satisfactory results on the Test of English as a Foreign Language (TOEFL), offered by the Educational Testing Service, Box 899, Princeton, N.J., 08540, U.S.A. The student must also submit satisfactory results on the Scholastic Aptitude Test of the College Entrance Examination Board.

International students first should send all of their academic credentials to a professional credentials evaluation agency for evaluation. If they appear qualified and show promise of success in their chosen fields of study, they will be asked to make formal application. The application must accompany an application fee of \$50 (not refundable). If the applicants present satisfactory academic credentials, test results, and evidence that they have sufficient funds to meet their college expenses (there is no financial assistance for undergraduate international students), they will then be sent an acceptance and the form I-20, the authorization for a student visa. International students are required to purchase the university student insurance plan or provide evidence of equivalent coverage. This mandatory health insurance may be purchased upon arrival in the U.S. For further information, prospective students should write to the Office of Enrollment Services, Auburn, Alabama 36849, U.S.A.

Admission of Auditors. Auditing of courses is restricted, but when faculty and facilities are available, individuals who do not seek admission for course credit may audit a lecture course or the lecture portion of a course upon approval by the Office of the Registrar, the dean and the head of the department. A formal application must be filed, but the \$25 application fee is not required. Auditors must register and pay appropriate fees. Although listed on class rolls, auditors are not required to take part in classroom discussion, tests, examinations or reports, and they receive no grade or credit; however, students who attend the audited course rarely or not at all will have non-attendance of the course indicated on their records.

A student enrolled in other courses for credit will be granted permission to audit a course only on the approval of the dean and the head of the department of the course involved.

Students may not change from audit to credit after classes begin, but may change from credit to audit within the first four weeks of classes (seven class days during any summer session). No refund of fees will be made except for changes made during the first three weeks of classes in accordance with university policy.

Admission to Graduate Standing. Admission to graduate standing is granted only by the university's Graduate School. A \$25 application fee is required. A bachelor's degree or equivalent from an accredited college or university and submission of satisfactory scores on the General Test of the Graduate Record Examinations (GRE) are required for Graduate School admission in all departments except Business. Applicants in Business must submit satisfactory scores on the Graduate Management Admission Test (GMAT). Certain departments require applicants for master's degree programs to take the GRE Subject Test. Applicants for admission to doctoral programs in some departments must submit GRE Subject Test scores also.

The undergraduate preparation of each applicant must also satisfy the requirements of a screening committee of the school or department in which the student plans to major. A student in good standing in a recognized graduate school who wishes to enroll in summer session, off-campus workshop, or short session, and who plans to return to his or

her former college, may be admitted as a graduate transient. For more information, see the Graduate School section in this bulletin.

Readmission. Students who have previously attended Auburn and who wish to re-enter must secure permission to register from the Office of the Registrar if they have not been enrolled at AU during the preceding 12 months or if they have been academically ineligible to be enrolled. Undergraduate students who have not been enrolled at Auburn University for a period of five years or more and who are returning to the same curriculum may be subject to different university, college, school, or departmental requirements than those which existed at the time of their initial entry, as well as those which existed at the program level when continuous enrollment ceased. The university, college, school, or department reserves the right to review a former student's completed work, and if deemed appropriate, may require any readmitted student to meet graduation requirements as listed in the catalog in effect at the time of re-entry. In addition, each college/school may have more specific requirements for readmitted students. A student seeking readmission who has attended another college since being enrolled at Auburn University must (1) be eligible to re-enter the last institution attended and (2) have a 2.0 average overall in course work attempted at other colleges if they have been enrolled elsewhere for two or more terms. Two official transcripts from each institution attended must be furnished to the Office of the Registrar. Students who have been away from the University for more than one term must re-establish their right to residency. They will initially be classified as a non-resident and be required to produce normal documentation.

Orientation. To help entering freshmen adjust to the first semester at the university, including scheduling of courses, Auburn provides a summer orientation program, Camp War Eagle. Freshmen entering summer or fall semester attend sessions on campus during the summer prior to entrance. In these sessions, students meet faculty members, administrators and student leaders, and plan with their advisers a schedule of their first semester of college work. New transfer students (and freshmen who enter in the January term) should plan to attend one of the regularly scheduled SOS (Successfully Orienting Students) sessions held prior to the beginning of each term. At these programs, new students will have the opportunity to meet with an advisor and plan their schedules for the upcoming term. Other new students may meet with advisers during the regular registration period at the beginning of the term in which they plan to enroll.

Enrollment

Registration and Scheduling

Every student who makes use of the instructional staff and facilities of the university must register and pay fees. This rule also applies to students who are clearing incomplete grades, clearing for graduation, or working on graduate theses. The university calendar on page 4 lists the dates for registration and late registration/schedule adjustment. Students are urged, and depending on the curriculum, may be required to seek guidance from their advisers before attempting to register for classes, and they are urged to register during their assigned registration period. Students should register for courses during the term preceding the term they plan to attend. **When registering, the student is responsible for observing the pre-requisites or co-requisites of courses.** Any waiver of these requirements must be approved by the department head or, in some cases, the dean. Waiver of the junior standing pre-requisite for courses that may be taken for graduate credit must have the Graduate School dean's approval. The dean may reduce a student's class load. **Students may register for classes after the 1st class day only with the approval of the college, school or department offering the course. No student without a course schedule will be allowed to register after the 15th day of classes without the approval of the provost.**

Permission To Register. All students must have a username and a password prior to participating in registration, late registration or schedule adjustment. All registration holds must be cleared prior to the start of registration to avoid delays in registration.

Transient Student. An Auburn student in good standing may be approved to take courses at another institution on a transient basis for one term only. The college or school dean issues a "Transient Student Form" that, when signed and stamped by the Office of the Registrar, certifies the student is in good standing and eligible to return to Auburn. The student's dean's office advisor then lists courses and credits approved

to be taken elsewhere. The completed form is taken or mailed to the intended university prior to course enrollment. Credits earned elsewhere without a fully executed Transient Student Form may not be accepted for credit here.

Credit will only be accepted from regionally accredited institutions where there are reasonable course equivalencies. It is the responsibility of the student to determine the accreditation status of any institution where they intend to take courses as a transient student.

Students will be given transfer credit for those approved courses listed on the Transient Form provided a grade of D or better is earned (with the exception of courses which require a C or better such as English Composition).

Students may not take courses for transfer credit taken at another institution while on suspension or expulsion from AU. Additionally, students may not enroll in courses at another institution for which they have not met the AU prerequisites if the intent is to transfer these courses back to AU. Students may not receive transfer credit from another institution for AU courses which have been "gapped" at AU.

Concurrent Enrollment. During any given term, students enrolled at Auburn University are expected to take courses only at Auburn. Only under exceptional circumstances, and with prior permission from the dean, may a student receive transfer credit toward the Auburn degree while concurrently enrolled at another college or university.

Classification

Sophomore.....completed 30 hours and is in the 31st to 60th credit hour;
 Junior.....completed 60 hours and is in the 61st to 90th credit hour
 Senior.....completed 90 hours and is in the 91st hour or higher.

The codes for identifying the classification of students are as follows: FR, Freshman; SO, Sophomore; JR, Junior; SR, Senior; 5YR, fifth year; UND, undergraduate non-degree students; UPR, undergraduate provisional; MST, master's; EDS, educational specialist; EDD, doctor of education; PHD, doctor of philosophy; GPR, graduate provisional; GND, graduate non-degree; P1, first-year professional; P2, second-year professional; P3, third-year professional; and P4, fourth-year professional.

A student with a baccalaureate degree who undertakes a program for a second bachelor's degree will be classified as an undergraduate.

Course Load

The maximum load for students in undergraduate curricula is 18 hours during the semester, 7 semester hours during the 5-week session, and 14 hours during the 10-week session or any combination of summer sessions. International Students and Scholars are required to be enrolled as full-time students during the academic year and are subject to special full-time enrollment regulations. They may NOT drop below the full-time course loads without prior written authorization from the Office of International Education. Dropping below full course loads without prior OIE approval can subject international students to USDHS termination of their immigration status therefore international students and academic advisors must check with OIE PRIOR TO modifying full-time course loads for international students. An undergraduate must enroll for 12 or more hours to be considered full-time for athletic, financial aid, loan and insurance purposes.

The maximum load may be exceeded under the following circumstances:

On approval of the dean, students may schedule overloads not to exceed 22 hours during the semester or 17 hours during the summer terms or 9 hours during a 5-week session. To be eligible for an overload, students must have passed all work attempted and earned a grade-point average of 2.5 or higher during their last residence semester at Auburn University in which they carried 15 or more hours (10 or more in their last summer).

Students who have scheduled fewer than 15 hours during an intervening semester (or semesters) will retain the overload privilege if all work carried was passed with a minimum grade-point average of 2.5 in each intervening term. In special cases the dean may make exceptions to the 2.5 requirement, by electronic notice to the Office of the Registrar.

Students who register for course work in excess of the approved load may be required by the dean to drop the overload during the Schedule Adjustment period. See also page 108 for course load requirements in the graduate school.

Grades

Grade Definitions. Final passing grades are A, superior; B, good; C, acceptable; D, passing; and S, satisfactory. Final failing grades are F, failure; FA, failure for excessive absences; U, unsatisfactory; NR, no grade reported; and WF, officially dropped with permission of the student's dean but failing at time of withdrawal and is calculated into the grade-point average. (For the definition of W, see the following section on Grade Assignment for Class Withdrawal.)

A TD, thesis and dissertation research credit, is assigned to courses 7990 Research and Thesis and 8990 Research and Dissertation.

A grade of IP (In Progress) is used by professional programs, specifically Pharmacy and Veterinary Medicine, for those courses that extend beyond the end of the regular term. Students who are making progress toward completion of their work but have not but have not completed all course requirements may receive the IP grade. The IP grade is not calculated in the GPA until the grade is cleared. Decisions are pending on whether the use of the IP grade will be extended to other levels and types of courses.

An NR is assigned systematically when the instructor does not assign a letter grade. For undergraduates, an NR is calculated as an F until a letter grade is reported.

New policies on incomplete grades (IN) and grade revisions/changes became effective fall 2007 and new revised January 2008. See www.auburn.edu/student_info/bulletin/ for the new policy statements.

Faculty Policy on Assigning Grades of Incomplete (excludes Distance Education courses). Student (or appropriate representative) must contact the instructor in writing prior to the submission of final course grades to request a grade of Incomplete due to documented reason (illness/ death in family/ etc.).

