

## College of Liberal Arts and Sciences – University Graduation Requirements and Academic Policies and Procedures

### Graduation Policies - Referral Information for Exceptions

University degree requirements apply to all undergraduate degree seeking students. Exceptions to these policies are rarely approved and only in truly extenuating circumstances.

<b>Policy</b>	<b>Referral</b>	<b>Form?</b>
Minimum 120 Credit Hours	Associate Vice President for Academic Affairs (currently Dr. Suzeanne Benet)	No – student to submit letter of appeal and include appropriate supporting documentation.
Cumulative GPA of 2.00	Associate Vice President for Academic Affairs (currently Dr. Suzeanne Benet)	No – student to submit letter of appeal and include appropriate supporting documentation.
Major GPA of 2.00	Associate Vice President for Academic Affairs (currently Dr. Suzeanne Benet)	No – student to submit letter of appeal and include appropriate supporting documentation.
Minor GPA of 2.00	Associate Vice President for Academic Affairs (currently Dr. Suzeanne Benet)	No – student to submit letter of appeal and include appropriate supporting documentation.
General Education Requirements <ul style="list-style-type: none"> <li>- Foundations</li> <li>- Cultures</li> <li>- Issues (formerly Themes)</li> </ul>	Director of General Education (Dr. C. “Griff” Griffin)	Yes – Student Concern Form ( <a href="http://www.gvsu.edu/sasc/forms-40.htm">http://www.gvsu.edu/sasc/forms-40.htm</a> )  <b>General Education categories are NOT waived. Students can appeal for appropriate substitutions only.</b>
Bachelor of Arts Degree Requirement (formerly Cognate)	CLAS Assistant Dean for Student Academic Services and Advising (currently Betty Schaner)	Email to <a href="mailto:schanerb@gvsu.edu">schanerb@gvsu.edu</a> with support from faculty advisor and unit head of the major.
Bachelor of Science Requirement (formerly Cognate)	CLAS Assistant Dean for Student Academic Services and Advising (currently Betty Schaner)	Email to <a href="mailto:schanerb@gvsu.edu">schanerb@gvsu.edu</a> with support from faculty advisor and unit head of the major.
Capstone Course	Initial appeal to Unit Head. If not resolved, then to CLAS Associate Dean for Curriculum, Pedagogy and Academic Opportunity. Final appeal to the Assistant Vice President for Academic Affairs	No – Student to appeal in writing with supporting documentation. Note – Capstones are not waived and students should be proposing an appropriate substitution.
Minimum 30 Credits at GVSU	Associate Vice President for Academic Affairs (currently Dr. Suzeanne Benet)	No – student to submit letter of appeal and include appropriate supporting documentation.
58 Senior Institution Credits	Associate Vice President for Academic Affairs (currently Dr. Suzeanne Benet)	No – student to submit letter of appeal and include appropriate supporting documentation.

<b>Policy</b>	<b>Referral</b>	<b>Form?</b>
12 Credits in Major 6 Credits in Minor	Associate Vice President for Academic Affairs (currently Dr. Suzeanne Benet)	No – student to submit letter of appeal and include appropriate supporting documentation.
Non Accredited College Transfer Credits	Director, Student Success Programs (currently Michael Messner)	No – student to submit letter of appeal and include appropriate supporting documentation.
Expired Catalog – 8 Year Limit	Director, Student Success Programs (currently Michael Messner)	No – student to submit letter of appeal and include appropriate supporting documentation.
Last 30 Credits at GVSU (residency requirement)	Director, Student Success Programs (currently Michael Messner)	Yes - See notes in “forms” section for instructions on appealing the residency requirement.

