

Academic Regulations

Student Responsibility

All students are responsible for the proper completion of their academic programs, for satisfying the general regulations stated in this catalog, for maintaining the grade point average required, and for meeting all other degree requirements. Students should secure guidance from an adviser, but the final responsibility remains that of the student.

Students are required to know and observe all regulations concerning campus life and student conduct. Students are responsible for maintaining communication with the University by keeping on file with the Office of Records and Registration at all times a current address, including zip code and telephone number.

Classification of Students

In the fall or spring semester, undergraduate students who are registered for and attending 12 or more semester hours are classified as full-time students. Those who are registered for and attending fewer than 12 semester hours are classified as part-time students.

All undergraduate students are also classified as either regular or special. Special students are those who are admitted under special circumstances and who are not candidates for degrees. Regular students are further classified as follows:

- Freshmen** Students who have earned less than 24 semester hours of credit .
- Sophomores** Students who have earned at least 24 but fewer than 54 semester hours of credit.
- Juniors** Students who have earned at least 54 but fewer than 87 semester hours of credit.
- Seniors** Students who have earned at least 87 semester hours of credit.

Academic Forgiveness

At the time of readmission to Winthrop, a student who has been absent for five calendar years or longer may choose to reenter under the “**academic forgiveness policy**”. Under this policy, all courses previously taken at Winthrop University are treated as if they were transfer credit from another institution for purposes of granting credit toward graduation. As with transfer credit, these earlier courses are not used in computing the student’s grade-point average. However, all earlier courses and the grades earned remain on the student’s official transcript and are counted in computing eligibility for academic honors.

The student must exercise or waive the “academic forgiveness” option by the end of the first week of the second semester he or she is readmitted to Winthrop University.

Academic Advisement

Interaction between faculty and students is an integral part of the learning process at Winthrop. Individual advisement sessions between students and their advisers provide opportunities for students to learn more about the philosophy behind the required degree program as well as career opportunities for specific majors. Through stimulating informal discussions, the advisement process enhances and supplements the learning that takes place in the classroom.

The academic adviser’s primary role is to help the student plan a course of study so that courses required in a particular program are taken in the proper sequence. An online degree audit system is available to assist advisers in helping students meet degree requirements. The adviser also helps ensure that the student is aware of all graduation requirements. Advisers may aid, as well, in resolving and preventing academic problems, often referring students to the appropriate academic resource. At the beginning of each term, advisers post the office hours during which they are available to the students they advise.

Newly admitted students who have declared their intention to pursue a degree in a particular discipline are assigned advisers in the appropriate college. Generally, the adviser assignment is not changed unless the student changes degree programs. Until students officially declare a particular major, they are assigned Pre-major advisers through the College of Arts and Sciences and University College.

Prior to registration, students are required to contact their academic adviser to discuss their academic situations and receive assistance in selecting courses to be taken in the next term. A meeting with the adviser is necessary in order for the adviser to release the advising hold on the student’s registration.

Each college maintains an office in which advising assistance is available when the assigned faculty adviser is not immediately available. Students should contact the offices below for assistance in changing majors, verifying advisers, and other academic advising concerns:

College of Arts and Sciences
106 Kinard
323-2183

College of Business
225 Thurmond
323-4833

Richard W Riley College of Education
144 Withers
323-4750

College of Visual and Performing Arts
126 McLaurin
323-2465

Registration

Registration of courses is done by web registration via Wingspan (<https://wingspan.winthrop.edu>). Registration for Fall semester begins in April and continues until the beginning of the semester. Spring registration begins in November. In the summer session, which consists of several sessions starting at various times, registration occurs

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over an extended period and ends, for an individual session, on the first day of classes in that session. Continuing students are permitted and encouraged to register early for the upcoming fall or spring semester. Newly admitted freshmen for a fall semester must attend one of the freshmen orientation sessions offered during the summer to be able to register for the fall. Consultation with an adviser prior to registration is required.

Course Load

Spring or Fall Semesters. While the normal course load for an undergraduate student is 15 to 17 hours per semester, a full-time course load may range from 12 to 18 hours. In determining course load, freshmen, with the assistance of a faculty adviser, should take into consideration high school performance, ACT/SAT scores, high school grade-point average, and the amount of time available to apply to the academic course work.

A continuing student with a cumulative grade-point average of 3.00 or higher may take a course overload of up to 21 hours. A student with less than a 3.00 grade-point average must request approval for an overload from the Undergraduate Petitions Committee.

Summer Session. An undergraduate student may not enroll for more than six hours in session A (Maymester). A student may enroll in a total of 14 hours in session B. Sessions C and D each have a 7-hour maximum. However, the total hours taken during B, C, and D sessions may not exceed 14.

