Engineering

Advising Resource

Handbook

This is an information resource for advisors who assist Engineering students.
<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advising Goals</td>
<td>3</td>
</tr>
<tr>
<td>Check list for success</td>
<td>4</td>
</tr>
<tr>
<td>Career Center</td>
<td>6</td>
</tr>
<tr>
<td>Student Handbook Link</td>
<td>8</td>
</tr>
<tr>
<td>Administrative Request form</td>
<td>9</td>
</tr>
<tr>
<td>Waiver re-req or co-req</td>
<td></td>
</tr>
<tr>
<td>Late Add</td>
<td></td>
</tr>
<tr>
<td>Exceed Capacity</td>
<td></td>
</tr>
<tr>
<td>Time conflict</td>
<td></td>
</tr>
<tr>
<td>Co-op enrollment</td>
<td></td>
</tr>
<tr>
<td>Overload request</td>
<td></td>
</tr>
<tr>
<td>Change of major</td>
<td></td>
</tr>
<tr>
<td>Phone list</td>
<td>12</td>
</tr>
<tr>
<td>Permission to Transfer Credit</td>
<td>13</td>
</tr>
<tr>
<td>Pre-Approval Form</td>
<td>14</td>
</tr>
<tr>
<td>Transient Letter</td>
<td>15</td>
</tr>
<tr>
<td>Grade Forgiveness Policy &amp; Form</td>
<td>16</td>
</tr>
<tr>
<td>Grade Change request</td>
<td>21</td>
</tr>
<tr>
<td>Academic Grade Appel Procedure</td>
<td>22</td>
</tr>
<tr>
<td>Petition for Late Withdrawal</td>
<td>26</td>
</tr>
<tr>
<td>Academic Conduct and Discipline</td>
<td>30</td>
</tr>
<tr>
<td>Developmental Studies</td>
<td>37</td>
</tr>
<tr>
<td>Bursar Holds</td>
<td>38</td>
</tr>
</tbody>
</table>
You are the liaison between the student and the very complicated system that awards their biggest life investment.

The Engineering Check List for Successful Progression to Graduation is your roadmap. It gives the advisor a checklist and opportunities to talk through many aspects of a successful degree program.

- Provide reliable, accurate information to students assigned to you.
- Be available when needed by appointment and/or office hours.
- Be knowledgeable about
  
  Degree requirements,
  
  SoE requirements
  
  University requirements

You may be the only person who recognizes a student in crisis. Do not ignore your gut instinct.

Student counseling is available at:

counselg@olemiss.edu

662-915-3784

554 Fraternity Row

Engineering Check List for Successful Progression to Graduation
Freshman 20__ - 20__

☐ Freshman advising at Center for Student Success – two semesters
☐ Career Center – introduction to services/ visit
☐ Join organizations dedicated to Engineering
   (ESB, SWE, NSBE, Tau Beta Pi, AIChE, ASCE Chi Epsilon, ACM, Upsilon Pi Epsilon, IEEE, Eta Kappa Nu, AEG, ASME, EWB)

Sophomore 20__ - 20__

☐ Career Center – begin resume building 303 Martindale
☐ Engineering advisor – time line to graduation. Proposed date _________
☐ Review GPA – forgiveness policy, summer sessions or major change.

Junior 20__ - 20__

☐ Co-op and internship options - summer field camp for Geological
☐ Career Center – attend UM Engr Career Fairs - The Inn at Ole Miss
☐ Apply on line to jobs www.HireOleMissRebs.com
☐ Run preliminary degree audit, go to My Ole Miss / student / academic
☐ Identify and contact your academic and work references to use on applications

Senior 20__ - 20__

☐ FE - preparation and schedule exam once or twice
   http://ncees.org/exams/state-pages/mississippi-exam-registration/
☐ Career Center – Mock Interview and update resume; target companies
☐ Leadership courses. Engr 400 or Ch E 411 recommended
☐ Attend Senior Forum in the Fall for dates, deadlines, and commencement instructions
☐ Graduation plans. Order cap and gown, invitations, hotel for family
☐ Degree Application and Diploma Application My Ole Miss / student / academic
☐ Clear Bursar and exit counseling on financial aid repayment 202 Martindale
☐ Senior Survey www.engineering/survey
☐ Complete Index card Bio for Commencement ceremony (to be read at ceremony)
☐ Order transcripts (get more than you think you will need)
☐ Attend Grad Fair to look at continuing your education
☐ Join Alumni Association
☐ Join Order of the Engineer
Career Center

SoE will have a Career Planning Specialist in the dean’s office for co-op and internship opportunities as well as interviews and job fairs but students should also take advantage of the service offered at Martindale Career Center.

- Preparing a resume
- Job search tools
- Interview practice
- Salary negotiations
- JOBS

Students can register online at:

http://www.career.olemiss.edu/students.html
Direct student to the tools that put their education to work and their future in motion.
How and when to use an Administrative Request Form

Many of the exceptions for waivers or overrides are made for good reasons, but ABET is looking at the reason to see that our rules are followed uniformly.

The Administrative Request Form is one form used for almost all scheduling exceptions but the explanation for the exception is critical.

Signatures are critical as well.

The form is retained in the student file and is given to inspectors from ABET who are looking for inconsistent, capricious enforcement of our own rules.