## Student Academic Grievance Process – College of Liberal Arts and Sciences (Revised July 5, 2022)

Non-criminal complaints by GVSU students can typically be placed into four general categories:

1. **Academic Grievance.** In matters concerning **procedures, policies, and grades in individual courses**, our process (also see the [university catalog](#)) requires that *individual* students first seek resolution *at the lowest possible level*. Resolution should be pursued as follows:
  - a. An appeal to the instructor. Normally, the instructor must respond to an appeal within 30 days of receipt of the appeal. If the student is unable or unwilling to appeal to the professor, the student may proceed to the next step, with an explanation of why the professor was bypassed.
  - b. If the grievance is not resolved to the student's satisfaction, a further appeal could be made to the unit head who may request that the appeal be put in writing. The unit head's decision will be communicated to both the student and the faculty member, within 30 days of receipt of the appeal.
  - c. If the disposition by the unit head is not acceptable, an appeal, **in writing**, may be made to Associate Dean Dwayne Tunstall, via Mona Silva ([silvar@gvsu.edu](mailto:silvar@gvsu.edu)), and must follow these specific procedures:
    - The appeal must be in writing.
    - The appeal must be descriptive and specific. This includes: the outcome the student is seeking (for example, a grade change from F to D); and the specific reason(s) why the grade should be changed in accordance with GVSU policies and the course syllabus.
    - The student should provide evidence (e.g., the syllabus) to support their grievance.
    - The appeal must contain specific documentation of the outcome of the meeting with the professor and the Unit Head, including the Unit Head's written response. The student should also clearly demonstrate errors of fact in the Unit Head's response, as the Associate Dean's review is an appeal, not an initial consideration of the case.

Once Associate Dean Tunstall receives the material and after careful review, he will contact the student via Mona Silva for a meeting if necessary. If he determines that there is some merit in the written grievance, he will either make a determination based on the information and materials provided, or he may establish a committee to review the grievance and make a recommendation within 30 days to the dean. Such a committee may include a representative of the dean's office, a faculty representative from the college of the course under appeal, and a student representative. If a student representative is to be included in the committee, the student that is a party to the appeal must sign a FERPA release/waiver prior to the committee convening. Within 30 days of receiving the committee's recommendation in the latter procedure, the dean shall rule on the grievance. The student, unit head and faculty member will be notified in writing of the dean's decision. The dean's review and judgment in the case will be final.

2. **Unprofessional conduct.** Complaints regarding bias, discrimination, harassment or related complaints about fairness or inclusion and equality. Those complaints can flow through the unit head, the Division of Inclusion and Equity, or the Dean of Students.
3. **Instructional quality.** Complaints regarding the quality of instruction that are not directly related to unfair grading or inclusion and equity, we ask that students use the end-of-semester course evaluations. These evaluations are designed to provide this sort of feedback to both instructor and unit head. We can assure you that the Unit Head and any other faculty who are in charge of staffing courses will want to hear the feedback that you and your classmates have communicated (anonymously, of course) through those evaluations. Such feedback is valuable in identifying

ways to improve future offerings of courses. Student responses are anonymous and are viewed as an entire assessment of all responding students. If you would like to submit a formal evaluation of the instructor at this time, we will certainly discuss your complaint with the unit head and/or conduct an investigation, depending on the severity of the matter. The procedure would follow the same guidelines listed in (1). For such information to be shared at this point, it would need to be a signed document or from a verified GVSU email.

4. **Academic grievance involving fulfillment of program, major, or minor degree requirements.** These appeals should be pursued as follows:
  - a. An appeal to the unit head or graduate program director.
  - b. If the grievance is not resolved to the student's satisfaction at the unit or graduate program level, an appeal can be made to the dean, in the same manner as outlined in (1).

The College of Liberal Arts and Sciences also offers students the opportunity to meet with Assistant Dean Betty Schaner prior to the formal appeal submission. This provides the student with an opportunity to review the appeal process, ask questions, and develop the best possible appeal case. Meetings with Assistant Dean Schaner can be made by contacting Mona Silva at 616-331-2495 or [silvar@gvsu.edu](mailto:silvar@gvsu.edu).

