



# ACADEMIC REGULATIONS AND DEFINITIONS

All undergraduate students are urged to obtain a copy of the Student Handbook detailing the academic regulations of the University and to refer to it when in doubt as to the rules and regulations in force during their stay at Butler University, or visit [www.butler.edu/studentlife](http://www.butler.edu/studentlife). While academic advisors are available to help students plan their academic career, the Butler student is responsible for:

- Knowing and meeting degree requirements.
- Consulting with an advisor prior to each registration period.
- Enrolling in appropriate courses to ensure timely progress toward a degree.
- Discussing issues related to academic performance.

However, the availability of an advisor does not relieve the student of the responsibility for knowing and following the published programs and policies. Each student should become an expert on the program being pursued, and on the regulations and procedures of the University. A student must maintain high standards of conduct to continue in, and to be graduated from, the University.

The school year at Butler consists of two semesters approximately 15 weeks in length and two six-week summer sessions.

## Unit of Instruction

Each course offered carries an approved number of semester hours credit. A semester hour is generally equivalent to one lecture per week, or two or three hours of laboratory work per week. Most degree programs require an average of 16 semester hours each semester for eight semesters. Neither more nor less credit than the amount stated in the catalog is permitted in any course.

## Grading System

Each student is expected to attend all class meetings in which he or she is enrolled. Being absent from class therefore may affect the final grade assigned for the course. Butler is on a 4.0 grading system. When a student completes a course, one of the following grades with the corresponding grade points will be assigned:

A	4.00 grade points	B+	3.33 grade points
A-	3.67 grade points	B	3.00 grade points

B-	2.67 grade points	D+	1.33 grade points
C+	2.33 grade points	D	1.00 grade points
C	2.00 grade points	D-	0.67 grade points
C-	1.67 grade points	F	0.00 grade points

The following grades are not computed in the grade point average:

**W—Official withdrawal.** Permitted until the 10th week of a regular 14-week semester or the fourth week of a six-week summer session. Students should contact registration and records for withdrawal dates for short session courses. The instructor's signature is required for all withdrawals.

**P—Passing grade.** For courses taken under pass/fail option. Semester hours are counted as hours passed, but are not used in computing the grade point average.

**PV—Pass with validation.** Grade given in student-teaching classes to students who may be certified to teach.

**NC—Enrollment in a course on a non-credit basis.** A student may change from credit to non-credit in a course until the 10th week of a regular semester, fourth week of the summer session. The instructor's signature is required. An instructor may change the non-credit grade to withdrawal if the student does not attend class.

**I—Incomplete grade.** This grade may be assigned by an instructor when exceptional circumstances prevent a student's finishing all work required in a course. The "I" must be removed within the next regular session of the student's enrollment or within two years if the student is not again enrolled during that time. If the "I" is not removed within the stated time, the "I" will be changed to "X."

**X—Unredeemed incomplete grade.** This indicates no credit earned, no hours attempted and no grade points.

**Academic Standing.** A student's grade point average is figured by dividing the total number of hours attempted into the total number of grade points earned.

When a student's cumulative grade point average falls below a 2.0, he or she is placed on academic probation. Excessive probation, or continued probation without improvement, can lead to the student being declared academically ineligible.

## Repeat Policy

A student, with the approval of his or her advisor, may repeat a course one time that is not otherwise repeatable for credit. Upon completion of the subsequent attempt, only the second attempt will count in his or her grade point average. When repeating a course, a student may not withdraw from the course or change the course credit registration to non-credit unless the student withdraws from the University. This policy shall apply only to courses taken at Butler. The same policy applies to graduate students.

## Independent Study Policy

Not more than six hours of credit in independent study may be counted toward an undergraduate degree, except for students majoring in science, who may take a maximum of nine hours of independent study.

## Dean's List

Any degree-seeking undergraduate student earning at least 12 academic hours of grade credit in a given semester may be placed on the dean's list of the college of enrollment if the semester grade point average is in the top-20 percent of all eligible students in that college. Courses taken under the pass/fail option do not count toward 12 academic hours of grade credit.

## Classification of Students

To attain a class standing, a student should have twice the number of grade points as hours attempted and have earned the following number of hours.

### LAS, COE, COB, JCFA, COPHS, CCOM

Freshman	0-28 hours	0-28 hours
Sophomore	29-58 hours	29-58 hours
Junior	59-90 hours	59-90 hours
Senior	91+ hours	91-132 hours
5th year Pharmacy		133-170 hours
6th year Pharmacy		171+ hours

## Registration

Each fall and spring semester, enrollment begins with a two-week rollout of individually assigned My.Butler registration appointments. Registration remains open until the fifth day of class each semester. Students must meet with their advisor before registering. Registration in any course for credit, in any course under the pass/fail option, or any change involving the addition of a course, is not permitted after the

published deadlines. If a student wishes to make a change in his or her registration, permission from the dean of the college in which the student is enrolled must be secured. Permission also is required if a student intends a complete withdrawal from the University. A student may register for an "independent study" course with permission of the department chair or dean concerned.