Auditing Courses

Undergraduate students may audit a course with the permission of the instructor of the course, the department chair, and the academic dean on a space available basis. An auditor is not required to participate in any examinations or graded course assignments. Participation in class activities and the class attendance policy is at the discretion of the instructor. Students have until the third day of the beginning of the fall and spring semesters and the first day of each summer session to select the audit option. Tuition is the same for auditing a course as it is for taking the course for credit.

Changes in Enrollment

Changes in enrollment, or student schedule changes, must be made before the end of the designated registration period. Such changes include dropping or adding courses, changing sections, electing to audit courses, and changing the number of credits to be earned in a course (where applicable). Any change in enrollment may be done on Wingspan (wingspan.winthrop.edu) through the designated registration period. After the last day to register or add courses, changes must be submitted to the Office of Records and Registration on a Schedule Change form with the approval of the Academic Dean of the college offering the course.

Withdrawal From Courses

Students are expected to follow the courses of study selected at the beginning of the semester or summer term. There may be instances, however, when the student wishes to withdraw from a course. The decision to withdraw from a course is the student's alone, but consultation with the adviser or academic dean and with the instructor is required.

Forms for withdrawing from courses after the end of the registration period are available in the Office of Records and Registration. If withdrawal is completed during the first 60% of the instructional days of a particular course, the grade of N is assigned, indicating that no credit is awarded. **Withdrawal from a course may not occur after 60% of the instructional days of the course have been completed, unless documented extenuating circumstances should warrant withdrawal from the course with the assignment of an N grade.** Documented extenuating circumstances include the following: death of an immediate family member; traumatic and unforeseen circumstances which are considered beyond a student's control; prolonged emotional instability, physical injury or illness which has resulted in the student's inability to complete academic responsibilities; or a change in nonacademic employment beyond the student's control. Documentation of such circumstances must be definitive and must be presented along with a request for withdrawal with the assignment of an N grade to the Registrar or his designee no later than the last day of classes for the course in question.

Complete Withdrawal from Winthrop

Students who find it necessary to discontinue their college work during a semester or summer session should officially withdraw from the University. Undergraduate students who wish to initiate the withdrawal process should go to the Office of Records and Registration, 126 Tillman Hall.

A student who withdraws before the course withdrawal date of the semester receives grades of N for all courses. If the student stops attending after the withdrawal date of the semester, the student receives grades of F, U, or I, as the individual instructors deem appropriate. A student may withdraw after the course withdrawal deadline with documented extenuating circumstances. Such circumstances include the following: death of an immediate family member; traumatic and unforeseen circumstances which are considered beyond a student's control; prolonged emotional instability, physical injury or illness which has resulted in the student's inability to complete academic responsibilities; or a change in nonacademic employment beyond the student's control. Documentation of such circumstances must be definitive and must be presented along with a request for withdrawal with the assignment of an N grade to the Registrar or his designee no later than the last day of classes for the semester in question. Failure to withdraw officially may seriously affect a student's eligibility for future readmission or for transfer to another institution.

Class Attendance Policies

Students are expected to attend classes and should understand that they are responsible for the academic consequences of absence. The student is responsible for all requirements of the course regardless of absences.

Instructors are obligated to provide makeup opportunities only for students who are absent with adequate cause such as incapacitating illness, death of an immediate family member, or authorized representation of the university. The instructor will be responsible for judging the adequacy of cause for absence. The student is responsible for providing documentation certifying the legitimacy of the absence to his or her instructor in advance of such absences. In health-related or family emergency cases where advance notice is not possible, documentation should be provided to the instructor no later than the date the student returns to class. If the instructor denies the adequacy of cause, then the student can appeal the denial to the Vice President for Academic Affairs, who will judge the adequacy of cause, and if found to be adequate, will require the instructor to provide a make-up opportunity.

The instructor may establish the attendance requirements for the course. The following policy will be in effect unless the instructor specifies otherwise: if a student's absences in a course total 25 percent or more of the class meetings for the course, the student will receive a grade of N if the student withdraws from the course before the withdrawal deadline; after that date, unless warranted by documented extenuating circumstances as described in the previous section, a grade of F or U shall be assigned.

Class Attendance and Hazardous Weather Conditions

It is the practice of Winthrop University to carry out its primary responsibility of providing instruction for students during regularly scheduled hours, except in cases when extreme weather conditions make roads unsafe for travel. While Winthrop feels a responsibility to meet scheduled classes and maintain office support for those classes whenever possible, the University places the highest priority on the safety of its students, faculty, and staff.

In instances of unsafe road and traveling conditions, the University notifies local media outlets in areas where Winthrop students and employees live if scheduled classes and activities of the University have been changed. Students should use their local media and discretion in judging the safety of traveling to the University during periods of inclement weather.

Final Examinations

The form of the final examination is determined by the instructor. The exam period may not exceed two and one-half hours. The times of final examinations are officially scheduled by the Registrar. The student and the instructor will be notified of a legitimate exam conflict if one or more of the following occurs: the student has more than one scheduled exam per period; the student has more than two examinations scheduled per day or more than three examinations scheduled in any four consecutive periods. Personal conflicts such as travel plans and work schedules do not warrant a change in examination times.