## Summary of GVSU Forms and Processes (most forms can be found on the [Registrar's Website](#))

<b>Name of Form</b>	<b>Purpose</b>	<b>Restrictions</b>	<b>Signature(s) Needed</b>	<b>Who Signs/Approves</b>	<b>Bring Form To:</b>
Academic Forgiveness	For students changing their major and wish to have previous low grades forgiven. If approved, grades will have "EX" noted on the transcript and will not be calculated into the GVSU GPA. This is not retroactive and students cannot appeal to have the grades reapplied to their record.	See <a href="#">form</a> for the guidelines and restrictions	Yes	Professional Advisor	Professional advisor must send the AF packet to <a href="mailto:regdept@gvsu.edu">regdept@gvsu.edu</a>
Complete Withdrawal	For students who wish to withdraw from <b>all courses</b> for a given semester. Grades of "W" will be awarded if the withdrawal is completed after the first week of classes. No specific reason is required. <a href="#">Click here</a> for the form.	Must be done by last day of classes (prior to exam week). Recommended that students notify instructors but their signature/approval is not required. Students are strongly recommended to talk with Financial Aid before withdrawing from courses.	No		Records Office 150 STU  Send electronically to <a href="mailto:regdept@gvsu.edu">regdept@gvsu.edu</a>
Credit/No Credit Form	For students who wish to take a course for Credit rather than a letter grade. Students must earn at least a "C" in the course for credit to be awarded. If "C-" or below is earned, a grade of NC is issued. Requests are made electronically via the <a href="#">Registrar's Website</a>	Must be completed no later than the 5 <sup>th</sup> day of classes for the semester in which the course is to be taken. A maximum of 10 credits in a major, minor or cognate within the major may be taken as Cr/NC. A maximum of 25% of total credit hours used to fulfill graduation requirements may be taken on a Cr/NC basis. This option cannot be reversed after the fifth day of classes in any semester. A grade of Cr/NC cannot replace an earlier earned letter grade for repeated courses.	Yes, if the class is in major or minor	Faculty advisor if course is in major; Unit Head for minor	Completed electronically
Credit Limit	For students who want to take more than 20 undergraduate credits in one semester. <a href="#">Click here</a> for the registration form.	Must be done prior to registration for anything over 20 credits – student must also include letter of explanation.	Yes – on Drop/Add Form with letter of explanation.	Director, Student Success Programs (currently Michael Messner)	SASC – 200 Student Services or via email at <a href="mailto:messnerm@gvsu.edu">messnerm@gvsu.edu</a> Will be routed to the Records Office if approved.

<b>Name of Form</b>	<b>Purpose</b>	<b>Restrictions</b>	<b>Signature(s) Needed</b>	<b>Who Signs/Approves</b>	<b>Bring Form To:</b>
Curriculum/Catalog Update Request Form  And  Catalog Year Extensions	For students who wish to change their catalog year.	Students may graduate using the requirements in effect at the time of admission as a degree seeking student or any succeeding catalog; however no student may graduate under a catalog that is more than 8 years old.  For students requesting an extension of a catalog year, a request in writing must be submitted to the Director of Student Success Programs.  Appeals should be made in writing and sent via email to <a href="mailto:messnerm@gvsu.edu">messnerm@gvsu.edu</a>	No	No signature needed to move to a more recent catalog year – changes are made by submitting the <a href="#">electronic form</a> to <a href="mailto:regdept@gvsu.edu">regdept@gvsu.edu</a> For catalog year extensions, Director, Student Success Programs (currently Michael Messner) reviews requests and communicates the decision to student and Records.	
Drop/Add Form (a.k.a.Registration Form – <a href="#">Click here</a> )	1. To lift the hold for students who are on probation or in jeopardy of dismissal.  2. Signatures for students who are dropping and/or adding courses after the first week.  See information below on the full process for adding a class after the first week of classes.	1. Must be signed in order for student to register – does not need to include specific course sections, but course recommendations should be included.  2. Must be signed by the professor of the course to be added, the unit head of that unit and the Asst. Dean in CLAS (Schaner). Late fees will likely be assessed if after the drop/add deadline (end of first week).	Yes	1. Faculty or Professional Advisor 2. Professor, Unit Head, Asst Dean in CLAS	Form should be downloaded, filled out, saved and then routed as indicated.
Dual Credit Request Form <a href="#">Click here</a> for the form	For students who wish to use an undergrad course as part of a master’s program or vice versa. If approved, the course cannot subsequently be used to fulfill a requirement in another program	Must be completed by 5 <sup>th</sup> day of classes and is irreversible.	Yes	Faculty advisor, Instructor of the course, and Unit Head of Academic Program	Submit electronic form to faculty advisor – if approved it will be routed