If a student does not request an IN, the instructor should grade the student based upon the percentage of course work completed to date and using a 0 for any exams/ assignments not completed.

To be eligible for a grade of IN, the student must have completed (and have passed) more than half of all class assignments for semester.

The instructor must fill out the Incomplete Grade - Memorandum of Understanding form, indicating:

- reason for the IN,
- percent of course work currently completed at the time of submission and the grade average on that work,
- detailed information about the additional work needed to complete the course,
- timeline to complete the work (6 months maximum; preferably sooner), and
- grade the student should be assigned if the additional work is NOT completed by the deadline set for the completion of the work; the missing work is calculated as a 0.

Grades of Incomplete automatically become the grade identified by the instructor, if not cleared within 6 months.

If the instructor assigning a grade of IN leaves Auburn University, the Department Head should make a reasonable attempt to contact the former instructor and then assign a grade based upon the work presented by the student and the information provided on the Incomplete Grade - Memorandum of Understanding form.

Once an IN has been changed to another grade it may not be changed, in the future, to a different grade without approval of the provost.

A grade of IN is calculated as an F (for undergraduate students) until it is changed.

Documentation of class work must be maintained by the student; the Incomplete Grade-Memorandum of Understanding form must be maintained by the student, faculty and the Office of the Registrar. For instructors who submit the IN Grade forms to the Office of the Registrar prior to course grades being rolled to academic history, the IN will be reflected on the electronic grade roster; faculty will be unable to change that grade on the electronic grade roster.

Instructors should NOT enter a grade on the electronic course roster for those students who are to be assigned the IN grade but leave the grade blank. The system will automatically convert blanks to NR. Once the IN Grade form is received by the Office of the Registrar, that office will convert the NR to the IN grade.

It is the responsibility of the instructor to send a copy of the Incomplete Grade - Memorandum of Understanding form to the Office of the Registrar.

Academic Policies

When the student has completed the outstanding work, it is the responsibility of the instructor to initiate the change of grade form and send it to the appropriate department/dean's office for additional signatures and transmittal to the Office of the Registrar.

These policies apply to all students in undergraduate and graduate courses.

Faculty Policy on Grade Changes (includes NR; Excludes IN) Grades should be accurate when posted.

- Any change of letter grades (A, B, C, D, F, S, U, FA, and NR) should be made only in extraordinary situations.
- Any grade changes must be completed within 6 months of completion of the course.
- Any grade changes outside of this timeframe must also be approved by the Provost.
- A final grade may be changed only by the written request of the instructor, with approval of the department head and dean, submitted to the Registrar.
- A grade of F and additional penalties may be assigned for academic dishonesty. See the Student Academic Honesty Code section in the Tiger Cub for further information.

Withdrawal and Resignation From Course. New policies on withdrawal from a course and resignation from all courses, within a term and retroactively, are under review and currently pending final approval and will be effective fall 2008. See www.auburn.edu/student_info/bulletin/ for new policy statements.

Grade Assignment For Class Withdrawals. A student who withdraws from a course prior to the 15th class day during a semester (or the fifth class day of summer term) will have no grade assignment; however, from the 15th class day during a semester (or the fifth class day of summer term) through mid-semester (mid-term) a W (Withdrawn Passing) grade will be recorded for the course. A course may be dropped with a W after mid-semester only under unusual conditions and only with permission from the student's dean. When approval for dropping the course under such circumstances is granted, a W may be assigned only when the instructor indicates that the student is clearly passing the course. Otherwise, a grade of WF (Withdrawn Failing) is assigned. All failing grades are calculated into grade-point average as grades of F.

Grade Average and Quality Point Computation. A 4.0 grade scale is used. An A equals 4.0; B, 3.0; C, 2.0; D, 1.0; and F equals 0.0. Only course work attempted at Auburn University is used in determining the grade report average and continuation-in-residence requirements. S and U grades do not enter into grade-point computations.

S-U Grading. Grades of S (Satisfactory) and U (Unsatisfactory) may be assigned only to courses approved to be graded S-U, and courses elected under the S-U option.

A junior or senior with a minimum overall grade average of 2.5 on at least 20 hours of credit earned at Auburn may elect any course to be graded on the S-U option, except for courses required in the Core Curriculum or for required courses as defined by the student's curriculum. A total of 12 credits may be earned at the rate of one course per term. Students will receive credit toward a degree for these courses, provided credit is normally accepted in their curricula for these courses.

An unclassified student may schedule one or more courses on the SU option with the approval of the dean. Courses completed on the S-U choice by unclassified students may not be applied later to degree requirements should the student become a degree candidate.

A graduate student may enroll in undergraduate courses, except for 6000-level courses taken for graduate credit, under the S-U option on the major professor's recommendation.

Students are not permitted to change from S-U grading to conventional grading or vice versa after the fifteenth class day of the fall and spring terms or the fifth class day of any summer term.

Grade Reports. Grade information may be obtained via *tigeri* at the Auburn University homepage, www.auburn.edu.

Undergraduate Continuation in Residence Requirements

Auburn University may place an undergraduate student on academic warning or suspension at any time if the student flagrantly neglects academic work or fails to make satisfactory progress toward graduation.

An academically suspended student who has incomplete or other deferred grades which could, when cleared, remove the suspension will be permitted to register conditionally for the next semester. The suspension

must be removed within three weeks of the beginning of the semester (one week for summer sessions); otherwise the Office of the Registrar will resign the student.

No credit earned at another institution by a student on academic suspension from Auburn will be used in clearing a suspension or in meeting requirements for an Auburn University degree.

A student who resigns after mid-term may be subject to academic suspension. (See Resignation for further information.)

Academic Warning status is imposed at the end of any term for which the student's cumulative grade-point average on Auburn course work is below 2.0.

Academic Suspension. Any student who is on Academic Warning status will be placed on Academic Suspension if both of the following conditions apply: (1) the term grade-point average is below 2.2 and (2) the cumulative grade-point average on Auburn course work is below that required for the designated number of hours earned as follows:

Hours Earned	Required Minimum Auburn Cumulative grade-point average
0-30.999.....	1.50
31-60.999.....	1.80
61-90.999.....	1.90
91 or more.....	1.97

All students whether beginning freshmen or transfers are not subject to suspension until they have received one semester warning.

Terms of Suspension. A student who incurs a First Academic Suspension may not enroll in the university for a minimum of one semester. Summer term does not count as a semester for terms of suspension. A student may not take coursework at Auburn University or at another institution of higher education during the period of suspension and apply the credit to an Auburn University degree. A student returning from academic suspension will be on Academic Warning status. A student who incurs a Second Academic Suspension may not enroll in the university for a minimum of two semesters. A student who incurs a Third Academic Suspension will be expelled from the university. **A student on, suspension, the First, Second or Third suspension may not take coursework at Auburn University or at another institution of higher education during summer term or during the other semesters of suspension and apply the credit to an Auburn University degree.**

Suspension for Resigning Students. The academic dean will review all grades for the semester in which a student who is on Academic Warning resigns after mid-semester (or term). If the student's grade-point average in that term's course work results in the student's cumulative grade-point average being below the minimum cumulative grade-point average required, the student will incur Academic Suspension.

James Harrison School of Pharmacy. A student enrolled in the James Harrison School of Pharmacy who is placed on academic suspension and who wishes to re-enter the school must, in addition to complying with other university readmission requirements, be approved for readmission by the Pharmacy Admissions Committee and, when applicable, by the university's Admissions Committee.

College of Veterinary Medicine. Any student who earns less than a 2.25 grade-point average for any term will be placed on academic probation. A student who fails to earn a 2.25 grade-point average for any two terms in the same academic or calendar year may be dropped from the College of Veterinary Medicine for scholastic deficiency. In addition, a student who does not have an overall average of 2.25 for an academic year or who does not have a veterinary overall average of 2.25 for an academic year or who does not have a veterinary school cumulative average of 2.25 at the end of any academic year may be required to withdraw from the College of Veterinary Medicine.

A student who makes a grade of F in any course may be dropped from the College of Veterinary Medicine until such time as the course is offered again. Such students may be required to repeat certain other courses in the curriculum for the term in which a grade of F was earned.

Students who are dropped under the above provisions are eligible for admission to other curricula provided they meet the general scholastic requirements for continuance in the university. Scholastic penalties incurred during enrollment in the College of Veterinary Medicine will become part of the student's record.

Policies on Directed Studies, Repeated Courses, Course Withdrawals, Resignation and Appeals, and Grade Adjustment

Credit for Directed Studies. The university policy on directed studies was approved effective August 2006. Auburn University offers directed readings courses, also referred to as special problems courses or independent studies, in accordance with established policy.

Directed readings courses allow in-depth study of a particular subject by a student who is well into her or his major and, in extraordinary circumstances, accommodate scheduling issues when no other remedy is available.

Directed readings courses should not normally be used as replacements for required courses or as a solution to routine scheduling problems.

Eligibility - To be eligible to take a directed readings course a student must be at junior level or above, and the course must be taken for credit toward the student's major or minor; exceptions may be approved as follows:

Exceptions concerning junior standing or higher, or concerning credit toward the student's major or minor, must be approved by the instructor and the offering department head/chair (or dean, if the instructor serves as department head/chair or associate dean), and by the dean of the college in which student is enrolled, if different from the offering college.

A student must have the approval of her/his dean and the provost to take more than 9 hours of directed readings coursework for credit over the course of her/his degree program.

Approval to Teach Course - A standard **Approval for Independent Study/Directed Readings Form**, available through the Office of the Provost Web site, will specify the necessary approvals and serve as the vehicle for obtaining them.

Grade Adjustment. All regularly admitted undergraduate students, who were enrolled during fall 2000 or after, may delete a maximum of three (3) course grades of D or F (including FA or U) associated with their undergraduate degree program from the computation of their cumulative grade-point average. Deletion of grades from the computation of the cumulative grade-point average is not available to professional students in audiology, pharmacy and veterinary medicine. Grades and credit considered as transfer credit, courses earned in a previously awarded baccalaureate degree, or grades that have been assigned as a result of academic misconduct are excluded from this policy.

This policy does not offer exemption from academic requirements for Auburn University degrees; adjustment only applies to grades in individual courses. **All core and major requirements must be met for graduation. Students should be aware that D or F/FA/U grades in required courses may be deleted from the computation of the cumulative grade-point average prior to a repeat, but the required course must be repeated at Auburn University before graduation.** Where a specific course is required for the core or a major, that course must be repeated to replace the deleted grade. Courses covered by this policy and needed to meet core area requirements or elective courses within a major may, subject to the approval of the academic dean, be replaced by any course accepted for that requirement, where applicable.