You can find this at

http://engineering.olemiss.edu/undergraduate/forms.html

(or copy the form on the next page)
**UM ENGINEERING DEAN’S OFFICE**  

**ADMINISTRATIVE REQUEST FORM**

These changes are requested to take effect during which academic term? [ ]

<table>
<thead>
<tr>
<th>FULL NAME</th>
<th>DEPARTMENT/DEGREE PROGRAM</th>
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<th>E-MAIL</th>
<th>STUDENT ID#</th>
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</table>

- [ ] WAIVE PRE-REQ OR CO-REQ
- [ ] LATE ADD
- [ ] EXCEED CAPACITY
- [ ] TIME CONFLICT
- [ ] CO-OP ENROLLMENT
- [ ] OVER LOAD REQUEST
- [ ] CHANGE OF MAJOR

**COURSE(s)**  
(including requested SECTION)

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<tr>
<th>REASON OR JUSTIFICATION OF REQUEST</th>
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**APPROVAL OF REQUEST**

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<th>STUDENT SIGNATURE/DATE</th>
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<th>ADVISOR SIGNATURE*/DATE</th>
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<th>INSTRUCTOR SIGNATURE*/DATE</th>
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<th>CHAIR SIGNATURE*/DATE</th>
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<th>DEAN’S SIGNATURE/DATE</th>
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*as needed
PHONE LIST for Requests and Questions

Change of Term 1369
Admissions Jennifer 7226 jasimmon@
Bursar A/R 1166
Alcohol Edu 6543
Student Health 7274
Housing 7328
Chemistry Michelle 7301
Math Marlow 7410 cmdorrou@
Physics Amy 7046 abarnes@
Academic Support Mary Ann 5970
Center for Student Success & First-Year Experience 5970 travis@
Graduate School 7474 mdickson@
International Programs 7404
Study Abroad 7847
Honors College 7294
IT 5222

Dean’s Office
Oana Najjar 1983 ocnajjar@
Ryan Upshaw 7007 rlupshaw@
Marni Kendricks 5373 mckendri@
Dorothy Lloyd 7407 dalloyd@
Hank Ducey 5780 hanking@
Why use the Pre-Approval for Permission to Transfer College Credit?

Anytime a student plans to register at another institution and then return to Ole Miss.

The permission form is an agreement for a student’s benefit. It is critical that the student know if the course at another institution will count toward his degree at Ole Miss. In some cases a course that is listed on the transfer equivalency site (http://transfer.olemiss.edu/transfer-equivalencies/) will not fulfill the degree requirements of a specific department. So, the signatures are needed from the advisor or chair of the students department and should be forwarded to the dean’s office for final approval.

PLEASE have the student attach a print out of the transfer equivalency for the course. You may print it for the student and save time and effort. Your department secretary can route the form to the dean’s office.

Example:

Hinds Community College (type the name of the institution)

Copy and paste to Word

SOME SCHOOLS REQUIRE A TRANSIENT LETTER OR LETTER OF GOOD STANDING. YOU CAN SEND THIS FROM YOUR DEPARTMENTMENT. See page 15
The School of Engineering adheres to University policy regarding courses taken by a University of Mississippi student at another institution. Written permission must be granted prior to enrolling in courses at another institution. This memorandum authorizes you to transfer and apply the above courses and credit hours toward the student’s engineering degree program at the University of Mississippi.

**FOR STUDENT:**

- [ ] I have read the above statement and understand unapproved transfer courses may not be accepted.

- [ ] I understand that it is my responsibility to have an official transcript (faxed transcripts or transcripts hand-delivered by the student are not official) sent to the UM Office of Registrar in order for my transfer course work to be applied toward my degree.

- [ ] I understand that it is my responsibility to notify the Engineering Dean's Office if I do not complete the course(s) as planned. Notification is required prior to the next academic term.

- [ ] I have attached the appropriate UM Transfer Course Equivalency* (printout) corresponding to the course(s) in which I wish to enroll.

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<table>
<thead>
<tr>
<th>External College or University Attending</th>
<th>Name of Course(s)</th>
<th>Transfer Course Number</th>
<th>UM Equivalent Number*</th>
<th>Academic Term in which student plans to take the course</th>
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Student’s Signature __________________________ Date ________

Advisor’s / Chair’s Signature ________________ Date ________
# TRANSIENT LETTER – LETTER OF GOOD STANDING

To Whom It May Concern

Requested Term: _______________________

<table>
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<tr>
<th>Name</th>
<th>Student Number</th>
<th>Major</th>
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is a student in good standing at University of Mississippi and has been given permission to register for the following degree-applicable courses listed below as a transient student at:

<table>
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<tr>
<th>College or University</th>
<th>Contact Info (Fax or E-mail)</th>
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<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credit Hours</th>
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Total number of hours approved for the term requested: _______________________________

Student signature: ___________________________  Date: ________________

Authorized SoE representative*: ___________________________  Date: ________________

(Student advisor, chair, or Dean’s Office)

Notes:
1. Student on suspension or dismissal are ineligible to enroll for transient credit at other institutions. Therefore any courses taken at other institutions will not be accepted.
2. Upon completion of the above coursework, it is the student’s responsibility to make written request to the transient school for transcripts to be sent to University of Mississippi.
3. *Department chair pre-approval required for transfer of engineering coursework.
RULES ON GRADE FORGIVENESS

- Grades of C- or below can receive grade forgiveness
- Up to 12 total hours (usually 4 classes but count the hours)
- Submit grade forgiveness form after completion of replacement course
- **SUBMIT TO THE REGISTRAR** not dean’s office
- Can not be changed for another course after applied to one course
- Lower division Courses can be *enrolled* a maximum of 3 times
- Most upper division Courses can be *enrolled* a maximum of 2 times

See attached rules and Forgiveness Form on the following pages for details.
FAQs Regarding Recent Changes in the Forgiveness Policy and the Policy for Repeating a Course Forgiveness Policy

Forgiveness Policy

**What is the new forgiveness policy?**

A student may invoke forgiveness for up to 12 total hours of UM coursework (e.g., four 3-hour courses), provided the initial and repeated courses are the same course and were taken at the University and that the initial grade was a C- or below. While this is the general University policy, individual schools or the College of Liberal Arts may establish more restrictive rules for courses they teach.