<b>Name of Form</b>	<b>Purpose</b>	<b>Restrictions</b>	<b>Signature(s) Needed</b>	<b>Who Signs/Approves</b>	<b>Bring Form To:</b>
FERPA Permission to Release Non-Public Information – General Release Form	For students to give permission to release information on anything covered by FERPA <a href="#">Click here</a>	Students must be specific when listing information to be release and for the duration.	Yes	STUDENT	The person/party requested to release information
FERPA Release for Reference Checks for Students <a href="#">Click here</a>	To be used when students request a letter of reference for graduate school and/or employment or any other reference information.	Multiple schools or parties may be included on one form. If the reference is part of a graduate application that includes a release form as part of the application process, this form is not required.	Yes	STUDENT	Retained by recommender.
Grade Changes	To change one letter grade to a different letter grade or to change a grade of Incomplete to a letter grade.	The electronic grade change form is not available to students and can only be accessed by faculty and unit heads via the Registrar’s Office website.	Professor of the course in which the grade change is approved and CLAS Assistant Dean	Professor CLAS Assistant Dean	Records Office – form will be routed electronically by the CLAS Deans Office
Registration Form	See “Drop/Add”				
Repeat Grade Form <a href="#">Click here</a> (no longer widely used)	For first repeat only	Grades of W, AU, I, CR and NC do not replace earlier letter grades. Forms are not required if the first grade was W, I or AU.	No		Submit electronically to <a href="mailto:regdept@gvsu.edu">regdept@gvsu.edu</a>
Repeat Limit Approval <a href="#">Click here</a>	For second repeat and beyond. <b>This includes courses that are repeated at other institutions.</b>	Student must obtain support and signature of advisor (CAAC or faculty) for approval of the additional repeat.	Yes	1. Faculty or Professional Advisor. 2. Unit Head of the department of the class to be repeated.	Submit electronically to <a href="mailto:regdept@gvsu.edu">regdept@gvsu.edu</a>
Residency Waiver <a href="#">Click here</a>	For students who want to appeal taking their last 30 credits in residency at GVSU.	Typically limited to a course or two and must be approved by faculty advisor (for CLAS). Course equivalencies must be determined prior to approval of the exception and cannot be changed without permission.	Yes	Faculty or Professional advisor and The Director of the Student Academic Success Programs	Submit electronically to faculty member, then <a href="mailto:messnerm@gvsu.edu">messnerm@gvsu.edu</a> . If approved, student will be notified and form will be routed to the Registrar.
Student Concern Form – SASC <a href="#">Click here</a>	For students who wish to propose general education substitutions or to have transfer courses evaluated.	Course description or syllabus must be provided by the student		Director of General Education	Route as indicated on the form

<i>Name of Form</i>	<i>Purpose</i>	<i>Restrictions</i>	<i>Signature(s) Needed</i>	<i>Who Signs/Approves</i>	<i>Bring Form To:</i>
<a href="#">TRAC – Tuition Refund Appeal</a>	For students to request a refund of all or part of their tuition	Approvals are granted only in extenuating circumstances. Students must provide a detailed letter of explanation and supporting documentation. The website provides detailed information.	Letters of support from faculty or professional advisors are recommended but not required.	By Committee	Follow the procedures as described on the <a href="#">website</a> . Incomplete appeals will not be considered.

### Additional GVSU Procedures and Services

<i>Name of Procedure</i>	<i>Restrictions/Guidelines</i>	<i>Signature(s) Needed</i>	<i>Where to Find the Form....</i>
SWS Waiver or Substitution Requests	Must provide supporting documentation of how proposed course meets SWS requirement.	No signature needed to submit the request. The coordinator of the SWS committee reviews and makes decision. This is communicated to the student and Records, if needed.	<a href="http://www.gvsu.edu/sws">www.gvsu.edu/sws</a>
Late Add of Classes (after the first week)	Process is explained in detail on the <a href="#">CLAS Website</a> . Students are responsible for completing all steps in the process to be considered for a late add to a course.	Instructor & Chair of Department on initial request and indicated on the Drop/Add form. Submit to CLAS Assoc Dean for final approval	If approved, the CLAS Deans Office will forward the electronic form to the Records Office for processing. The student is responsible to make immediate payment of any associated tuition or fees.
Late Drop (after final Withdrawal deadline)	Student initiates (must write letter)  Full instructions are found here: <a href="http://www.gvsu.edu/registrar/course-withdrawals-6.htm">http://www.gvsu.edu/registrar/course-withdrawals-6.htm</a>	Instructor and Unit Head	Drop/Add form (signed by instructor and department chair); letter from student brought to Student Academic Success Center  <b>Do Not Submit These Requests to the CLAS Dean's Office.</b>



