

## New Academic Policies and Changes



During the 2011-2012 academic year, some academic policies were created to better serve our students, while others underwent some clarifications.

### Minors and Concentrations

New policies were established regarding minors and concentrations where previously none existed. These new policies provide clear definitions of minors and concentrations and describe the expectations to be met in order for students to earn them. You may find the policies in the [Undergraduate Catalog](#) under [Academic Policies, Awarding of Degrees](#).

### Undergraduate Incomplete Reporting Form

A revised [Undergraduate Incomplete Reporting Form](#) is available on the [Office of Student Records'](#) website. The form was modified to address concerns that many faculty were not following policy and submitting a completed form each time an Incomplete Grade was assigned. The form is a valuable tool in assisting the student in understanding the work needed to complete the class as well as provide a better understanding of the potential final grade in the class once all of the course work is graded.

### Grading Policy: Incomplete, L and F Grades

New definitions have been established for the L and F grades to help instructors better determine which grade is appropriate depending on the existing circumstances. Specifically, the L grade represents the lack of participation and should be assigned when the student participated in *less than 50%* of the class. The F grade is used when the student participated in at least half of the class.

The definition of the Incomplete grade was also modified to guide instructors on its proper usage. The Incomplete grade is appropriate when the student has persuaded the instructor "that events beyond the stu-

dent's control prevented the completion of the assigned work on time and when the student has participated in more than 50% of the class."

The new Grading Policy may be found in the [Undergraduate Catalog](#) under [Academic Policies, Grades and Grading](#).

### Academic Suspensions and Dismissals

The University of Maine System Board of Trustees approved a change to the policy on the readmission of students who had been academically suspended or dismissed. In summary, the change means that students who are academically dismissed or suspended from one UMS institution, may matriculate at another if that institution agrees to admit the student. In addition to the readmission policy change, the process for managing registration holds for dismissed and suspended students was modified. These holds will no longer be applied system-wide, commonly known as cross-campus. The specific details of these policies are available from the [University of Maine System's](#) website in the [Administrative Procedures Manual](#). The policy changes as they pertain to the University of Maine have been reflected in the [Undergraduate Catalog](#) in the Academic Policies section under [Academic Standing](#).

### Automating Change of Grade Process

We will soon be taking advantage of the Work Flow function in MaineStreet to allow instructors to electronically submit a change of grade. The Work Flow process follows our business process and utilizes email as a notification system to alert users when approval for a requested change is needed. Users access their Work List in MaineStreet to grant approvals or denials as appropriate. It is hoped that this new process will be available by summer's end.

Coming Soon!

Click it!



Have questions about Grading?

[Spring 2012 Grading Information](#)

## FERPA Tip:

### When do FERPA Rights begin for a student?



Once a student either turns 18 years of age or attends a school beyond the high school level, all educational privacy rights transfer to the student. The University of Maine System has designated August 15 as the point at which an applicant becomes a student. After this date, the student must provide written consent granting permission for University of Maine employees to discuss the student's educational information with anyone, including parents or guardians.

## DATES AND DEADLINES TO REMEMBER

**\*\* Dates are subject to change \*\***

### May

- May 4** - Final Exams end.
- May 5** - Commencement 10:00 a.m. & 2:30 p.m., Harold Alfond Sports Arena.
- May 7** - Summer University begins.
- May 11** - Final Grades for Spring 2012 due.
- May 14** - Distribute lists of overdue grades to colleges.  
- Distribute recommended academic action lists to colleges.
- May 18** - May 2012 Graduation records ready for department review.
- May 29** - Fall 2011 Incomplete grades lapsed to failing grades.
- May 25** - Academic suspension and dismissals are due in OSR.
- May 30** - Students with suspend/dismiss action for Spring 2012 notified.

### June

- June 7** - Spring 2013 Schedule of Classes materials distributed to departments.
- June 11** - Spring 2012 Dean's List, Presidential Scholar achievements, class standings distributed to colleges.
- June 12** - Official May 2012 graduates list due in OSR.
- June 22** - Remaining Academic Action (probations) due in OSR.  
- August 2012 graduation records ready for department review.
- June 25** - Drop dismissed/suspended students enrolled Fall 2012.  
- List of students dismissed/suspended and enrolled for Summer University sent to colleges.
- June 29** - May 2012 graduation list finalized.

### July

- July 6** - Materials for the 2012-2013 Undergraduate Catalog due in OSR.
- July 15** - Deadline for Application for Degree for August graduation.
- July 23** - Lists for instructor updates for Fall 2013 distributed to departments.

#### **Summer 2012 New Student Orientation**

Business, Public Policy & Health	June 16-17, 22-23
Education & Human Development	June 16-17, 24-25
Engineering	June 16-17, 22-23
Explorations	June 15-16, 23-24
Foundations Program	June 17-18, 22-23
Liberal Arts & Sciences	June 17-18, 23-24
Natural Sciences, Forestry & Agriculture	June 15-16, 24-25