The complete policy may be found within the [policy on Credits and Grades](#).

**How do I actually request that a course be forgiven?**

A student must file a Petition to Invoke Grade Forgiveness form with the registrar, stating which course is to be forgiven. For an upper division course (300 or above), this Petition must be approved by the chair controlling the course.

**When should I submit the forgiveness form?**

Forgiveness can be invoked at any time following the completion of a pair of eligible courses (prior to graduation). Once the student has declared a course to be forgiven, a different course cannot be substituted for it at a later date.

**Exactly how are the total eligible hours determined?**

The eligible courses must be taken at UM and must involve a repeated attempt of the same course. If a student takes the same UM course three times, forgiveness may be invoked for the two earlier attempts, provided the number of credits and hours is within the above limit.

**How will the forgiveness appear on my transcript?**

When forgiveness is invoked, the first attempt is shown on a student's transcript with a notation of R (for repeated) beside the initial grade. This initial grade will not be counted toward a student's cumulative gpa. A forgiven "C-", "D" or "F" will not change the academic standing which existed prior to the repeated course.
How will the forgiveness affect my gpa for graduation honors?

The recalculated GPA will be used for determining graduation honors.

Where do I get a Petition to Invoke Grade Forgiveness form?

 Forgiveness policy forms may be found online at the Registrar's website.

When does the new policy take effect?

May 2013.

Please be aware that forgiveness cannot be recognized for federal financial aid eligibility. Per Title IV regulations, the Office of Financial Aid must include all grades in the calculation of the GPA for federal aid purposes.

**Repeating a Course Policy Changes**

What is the policy on repeating courses?

The policy for repeating a course may be found within the Credits and Grades policy.

Can I repeat any course taken at the University of Mississippi?

Not necessarily, though the policies regarding repeating a course have recently been clarified. Individual schools and departments can establish more restrictive rules for courses they teach, but in general the following rules apply beginning with the 2013-2014 academic year.

A small number of courses are designated as being repeatable for credit. These tend to be special topics courses, where the content will vary from one offering to the next. The following rules do not apply to these “repeatable for credit” courses.

**Most lower division courses** (numbered from 100-299) may be attempted a maximum of three times, provided a grade of B or higher has not been achieved in the course. If a course is repeated, credit toward a degree will be counted only once and each grade in the course will count toward a student's gpa (unless the student invokes forgiveness). For an exception to this maximum attempts rule, a student must seek approval by the chair of the department controlling the course.

**Most upper division** (300-499) and **graduate** (500-799) courses can be attempted a maximum of two times, provided a grade of B or higher has not been achieved in the course. If a course is repeated, credit toward a degree will be counted only once and each grade in the course will count toward a student's gpa (again, unless forgiveness is invoked and forgiveness is not considered for graduate students or courses).
The above number of attempts applies to an individual course taken at the University of Mississippi. There is no specific limit to the number of different courses that can be repeated. A student should check with the Office of Financial Aid as to whether there is a consequence to repeating a course that has been previously passed.

Note that dropped courses do not count as attempts, whereas a course with a temporary Incomplete grade does count as an attempt. If a student has an Incomplete grade assigned for a course, the student cannot re-book the same course while the "I" is in effect.

If a student makes a lower grade on the second (or third) attempt, the highest grade is considered with respect to meeting prerequisites and degree requirements.

**What will happen if I am not sure whether I will make a B or higher in a course and I want to book it for an upcoming semester during priority registration?**

A student may re-book a course in which he or she is currently enrolled, provided the maximum number of attempts has not been exceeded. A student will be booked into the course in a future semester in a conditional manner. If a student makes a B or above in the currently booked course, he or she will be removed from booking into the future semester (following the submission of grades). Note that this may result in a student falling below full-time status and it is the responsibility of the student to deal with any consequences of falling below full-time.
The University of Mississippi

Grade Forgiveness Form

Name ___________________________ ID# ___________________________

First  Middle Initial  Last

Email Address ___________________________ Phone # ___________________________

Lower Level Course (299 or below):

Course ___________________________ Dept. and Number ___________________________

(Example, Math 121, College Algebra)

Course Title ___________________________ Semester First Taken ___________________________

Semester/Year ___________________________ Semester Repeated ___________________________

Semester/Year ___________________________

Student’s Signature ___________________________ Date __________

Upper Level Course (300 or above) – Department chair approval required:

Course ___________________________ Dept. and Number ___________________________

(Example, Math 301, Discrete Mathematics)

Course Title ___________________________ Semester First Taken ___________________________

Semester/Year ___________________________ Semester Repeated ___________________________

Semester/Year ___________________________

Department Chair Approval -- Chair controlling the course

Dept. Chair’s Printed Name ___________________________ Dept. Chair’s Signature ___________________________

Student’s Signature ___________________________ Date __________

*Please allow 2-5 business days for processing before viewing your updated transcript.*

Office Use Only

Approved ( ) Disapproved ( ) Reason ___________________________

Please be aware that forgiveness cannot be recognized for federal financial aid eligibility. Per Title IV regulations, the Office of Financial Aid must include all grades in the calculation of the GPA for federal aid purposes.

