

1. Emergency Absence Notifications

The staff in the office of Student Rights and Community Standards assists students in notifying professors if they experience an emergency and must be away from campus for an extended period of time. Anyone may call our office at 285-5036 on the behalf of the student. We will ask the reason for the absence if the student feels comfortable in sharing it and the date they anticipate returning to classes.

This notification should not be confused with an excuse and it will still be necessary for students to provide documentation for the absence to their professors when they return. This service merely allows students to call one office and we can notify all professors so a student may leave immediately.

In the case of an emergency, we will also help a family reach a student in class.

2. Academic Disqualification

Minimum Grade Requirements: Students who fail to earn a grade-point average of at least 1.0 during the first semester of the freshman year will be dismissed from the university.

Undergraduates will be placed on academic probation if their cumulative grade-point average falls below 2.0. Students completing one semester or attempting 9 credits (whichever comes first) should have a grade-point average of at least 1.9. If the cumulative grade-point average falls below 1.9, the student must increase it to 1.9 in the next term of enrollment, or must earn at least a 2.0 each term until the cumulative grade-point average reaches 1.9. Otherwise, the student will be subject to academic dismissal.

For more information on minimum grade requirements, refer to the Undergraduate Catalog.

Appealing Disqualification: If you have questions regarding your individual course grades, you should contact the instructor to discuss your grade. Grade changes come from the instructor to college departments and then finally to the Records Office in Lucina. This takes a while to process.

- If you discuss a grade with your instructor and if a grade change is coming for your record, have the instructor notify and confirm the change immediately with Julia Dotson, Asst. Registrar so that we may figure your GPA and take the action that the new grade will create. 765-285-1725.
- If you are appealing a grade, see the information on Students Rights and Community Standards page www.bsu.edu/sa/srcs or call 765-285-5036.
- If you had extenuating circumstances i.e.: medical, family health or deaths, other extenuating circumstances that lead to unsatisfactory grades for the term...
- YOU SHOULD WRITE AN APPEAL LETTER explaining your circumstances within 2 weeks of the day your grades are on the system....
 - O You should include supporting documentation with your appeal letter: Emergency room and doctor receipts or letters, obituaries, and other pertinent letters such as support letters on letterhead from advisor or faculty, or resource center logs.

- Letter should be legible and documentation should support statements made in the appeal letter. After you have compiled your appeal information, you should call the Registrar's Office and make an appointment for an appeal meeting.
 - The Registrar's Office is located in the ground floor of Lucina Hall B-43. Hours of operation during the summer are 7:30 am to 4:00 pm. Academic year 8am-5pm.
 - No appointments will be made if you have not compiled your letter and documentation. RESOLVE ALL "HOLDS" FIRST.
 - Be prompt and bring your appeal letter and documentation with you.
- o If you are unable to come to campus please fax your letter and documentation complete with your email and phone number where you may be reached during office hours. Fax 765-285-8765. Please allow up to 48 hours to process your appeal.

IF YOU ARE GRANTED AN APPEAL....

- You should be aware that you are on Probation unless your grade changes take your accumulative average above 2.000.
- Probation means you are still required to meet university standards.
- All students fewer than 30 credits earned must receive a 2.000 for the next semester.
- Or 2.100 for all students who have earned 30 or more credits.
- You should use all the resources available to you such as Learning Center, Advising, Counseling Center and Dean of Student's Office to have a successful term.

3. Withdrawing or Dropping a Class, Credit/No Credit Classes.

Drop/Add: Once the Change-of-Course period has ended at the start of a term, it is possible to withdraw from a class.

During the **First Course Withdrawal Period,** you can withdraw from a course with no penalty by visiting the Registrar's Office in Lucina Hall B43. However, before withdrawing from a class you are encouraged to discuss the withdrawal with your instructor and/or academic advisor. A *W* will appear on the student's record for the course.

During the **Second Course Withdrawal Period,** you can withdraw from a course only with the instructor's approval. You must get a withdrawal form, discuss withdrawal with the instructor and have him/her sign the withdrawal form. The instructor can choose to enter a W on the your record if the course grade at the time or withdrawal is above failing, if you have a certifiable health problem, if extenuating circumstances make withdrawal desirable, or if you withdraw completely from the university. If the course grade at the time of withdrawal is a failing grade, an F will be entered on your record. The form must be submitted to the Registrar's Office in Lucina Hall B43 no later than 4 p.m. on the last day for withdrawals.