All courses for which a grade is awarded at Auburn University will remain on the transcript. Courses for which a grade has been deleted from the cumulative grade-point average will have the grade recorded and a notation on the transcript that the grade has been excluded from the earned hours and the cumulative grade-point average. Students may submit a written request for grade deletion to their academic dean's office at any time prior to graduation. Once a request for deletion of a grade has been granted and that grade has been removed from the calculation of the cumulative grade-point average, the grade and credit cannot be restored.

Students should follow guidelines for the repeat of courses in which grades of A, B, or C have been awarded (See the following section on Other Policies on Repeat of Courses). However, all grades will be used for determining all academic honors.

All Auburn University transcripts will include two grade-point averages: a semester grade-point average, and a cumulative grade-point average. The transcript will carry an appropriate notation that the cumulative grade-point average may not include grades for all courses attempted.

Other Policies on Repeat of Courses. No student may repeat a course for credit in which the student has previously earned a grade of A, B, or C without written permission by the student's academic dean.

Courses specifically designated as repeatable in the *Auburn University Bulletin* are exempt from this regulation. Students may repeat courses in which they earn a grade of D or F. Grades and hours for both attempts will be included in the calculation of the grade-point average unless the grade adjustment policy has been invoked for the first attempt. (See the previous section for limitations and procedures). If the grade adjustment policy is not invoked in the case of the repeat of a D grade, then the course credit hours may count only once toward graduation unless the course is designated as repeatable.

Withdrawal from a course. No grade penalty is assigned for dropping a course on or before mid-term. A student who withdraws from a course prior to the 15th class day will have no grade assignment; however, after the first 15 days a W (Withdrawn Passing) grade will be recorded for the course. For the summer terms, all withdrawals with grade assignment must be processed prior to the fifth class day.

A course may be dropped with a W after midterm only under unusual conditions such as serious illness of the student, serious illness or death of a member of the student's immediate family. When approval for dropping the course under such circumstances is granted by the student's dean, a W may be assigned only when the instructor indicates that the student is clearly passing the course. Otherwise, a grade of WF (Withdrawn Failing) is assigned.

Resignation from all courses. Students who wish to resign from all courses for a term should contact their deans. To avoid complications with student financial aid and other matters, resignations should not be done through the telephone registration system or on the Web. Students may withdraw without penalty of failure if they resign no later than midterm, a date specified in the university calendar.

After this date, the dean will obtain from the student's instructors his or her scholastic standing at the time of resignation, and report it to the Office of the Registrar. If the student is failing in over half of the work, the number of hours reported as failing will be counted as credit hours attempted and will be included in academic eligibility calculations and grade point computation. Those hours reported as passing will be dropped and will not be counted in the grade-point computation. Furthermore, if a student has been placed on academic suspension at the end of the last term in residence prior to the resignation, the dean will review the grades and determine whether the student will be placed on further academic suspension.

When a student through illness or physical disability is forced to resign after midterm, and when this condition has been the main factor in causing scholastic deficiencies, discretionary power in waiving the scholastic penalty will rest with the student's dean. A student who is resigned for disciplinary reasons will retain the academic status achieved immediately prior to the disciplinary action.

Appeals of Suspension. Students who incur Academic Suspension under the rules detailed in this bulletin may appeal the decision to the Admissions Committee if they believe extraordinary circumstances merit an exception to the rules. Any student on indefinite suspension must appeal to the Admissions Committee for readmission to the university. These requirements are university requirements. Individual colleges and schools may have higher requirements.

Accommodation Policy for Students with Disabilities

It is the policy of Auburn University to provide accessibility to its programs and activities and reasonable accommodation for persons defined as having disabilities under Section 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1990. Students with disabilities desiring additional information should contact the Program for Students with Disabilities, 1244 Haley Center, (334) 844-2096 (Voice/TT).

Bachelor's Degree Requirements

To earn the bachelor's degree from Auburn University students must complete the requirements of the university's Core Curriculum, and they must choose a curriculum and complete its requirements and those of the college or school with at least a 2.0 average in all Auburn courses attempted, at least a 2.0 average on transfer credits accepted for their degree program, and a 2.0 average in all course work in the major. These requirements are university requirements. Individual colleges, schools and departments may have higher requirements. Credits required for graduation are at least 120 hours. The student's dean clears subject and non-course requirements in the curriculum; the registrar, together with

the dean's office, clears total hours, grade-point average, and freshman English. A list of specific courses identified as major courses in each curriculum is available in the appropriate dean's office.

Auburn University's Core Curriculum

The general purpose of the Auburn University Core Curriculum is to foster the development of educated citizens. This purpose leads to three goals:

First, the Core Curriculum seeks to assure that all graduates of Auburn University are competent in critical reading, writing, mathematics, and information literacy.

Second, the Core Curriculum seeks to assure that all graduates of Auburn University develop analytical skills that allow them to discern significant issues and events; ask appropriate questions; approach problems; gather, synthesize and interpret information; critically analyze established positions; and use knowledge creatively for the enhancement of society.

Finally, the Core Curriculum seeks to assure that all graduates of Auburn University possess an educated appreciation of the natural world, of human life, and of the interaction between them, especially through technology. Emphasis falls on human behavior, history and social organization, encouraging students to understand and appreciate both their own cultural traditions and the great diversity of other human cultures and experiences. The Core Curriculum also encourages inquiry into moral and aesthetic values and into ideas and their consequences.

To accomplish these goals, Auburn University's Core Curriculum provides a shared learning experience to all Auburn undergraduates based on the principles of coherence and integration. Coherence is achieved by course sequences and by providing connections among courses. Integration is accomplished through interdisciplinary courses.

CORE CURRICULUM

ENGLISH COMPOSITION (6 semester hours):

English Composition I	ENGL 1100
Honors Writing Seminar I	ENGL 1107
English Composition II	ENGL 1120
Honors Writing Seminar II	ENGL 1127

ENGLISH LITERATURE (6 semester hours):

World Literature I	ENGL 2200
Honors World Literature I	ENGL 2207
World Literature II	ENGL 2210
Honors World Literature II	ENGL 2217

PHILOSOPHY (3 semester hours):

Introduction to Logic	PHIL 1010
Honors Logic	PHIL 1017
Introduction to Ethics	PHIL 1020
Honors Ethics	PHIL 1027
Ethics and the Health Sciences	PHIL 1030
Honors Ethics and the Health Sciences	PHIL 1037
Business Ethics	PHIL 1040

FINE ARTS (3 semester hours):

The Art of Architecture, Place and Culture	ARCH 2600
Introduction to Art History I	ARTS 1710
Introduction to Art History II	ARTS 1720
Introduction to Art History III	ARTS 1730
Appreciation of Music	MUSI 2730
Honors Appreciation of Music	MUSI 2737
Introduction to Theatre	THEA 1010
Introduction to Theatre	THEA 2010
Honors Introduction to the Theatre	THEA 2017

MATHEMATICS (3 semester hours):

Finite Mathematics & Applications	MATH 1100
Pre-Calculus Algebra	MATH 1120
Pre-Calculus Trigonometry	MATH 1130
Pre-Calculus Algebra & Trigonometry	MATH 1150
Calculus I	MATH 1610
Honors Calculus I	MATH 1617
Calculus with Business Applications I	MATH 1680
Calculus for Engineering & Science I	MATH 1710

SCIENCE (8 semester hours in a sequence):

Introductory to Biology*	BIOL 1000
A Survey of Life	BIOL 1010
Principles of Biology*	BIOL 1020
Principles of Biology Honors*	BIOL 1027
Organismal Biology	BIOL 1030
Organismal Biology Honors	BIOL 1037
Survey of Chemistry I	CHEM 1010

Survey of Chemistry I Laboratory	CHEM 1011
Survey of Chemistry II	CHEM 1020
Survey of Chemistry II Laboratory	CHEM 1021
Fundamentals of Chemistry I	CHEM 1030
Fundamentals of Chemistry I Laboratory	CHEM 1031
Fundamentals of Chemistry II	CHEM 1040
Fundamentals of Chemistry II Laboratory	CHEM 1041
General Chemistry I	CHEM 1110
General Chemistry I Laboratory	CHEM 1111
Honors General Chemistry I	CHEM 1117
Honors General Chemistry I Laboratory	CHEM 1118
General Chemistry II	CHEM 1120
General Chemistry II Laboratory	CHEM 1121
Honors General Chemistry II	CHEM 1127
Honors General Chemistry II Laboratory	CHEM 1128
Physical Geology	GEOL 1100
Historical Geology	GEOL 1110
Foundations of Physics	PHYS 1000
Astronomy	PHYS 1150
General Physics I	PHYS 1500
General Physics II	PHYS 1510
Engineering Physics I	PHYS 1600
Honors Physics I	PHYS 1607
Engineering Physics II	PHYS 1610
Honors Physics II	PHYS 1617
Concepts of Science*	SCMH 1010
Honors Concepts of Science*	SCMH 1017

HISTORY (6 semester hours in a sequence):

World History I	HIST 1010
Honors World History I	HIST 1017
World History II	HIST 1020
Honors World History II	HIST 1027
Technology & Civilization I	HIST 1210
Honors Technology & Civilization I	HIST 1217
Technology & Civilization II	HIST 1220
Honors Technology & Civilization II	HIST 1227
Human Odyssey I	UNIV 2710
Human Odyssey I Honors	UNIV 2717
Human Odyssey II	UNIV 2720
Human Odyssey II Honors	UNIV 2727

SOCIAL SCIENCE (6 semester hours): Group I (select one):

Introduction to Anthropology: A 4-Field Approach	ANTH 1000
Global Geography	GEOG 1010
Introduction to Psychology	PSYC 2010
Honors Introduction to Psychology	PSYC 2017
Sociology: Global Perspectives	SOCY 1000
Honors Sociology: Global Perspectives	SOCY 1007
Group II (select one):	
Principles of Microeconomics	ECON 2020
Honors Principles of Microeconomics	ECON 2027
Political Economy	POLI 1020
Honors Political Economy	POLI 1027
American Government in a Multicultural World	POLI 1090
Honors American Government in a Multicultural World	POLI 1097
* Concepts of Science may be paired with any course except BIOL 1000 or BIOL 1020/1027.	