Office of the Registrar 104 Martindale Post Office Box 1848 University, MS 38677

Phone: (662) 915-7792  Fax: (662) 915-7793
Grade Change is On-Line

It is initiated by the Instructor at My Ole Miss Faculty tab

Academic Grade Appeal Procedures

See detail instructions on the following pages.
The University of Mississippi

Academic Grade Appeal Procedure

The grade-appeal procedure is designed to provide an undergraduate or graduate student at The University of Mississippi with a clearly defined avenue for appealing the assignment of a course grade he/she believes was based on prejudice, discrimination, arbitrary or capricious action, or other reasons not related to academic performance. The student's request for a grade appeal may be taken successively to the professor, the chair of the department in which the grade was given, and the dean of the school or college to which the department belongs, with a possible resolution of the conflict at any stage. Either the student or the professor may appeal a decision made at the dean's level by making a written request for a review by an Academic Appeals Committee. A final grade is the professor's evaluation of the student's work and achievement throughout: a semester's attendance in a course. Factors upon which the final grade may be based are attendance, recitation, written and oral quizzes, reports, papers, final examinations, and other class activities. There is a presumption that the professor who has conducted the course is professionally competent to judge the student's work, and in the absence of convincing evidence to the contrary, has evaluated it fairly. In all cases, the complaining student shall have the burden of proof with regard to all allegations in his/her complaint and in his/her request for review or hearing. If any party fails to pursue any step of the grade-appeal procedure within its allotted time, the disposition of the case made in the last previous step shall be final. All correspondence and records shall be retained in the office in which the complaint is finally resolved. In any situation in which a graduate student wishes to appeal the results received on his/her comprehensive examinations, he/she should contact the dean of the Graduate School for a copy of the Graduate School Appeal Procedure, which shall apply in such a case. In the outline below and in the sections that follow, time periods in Steps 1 and 2 are in calendar days and are measured from the first day of the regular semester that follows receipt of the grade being appealed. That is, for a grade received for work done in a fall semester (including grades awarded in the fall for I's received from previous work), the time deadlines are measured from the first day of the following spring semester. For grades received for work done in a spring or summer semester, the time deadlines are measured from the first day of the fall semester. The remaining time periods are in calendar days and are measured from the date of an initiating action.

Outline of Grade-Appeal Procedure and Time Schedules

Step 1. Informal Consultation With Faculty Member Must be initiated within 30 calendar days. Must be completed within 45 calendar days.

Step 2. Appeal to the Department Chair(s) A written appeal must be submitted to the chair of the department in which the course is being appealed and to the chair of the department in which the student is majoring (if different). The department chair has 15 calendar days from receipt of the appeal to achieve resolution of the appeal.

Step 3. Appeal to the Dean A written request that the appeal be forwarded to the dean of the school or college in which the course was offered must be submitted to the department chair within seven calendar days following the end of the 15-day time period in Step 2. (In the case of a graduate student, the appeal is forwarded to the dean of the Graduate School.)
chairs must forward the request and pertinent material to the dean within five calendar days of receipt of the request. The dean must render a written decision within 15 days of receipt of the appeal. Step 4. Appeal to Academic Appeals Committee Either the student or the faculty member may request a review by an Academic Appeals Committee. A written request must be submitted to the vice chancellor for academic affairs within 15 days of the receipt of the dean’s decision.

Explanation of the Steps in a Grade Appeal

Step 1. Informal Consultation The student shall first consult with the faculty member in an effort to reach a satisfactory resolution of his or her appeal. It is a part of the professional obligation of members of the University faculty to meet with students who wish to avail themselves of this academic grade-appeal procedure for the purpose of reviewing the grade assigned and attempting to resolve the matter. In the event that the student cannot schedule a meeting with the faculty member, the department chair may be contacted to schedule the meeting between the student and the faculty member. Informal consultation is a required first step, and no further grade appeal is permitted unless informal consultation is first attempted. The only exception to this procedure is when the faculty member no longer is employed by the University or is otherwise unavailable so that it is impossible to complete Step 1. In this case, the student may proceed directly to Step 2. Step 1 must be initiated within 30 calendar days of the beginning of the regular semester following receipt of the grade being appealed.

Step 2. Appeal to Department Chair If the matter is not resolved in Step 1, the student may present an appeal in writing to the chair of the department in which the course was offered within 45 calendar days from the beginning of the next regular semester after the grade was received. The department chair shall attempt to resolve the appeal in consultation with the faculty member and the student within 15 calendar days of receipt of the written appeal. The department chair may counsel with the faculty of the department about the matter.

Step 3. Appeal to the Dean If the appeal cannot be resolved at the level of Step 2 within the 15-day prescribed time period, the student, within seven calendar days following the end of such period, may request in writing that the chair forward the appeal to the dean of the college or school in which the course was offered. In the case of a graduate student, the appeal is forwarded to the dean of the Graduate School. The chair must forward the student’s appeal to the dean within five days. The chair shall provide the dean with a copy of all correspondence and records pertaining to the appeal. The dean may use any resource available to the dean’s office to resolve the grade conflict within a 15-day period following receipt of the appeal. The dean shall communicate his/her decision to the student, faculty member, and department chair.