Schedules can be adjusted during the **Change-of-Course period**, which ends the fifth day of each semester and the third day of each summer session. During this period, you may drop or add classes without the approval of an academic advisor. *Advisors will be available, however, and should be consulted if you have questions about appropriate classes, hours, etc.*

There is no fee assessed for changes made.

Follow the instructions below to make any necessary changes to your schedule.

- 1. Once you are on the internet, go to www.bsu.edu/studentservices.
- 2. Click on the link for "Course Add/Drop/Registration."
- 3. Enter your BSU username and password.
- 4. Your current schedule will appear and directions at the top of the page will instruct you as to how to drop or add classes. To look up available classes, go to "Course Planner" on the student services web site (www.bsu.edu/studentservices).
 - *If you have a hold on your record, you will not be able to add/drop classes

Withdrawal period ends: Students can withdraw from courses without professor's permission.

Last date: 3/23/09

Summer Registration: 2/09/009 Course request begins

Fall Registration:

3/16/09 Fall Schedule of Classes available

3/23/09 Begin Course Request for fall (8 AM)

4/14/09 Last day for Course Request (11 PM deadline for online course request)

4/27/09 Fall schedules available online

4/27/09 Fall Late Registration and Change-of-Course begin

Registration for Graduation: An application is required in order to graduate. The application is available at each advising center, and needs to be turned in at the appropriate center. The graduation application is due well in advance of your projected graduation date. Check the academic calendar for due dates.

Credit/No-Credit Option

- Students may choose to earn up to 15 credits under the credit/no-credit option; if a course is offered only for credit/no-credit, it will not be counted in the fifteen-credit allowance.
- Students who have taken a course for a grade cannot take it again on a credit/no-credit basis.
- Courses taken on a credit/no-credit basis will not count toward the academic major, minor, or any University Core Curriculum requirements, except for student teaching, internships and courses offered only for credit/no-credit.
- If a student has taken courses in a particular subject for credit/no-credit and then decides to major or minor in that subject, not more than two of the courses will count toward the major or minor requirements.
- Students on academic probation may not use the credit/no-credit option.
- With these exceptions, departments must allow students to take courses for credit/no-credit.
- To indicate that a course is registered as a credit/no-credit grade option, students must visit the Registration Office (LU B43) and complete a credit/no-credit form.

Academic Support Services

1. University College Academic Advising Center

(765) 285-1161

http://www.bsu.edu/advising/

Each student is assigned an advisor who offers personalized one-on-one support in areas such as course selection, choice of major, college transition issues and referral to other support services.

Members should meet with an advisor when planning their schedules or having difficulty in their major

2. Learning Center

North Quad 331 (765) 285-1510

http://www.bsu.edu/universitycollege/learningcenter/

Study Strategies

These are only a few of the topics that they can address to help you read and study more efficiently. Services available include:

- free peer tutoring in note taking, studying efficiently, technical vocabulary, reading rate flexibility, time management, test taking strategies, and more!
- preparation for standardized tests such as the Praxis I and II
- tutoring in reading for ESL students
- test administrations for students with disabilities
- workshops on reading and study skills topics

Tutoring: The Learning Center offers free tutoring to any Ball State student. You may arrange a tutoring appointment by stopping in NQ 323 or by calling (765) 285-1006. **Tutors are available for the following classes:** (Please call us if your course is not listed below)

- ACC 201, 202
- AHS 100
- ANAT 201
- ANTH 101, 103, 105, 111
- ASTRO 100, 102, 120
- BIO 100, 102, 111, 112, 113, 213, 215, 216, 453
- CC 105, 202, 205
- CHEM 100, 101, 108, 111, 112, 225, 231, 232
- CJC 101, 102
- ECON 116, 201, 202, 221

- EXSCI 190, 201
- GEOG 101, 120, 150, 230, 240, 355
- GEOL 101, 102, 220
- HIST 150, 151, 152, 198, 201, 202
- HSC 160, 180, 250
- MATHS 105, 106, 108, 111, 112, 125, 135, 161, 162, 165, 166, 201, 202, 203, 207
- MUHIS 100, 200, 330
- MUSTH 101, 102, 111, 112, 125, 201,

- 202, 211, 212, 311, 3112
- NREM 101, 205, 211, 220, 221
- PEP 292, 293, 493
- PHIL 100
- PHYCS 100, 110, 112, 120
- PHYSL 210, 211
- PSYSC 100, 241, 277, 284. 316, 317
- POLS 130, 210, 237, 280, 281, 290, 293
- RELST 101, 151
- SOC 100, 341, 421
- THEAT 100

