

**3359-20-05 Academic matters and general policies.**

(A) Unit of instruction.

The unit of instruction is the "credit," which represents one fifty-minute period of classroom activity, or its equivalent, per week for one semester. An hour laboratory period is equivalent to one-half hour classroom instruction. Information concerning the number of credits which a student must carry to meet the requirements for veterans benefits, insurance benefits, etc., may be obtained from the university registrar.

(B) Unit of teaching load.

See rule 3359-20-03.2 of the Administrative Code.

(C) Class period.

The faculty member is responsible for knowing the scheduled time for starting and stopping classes, and is expected to adhere carefully to this schedule. Faculty members should recognize that when they fail to dismiss a class promptly, both the students and the faculty member of the next class suffer inconvenience and possible embarrassment.

(D) Attendance (student).

A student is expected to attend all meetings of all classes for which the student is enrolled. A student may be dropped from a course by the dean if absences are repeated and the instructor recommends this action; a student can gain readmission only with permission of both dean and instructor. A student dropped from a course receives an "F" which counts as work attempted whenever grade-point ratio calculations are made.

(E) Procedure for applying for admission to the university.

- (1) The admissions process for undergraduate students is contained in rule 3359-60-02 of the Administrative Code.
- (2) The requirements for admission in graduate or professional schools is set forth in rule 3359-60-06.1 of the Administrative Code.

(F) Registration procedure.

Details are contained online at <http://www.uakron.edu>.

(G) Advising services.

- (1) Academic advising is available to students. Faculty members are encouraged to refer students to their academic advisor when necessary.

(2) Academic advisors can, after consultation, refer students to the appropriate office for special testing, counseling, psychiatric and medical aid, financial assistance, or other services.

(H) Intercollege transfer.

In order to qualify for transfer to a degree-granting college, a student must meet all requirements imposed by the college in which enrollment is planned. These requirements differ slightly among the colleges. The same regulations apply to students wishing to transfer from one degree-granting college to another. Application for transfer is started with the unit responsible for intercollege transfer, and the respective dean's offices.

(I) Veterans.

Students who are entitled to veterans' benefits under the Veterans' Readjustment Benefits Act should be referred to the office that provides military services.

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