English Composition Requirements. The following covers a number of possible situations for students who enroll at Auburn University as freshmen and for students who are transferring from another institution into Auburn. Different requirements are based on when the student first began collegiate study. If a student's particular situation is not covered in the explanations below, or if a student has questions about his or her status, then the student should contact the Coordinator of Composition by calling the Department of English at (334) 844-4620. Students may also contact the department via e-mail at english@auburn.edu.

Students beginning collegiate study at Auburn as freshmen in fall 2000 or later must complete ENGL 1100-1120, English Composition I-II, with a grade of C or better in each course. (Students in the Honors College must complete ENGL 1107-1127, Honors Writing Seminar I-II, with a grade of C or better in each course.) The grades of C or better are required by the Articulation and General Studies agreement. Students cannot take ENGL 1120 (or 1127) unless they earn a C or better in ENGL 1100 (or 1107), and they must earn a C or better in ENGL 1120 (or 1127) to be eligible to take ENGL 2200-2210, World Literature I-II.

Students who began collegiate study at Auburn between summer 1998 and summer 2000 have met the freshman composition requirement if they have completed ENGL 0110-0112 (or the Honors equivalents, ENGL

0118-0120) with a grade of C or better in each. (ENGL 0110-0112 and ENGL 0118-0120 were the course numbers in use between 1998 and 2000.) If they have completed only the first course in the composition sequence, they must complete ENGL 1120 (or 1127) with a grade of C or better. If they have not taken either course in the sequence, they must take ENGL 1100-1120 (or 1107-1127) and pass with a grade of C or better in each.

Students who began collegiate study at Auburn between fall 1991 and spring 1998 have met the English composition requirements if they have completed ENGL 0110 (or ENGL 0118). Only one freshman composition course was required at the time. Moreover, students in this group graduating after summer 1998 have not been required to meet the core junior level writing requirement which had earlier been in place. The provost waived that requirement. Students in this group should, however, consult with an advisor in their major course of study to see if that major requires an additional writing course beyond English Composition I.

Transfer students beginning collegiate study at another institution in fall 2000 or later must meet Auburn's six semester-hour freshman composition requirement. They may do so in one of two ways: (1) take freshman composition I and II at another institution, provided these courses are comparable in scope and coverage to ENGL 1100-1120, and earn a grade of C or better in each, or (2) take ENGL 1100-1120 (or 1107-1127) at Auburn, if they did not take composition at the other institution, and earn a grade of C or better in each. NOTE: transfer students will also meet the Auburn freshman composition requirement if they take two five quarter-hour courses and pass with grades of C or better in both.

Transfer students who have earned a grade of C or better in freshman composition I, and earned three semester hours or five quarter hours, at another institution will be required to take ENGL 1120 (or 1127) at Auburn. Students may also fulfill the requirement for ENGL 1120 (or 1127) by taking a freshman composition II course at another institution, provided the course is similar in scope and coverage to ENGL 1120 (or 1127) and they earn a grade of C or better.

Transfer students who have earned eight or more quarter hours or six semester hours, and have thereby met the freshman composition requirement of another institution, will be given credit for ENGL 1100-1120. Two conditions must be met for credit to be given: the minimum of eight quarter hours or six semester hours involves no duplication, and the student has earned a grade of C or better in each freshman composition course.

Transfer students who began collegiate study at another institution between summer 1998 and summer 2000 must meet Auburn's six semester-hour English composition requirement. They may do so in the ways explained in the preceding paragraph.

Transfer students who began collegiate study at another institution between fall 1991 and spring 1998 must meet the same requirements as students who began college at Auburn during the same period (see paragraph 4 above). They may meet this requirement by transferring a writing course taken at another institution, provided this course is comparable in scope and coverage to freshman composition I as offered at Auburn during this period, or by taking ENGL 1100 (or 1107).

Transfer students who have been exempted, on the basis of standardized test scores from freshman composition I carrying five quarter hours or three semester hours at another institution, and who have earned a grade of C or better in a subsequent freshman composition course at the same institution carrying the same amount of credit, will have fulfilled Auburn's freshman composition requirement. Transfer students who have been exempted with credit will have both the exemption credit and course credit accepted at Auburn. Transfer students who have been exempted without credit will be given the course credit and, in addition, will be awarded sufficient advanced standing credit to fulfill Auburn's freshman composition requirement.

Transfer students who have been exempted from freshman composition I at another institution but have had no subsequent freshman composition course there or have not earned a grade of C or better in the subsequent course must still complete Auburn's six semester-hour freshman composition requirement. However, if they meet any of Auburn's criteria for exemption from ENGL 1100 (or 1107), they will receive three semester hours of credit for ENGL 1100 (or 1107) at Auburn and will be required to take ENGL 1120 (or 1127) at Auburn.

All transfer students should confer with their major academic advisor concerning the composition requirement as soon as possible after enrolling at Auburn.

Students who enter an undergraduate program at Auburn after receiving a bachelor's degree from an accredited institution are exempt from meeting the above requirements.

All students may be eligible to exempt ENGL 1100 (or 1107) with credit on the basis of their score in one of the following standardized tests: the English portion of the ACT; the verbal portion of the SAT; the International Baccalaureate English A1 exam; or the CEEB Advanced Placement Exam in English. Note that CLEP test scores are not eligible for exemption. The exemption scores for each test are reviewed each year and are available in the Auburn University Advanced Placement Program, which is distributed by the Office of the Registrar. See <http://www.auburn.edu/administration/registrar/helpful-resources/enrollment/ap-ib-clep-information.html>

Students who get a grade of F in a freshman composition course at Auburn must repeat that course at Auburn University's main campus. Students who get a grade of D in a freshman composition course at Auburn must repeat that course, but they may do so at another institution, unless they wish to use the grade adjustment policy to exclude the grade of D.

Literature Requirements. All Auburn students must fulfill the Core Curriculum literature requirements by taking ENGL 2200 or 2207 (World Literature I or Honors World Literature I) and ENGL 2210 or 2217 (World Literature II or Honors World Literature II). Completion of the freshman composition requirement is a pre-requisite for all the World Literature courses; ENGL 2200 or 2207 is a prerequisite for ENGL 2210 or 2217.

Literature courses taken at other institutions may fulfill the Core literature requirement with the following provisions:

1. Students may transfer as equivalents of ENGL 2200-2210 for Core Curriculum credit only sophomore-level literature survey courses covering a broad historical period.
2. Students transferring a single literature course may receive credit for ENGL 2200 only if it is the first course in a World Literature sequence and includes literature of the ancient world. Any survey of modern literature (beginning at any time after 1600 and extending to the present), whether world literature or a national literature, will transfer as credit for ENGL 2210.
3. Freshman literature courses and literature courses based on genres (poetry, the short story, the novel), themes, or narrowly defined historical periods will not fulfill the Core literature requirements but are eligible for transfer as electives.

Students or advisers with special questions about placement or credit for the Core literature requirements may call the Coordinator of World Literature at (334) 844-4620.

History Requirements. One of the purposes of the university's Core Curriculum is to give students an understanding of their culture and its backgrounds. Course sequences designed especially for this purpose are those in World History, Technology and Civilization and the Human Odyssey, an interdisciplinary science-humanities sequence of courses focusing on significant cultural shifts caused by discovery or invention. Native students must earn six hours of credit in one of these sequences.

Credit in history earned at another institution may be allowed on transfer as shown below in meeting this particular requirement.

1. If transfer students have three hours in the first course of a broad, introductory two-course sequence in world history or western civilization or technology and civilization or U.S. history, they must complete HIST 1020 (for world history and western civilization), HIST 1220 (for tech. and civ.) or HIST 2020 (for U.S. history). A transfer student who has taken the last course in a similar two-course sequence would take HIST 1010 or HIST 1210 or HIST 2010.
2. Students entering an undergraduate program at Auburn, after earning bachelors' degrees from other accredited universities, may be exempted from the history requirements unless their curricula specify one of the three sequences described in this section.
3. Students with no credit hours in history may also elect to take Human Odyssey, UNIV 2710 and UNIV 2720, to fulfill the Core Curriculum history requirement.

Oral Communication Requirement. All Auburn University bachelor's degree programs provide components to ensure competence in oral communication skills. Program information documenting oral communication components is maintained in the Office of the Provost/Vice President for Academic Affairs. Appropriate accommodations will be made to enable individuals with disabilities to satisfy this requirement.

Academic Programs and Curricula

An **academic program** is an organized plan of study which, when successfully completed, is recognized by the awarding of a degree. It includes all courses and related activities required by the university and those required by a school, college, department or interdisciplinary program. **At Auburn University, the minimum number of semester hours in an undergraduate academic program is 120, including 41 semester hours of the Core Curriculum.** The academic program must include the University Core Curriculum and the major. It may also include a school or college core curriculum, a minor, and supporting course work. For undergraduates, the academic program is the most general term describing the formal course of their baccalaureate education. Students not completing an approved academic program do not qualify for baccalaureate degrees. Students who are completing an academic program may take courses in addition to those required by it including a minor or free electives beyond those required for graduation by their academic programs.

A **program option** is a formal modification of an academic program by the offering department which meets objectives that may be more specifically focused. These additional objectives are integrated with the basic program. Some academic programs are structured only in the form of several formal program options. As a formal variant of an academic program, a program option differs from a less formal grouping of course work within an academic program. These looser groupings often carry titles such as specialization, concentration, focus, track, or emphasis, and these may or may not be standardized by the university. **At Auburn University, all formal program options, like all academic programs, must include the Core Curriculum. Moreover, a formal program option must preserve the integrity of the academic program of which it is a variant by requiring at least half of the specific course work required by the program above and beyond the Core Curriculum. All academic programs and formal program options must be approved by the Alabama Commission on Higher Education (ACHE). Formal program options are denoted on the diploma and the student transcript. Specified groups of courses within an academic program that do not meet the definition of a formal program option may carry another name (specialization, concentration, focus, track, emphasis) and do not appear on the diploma or student transcript.**

A **curriculum model** is the schematic organization of an academic program that is listed in this bulletin. **A curriculum model is outlined for all undergraduate academic programs and program options and must be represented in the Auburn University Bulletin.**

A **major** is usually the largest part of an academic program which differentiates it from other programs. The term designates that portion of the program which consists of a specified group of courses offered by a particular academic department or interdepartmental program. The major may include lower-division courses and always includes specified upper-division courses or choices among courses offered by the department or interdepartmental program. The major may include course work from other departments. The major does not include other components of the academic program: the Core Curriculum, a school or college curriculum (if any), a required second major (if any), a required minor (if any), supporting course work (if any), or free electives. **At Auburn University, all majors must represent substantial academic concentration in a well-defined discipline or interdisciplinary field. The minimum number of hours required for an undergraduate major is 30 hours of course work in the discipline or in a closely allied field. Of these hours, a minimum of 20 must be taken in upper-division (numbered 3000 or above) courses in the major. Departments must have the consent of other departments before requiring their courses in a major.**