Step 4. Appeal to the Academic Appeals Committee Either the student or the professor may appeal the decision made under Step 3 within 15 days by submitting a written request to the vice chancellor for academic affairs for a review by an Academic Appeals Committee. In the event of such an appeal, the decision made in Step 3 shall be stayed pending the completion of the procedure in Step 4. The dean and the chair must be provided a copy of the appeal request. The written request for a review by an Academic Appeals Committee should state the factual basis for the appeal of the dean’s decision. This request for appeal is the primary document setting forth the
contention of either the student or professor that the decision made by the dean should be reversed. Therefore, this request for appeal should be carefully drawn and supported by attachments of all relevant documentary material. Upon receiving a request for a review by an Academic Appeals Committee, the vice chancellor for academic affairs shall appoint an Academic Appeals Committee composed of seven members constituted as follows: Appeals Committee for Undergraduate Students A chair; three faculty members, two of whom must be from the department involved; and three undergraduate students. Appeals Committee for Graduate Students A chair, to be selected from the graduate faculty; three graduate faculty members, two of whom must be from the department involved; and three students selected from the Associated Graduate Student Body. The chair of the Academic Appeals Committee shall appoint a subcommittee that shall review all written requests for an appeal to determine if a formal hearing is warranted. If, in the opinion of the subcommittee, a formal hearing is not warranted, a decision on the appeal shall be made by the Academic Appeals Committee based upon written evidence submitted by the student and the faculty member. If the subcommittee finds that the student’s or the professor’s request merits a hearing, the chair of the Academic Appeals Committee shall notify all parties (student, professor, chair, and dean) in writing of the time and location of the hearing. The purpose of the hearing is to elicit information on which the committee may base a recommendation to the vice chancellor for action. It is not to be construed as a trial in a court of law. The hearing shall be closed. Both student and professor may provide any written materials they desire, and the committee may request additional material if it deems such necessary. Both the student and professor concerned shall be afforded the right to present witnesses or other evidence, question opposing witnesses, and make a concluding statement. No attorneys shall be permitted to represent participants in Academic Appeals Committee hearings. The Academic Appeals Committee shall tape record all hearings and preserve these tapes until all further avenues of appeal shall have expired. At the student’s or faculty member’s request and expense, copies of the tape shall be made available. When the committee has reviewed all documents and heard such testimony as it considers necessary to reach a conclusion, it shall adopt by majority vote a recommendation to be made to the vice chancellor for academic affairs. The recommendation should be either to sustain the action taken at the dean’s level (Step 3) or to take some other action with respect to the grade that is being appealed. The committee may (1) recommend that the grade remain as it was originally assigned by the professor, or (2) report that in the judgment of the committee the original grade was arbitrarily or capriciously assigned and recommend that another designated grade be given. The recommendation of the committee should be in the form of a letter to the vice chancellor for academic affairs and should contain as explicitly as the nature of the case will allow the grounds on which the recommendation of the committee is based. The chair of the committee shall send copies of the committee’s letter to the vice chancellor for academic affairs and to the student, professor, department chair, and dean.

Step 5. Final Decision by Vice Chancellor for Academic Affairs
The vice chancellor for academic affairs shall make the final decision, utilizing any resources to assist in deciding the appeal.
The vice chancellor shall have the right to allow the assigned grade to stand or to raise or lower the assigned grade. He/she shall inform all parties involved, including the Academic Appeals Committee, of his/her final decision on the matter.
Retention of Records

As part of the University's grade-appeal procedure, faculty members are required to keep grade-related materials until the completion of the next regular (spring or fall) semester. Material that applies to an ongoing grade-appeal process must be retained for six months following completion of the grade-appeal process. In this section, "grade-related material" refers to examinations, projects, term papers, records on grades, attendance records, and other material that is used in the grading process and is not returned to the student. If materials are returned to the student, a student desiring to appeal must present any tests, examinations, term papers, or other graded material that form the basis for his or her appeal.
When is a student able to withdraw or drop a course?

1. May ADD within the first week without approvals
2. Last day with no refund (usually two weeks after classes begin)
3. Deadline for withdrawal (about 6 weeks/see academic calendar)

   http://registrar.olemiss.edu/academic-calendar-menu/

4. Extenuating circumstances

   http://www.engineering.olemiss.edu/undergraduate/dynamic.php?c=course_withdrawal

See Petition for Late Withdrawal From a Course

After the course withdrawal deadline, a student may drop a course only in cases of extreme and unavoidable emergency as determined by the student’s academic dean. Unacceptable reasons for late withdrawal include dissatisfaction over an expected grade or a change in a student’s degree program or major. In no case may a class be dropped after the last regular class day in any semester, session, or term. Courses dropped after the course withdrawal deadline will still appear on the student’s official transcript. The W mark will be recorded if the student is passing the course at the time of withdrawal; the F grade will be recorded if the student is failing.
# Petition for Late Withdrawal From a Course

## Full Name: 

## UM Student ID Number: 

## Date Request Submitted: 

## Requested Withdrawal Course Name and Number: 

## Course Instructor Name and E-mail: 

## University Policy Regarding Course Withdrawal 

After the course withdrawal deadline, a student may drop a course only in cases of extreme and unavoidable emergency as determined by the student’s academic dean. Unacceptable reasons for late withdrawal include dissatisfaction over an expected grade or a change in a student’s degree program or major. In no case may a class be dropped after the last regular class day in any semester, session, or term.

Courses dropped after the course withdrawal deadline will still appear on the student’s official transcript. The W mark will be recorded if the student is passing the course at the time of withdrawal; the F grade will be recorded if the student is failing.

## Date of Last Class Attendance: 

## Date of Incident Preventing Continuation of Course: 

## Approximate Grade in Class at Time of Incident: 

## Brief Description of the Extreme or Unavoidable Emergency: 

Petition Page 1
NOTES TO PETITIONING STUDENT:

(1) Documentation to support your withdrawal justification must be provided. Examples of acceptable documentation include medical, judicial, disability, other. Due to the confidential nature of typical documentation requested, all petition packets should be submitted in a sealed envelope. Please sign and date the sealed envelope upon submittal to the Engineering Dean’s Office.