## Academic Review and Petition to Return Process – College of Liberal Arts and Sciences

Petition to Return	<p>For students seeking readmission to GVSU following dismissal from the university. Students may apply for readmission after a period of one calendar year. Evidence of maturity and improved attitude toward academics must be demonstrated. Support is required from the academic unit of the major.</p> <p>Find full instructions and forms <a href="#">here</a></p>	<p>CLAS students should first meet with CAAC advisor to review process and develop an academic plan. A referral is then made to a faculty advisor in the major to seek a letter of support and to approve the academic plan.</p>	<p>Submit to the Academic Review Committee 150 STU or electronically to <a href="mailto:regsdept@gvsu.edu">regsdept@gvsu.edu</a></p> <ul style="list-style-type: none"> <li>- Petition to Return Form</li> <li>- Academic Plan</li> <li>- Letter of support from faculty advisor</li> <li>- Letter of explanation from student</li> </ul> <p>Failure to include all required documentation will likely result in a denial of readmission.</p>
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## Academic and Personal Student Support and Referral Services

Student Ombuds	<p>For students who need assistance with complicated situations and urgent matters that may fall outside of the policies and procedures listed above. This includes: disciplinary concerns, academic concerns, discrimination, harassment, cultural conflicts, financial concerns, administrative issues, roommate concerns, housing issues, workplace issues, etc.</p>	<p>Students who share these concerns with faculty should be referred to the Student Ombuds, Takeelia Garrett 331-2491 <a href="mailto:garrett@gvsu.edu">garrett@gvsu.edu</a></p>
Student Conduct Referrals	<p>Student Conduct, Intervention, &amp; Support Referrals are provided by the staff in the Dean of Students Office.</p> <p>If faculty or staff are concerned about the <b>well-being</b> of a GVSU student or a concern about their actions or impact on others, referrals should be made through the online portal, <a href="#">CARE Report</a>. This process will initiate contact from trained staff in the Dean of Students Office, who will intervene and connect the student with appropriate campus resources.</p> <p>Examples include:</p> <ul style="list-style-type: none"> <li>• Change in student's demeanor from happy to sullen, outgoing to withdrawn, engaged to detached</li> <li>• Disruptions in the classroom or at campus events/programs</li> <li>• Change in student's attendance pattern, or failure to attend class, work or practices</li> <li>• Instances of self-harm or thoughts/discussion related to suicide</li> <li>• Questionable email messages or social media posts</li> <li>• For more detailed information, please visit the <a href="#">Dean of Students website</a></li> </ul>	

Academic Integrity	<p>To report all incidents of academic dishonesty, faculty should use the online reporting process via the <a href="#">Office of Student Conduct and Conflict Resolution (OSCCR)</a>. This includes the integrity of scholarships and grades, plagiarism and the integrity of research. All incidents should be reported to ensure consistency and to identify students with multiple reports.</p> <p>Faculty <b>cannot impose a grade penalty</b> without first reporting the incident through OSCCR.</p> <p>The <a href="#">Student Code</a> provides detailed information on all student rights and responsibilities.</p>	
Incident Reports	<p>For incidents involving Campus Security, Discrimination and Harassment, and Sexual Violence/Title IX incidents, GVSU faculty, staff and students should <a href="#">submit a report</a>. These reports will be reviewed and acted upon by the appropriate campus offices including University Police, Inclusion and Equity, and the Title IX Coordinator.</p>	
Referral Flowchart	<p>CLAS provides faculty, staff and students with a <a href="#">flowchart</a> to determine the best type of referral to be made based on the specific situation. If there are questions from any member of the college, please refer to AD Schaner.</p>	