A **minor** is an organized sequence or cluster of courses, including both lower- and upper-division courses, offered by a department or interdepartmental program. It is more restricted in scope than the major but may also have a somewhat different focus and objective that make it appropriate for students whose principal concentration is in another discipline. Not all departments or interdepartmental programs offer a minor. At Auburn University, the term minor designates those sequences or clusters of courses that have been formally proposed as minors by departments or interdepartmental programs and approved by the University Senate Curriculum Committee. The minimum number of semester hours in a minor is 15. Of these, six hours may be lower-division courses. The remaining semester hours in the minor (a minimum of nine hours) must be courses numbered 3000 or above. At least nine semester

hours required for the minor must be completed at Auburn University. In fulfilling a minor, students may use any free electives or supporting course work required by their academic programs and additional course work above and beyond that required for graduation in their academic programs. Courses a student has taken in fulfillment of the University Core Curriculum, the school/college core curriculum (if any) or the major may not be included in a minor. Some academic programs may require students to earn a minor. Students whose academic programs do not require a minor are free to earn one, though in such cases they should recognize that fulfilling the requirements for a minor may delay their graduation. No academic program is required to allow for a minor in its curriculum model. Students must follow announced university procedures and deadlines for declaring a minor. Students may not earn more than two minors or major and minor in the same field of study or discipline. In addition, students may not be awarded a minor after the degree for the major has been awarded. **No course taken under the S/U option may be counted toward a minor. Students must earn a minimum overall grade average of C (2.0) on all course work in the minor. Individual colleges, schools and departments may have higher grade point requirements.**

The phrase "supporting course work" designates courses that are required for the completion of a specific academic program but not included in the University Core Curriculum, the major, the school or college core curriculum (if any), the minor (if required), and free electives. At Auburn University, academic programs may require courses that are not specific to the major but support the general education and preparation of students in that program. Because these courses are usually outside the department of the major area of study, departments must have approval of the departments offering the courses they designate as required supporting course work. Supporting course work may be used in satisfying the requirements for a minor if a minor is not required by the academic major.

Second baccalaureate and/or concurrent degrees. To earn a second baccalaureate degree, a student must complete all the additional requirements for the second degree (including course work in the major field, college/school core requirements and courses in support of a major). At least 30 semester hours of the second degree must be unique to the second degree and may not be used as major, supporting or core courses for the first degree. In addition, the total number of hours to complete both degrees must total at least 30 additional semester hours. If 30 unique hours or 30 additional hours cannot be identified, the student is not eligible to receive a second baccalaureate degree. Students who are completing a second degree must comply with all the same grade point requirements and residency requirements as other students. Students may elect to pursue and to receive the two degrees simultaneously if college and departmental requirements can be met simultaneously. Not all colleges allow students to receive two of the same degree from the same college, e.g., Business. All students should consult with their advisor concerning eligibility for a second degree, and if eligible, complete appropriate paperwork to declare the second degree. It is recommended that students declare the second degree prior to the beginning of the senior year. It is the student's responsibility to file a graduation application for each degree being sought. If the two degrees are in the same college, the student must file two applications with his/her dean's office. If the student is completing degrees in different colleges, one application must be filed with each dean's office. Students completing a second or two degrees concurrently receive a diploma for each degree. The transcript will list each degree and each major. Eligibility for graduation with academic honors for the second baccalaureate degree requires a minimum of 60 semester hours of above the requirements for the first baccalaureate degree. Students earning the second baccalaureate degree must earn the minimum overall grade average required for the honors distinction on the 60 additional hours for the second degree and must be achieved on Auburn University courses. Honors calculations for the second baccalaureate degree follows the same procedures as graduation honors for the first degree (see Graduation Honors, page 17.)

Double major. To earn a double major, a student must complete all the major courses in the second major (courses bolded in the curriculum model) and meet all the requirements for both majors (field of study) such as grade point requirements, the department, school or college core, etc. The minimum number of hours required for an undergraduate major is 30 semester hours. Of these major courses, at least 20 hours must be unique, not courses that have been used as major, supporting, or core courses in

the first major. If at least 20 hours of unique courses do not exist between the two majors, a student is not eligible to complete a double major. The student in a double major is not required to complete the college/school core requirements or the courses in support of the second major. The student will designate which major is the primary field of study and which is the secondary field of study. The student must complete all degree requirements in whichever curriculum he/she designates as the primary field of study. If the two majors for the double major leads to the same degree, e.g., BS or B.A, both majors will appear on the diploma and on the transcript. However, if the two majors for a double major lead to a BA and a BS, the degree will be determined based on the primary field of study and that will dictate which baccalaureate major will appear on the diploma. The student must complete the appropriate forms declaring the double major to the Office of the Registrar and to the dean's office in his/her college(s). The student who completes the requirements for a double major receives a degree from the college of his/her first or primary field of study and has the successful completion of the secondary major entered on his/her transcript. A double major does not result in two degrees. Students should consult with their advisor concerning this option and, if eligible for a double major, complete the appropriate paperwork prior to the beginning of the senior year. If a student changes his/her decision to pursue a double major, it is his/her responsibility to notify the Office of the Registrar and the dean's office of his/her college(s). A double major may not be awarded after the degree for the primary major has been granted.

Residence Policy. Percentage of Course Work Earned in Residence at Auburn University Policy. A minimum of 25 percent of the total semester hours are required for the baccalaureate degree and at least 50% of the course work in the major must be earned in residence at Auburn University. As a general rule, these hours must be taken in the final year and in the school/college curriculum of graduation. The student's dean may waive the final year's residence and may also allow course credit to be earned at another institution during the final year. However, the minimum of 25 percent of course work in residence at Auburn University is a firm requirement.

Credit for Independent (Asynchronous) Distance Education. A student may earn a maximum of 25 percent of the total credits required for the baccalaureate degree by independent (asynchronous) distance education courses; however, only 12 hours of the final year's work may be earned thus. An individual with fewer than two semesters in residence prior to the last academic year may earn only 10 hours by independent (asynchronous) distance education.

A student in residence may not enroll in an independent (asynchronous) distance education course if the course or a suitable substitute can be scheduled. The resident student may not exceed the maximum class hour load by adding an independent (asynchronous) distance education course. A student must have prior approval of his or her Auburn dean if the credits are to be applied toward an Auburn degree.

Upon registering for an independent (asynchronous) distance education course, Auburn students must determine whether they want to pursue the graded or extended option. If the student selects the graded option, the course work must be completed within one semester and all current university policies related to enrollment, grading, and withdrawal from courses applies. The student's grade appears on the transcript and is calculated into the grade-point average. In many cases selection of the extended option allows Auburn students nine months for course completion. Seniors must complete independent (asynchronous) distance education courses by midterm prior to graduation. Credit but no grade will be entered on the student's record for the extended option. Information on available courses may be obtained from Distance Learning and Outreach Technology, Petrie Annex, Auburn University, Auburn, AL 36849, (334) 844-5103.

Credit For Military Science and Physical Education. A student may be allowed a maximum of 6 credits in military science courses toward graduation. A student may be allowed four credits on physical education activity courses toward graduation. A student who has served on active duty in the Armed Forces may receive physical education credits as follows: for less than six months of service, no credit; for six months to less than a year, two hours of credit for Physical Education; for one year or more in the service, three hours of credit. Application for credit for military experience should be submitted to the Office of the Registrar.

Credit for Directed Studies. The university policy on directed studies is under review and pending final approval. See www.auburn.edu/administration/president/directed_studies_policy.html for the policy on directed studies.

Academic Advising

Academic Advising Web Site: www.auburn.edu/academicadvising. In relation to registration for a given academic term and preparation of an academic plan of study, students are strongly encouraged to meet with an academic advisor in his/her chosen college or school. Contact information for the academic advisors in each college or school can be found on the Web site shown above. Please note that all students are strongly encouraged to meet with an academic advisor prior to registration. In selected colleges or schools, students are required to meet with an academic advisor prior to registration.

Change of Major or Curriculum

Students must have their dean's approval to change to another major within the same college or school. To change Colleges or Schools within the university, students must complete a Change of College/School Form.

Internal Transfers

Transfer applicants (from on and off campus) to Architecture, Interior Architecture and Building Science in the College of Architecture, Design and Construction must meet all university requirements and must have a minimum 2.80 cumulative grade-point average.

Internal transfer students into the College of Business must complete an Internal Transfer Application and submit it to the College of Business Office of Student Affairs (Suite 023, Lowder Business Bldg.). These applications are available on line (www.business.auburn.edu). Applicants will be notified via e-mail within one week of submitting their applications. All applicants are required to have a cumulative grade-point average of 2.20 or higher.

Internal transfer students who wish to major in ARTG, COMM, JRNL, PSYC, RTVF, or PUBR in the College of Liberal Arts must apply for admission to the degree program in addition to completing the application to Auburn University. Please contact head or chair of the individual department for further information.

The Department of Consumer Affairs limits the admission of transfer students to the Interior Design (INDS) curriculum, based on space available. Students from on and off campus who wish to transfer into INDS must submit a Statement of Intent, resume and transcripts from all schools attended. Both on- and off-campus transfer applicants must have a minimum cumulative grade-point average of 2.5 (on a 4.0 scale) on all collegiate work attempted. The applicant's grade-point average, Statement of Intent, related courses and work experience are criteria which will determine admission status. Applicants for the INDS program are admitted only in the fall term.

Curriculum Model Change

When the university changes a curriculum model, students in the altered curriculum may be required to complete the subjects and hours placed above the level to which they have progressed. They will not, however, be required to complete additional subjects placed in the curriculum below the level they have achieved. Courses shifted from one class level to another are exempt from this latter provision. Students' deans will determine the revised subject requirements, and the Registrar will determine the revised total hour and grade point requirements. In no case for students who are continuously enrolled, however, will the changed curriculum compel them to accumulate additional hours and grade points to graduate. In other words, students must complete the university core requirements in place during the term that they first enroll, and in general they must complete the school, college or major requirements in place when they declare a major. Undergraduate students who have not been enrolled at Auburn University for a period of five years or more and who are returning to the same curriculum may be subject to different university, college, school or departmental requirements than those which existed at the time of their initial entry, as well as those which existed at the program level when continuous enrollment ceased.