(2) If approved, it is your responsibility to communicate your course withdrawal to your instructor. Your instructor will have the option of assigning you a W or F at the end of the term. By administratively withdrawing, the option for a quality grade scale (A, B, C, D) has been removed. Your instructor must select one of two options: “W” if you were passing and “F” if you were failing at the time of withdrawal. A withdrawal resulting in an F is eligible for forgiveness.

(3) Typically, the committee only approves cases of verified extreme and unavoidable emergency in accordance with the policy of The University of Mississippi.

Detailed Explanation of Student’s Request to be De-Enrolled from a Course:
<table>
<thead>
<tr>
<th>For Office Use Only:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of Curriculum &amp; Policy (C&amp;P) Academic Dean’s Council:</td>
</tr>
<tr>
<td>Signature of Chair of AD Council, Marni Kendricks, Assistant Dean</td>
</tr>
<tr>
<td>Decision of Committee:</td>
</tr>
<tr>
<td>If approved, date of communication to the Registrar’s Office for approved administrative withdrawal:</td>
</tr>
<tr>
<td>(Must be before last regular day of semester)</td>
</tr>
<tr>
<td>Date of Communication to Student of Committee Decision:</td>
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</table>
The University of Mississippi

Academic Conduct and Discipline

Academic Discipline

The broad purpose underlying student discipline is to order University living in such a way that the interests of the student body as a whole and of the individual members are best served. The University’s responsibility extends to the conduct of all students on the campus of the University. The University reserves the right to sever the connection of any student with the University for appropriate reason. When a situation of a disciplinary nature arises, every effort is made to discover the reasons underlying the behavior in question so that constructive steps for the future may be taken. The standards of conduct and disciplinary procedures are stated in detail in the M Book, which is available online at www.olemiss.edu.

Academic Conduct

Standards of Honesty • The University is conducted on a basis of common honesty. Dishonesty, cheating, or plagiarism, or knowingly furnishing false information to the University are regarded as particularly serious offenses. Disruptive behavior in an academic situation or purposely harming academic facilities also are grounds for academic discipline.

Disciplinary Procedures • In the College of Liberal Arts and in the Schools of Accountancy, Business Administration, Education, and Applied Sciences, faculty members handle cases of academic dishonesty in their classes by recommending an appropriate sanction after discussion with the student. Possible sanctions include: failure on the work in question, retake of an examination, extra work, grade reduction or failure in the course, disciplinary probation, or suspension or expulsion from the University. An appeals process is available to the student. A more complete statement concerning definitions, offenses, penalties, and grievance procedures is found below.

The Schools of Law, Pharmacy, and Engineering deal with disciplinary infractions through their student bodies, which maintain Honor Code systems.

Examples of Academic Misconduct

Plagiarism. Plagiarism is a serious offense in which someone else’s work is presented as one’s own. There are many forms of plagiarism. Plagiarism takes place when published material is copied verbatim or paraphrased without appropriately citing the source of material, and it is not limited to copying the exact words from published material. Forms of plagiarism include, and are not limited to copying published material verbatim, paraphrasing the work of another without properly citing that work, keeping the content and/or structure of another’s work and changing
the words, and unfair use such as taking large portions of another’s work without substantial addition of one’s own ideas or commentary. (For more specific examples of plagiarism, please visit http://www.plagiarism.org/learning_center/types_of_plagiarism.html.) In addition to these examples of plagiarism, a student who copies another’s homework, copies answers to test questions, or allows someone else to do work for him/her on homework or tests also violates the standards of honesty and fairness and is subject to academic discipline.

**Using someone’s work.** A student who misrepresents the work of another as his/her own is engaging in academic misconduct. For example, handing in a paper purchased from a term paper service, using a paper prepared by another, or engaging another person to take a test (class-related or standardized, such as the GRE) in his/her stead, are examples of academic misconduct. This type of academic misconduct applies to all disciplines and fields of study.

**Knowingly allowing someone else to represent your work as his/her own.** Letting someone else use your work. Under the section above, there are clearly at least two persons involved: the person who does the work and the person who falsely represents that work as his or her own. A person who knowingly assists another person in falsely representing work also is subject to academic discipline.

**Gaining or attempting to gain an unfair advantage.** Violations of the University’s standards of honesty include possession of or an attempt to gain possession of a test prior to its being given. An attempt to gain possession does not imply that one must physically have an original of the test or assignment. Other violations include, but are not limited to, accessing computer files, breaking or entering a locked or unoccupied office in an attempt to gain an unfair advantage; using reference materials that have not been allowed by the instructor; using handwritten or printed notes during a “closed book/closed notes” test; stealing books or other materials from the Library, Museums, Computer Center, or other University facilities; removing pages from University-owned books or journals; and/or employing bribery, intimidation, or harassment in an attempt to gain unfair advantage.

**Giving false information or altering documents.** Falsely attesting that work has been done when it has not been, falsely attesting that assignments or classes were attended that were not attended, and altering answers to test questions after the tests have been graded and returned are examples of giving false information. Altering grade report forms or changing grade forms or class rolls, either in their physical or electronic (computer file) form, and altering, falsifying, or misusing any other University documents also constitutes a violation of expected standards of honesty. Falsifying research data or other scientific misconduct also may be considered a violation.

**Disruptive behavior.** Disordered behavior that disrupts the academic environment violates the standard of fair access to the academic experience. Some examples of disruptive behavior are purposeful acts, such as “shouting down” a seminar speaker, physically or verbally harassing an instructor or fellow student, or engaging in any type of disruptive behavior in a class situation that interferes with the ability of the professor to teach or other students to learn.
Harm to the facilities that support the academic environment. A student who purposely harms the facilities that support the academic environment may be subject to academic discipline. Damage to books, laboratory equipment, computers, and other facilities violates the standard of fair access to the academic experience.

