

## Undergraduate Academic Policy Review (2022-2023)

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The Office of the Provost is working to refresh undergraduate academic policies. Many policies contain outdated or conflicting language and process, and some exclude practices previously adopted by the university. A committee of individuals actively involved in the application of policy (Faculty, Associate Deans, Academic Advisors, Registrar, etc.) is developing revisions, which are then reviewed by multiple groups including the Academic Standards Committee.

The following policy revisions have been completed and have received support from Academic Standards.

### **Withdrawal Policy**

Withdrawals and resignations are currently governed by four policies that are confusing, outdated, incomplete, and sometimes conflicting.

A replacement policy has been created that incorporates existing policies and practice.

### **Undergraduate Examinations**

The current policy on undergraduate examinations limits faculty choice in evaluating student performance at the end of term. It also excludes current practice/policy related to online and final exams.

The revised policy gives faculty more flexibility in evaluating student performance. It also provides guidelines for asynchronous online exams and incorporates existing policy from the Final Exam Schedule and the Policy on the Number of Finals in One Day.

### **Transfer Admissions**

The current policy on transfer admissions is significantly more restrictive than our peers, due mostly to our requirement of course credit in four distinct core areas. AACRAO Consulting characterizes this requirement as very daunting, an outlier, and the most difficult barrier to entry into any SEC university.

The revised policy sets a demanding but more reasonable admission criteria of 24 total hours, of which six hours must come from core courses. The policy also incorporates currently used criteria for students with less than 24 hours and recently established criteria for students who complete a university-approved gateway program (i.e., the Path to the Plains program).



## Withdrawal Policy

**Effective:** January 2023  
**Responsible Executive:** Provost  
**Applicability:** All Students  
**Review By:** July 2027

**Commented [NG1]:** This policy will replace:  
1. Undergraduate Course Withdrawal Policy  
2. Withdrawal and Resignation Policy  
3. Policy on Retroactive Withdrawals/Resignations and Withdrawals/Resignation after Midterm  
4. Schedule Adjustment Policy (second paragraph)  
5. Compassionate Resignation Policy (not in policy database)

A **partial withdrawal** refers to a student dropping one or more courses but remaining enrolled in at least one Auburn University credit-bearing course. A **full withdrawal** (sometimes referred to as a **resignation**) refers to a student dropping all courses and no longer being enrolled in any courses or credit hours at Auburn University.

Before withdrawing from any course(s), students are encouraged to contact their advisors or other relevant offices such as Auburn Cares, Financial Aid, Scholarships, Veterans Resource Center, International Programs, and Athletics due to possible impacts on tuition, graduation timing, financial aid, veteran's benefits, international student standing, eligibility for varsity athletics, etc.

### Withdrawing by the Withdrawal Deadline

A student may withdraw from one or more courses anytime on or before the withdrawal deadline published in the Academic Calendar. Withdrawing on or before the census date (also published in the Academic Calendar) results in no course grade and no record of attempting the course on the transcript. Withdrawing after the census date but on or before the withdrawal deadline results in a course grade of W. Grades of W are not used in calculating the Auburn University term or cumulative GPA.

Students withdrawing before the deadline due to a documented serious physical and/or psychological condition or the death or serious illness of an immediate family member should consult with the Auburn Cares office before withdrawing.

### Withdrawing After the Withdrawal Deadline

A student may request to withdraw after the withdrawal deadline only under specific conditions or circumstances. Because the conditions necessary for approval of withdrawals after the deadline usually impact all courses, these are normally approved only as full withdrawals. All withdrawals after the deadline require permission through the appropriate approval process. Most commonly, medical or family medical withdrawals begin with the Auburn Cares office and personal or military withdrawals begin with the student's Advising Office.

**Medical or family medical withdrawal:** A medical withdrawal may be requested when, by recommendation of a licensed health care provider, a student cannot continue enrollment because

of a serious physical and/or psychological condition. A family medical withdrawal may be requested when a student cannot continue enrollment due to the death or serious illness of an immediate family member. These withdrawals are reviewed and approved by the Auburn Cares office.

***Personal withdrawal:*** A personal withdrawal may be requested when a student cannot continue enrollment due to documentable, extraordinary personal circumstances. These withdrawals are reviewed and approved by the student's Associate Dean for Academics.

***Military withdrawal:*** A military withdrawal may be requested when a student is called to active military duty prior to the end of the term. These withdrawals are reviewed and approved by the Auburn Cares office.

When a withdrawal after the deadline is approved, grades of W and WF are assigned to courses the student is passing and failing, respectively, as of the withdrawal date. Grades of W are not used in calculating the Auburn University term or cumulative GPA. Grades of WF are used and have the same impact as a grade of F. In situations where it can be clearly demonstrated that a failing grade was directly related to the medical or personal situation leading to a withdrawal, the withdrawal approver may also approve a course grade of W.