Academic Program Assessment

Auburn University is committed to fostering the academic achievement and personal development of its students. To carry out that commitment, the university continuously gathers information about the effectiveness of its academic programs, about the progress of its students toward educational and personal goals, and about the achievements and perspectives of its alumni. This information is used to monitor program effectiveness, to recognize educational trends and opportunities, and to develop a sound, factual basis for academic planning.

Each Auburn student is expected to participate in the university's assessment efforts. Academic programs use various means to gather assessment information, including portfolios, performances, achievement tests, comprehensive examinations, surveys, interviews, focus groups, evaluation forms, and other methods. While enrolled, a typical student can expect to take part in one or more of these assessment activities. The total time spent on assessment activities is not likely to exceed 15 hours over the course of four years of enrollment. Participation in these activities may be a completion requirement for some degree programs.

Satisfactory Progress

Student Athletes. In addition to meeting the general academic requirements of the university, student athletes must meet all academic requirements, including those relating to satisfactory progress toward a degree, set forth in the legislation of the Southeastern Conference (SEC) and of the National Collegiate Athletic Association (NCAA).

Student Financial Aid Recipients. In addition to meeting the general academic requirements of the university, applicants for student financial aid funds must maintain Satisfactory Academic Progress to receive, or to continue to receive, assistance through federal, state and institutional student aid programs. Descriptions of these Satisfactory Academic Progress requirements for distinct classifications of Auburn students are available from the Office of Student Financial Services.

Veterans. All VA eligibles (Chapters 30, 31, 32, 35 and 106), in addition to meeting the general academic requirements set forth by the university, must maintain satisfactory academic progress as approved by the State Approving Agency of the State of Alabama, Department of Education. Such standards are as follows: Any undergraduate VA eligible must have a 2.0 grade-point average after the student has earned 120 hours at Auburn University. This would be checked at each term's end and, the VA benefits of any VA eligible not meeting this requirement would be terminated. Separate standards of progress apply to graduate students as outlined in the Graduate School section.

Dean's List

The name of every eligible student who meets certain scholastic requirements for a given semester is placed on a list prepared for the dean of the student's college or school. This honor is also noted in the student's permanent record.

To meet Auburn University's requirements for inclusion on the dean's list, the student must be enrolled for 12 credit hours exclusive of any S-U option courses, pass all courses attempted for the semester, have no D or D* grades that term, and earn a grade-point average of at least 3.75 (on the 4.00 system). All grades, including those excluded by the grade adjustment/course repeat policy, are used for determining academic honors. The special requirements, applied in addition to the university regulations, are listed as follows:

College of Architecture, Design and Construction: 3.75 average; only if an S-U graded course is required in the student's curriculum may it be included in the 12-hour minimum total.

School of Nursing: 3.75 average, only if S-U graded courses are required in the student's curriculum may they be included in the 12 hour minimum total if and only an S grade is earned in these courses.

Class Attendance

Students are expected to attend all their scheduled classes. College work requires regular class attendance as well as careful preparation. Specific policies regarding class attendance are the prerogative of individual faculty members. Faculty shall inform each class in writing at the beginning of the course regarding the effect of absences on the determination of grades.

The student is expected to carry out all assigned work and to take examinations at the class period designated by the instructor. Failure to

carry out these assignments or to take examinations at the designated times may result in an appropriate reduction in grade, except as provided in paragraph 4 below.

Instructors shall determine the policy regarding grading which they feel is best for the course. This policy shall be presented to the class, in writing, at the beginning of the term and will govern the actions of the instructor in the course.

Arrangement to make up missed major examinations (e.g. hour exams, midterm exams) due to properly authorized excused absences (as defined by the Tiger Cub) shall be initiated by the student within one week from the end of the period of the excused absence. Normally, a make-up exam shall occur within two weeks from the time that the student initiates arrangements for it. Instructors are encouraged to refrain from giving make-up examinations during the last three days prior to the first day of final examinations. The format of make-up exams and opportunities for students to make up work other than major examinations are at the discretion of the instructor whose make-up policies should be stated in writing at the beginning of the term. Instructors are expected to excuse absences for:

1. Illness of the student or serious illness of a member of the student's immediate family. The instructor may request appropriate verification.
2. The death of a member of the student's immediate family. The instructor may request appropriate verification.
3. Trips for members of the student organizations sponsored by an academic unit, trips for university classes, and trips for participation in intercollegiate athletic events. When feasible, the student must notify the instructor prior to such absences, but in no case more than one week after the absence. Instructors may request formal notification from appropriate university personnel to document the student's participation in such trips.
4. Religious holidays. Students are responsible for notifying the instructor in writing of anticipated absences due to their observance of such holidays.
5. Subpoena for court appearance.
6. Any other reason the instructor deems appropriate.

If the instructor does not appear within 20 minutes after the designated class hour, it may be assumed the class is canceled.

It is university policy that all classes will meet as scheduled on the last day before and the first day after holiday periods designated by the university.

Unresolved problems regarding class attendance or procedures should be referred to the University Student Grievance Committee.

Examinations

Examinations are classified as (1) final examinations at the end of each term; (2) special examinations; and (3) other course examinations as determined by the instructor.

Announced tests in undergraduate courses will be administered at a regularly scheduled meeting of the course. Exceptions to this regulation may arise in specialized courses requiring performance or oral tests, and in multiple-sectioned laboratory classes requiring practical laboratory tests. Faculty having sound reasons for scheduling tests at times other than regularly scheduled meeting times are to obtain approval from the department head prior to the beginning of the term, and are to present a written schedule of these changes to the class during the first few days of the term. Rescheduled tests are not to interfere with other scheduled academic endeavors of the students involved, and an appropriate reduction in regularly scheduled class time is to be given to compensate for the rescheduled test period.

Final Examinations. A final examination is a desirable means of evaluation in most undergraduate courses. In unusual circumstances, performance tests, term papers, research projects or other forms of evaluation appropriate to the objectives of the course may be substituted for a final examination with the approval of the department head, who will report such action to the dean and provost. Faculty not giving a final examination are to present to the class at the beginning of the term a written description of the forms of evaluation to be used and the means of determining final grades. The professor teaching a 6000-level course or higher shall determine whether a formal final examination is appropriate.

Final examinations are to be given as scheduled in the term examination schedule. Exceptions to this policy require prior approval by the provost. Rescheduled examinations must not interfere with scheduled academic activities of the students involved.

Student Academic Grievance Policy

The Student Academic Grievance policy, which appears in full in the student handbook, Tiger Cub, is designed to resolve academic grievances of students which result from actions of faculty or administrators.

Graduation

To earn a bachelor's degree, a student must earn a 2.00 grade-point average on all courses attempted at Auburn, a 2.00 grade-point average on all transfer courses which apply to degree requirements and a 2.00 grade-point average on all work in the student's major. These are university requirements. Individual colleges and schools may have higher requirements. Identification of the specific courses counted as courses in the major in an academic program is available in the dean's office.

Clearing for Graduation. Seniors should register for UNIV 4AA0 in the term before they graduate in order to arrange for a graduation check through their dean's office; they must also clear deferred grades by the 15th day of the graduation term for courses to be used toward degree requirements. Independent (Asynchronous) Distance Education courses must be completed by mid-term prior to graduation.

Students must be registered at Auburn University in the term in which degree requirements are completed. Students who have completed all course requirements but who lack other requirements (non-thesis final exam, internship, etc.) must register for UNIV4AA0 for the term in which those requirements are completed and/or the student is scheduled to graduate. The undergraduate student who is registered for no credit hours at Auburn University in the term of graduation must register for UNDG4900 in any semester during which the staff or the facilities of the university are used for academic work, for removal of an "Incomplete" grade, or when a student is completing graduation coursework requirements at an Institution other than AU. Undergraduate students who have completed all courses and requirements for graduation should register for UNIV4AA0. **Students who have in a previous term completed all requirements for the degree, upon receipt of a "certificate of completion" in the Office of the Registrar (undergraduate) will be required to register only for UNIV4AA0 in the actual term in which the degree is conferred.** Graduate students should refer to page 108 of this *Bulletin* under "Registration and Graduation Requirements" for graduate students.

A graduation fee is payable to Office of Student Financial Services at the beginning of the term of graduation. A student who is a candidate for a degree in a term in which no credit work is taken is required to register in such term as a pre-requisite to graduation. (For members of the faculty and staff the charge is reduced to \$5.00.) The graduation fee is in addition to this charge. See "Fees and Charges" in this bulletin for details. If a student is in default on any payment due to the university, the diploma and academic record will not be issued until the matter is cleared. Degrees are conferred each term. Commencement exercises are held after fall and spring semesters and summer term. If a student does not plan to attend the exercises, arrangements should be made with the dean or the Office of the Registrar to receive the degree in absentia.

Graduation Honors

Undergraduate students with a minimum overall grade average of 3.40 are graduated Cum Laude; a 3.60 Magna Cum Laude; and a 3.80 Summa Cum Laude. This distinction of high academic achievement is placed on the student's diploma and on his or her permanent record.

The grade average for graduation honors must be achieved on Auburn University course work. At least 60 hours in residence at Auburn University are required for graduation honors. All grades, including those excluded by the grade adjustment/course repeat policy, are used for determining academic honors. Grades of S or U and non-credit courses are not used in the calculations. Students earning a second baccalaureate degree must earn the minimum overall grade average required for honor distinction on the additional hours completed for the second degree. Those additional hours must total at least 60 credit hours.

Students meeting all of the requirements of the Auburn University Honors College graduate as University Honors Scholars.

Student Records

Confidentiality of Student Records

The university recognizes that the maintenance of student information and educational records is necessary and vital to assist the student's education and development and to provide opportunities for university research and policy formulation. The university recognizes its obligation to exercise discretion in recording and disseminating information about students to ensure that their rights of privacy are maintained.

The university will furnish annual notification to students of their right to inspect and review their educational records; the right to request amendment of educational records considered by them to be inaccurate or misleading or that violate privacy or other rights; and of their right to a hearing should the university decline to amend such records. This annual notice will be published in the *Auburn University Bulletin*.

The following guidelines have been developed to ensure the privacy rights of students. For the purposes of this policy statement a student is defined as an individual who has been admitted and has been in attendance in a component unit of the university. Classification as a student in one component unit of the university (e.g., an undergraduate program) does not imply that the person has been accorded the rights outlined below in other component units (i.e., graduate school, professional schools, branch campus).