Violations Are Not Limited to the Areas and Examples Given. The academic discipline procedure can be invoked whenever the principles of honesty and fairness are violated and/or the facilities that support the academic environment are harmed. The examples given above are illustrative only (it is impossible to delineate or cite every possible violation), and any act that violates the principles of honesty and fairness may be subject to academic discipline. Some acts, such as sabotage of another student's work or sabotage of an instructor's records, may not fall neatly into any one of the six areas listed above but are subject to academic discipline if proved damaging to the academic environment at The University of Mississippi.

Procedures Related to Academic Misconduct Charges

 Faculty Discussion with Student

When a faculty member believes that a student has committed an act of academic dishonesty, he/she shall seek to discuss the apparent violation with the student as soon as possible and give the student an opportunity to explain. If the faculty member still believes the student committed an act of academic dishonesty after discussing the matter with the student, the faculty member may recommend an appropriate sanction, such as grade reduction, retake of a test or examination, extra work, failure in the course, suspension, expulsion, or a combination of these sanctions.

Informing Student of Recommended Sanction

The faculty member shall inform the student of the recommended sanction. If this recommended sanction is less than probation, suspension, or expulsion and is accepted by the student, the matter shall stop at this point. The faculty member then shall submit a written report of the matter to the department chair, the dean of the school or college in which the course was offered, and, if different, the student’s academic dean, with a copy to the student. In the case of a graduate student, the dean of the Graduate School also shall be given a copy of the faculty member’s written report. If the recommended sanction is probation, suspension, or expulsion, the faculty member shall submit a written report of the matter to the department chair, the dean of the school or college in which the course was offered, and, if different, the student’s academic dean, the registrar, the provost, and the vice chancellor for student life, with a copy to the student. If the recommended sanction is probation or suspension, the provost shall then direct the registrar to inform the student of the sanction imposed. If the recommended sanction is expulsion, the provost shall inform the chancellor, and the chancellor shall direct the registrar to inform the student of the recommendation of expulsion. In each case, copies of the notification of a recommended sanction shall be sent by the registrar to the faculty member, the department
Taping of Committee Hearings

The Academic Discipline Committee shall tape record all hearings and, when economically feasible, also shall have hearings recorded by a court reporter. The tapes and the court reporter’s record shall be preserved until the time for all avenues of appeal available to the student shall have expired. At the student’s request, and at his/her own expense, copies or transcripts of the tape and the court reporter’s record shall be made available.

Approval of Sanction Possibilities

The Academic Discipline Committee shall have the right to approve the faculty member’s recommended sanction, impose a lower sanction or no sanction, or impose a harsher sanction than recommended by the faculty member. Sanctions available to the Academic Discipline Committee may include, but are not limited to, one or a combination of the following penalties:

(a) The student receives a reduced grade, F, or zero on the assignment.
(b) The student receives a reduced grade or an F in the class.
(c) The student is required to take another test or examination.
(d) The student is required to submit another term paper, computer project, etc.
(e) The student is placed on academic disciplinary probation.
(f) The student is suspended.
(g) The student is expelled.

Vote of the Academic Discipline Committee

To find a student guilty of a violation, a majority vote of the members of the Academic Discipline Committee hearing the case is required. The Academic Discipline Committee shall render a written decision within five working days of the completion of the hearing. The written decision shall contain findings of fact and conclusions. The chair of the Academic Discipline Committee shall notify the student and the faculty member of the committee’s action and provide them with a copy of the written decision. In cases involving graduate students, the dean of the Graduate School also must be notified of the committee’s action and given a copy of the written decision. If, in cases involving undergraduates, the committee finds that no act of academic dishonesty was committed or recommends a sanction less than probation, suspension, or expulsion, the decision of the Academic Discipline Committee shall be final. Sanctions that include probation must be approved by the vice chancellor for academic affairs.

In cases involving graduate students, a committee finding that no act of academic dishonesty was committed is final, but the dean of the Graduate School shall review all committee decisions recommending sanctions and penalties, including decisions recommending the penalties of probation, suspension, or expulsion. In reviewing the committee’s decision, the dean of the Graduate School shall consult with the dean of the college or school in which the course was
chair, the dean of the school or college in which the course was offered, and, if different, the student’s academic dean.

Challenge of Sanction by Student

The student may challenge the sanction recommended by a faculty member by presenting an appeal in writing to the chair of the Academic Discipline Committee within 14 days of the recommendation of the sanction by the faculty member. The student’s written appeal request shall state, as simply as possible, why the faculty member’s decision is unacceptable. Failure to make an appeal within this 14-day time period shall constitute a waiver of the appeal right and shall result in the sanction becoming final as recommended.

Subcommittee to Review Sanction

When the student presents a timely appeal of a recommended sanction, the chair of the Academic Discipline Committee shall appoint a subcommittee to review the appeal to determine if a formal hearing is warranted. If, in the opinion of the subcommittee, a formal hearing is not warranted, the Academic Discipline Committee, based upon written evidence submitted by the student and the faculty member, shall make a decision on the appeal. Both the student and the faculty member will be informed in writing of the subcommittee’s decision on whether a formal hearing is warranted. If the student appealing the faculty member’s decision is a graduate student, the chair of the Academic Discipline Committee shall notify the dean of the Graduate School of the request for an appeal and of the subcommittee’s decision on whether a formal hearing is warranted.

Hearing

If the appeal is based upon a recommendation of suspension or expulsion, a hearing automatically shall be provided the student if he/she so requests.