Writing Desk

You may have a draft of a paper to revise, or you may need help starting a writing assignment. Writing tutors are available to help you with: (Tutoring provided through appointment and walk-in service)

- Paper review
- Editing skills
- MLA/APA format

- Brainstorming and outlining
- Library research skills
- Speeches and presentations

- Grammar and mechanics
- PPST and Writing Competency Exam review
- In-class workshops on the writing process, research strategies, essay exams
- Consultation on writing assignment

Spring Workshops 2009

Workshop	Date	Day	Time	Room
Study Tips	January 27	Tuesday	3:30PM - 4:30PM	NQ 321
Study Tips	January 28	Wednesday	4:00PM - 5:00PM	NQ 321
Learning Styles	March 3	Tuesday	4:00PM - 5:00PM	BB 101
Reading Rate Improvement	March 18	Wednesday	4:00PM - 5:00PM	BB 101
Preparing for Finals	April 23	Thursday	4:00PM - 5:00PM	BB 101
PPST Reading	February 17	Tuesday	6:00PM - 7:45PM	NQ 321
PPST Writing	February 24	Tuesday	6:00PM - 7:45PM	NQ 321
PPST Math	March 3	Tuesday	6:00PM - 7:45PM	NQ 321
PPST Reading	April 7	Tuesday	6:00PM - 7:45PM	NQ 321
PPST Writing	April 14	Tuesday	6:00PM - 7:45PM	NQ 321
PPST Math	April 21	Tuesday	6:00PM – 7:45PM	NQ 321

3. Library

(765) 285-0161

http://www.bsu.edu/library/

Instructional Services--Ball State University Libraries

The University Libraries' Instructional Services program is a multifaceted effort designed to reach out to students in a variety of ways including orientations to University Libraries collections and services, self-guided tours of our facilities, walk-in workshops on a variety of topics, and specific course-related instruction.

Instruction sessions and workshops are held in University Libraries' electronic classrooms to encourage students to gain hands-on experience with research tools and techniques.

Instructional Services provides learning opportunities for many campus and community groups including undergraduate and graduate classes, BSU student organizations, local community college students, local high school students, area civic and community groups, and home school students.

4. Career Center

(765) 285-5634 www.bsu.edu/careers

The Career Center is located in Lucina Hall, 220. The following services are available to your chapter members:

- Cardinal View Jobs: On-line source for campus employment, internships, and offcampus jobs
- Fall and Spring Cardinal Job Fairs
- Spring Teacher Fair

- Drop-In Career Advising
- Career Exploration
- Outreach programs for your chapter: You pick the topic and the Career Center will adapt it to your needs

5. Counseling Center

(765) 285-1736

http://www.bsu.edu/students/cpsc/

Psychological and career/vocational assessment is provided on an individual basis for clients in the Counseling Center. Counselors make testing assignments and clients schedule testing appointments through the Counseling Center receptionist (Lucina Hall, Room 320).

Students interested in career/vocational testing should stop in or call the Counseling Center for an intake appointment.

Computer-based testing is now available at Ball State which includes the following ETS (Educational Testing Service) exams:

Praxis I (PPST Reading, Mathematics and Writing)

GMAT (Graduate Management Admission Test)

GRE (Graduate Record Examination) **TOEFL** (Test of English as a Foreign Language)

For the **GRE, GMAT** and **TOEFL** register online at http://www.ets.org/register.html

For further information regarding any of these exams or to register for the **Praxis I (PPST)**, please call the Office of Testing Programs at (765) 285-1290

National Testing Program: Registration information available at the Counseling Center, Office of Testing Programs, Lucina Hall 366

LSAT MAT GRE (Subject) MCAT CHES

6. Ball State Scholarships & Financial Aid

(765) 285-5600

www.bsu.edu/finaid/scholars

In an effort to recognize academic achievement, service, and talent, scholarships are awarded each year to many deserving students. These scholarships and awards are funded by families, clubs, corporations, foundations, alumni and other organizations. To assist students who are searching for opportunities to accomplish their educational goals, the Office of Scholarships and Financial Aid provides this directory of links to Ball State University departmental scholarships and awards. Scholarship applications and information may be obtained from the academic department or office indicated. If an award requires financial need, the student must apply for financial aid by filing the Free Application for Federal Student Aid (FAFSA). The FAFSA must be received by the federal processor on or before March 10th.