Student Access to Records

Auburn University's permanent student education record consists of one or more of the following: the official transcript of grades, competency evaluations, and any narrative evaluations. This is in accordance with guidelines established by the American Association of Collegiate Registrars and Admissions Officers and the State of Alabama policies on Retention of Records.

Students have the right to be provided a list of the type of educational records maintained by the university which are directly related to the student; the right to inspect and review the contents of these records; the right to obtain copies of these records; the right to a response from the university to reasonable requests for explanation and interpretation of these records; the right to an opportunity for a hearing to challenge the content of these records; and if any material or document in the educational record of a student includes information on more than one student, the right to inspect and review only the part of such material or document as relates to the student.

Students do not have access to financial records of their parents; confidential letters and statements of recommendation which were placed in the educational record prior to Jan. 1, 1975, provided such letters or statements were solicited or designated as confidential and are not used for purposes other than those for which they were specifically intended; confidential recommendations, if the student signed a waiver of the right of access, respecting admission, application for employment, and the receipt of an honor or honorary recognition.

Students do not have access to instructional, supervisory or administrative personnel records which are not accessible or revealed to any other individual except a substitute; Campus Security records which are maintained apart from educational records, which are used solely for law enforcement purposes, and which are not disclosed to individuals other than law enforcement officials of the same jurisdiction; employment records except when such employment requires that the person be a student; and the Alumni Office records.

Students do not have access to physical or mental health records created by a physician, psychiatrist, psychologist or other recognized professional acting in his or her capacity or to records created in connection with the treatment of the student under these conditions which are not disclosed to anyone other than individuals providing treatment. A physician or appropriate professional of the student's choice may review these records.

Procedures for Access

The Office of the Registrar has a complete list of educational records maintained by the university which students may obtain. Students should contact the appropriate office to inspect and review their records. An office may require that a university official be present when a student inspects and reviews his or her educational records. Any questions concerning a student's access to records should be directed to the Registrar.

Amending Educational Records

Students may request that any information contained in their educational records which they consider to be inaccurate, misleading, or in violation of their privacy or other rights be amended or deleted from the records. (A grade or other academic scores may not be amended, except that the accuracy of recording the information may be challenged.)

Students who request that information in their records be amended should first direct their request to the official with primary responsibility for the information on the record. If the matter is not resolved to their satisfaction, students should direct their requests to the official's dean or division head. If the matter is not resolved to their satisfaction, they may request a formal hearing.

Right to a Formal Hearing and Procedures for Decision

Students may request formal hearings to challenge information contained in their educational records. The hearing will be held in a reasonable time (not to exceed 45 days) and in a reasonable place. Students may be assisted or represented by persons of their choice, including an attorney, at the expense of the student, and shall be afforded a full and fair opportunity to present evidence relevant to the issue(s).

Students or their representative should request the hearing in writing and should specifically identify the information they seek to have amended. The request should be directed to the Office of the Provost/Vice President for Academic Affairs.

The Office of the Provost/Vice President for Academic Affairs will conduct the hearing and render a decision within a reasonable period of time after the conclusion of the hearing and the decision shall be based solely upon the evidence presented at the hearing. The student shall be notified in writing of the reason(s) for the decision and given a summary of the evidence.

If the decision is that the information in the student's educational records is inaccurate, misleading or in violation of his rights and privacy, the statement(s) will be corrected or expunged from the students records.

If the decision is that the information is not inaccurate, misleading, or in violation of the privacy or other rights of the student and that the information or parts thereof are to remain in the student's educational records, the student shall be notified and given the right to enter a statement in the records setting forth any reason for disagreeing with the decision of the Office of the Provost/Vice President for Academic Affairs. This statement shall be maintained in the records as long as the record or contested portion thereof is maintained, and if the contested educational record or contested portion thereof is disclosed by Auburn University to any party, the student's explanation shall also be disclosed to that party.

The Secretary of Education has established a review board to receive complaints regarding violation of student's rights. Students wishing to file a complaint directly to the review board should write to the Family Policy and Regulations Office, Department of Education, Washington, D.C. 20202. Detailed procedures for this complaint procedure are listed under section 99.63 of the regulations issued by the Secretary and will be furnished upon request by the Registrar, Auburn University.

This policy is adopted pursuant to the Family Educational Rights and Privacy Act, (34 CFR Part 99), and is not intended to impose any restrictions or grant any rights not specifically required by this Act.

Release of Directory Information

The university may release directory information without the student's written consent. Directory information consists of student's complete name; local address and associated telephone number; place of birth; parent/spouse name, address and associated telephone number; mailing address and associated telephone number; E-mail address; photographs, video or other electronic image; participation in recognized activities and sports; weight and height of members of athletic teams; dates of attendance; enrollment time status (full or part time); degrees and awards received; and most recent previous educational agency or institution attended.

A student may deny the release of directory information by completing an Address Change/Information restriction request form available in the Office of the Registrar, 100 Mary Martin Hall. Students may also restrict directory information on tigeri.

To deny the release of information regarding participation in recognized activities the student must notify the Dean of Students and the student's academic dean in writing. To deny the release of athletic information, the student must notify the director of Athletics in writing. A former student,

one who is not in attendance, must contact the appropriate offices to deny the release of information.

Release of Educational Records

The university will release a student's educational record(s) upon the student's written request. The student must:

1. Specify the records to be disclosed.
2. Include the purpose or purposes of the disclosure.
3. State the party or parties and the address to whom the information is to be disclosed.

The student shall, upon request, receive a copy of the record that is to be disclosed. It is university policy to furnish single copies of a student's record at no charge.

The university may release student's educational records to the following without prior written consent:

1. University officials who have a legitimate educational interest in the records. University officials are defined as teachers, administrative personnel and other employees except personnel of the security or law enforcement unit of Auburn University, and other agents acting on behalf of the university. If university officials are required in the performance of their duties to review the educational records of a student, this will be considered to be a legitimate educational interest. Auburn University has designated the National Student Clearinghouse as a university official.
2. Officials of another school in which the student intends to enroll upon request of the transfer school.
3. Government representatives of the Comptroller General of the United States, the Secretary of Education, the U.S. Commissioner of Education, the Director of the National Institute of Education, the Assistant Secretary for Education, State educational authorities, and State officials to whom such information is specifically required to be reported or disclosed by State law adopted prior to Nov. 19, 1974.
4. Appropriate authorities in connection with financial aid with the understanding that only the necessary records will be released.
5. Organizations conducting studies for, or on behalf of, the university or its agencies for the purpose of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction and student life provided that the studies will not permit the personal identification of students and their parents by individuals other than representatives of the organization and provided that the personally identifiable information furnished will be destroyed when no longer needed for the purposes for which the study was conducted.
6. Accrediting organizations to carry out their accrediting functions.
7. Parents of a dependent student as defined in section 152 of the Internal Revenue Code of 1954. University officials may release educational records to parents on the basis of a written documentation from the parent that the student is a dependent as defined under the Code and there is reasonable notification of the student regarding the request.
8. A court of law to comply with a judicial order or lawfully issued subpoena with the understanding that the student will be notified in advance insofar as possible.
9. Appropriate parties to protect the health and safety of the student or other individuals in emergencies with the understanding that only information essential to the emergency situation will be released, that information will be released only to a party who would be in a position to deal with the emergency, and that the student will be notified insofar as possible of the information released, the purpose for the release, and to whom the information was released.

No personal information on a student will be released without a statement from the university to the party receiving the information that no third party is to have access to such information without the written consent of the student.

Each office with educational records will maintain a record of each request and disclosure of personally identifiable information from the educational records of a student except for information requested in writing by the student, information released to the student or the student's parents, directory information, and information released to university officials and teachers who have a legitimate educational interest in the records. The student may inspect the record of requests, disclosures and the legitimate interests of parties requesting or obtaining information in the appropriate university office.

Special Academic Opportunities

The University Honors College

The Auburn University Honors College offers a select group of students a unique academic experience, designed to provide many of the advantages of a small college in addition to the myriad opportunities available at a large, diverse university. These advantages include small classes taught by professorial faculty and the opportunity to live with other highly motivated students in one of the Honors dorms.

Eligibility. Entering freshmen and currently enrolled students who demonstrate the potential for outstanding academic achievement are eligible for admission into the Honors College. Selection of approximately 350 incoming freshmen is based on ACT/SAT scores (29/1280 minimum), high school grade-point average (3.5 minimum), and a record of leadership and service. Students already enrolled at Auburn who have a 3.4 unadjusted grade-point average may also be considered for admission.

Curriculum. The Honors Curriculum has two components, the Junior Honors Program and the Senior Honors Program.

The Junior Honors Program has been developed to provide Honors students an opportunity for broad enriching educational experiences based on Auburn's Core Curriculum. Students who complete it receive the Junior Honors Certificate. To complete the program, students must

1. maintain an unadjusted 3.2 grade-point average, and
2. complete a minimum of 24 hours of Honors Core courses.

The Senior Honors Program offers Honors students the choice of completing the Thesis Option or the Contract Option. The Contract Option requires a specified number of contract courses, which are upper-level courses related to the student's major with an added Honors component. Students selecting the thesis option take reading/thesis courses under the direction of a faculty member in the student's major and write a thesis. Completing an undergraduate thesis is a significant achievement that is noted by admission committees for graduate and professional schools.

Thesis Option. To receive the Senior Honors Certificate under the Thesis Option, the student must

1. maintain an unadjusted 3.2 overall grade-point average,
2. complete at least 3 hours in the Honors Readings course or in contract courses in the major curriculum (3000-level or above), and
3. complete the Honors Thesis course. (Some curricula require a senior project or thesis, which may form the basis for the Honors Thesis.)

Contract Option. For the Contract Option, the student must

1. maintain an unadjusted 3.2 overall grade-point average and
2. complete 4 contract courses (at least 12 hours) in the major curriculum (3000-level or above).

University Honors Scholar and Senior Honors Scholar. To graduate as a University Honors Scholar students must complete all requirements for the Junior and Senior Honors Certificates, the requirements for their discipline, and have a minimum cumulative unadjusted grade-point average of 3.4.

To graduate as a Senior Honors Scholar, students must complete the requirements for the Senior Honors Program and have a minimum cumulative unadjusted grade-point average of 3.2.

Each distinction is noted on the student's diploma and transcript.

Cooperative Education (Co-Op) Program

The Cooperative Education program provides opportunities for students to alternate terms of academic study with experience in industry, business and government agencies.

