

## **Policy Governing Undergraduate and Professional Students Enrolled in Courses Outside Their Own College or Degree Program**

The following policy applies to undergraduate or professional students who take courses, when permitted, outside their own college or academic credential program. The policy covers majors, minors, and certificates. It applies to both cross-enrollment (in which students are enrolled directly in courses outside their own colleges) and to enrollment in cross-listed courses which carry course numbers from two or more different colleges. Graduate students are governed by the policies of the Graduate College no matter what college offers the courses in which they are enrolled.

When colleges that allow cross-enrollment or sponsor cross-listed courses differ in their academic practices, the following distinction will govern whether the practices of the college that provides the administrative home for the course will be followed or the practices of the college in which a particular student is enrolled.

**Section I:** For matters that involve transactions between the professor and the student in the context of the student's course participation, the rules of the college offering the course (i.e., providing the administrative home for the course) will govern. These matters include, but are not limited to:

- all matters of course requirements and procedures
- all matters of grades, grading systems, and grade grievances
- grade-related sanctions and reporting rules for academic misconduct
- start date and end date for the course
- last date to add or drop a course with or without a W
- provision of D/F slips at midterm
- conditions under which an incomplete may be given
- when grades are due to the Registrar
- whether a course may be repeated for credit

Instructors must include a notice in the syllabus indicating that course policies are governed by the "College of ---." For cross-listed courses, such a notice must also appear in the course detail description on ISIS including that (1) the course is cross-listed, (2) what the cross-listed numbers are, and (3) that course policies are governed by the rules of the "College of ---."

For practices in which colleges have reached special agreements concerning any of these areas, the terms of the special agreement will govern.

**Section II:** For matters that involve how a course applies (or not) to a student's academic standing and degree requirements, the rules of the college in which the student is enrolled will govern. These matters include, but are not limited to:

- whether a course counts toward graduation hours or degree requirements
- whether there are restrictions on credit due to regression or duplication
- whether a course grade will affect any major or collegiate grade-point average
- whether or not a "second-grade-only option" can be applied
- dean signatures needed for changes of grades
- how long a student has to clear an incomplete
- rules governing satisfactory progress (academic probation or dismissal), residence, full-time enrollment, etc.
- collegiate sanctions (disciplinary probation or dismissal) for academic misconduct
- collegiate awards for graduation with distinction or honors in a major

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In the event that a course outcome in one college triggers a collegiate response in another college (e.g., a course grade received in College A triggers probation or dismissal from College B), appeals of the course outcome must proceed from the instructor to the DEO and/or the college offering the course. Appeals of collegiate outcomes must proceed from the college imposing the sanction to the Office of the Provost.

When a college offering a course becomes aware of an instance of academic misconduct by a student enrolled in another college, the college offering the course shall notify the college in which the student is enrolled.