#### **Retroactive Dating of Withdrawals**

Retroactive dating refers to establishing an effective withdrawal date prior to the actual date of withdrawal. Retroactive dating is most frequently initiated when a student has documentation from a health professional verifying a medical condition that prevented the student from withdrawing on the effective date.

Requests for retroactive dating of withdrawals due to medical or immediate family medical reasons are reviewed and approved by Auburn Cares and should be initiated within one calendar year (for family medical withdrawals) or two calendar year (for medical withdrawals) from the end of the term in question. Retroactive dating of withdrawals due to extraordinary personal circumstances are reviewed and approved by the Associate Dean of the student's college and should be initiated no later than the student's next term enrolled at the university. Requests initiated beyond these deadlines must also be approved by the Provost's Office.



## Policy on Undergraduate Examinations

**Effective:** January 2023 (revised)  
**Responsible Executive:** Provost  
**Applicability:** Undergraduate Students  
**Review By:** July 2027

### Examinations During the Semester

Announced examinations in undergraduate courses will be administered during a regularly scheduled meeting of the course. Exceptions to this practice may arise in specialized courses requiring performance or oral tests, and in multiple-sectioned laboratory classes requiring practical laboratory exams. Faculty having sound reasons for scheduling exams 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 these changes in the syllabus at the beginning of the term. Rescheduled exams are not to interfere with other scheduled academic activities of the students involved, and an appropriate reduction in regularly scheduled class time is to be given to compensate for the rescheduled exam period.

Online classes using an asynchronous approach are exempt from the requirement to administer exams during regularly scheduled course times provided exams are scheduled in writing on the syllabus and students are offered a reasonable period of open time in which to complete the exam. This period of open time should be long enough to align with the expectations of the asynchronous format and to allow students to complete an exam without having to miss their other academic activities. Examination periods should end in time for final grades to be submitted before the university's grading deadline.

**Commented [NG1]:** Adding language for asynchronous online exams.

Policies on make-up exams can be found in the Class Attendance Policy.

### Final Examinations

A final examination is a desirable ~~common~~ means of evaluation in most undergraduate courses. ~~In unusual circumstances, but other means such as~~ performance tests, term papers, research projects or other forms of evaluation appropriate to the objectives of the course may be ~~used~~. ~~substituted for a final examination with the approval of the department head, who will report such action to the dean and provost. Faculty who are not giving a final examination are to present to the class at the beginning of the term semester a written description of~~ Faculty should present the forms of evaluation to be used and the means of determining final grades in the syllabus.

**Commented [NG2]:** Removing approvals needed to use assessments other than final exams.

Final examinations are to be given as scheduled in the term examination schedule. Final examinations in courses carrying fewer than three hours of credit may be given on the last class day or at the time designated in the examination schedule. Final examinations in laboratory courses should be administered during the last laboratory period. Exceptions to giving a final examination at the scheduled time require prior approval by the provost. Rescheduled final examinations must not interfere with other scheduled academic activities of the students involved.

**Commented [NG3]:** Incorporating current policy language from the Registrar's Final Exam Schedule.

#### Number of Final Exams in One Day

**Commented [NG4]:** Incorporating this separate but related policy into the current policy.

Auburn University students are provided the conditional right to take no more than two (2) final exams in a single calendar day if the student provides the designated timely notice to the affected faculty members.

Students with three or more final exams scheduled on one calendar day should contact instructors on or before midsemester to request rescheduling so that no more than two final exams fall on any calendar day. Any Auburn student unable to get any instructor(s) to voluntarily move the exam(s) will present this situation to the Associate Dean of the student's major college and, after verification, that Associate Dean will contact the faculty member(s) scheduled for the middle exam period(s) of the student's scheduled finals to arrange to reschedule the exam(s). Each student must contact the appropriate Associate Dean within one week following the mid-semester date, either to report the rescheduled exam(s) or to ask for assistance in rescheduling. After midsemester, requests to move can be made, but are not guaranteed.



## Transfer Admission Policy

**Effective:** January 2023  
**Responsible Executive:** Provost  
**Applicability:** All Students  
**Review By:** July 2027

### Current Policy

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 minimum 2.5 cumulative GPA on a 4.0 scale on all college work attempted and eligibility to re-enter the institution last attended are required to be considered for transfer admission. Transfer applicants who were not eligible for admission to Auburn when they graduated from high school must present a minimum of 30 semester hours of college credit. All transfer students who have attempted 30 semester hours of college work must have earned a cumulative 2.5 GPA in at least 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 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 on availability of space.