Coordination of study and work combines theory and practice. As a result students find increased meaning in and motivation for their studies. This experience helps to develop a sense of responsibility, judgment, and maturity. Students also benefit financially, since they are paid for their work.

In four-year undergraduate curricula, the Cooperative Education Program is a five-year plan. A student must complete at least two terms of the freshman year with an above-average scholastic record before being placed with an employer. Cooperative Education is offered in all curricula of the colleges of Agriculture; Architecture, Design and Construction; Business; Education; Engineering; Human Sciences; Liberal Arts; Sciences and Mathematics and in all curricula of the School of Forestry and Wildlife Sciences.

A graduate Co-op Program is arranged for certain students in the master's and doctoral programs where employers can provide professional experiences which relate directly to the student's specialized field of study.

For additional information, contact: Cooperative Education (Co-Op) Program, 101 Lowder Bldg., Auburn, AL, 36849-5123. Telephone: (334) 844-5410. Web site: www.auburn.edu/co-op.

Independent Learning

The Independent Learning program provides asynchronous credit and non-credit instruction, designed primarily for persons unable to attend college on a regular basis. Courses are also open to enrolled students with their dean's permission. The credit courses parallel those given in the university, award college credit, and are taught by instructors approved by the relevant academic department. Any person is eligible for enrollment, although enrollment is not equivalent to admission to the university.

Courses are available from a variety of disciplines. They use a number of delivery modes - print, cassettes, CDRom, and computer. Upon registration the student receives course instructions. The student will be required to do assigned reading, submit written assignments, and possibly do supplemental work. A supervised final examination is given upon completion of all course assignments. Any on-campus student trying to satisfy graduation requirements by independent learning must complete all course work and final examinations by mid-term prior to graduation.

Persons typically enroll in an independent learning course (1) when job or family responsibilities prevent on-campus study; (2) when classroom schedules conflict or a course is unavailable during the term it is needed; (3) when a person has been away from formal study for some time and wishes to get back in stride; (4) when a person is away from campus during the summer or while participating in a cooperative education program.

Fees for Independent Learning courses are additional and charged separately from regular university tuition. Fees for independent learning courses are listed under Fees and Charges. Application forms and a course bulletin are available from Distance Learning, Petrie Annex, Auburn, AL 36849, Telephone: (334) 844-5103. See page 15 for further information.

International Academic Opportunities

Access to international opportunities is provided throughout many colleges, schools, departments and other student support units. However there are several units on campus that provide specialized services for English language study, study abroad and international students attending Auburn University.

International Internships, Academic/Curricular Practical Training

Academic internship experience both within the US and abroad are highly encouraged for all disciplines and all AU students. Students interested in participating in such experiences should check with their academic units for specific requirements. For international students practical training is available UNIV 4920 Curricula Practical Training depending on US immigration status as Curricular Practical Training (F) or Academic Training (J). Students may also do academic internships abroad under Auburn Abroad. For further details on Auburn Abroad or CPT/AT students should check with the Office of International Education.

English as a Second Language (ESL) Program

The ESL Program is under the Senior Associate Provost and offers English language instruction to international students and visiting scholars. It provides courses in oral and written proficiency to support international students enrolled in undergraduate and graduate degree programs, a course in classroom communication skills for international graduate teaching assistants, and an Intensive English program involving 24 hours of instruction per week in listening, speaking, reading, writing, grammar, pronunciation, and TOEFL skills. It also operates an International Student English Center that develops international students' English skills through tutoring and workshop at no charge. For additional information, contact: 246 Biggin, (334) 844-2122; email: raffadc@auburn.edu; or Web. www.auburn.edu/esl/.

Office of International Education

The Office of International Education (OIE) is a unit of the AU Division of Academic Affairs. Its mission is to support the educational activities of the colleges, schools and departments by providing support to all students who are interested in an international experience and to all students from around the world who attend Auburn University. For additional information, contact: 201 Hargis Hall, (334) 844-5001; email: intledu@auburn.edu or Web: www.auburn.edu/international. See p. 30 for additional information on International Student Services.

OIE International Student and Faculty Services

The OIE International Student and Faculty Services unit provides international students and faculty with advising, technical and logistical assistance related to US immigration requirements for coming to Auburn. In addition OIE provides ongoing academic/advising support services for international students and faculty throughout their academic and/or degree activities. Certificates of eligibility for study in the United States, work authorizations, and other government documents required by international students and faculty are issued and monitored by this office. Joint orientation programs are conducted in cooperation with the Office of International Student Life and other units of the university to assist students and faculty in adapting to the AU community. Currently there are over 900 international students and faculty from over 90 nations.

OIE Auburn Abroad Experience

Effective January 2004 all students receiving academic credit for study/interning abroad must be enrolled in AUBURN ABROAD (UNIV2940/45, UNIV 4940/45, UNIV 5940/45 or UNIV 7940/45). This includes participation in AU faculty led Auburn Abroad programs as well as other Auburn Abroad/study abroad programs offered by other universities and third party program providers. To participate in Auburn Abroad, undergraduate students must be 19 years of age prior to departure from the US. The minimum, cumulative GPA for Auburn Abroad enrollment is 2.25 for undergraduates and 3.0 for graduate students in their graduate work. Transient undergraduate students wishing to be enrolled in Auburn Abroad must have a 2.5 minimum cumulative GPA. The OIE Auburn Abroad unit was established to develop and expand study/internship opportunities outside of the United States. Currently, Auburn University offers study abroad opportunities in most countries of the world.

Each year over 600 Auburn students study/intern outside the United States. With some planning, study abroad can be fully integrated with Auburn University degrees and applied to core, major, minor and elective courses. Although many programs may require prior knowledge of a foreign language, there are many that do not. Programs range in length from one month to a full academic year and are available for all semesters including summer. Upon receipt of a completed Auburn Abroad application package including the course approval form(s), OIE enrolls all students in the Auburn Abroad course. With this registration students receive academic credit for courses taken abroad and while abroad are covered under the AU emergency assistance insurance program. Additionally this registration provides access to study abroad advising and support services. All students planning on studying abroad must attend required Auburn Abroad information and pre-departure sessions. By participating in an approved program, students may retain official fulltime Auburn student status and may apply for financial aid. Freshmen are encouraged to begin planning their study abroad upon arrival on the AU campus. The Auburn Abroad staff holds weekly information sessions and provides information about volunteer service projects, internships and

short-term overseas employment. Scholarship information is available on AU scholarships for specific disciplines, the Gilman Scholarship, the Freeman Asia Scholarship, the US Fulbright Awards for graduating seniors and the National Security Education Programs for Undergraduates and Graduates. Additionally students eligible for the Alabama prepaid tuition (PACT) program, vocational rehab and veterans benefits may apply these funds to their study abroad program. Please visit the OIE Web site at www.auburn.edu/studyabroad or schedule an appointment for an information session.

National Honor Societies

The following members of the Association of College Honor Societies have established chapters at Auburn: Alpha Delta Mu (Social Work), Alpha Epsilon (Agricultural Engineering), Alpha Epsilon Delta (Pre-Medicine), Alpha Kappa Delta (Sociology), Alpha Lambda Delta (Freshman Scholarship), Alpha Phi Sigma (Criminal Justice), Alpha Pi Mu (Industrial Engineering), Alpha Sigma Mu (Metallurgical & Materials Engineering), Beta Alpha Psi (Accounting), Beta Gamma Sigma (Business), Cardinal Key (Junior Leadership), Chi Epsilon (Civil Engineering), Eta Kappa Nu (Electrical and Computer Engineering), Kappa Delta Pi (Education), Iota Delta Sigma (Counselor Education), Lambda Sigma (Sophomore Leadership), Mortar Board (Student Leadership), Omega Chi Epsilon (Chemical Engineering), Omicron Delta Kappa (Student Leadership), Kappa Omicron Nu (Human Sciences), Phi Alpha Theta (History), Phi Beta Kappa (Arts and Sciences), Phi Eta Sigma (Freshman Scholarship), Phi Kappa Phi (Senior Scholarship), Phi Lambda Sigma (Pharmacy Leadership), Phi Sigma Tau (Philosophy), Pi Delta Phi (French), Pi Lambda Sigma (Pre-Law), Pi Sigma Alpha (Political Science), Pi Tau Sigma (Mechanical Engineering), Psi Chi (Psychology), Rho Chi (Pharmacy), Sigma Delta Pi (Spanish), Sigma Gamma Tau (Aerospace Engineering), Sigma Pi Sigma (Physics), Sigma Tau Delta (English), Tau Beta Pi (Engineering), Tau Sigma Delta (Architecture & Allied Arts), Xi Sigma Pi (Forestry).

National Recognition Societies

The following national societies have chapters established at Auburn: Alpha Epsilon Lambda (Graduate), Alpha Eta Rho (Aviation), Alpha Kappa Psi (Business), Alpha Phi Omega (Service), Alpha Psi Omega (Theatre), Angel Flight (Air Force ROTC Auxiliary), Arnold Air Society (Air Force ROTC), Beta Beta Beta (Biology), Block and Bridle (Animal Husbandry), Delta Nu Alpha (Transportation), Delta Sigma Pi (Commerce & Business Administration), Eta Sigma Delta (Hotel and Restaurant Management), Gamma Sigma Delta (Agriculture), Golden Key National Honor Society, Kappa Kappa Psi (Band), Kappa Omicron Nu (Human Sciences), Kappa Psi (Pharmacy), Lambda Tau (Medical Technology), National Student Speech, Language, Hearing Association (Communication Disorders), Omicron Delta Epsilon (Economics), Omicron Kappa Pi (Architecture), Order of Omega (Greek Leadership), Phi Delta Kappa (Education), Phi Delta Chi (Pharmacy), Phi Lambda Sigma (Pharmacy), Phi Lambda Upsilon (Chemistry), Phi Mu Alpha (Music), Phi Psi (Textiles), Phi Zeta (Veterinary Medicine), Pi Alpha Xi (Horticulture), Pi Kappa Lambda (Music), Pi Mu Epsilon (Mathematics), Pi Sigma Epsilon (Marketing), Scabbard and Blade (Military), Semper Fidelis (Marine Corps ROTC), Sigma Alpha Iota (Music), Sigma Delta Chi (Journalism), Sigma Gamma Epsilon (Earth Sciences), Sigma Lambda Chi (Building Construction), Sigma Theta Tau (Nursing), Sigma Xi (Scientific Research), Society for Technical Communication (Liberal Arts), Steerage (Navy ROTC), Tau Beta Sigma (Band), Upsilon Pi Epsilon (Computer Science).