## Consortium for Urban Education

The Consortium for Urban Education (CUE) consists of the following higher educational institutions in and around Indianapolis: Butler University; Franklin College; University of Indianapolis; Indiana University Purdue University Indianapolis, including the Herron School of Art; Indiana Vocational Technical College; Marian University; and Martin University. CUE allows a student of one member institution, under specified conditions, to enroll at another CUE institution in a course not available at the home institution. Butler students interested in enrolling for a course not currently taught at Butler, but available at a member institution, are invited to consult the registration and records office, Jordan Hall, Room 133, (317) 940-9442 or visit [www.butler.edu/registrar/registration/urban-education](http://www.butler.edu/registrar/registration/urban-education) for details.

## Pass/Fail Option

The University permits students to elect up to four courses from their total undergraduate degree for pass/fail credit. Courses offered only as pass/fail credit are not included in this total. Courses required for graduation by the University core curriculum, individual colleges or departments, or in the student's academic major or minor may not be taken as pass/fail. Courses taken for pass/fail do not count in the grade point average if passed; if failed, they are counted as F. Upper-division courses taken pass/fail shall count for upper-division credit if passed. A change from pass/fail to grade credit or from grade credit to pass/fail shall not be permitted after the last day noted in the academic calendar. Pass/fail is not available to graduate students as an option, but some courses in the Jordan College of the Arts are designated as pass/fail.

## Special Non-Credit

During the fall and spring semesters, full-time, degree-seeking students may, with the approval of the department chair or dean whose subject matter is involved and if resources are available, register for a maximum of two courses

per semester on a non-credit basis without additional tuition, with the exception of independent study and applied music (individual instruction) classes. Students should register for special non-credit courses at the end of the registration period.

## **Grade Reports and Transcripts**

After the close of each semester or session, grade reports are posted on My.Butler.edu for each student, providing the student has met his or her financial obligations to the University. The University, only upon the written request of the student, will release transcripts of the student's academic record. A fee is charged for each official transcript.

## **Student Social Security Numbers**

New students will receive a random student identifier when they are admitted that will be used as the student's I.D. The Social Security number is a secondary identifier for all students. In accordance with federal and state law, students have the right to refuse disclosure of the social security number.

## **Final Year of Academic Residence**

Normally, a student is expected to take his or her final 30 hours of academic work at Butler University; however, the dean of the college concerned may, for reasons deemed valid, allow intrusions up to 30 semester hours if the student has completed at least 64 semester hours at Butler with a cumulative grade point average of at least 2.0.

## **Graduation**

The student must file a degree application in the Office of Registration and Records by the specific dates as published in the academic calendar. In the year in which the degree is awarded, candidates are expected to attend the Commencement exercises in academic costume. If a student finds it necessary to have the degree conferred in absentia, he or she must notify the Office of Registration and Records at least two weeks before the Commencement exercises. If the petition is approved, the diploma may be picked up several days after the Commencement exercises or the student may contact registration and records to make arrangements to have the diploma mailed. No diploma will be released before the date of graduation.

## **Graduation with Major in Two Colleges**

Majors may be obtained in two colleges of the University through the secondary major

program. This option is available to a student in one college who completes a minimum of 39 hours in another college (30 hours in a major field and at least nine additional hours designated by the dean of that college). The secondary major is indicated on transcripts and in the graduation program, however only one degree is awarded.

## **Graduation with Minors**

Minors can be obtained in a college or department separate from the student's primary major by satisfying the program as designated by that college or department. A minor consists of 18 to 24 semester hours; it will be indicated on transcripts.

## **Requirements for graduation**

All candidates for undergraduate degrees must complete the University core curriculum. All students with a previous bachelor's degree are waived from the core.

At least 45 semester hours of work must be completed at Butler. At least 30 of the 45 hours must be in the college granting the undergraduate degree.

At least 40 hours of the total curriculum must be courses numbered at the 300 level or above. Candidates for undergraduate degrees must have at least a 2.0 grade point average (GPA). Candidates for graduate degrees must have at least a 3.0 GPA.

All candidates in the College of Liberal Arts and Sciences must pass a minimum of 120 semester hours. Candidates in the College of Education must pass a minimum of 126 semester hours. Candidates in Jordan College of the Arts must pass a minimum of 124-128 semester hours depending on the major. Candidates in the College of Business must pass a minimum of 121. Candidates for the bachelor of science in health sciences must pass a minimum of 140 semester hours; master of physician assistant studies candidates will complete an additional year (52 semester hours) of coursework. Candidates for the doctor of pharmacy degree must pass a minimum of 210 semester hours. Candidates in the College of Communication must pass a minimum of 126 semester hours.

Candidates who hold a bachelor's degree from Butler University may earn a second baccalaureate degree from Butler University; they must complete a minimum of 30 additional hours at Butler University and must meet all the specific requirements for the second degree.