Details of specific programmatic admission standards.

### New Policy

Admission of transfer students to the University is contingent on availability of space.

Auburn University considers transfer applicants in three categories.

1. **Traditional Transfer:** Transfer applicants with 24 or more semester hours of post-high school college credit (in addition to any AP/IB credit) must have completed at least 6 semester hours of courses that meet Auburn University core requirements. These applicants must have earned a cumulative 2.5 GPA in all college coursework and be eligible to re-enter the last

**Commented [NG1]:** Changes to the underlined criteria are noted in yellow highlight in the revised policy.

**Commented [NG2]:** The current policy lists several academic programs with higher admission criteria. The list is neither current nor complete, so the information is omitted here. The revised policy will incorporate a complete list by reference.

institution attended. Remedial, technical, or vocational courses are excluded from the hours and GPA calculation.

2. **Freshman Transfer:** Transfer applicants with at least 12 but fewer than 24 semester hours of post-high school college credit (in addition to any AP/IB credit) must have been eligible for admission based on their high school record upon graduation and must have completed at least 3 semester hours of courses that meet Auburn University core requirements. These applicants must have earned a cumulative 2.5 GPA in all college coursework and be eligible to re-enter the last institution attended. Remedial, technical, or vocational courses are excluded from the hours and GPA calculation.
3. **Gateway Transfer:** Transfer applicants who complete a University-approved gateway program are admitted based on completion of all requirements of the approved gateway and a minimum of a 2.75 cumulative GPA in all coursework applicable to the gateway. Approved gateways may be found here (insert web link).

Some programs may have higher standards for admission than the university at large. If so, students transferring into those programs must meet the higher standards. Students may find a list of those programs here. <https://www.auburn.edu/admissions/prospective-students/transfers/index.php>  
These higher standards apply to transfer applications from both new and continuing students.

Transfer applicants who do not meet the requirements above may be further evaluated using a holistic review considering factors such as levels and trends in academic achievement, performance in coursework related to intended major, and extenuating circumstances that may have affected students' academic performance.

**Commented [NG3]:** This is a category of admission that is not explicitly in the policy but has long been practiced by the university for students who would have been eligible to enter as a freshman. We are making it explicit.

**Commented [NG4]:** This is a natural extension of the Pathway agreements academic units across the university have established over the last several years.

## Currently Approved Gateway Programs

**Path to the Plains:** Students take courses at Southern Union and 1 or 2 courses concurrently at Auburn. Students must complete the prescribed 4 semesters of coursework with an overall GPA of 2.75 or better. Current programs offering this gateway are:

### Exploratory

- Exploratory

### College of Agriculture

- Agricultural Science
- Biological and Agricultural Technology Management
- Crop, Soil, and Environmental Sciences –Turfgrass Management and Production Management
- Horticulture
- Horticulture –Fruit and Vegetable Production

### Raymond J. Harbert College of Business

- Accountancy

### College of Education

- Mathematics Education
- General Science Education
- Special Education Teacher Education
- Agriscience Education
- Rehabilitation and Disability Studies
- Physical Education Teacher Education

### College of Engineering

- Biosystems Engineering
- Industrial and Systems Engineering

### College of Forestry, Wildlife and Environment

- Geospatial and Environmental Informatics
- Forestry

### College of Human Sciences

- Human Development and Family Science

### College of Liberal Arts

- Public Relations
- Health Services Administration
- Social Work

### College of Sciences and Mathematics

- Pre-Health (Concentrations available: Pre-Pharmacy, Pre-Physician Assistant, Pre-Medical, Pre-Optometry, Pre-Dental, or Pre-Physical Therapy)

### ROTC Programs

- Air Force ROTC

The College of Nursing also offers a Concurrent BSN program designed for prerequisite-complete students accepted into an accredited ADN program to complete their BSN studies simultaneously. Auburn Nursing has Partnered with many accredited ADN programs to establish the Concurrent BSN program, which takes 6-semesters, completing a BSN only one semester after your ADN.



#### Comparison of current Auburn Transfer Policy to SEC Peers

SEC Peer	Minimum GPA	Minimum Coursework
University of Alabama	2.0	None
Texas A&M	2.5	None
University of Mississippi	2.0	None
Mississippi State University	2.0	None
University of Kentucky	2.0	None
University of Tennessee	2.0	None
University of Florida	2.0	60 hours of coursework or associate's degree, world language
Louisiana State University	2.5	30 semester hours, grade of C in both a core English and a core Math
University of Georgia	3.3	One year of transfer work, by credits
Auburn University	2.5	30 semester hours, one core course in 4 areas: English, Math, History, Natural Science