Legal Counsel

The student shall be permitted, at his/her expense, to have an adviser or legal counsel represent him or her at the hearing and through all other stages of the academic discipline process. The role of the adviser or legal counsel shall be limited to an advisory capacity only. He/she will not be permitted to make opening or closing statements, question witnesses, or make oral argument. The student is entitled to present witnesses or other evidence, question opposing witnesses, and make opening and concluding statements on his/her own behalf.
offered, and, if different, the dean for the graduate student’s degree program. The dean of the Graduate School’s review of the committee’s decision shall be on the record and without any right by the graduate student or his or her counsel or representative to present additional evidence or argument. The dean of the Graduate School shall, by written decision, affirm, modify, or reverse the committee’s action within 10 working days of his or her receipt of the committee’s written decision. The dean of the Graduate School shall notify the graduate student, the Chair of Academic Discipline Committee, vice chancellor for academic affairs, faculty member, department chair, and the appropriate dean of his or her written decision. If, in the case of undergraduates, the committee’s decision recommends a sanction that includes suspension or expulsion, or, in the case of a graduate student, if the decision of the dean of the Graduate School recommends suspension or expulsion, then the student shall have the right to appeal this decision in writing to the chancellor within five working days of the student’s receipt of the committee’s or the dean of the Graduate School’s written decision. The chancellor shall review the record and make a written decision upon the record as submitted. The student and his/her representative are not entitled to present additional evidence and argument to the chancellor. Upon making a decision, the chancellor shall notify the student, the chair of the Academic Discipline Committee, vice chancellor for academic affairs, the dean of the Graduate School, faculty member, department head, and the appropriate dean, of his/her action. They shall be given copies of the chancellor’s written decision.

Written Report of Outcome

If the sanction is suspension or expulsion, the vice chancellor for academic affairs shall provide a written report of the outcome to the faculty member, the department chair, the dean of the school or college in which the course was offered, and, if different, the student’s academic dean, the registrar, and the vice chancellor for student life, with a copy to the student. This written report shall not be provided until the appeals process is completed.

Attendance in Class Pending Outcome of Appeal

A student who has been informed that a grade penalty of failure has been imposed shall be immediately dismissed from the class involved unless the student plans to appeal the penalty. In the event of an appeal, the student may continue to attend the class until the appeal process has been concluded. The student should be given a grade of I (incomplete) while the appeal is pending.

Offenses Not Associated with a Course

The policies and procedures outlined above are to be followed when academic dishonesty takes place in an academic course. When academic dishonesty not directly associated with a course taken for University credit is committed, the individual detecting the dishonesty shall serve in the
same role as a faculty member in a course. Procedures paralleling those described above will be followed. Examples of such academic dishonesty include, but are not limited to, cheating on competency tests or on comprehensive examinations.

Penalties

The academic discipline penalty for the commission of any offense in most cases will be failure in the course. However, other penalties, such as lowering a grade, disciplinary probation, suspension and/or expulsion, may be recommended by the Academic Discipline Committee.

Academic Disciplinary Probation

When a grade penalty is not appropriate, a probation may be imposed for a specific period and constitutes a warning that affects the student’s good standing in the University. Violations of regulations during the period may result in suspension or expulsion. The duration of any disciplinary probation period or any condition(s) or penalty(ies) recommended shall be in proportion to the seriousness of the violation and subject to the approval of the vice chancellor for academic affairs in the case of undergraduates or to the approval of the dean of the Graduate School in the case of graduate students. The vice chancellor for academic affairs or the dean of the Graduate School shall notify the student of his or her decision, with copies to the Academic Discipline Committee, the appropriate dean, the department chair, and the faculty member.

Academic Suspension

Suspension results in the exclusion of the student from classes and other specified privileges or activities for a definite period of time. The duration of any suspension or any condition(s) or penalty(ies) recommended shall be in proportion to the seriousness of the violation and subject to the approval of the chancellor. All suspensions shall be permanently noted on the student’s transcript. The chancellor shall notify the student of his or her decision, with a copy to the Academic Discipline Committee, the vice chancellor for academic affairs, the dean, the dean of the Graduate School, the department chair, and the faculty member.

Expulsion

The student is deprived of his or her opportunity to continue at the University in any status. The penalty of expulsion is subject to the approval of the chancellor, who shall notify the student of his or her decision, with a copy to the Academic Discipline Committee, the vice chancellor for academic affairs, the dean, the dean of the Graduate School, the department chair, and the faculty member. A notation shall be placed on the student’s transcript.
Who takes Developmental Studies or ESL courses?

- ACT score or TOEFL score below a certain level
- Students who have not yet *passed* the DS course
- (students may need to enroll in DS during priority registration before grades are posted)
THINGS TO KNOW ABOUT THE BURSAR’S OFFICE

A hold can be the result of a “credit” balance

A library fine

A parking ticket

A pharmacy charge

Or a failure of the bursar’s office to lift the hold

Call 915-1632 if you need information on a bursar hold

_____________________________________________________________

ALSO:

Credit and debit card payments will still be accepted online, but they will no longer be accepted over the phone or in person.

It is important to note that student account payments made by paper check or electronic check (eCheck) will not incur this convenience fee.

- eChecks - An ACH transfer from your bank account can be processed online through a student's myOleMiss account.

- Paper checks - Paper checks may be mailed to University of Mississippi, Office of the Bursar, P.O. Box 1848, University, MS 38677. Please be sure to include the student's ID number on the check.

- We will continue to accept cash, checks, money orders, and cashier's checks in person at the Office of the Bursar located at 202 Martindale Student Services Center.