Evaluation and Grading

It is the responsibility of all faculty members at Winthrop to assign to all of their students fair grades based on evaluation relevant to the content and purposes of the course of study and, reasonably early in the semester, to inform students of the evaluation placed upon their work. Testing procedures are generally guided by the following principles: a number of evaluations of students' achievements should be made throughout any given semester; the instructor in each class is encouraged to base students' final grades on at least four major evaluations; the instructor may require a combination of one-hour tests, written reports, oral reports, or appropriate performances on projects. Tests should be returned to students within a reasonable time. Students have a right to examine their own tests regularly in order to understand which items were answered incorrectly or inadequately.

Grading System

Grades for courses taken for undergraduate credit are recorded as follows:

- A** Excellent, achievement of distinction (4 quality points per semester hour).
- A-** (3.67 quality points per semester hour)
- B+** (3.33 quality points per semester hour)
- B** Good, achievement above that required for graduation (3 quality points per semester hour).
- B-** (2.67 quality points per semester hour)
- C+** (2.33 quality points per semester hour)
- C** Fair, minimum achievement required for graduation (2 quality points per semester hour).
- C-** (1.67 quality points per semester hour)
- D+** (1.33 quality points per semester hour)
- D** Poor, achievement at a level below that required for graduation; must be balanced by good or excellent work in other courses (1 quality point per semester hour).
- D-** (.67 quality points per semester hour)
- F** Failure, unsatisfactory achievement (no quality points).
- S** Satisfactory achievement (Honors courses, B level or above; all others C level or above) on a course taken on a satisfactory/unsatisfactory basis.
- U** Unsatisfactory achievement (Honors courses, B- level or below; all others, C- level or below) on a course taken on a satisfactory/unsatisfactory basis.

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- N** No Grade, indicating the student withdrew from the course
- I** Incomplete, used only as a prefix to a letter grade. Assigning an incomplete grade indicates that, for a valid reason, the course has not been completed and that the instructor reserves the right to raise the grade if the incomplete work is completed within one year, or by an earlier date specified by the instructor. The grade to which I is prefixed is not used in computing the student's GPA until the I prefix is removed and indicates the grade earned if no further work is performed. It is the grade in the course unless and until changed by the instructor.

Satisfactory/Unsatisfactory Option

Undergraduate students may elect to receive a satisfactory/unsatisfactory (S/U) grade on a total of four courses throughout their entire undergraduate curriculum, and are limited to electing no more than one S/U course per semester. (All summer sessions together are considered one semester.) A satisfactory/unsatisfactory grade, recorded as S or U, will not be counted in computing the student's grade-point average; however, credit will only be given for courses for which an S grade is earned. The purpose of this option is to allow the student an opportunity to explore areas of interest outside the major and outside required courses without jeopardizing the grade-point average. Students are discouraged from choosing the S/U option for required courses or for courses in the major. Students who are unclear about the appropriate application of the S/U option should consult their advisers.

The four-course limit regarding the S/U option does not include those courses which are offered only on an S/U basis. A student must elect to utilize the S/U option within the first two weeks of a semester. A student may subsequently rescind the election of the S/U option by the course withdrawal deadline (60% of the instructional days in the semester for full-semester classes). A rescinded S/U will still count toward the maximum of four allowed.

Quality Points and Grade-Point Average

To remain in good academic standing, a student must maintain a certain standard of excellence. This standard is fixed by the quality-point system. The grade received on a course determines the number of quality points earned per semester hour. Total quality points for a course are calculated by multiplying hours earned by the point value for the grade earned.

Semester Grade Point Average: The semester grade-point average (GPA) is calculated by dividing quality points earned that semester by hours taken on a letter-grade basis during that semester.

Cumulative Grade Point Average: The cumulative grade-point average (GPA) is calculated by dividing total quality points by quality hours. **Quality hours** are all hours of credit taken at Winthrop on a letter-grade basis. Credits earned by examinations, credits transferred from other institutions, and credits for courses taken on satisfactory/unsatisfactory basis are not used in computing a student's cumulative grade-point average. Courses failed at Winthrop University cannot be replaced by transfer coursework.

Earned Hours Taken: The sum of the total hours for which the student has been enrolled at Winthrop plus all hours accepted by Winthrop as transfer credit and all hours awarded by Winthrop as Credit by Examination.

Quality Hours Taken: All hours of credit taken at Winthrop on a regular letter grade basis. All courses are counted in the semester summary of the semester in which they are taken and in the cumulative summary.

Cumulative Hours Earned: All hours of credit completed at Winthrop University with grades of A, B, C, D, or S; all accepted transferred credits and all credits by examination. All courses are counted in the semester summary of the semester in which they are taken and in the cumulative summary.

Quality Points: Semester Hours Earned times the value of the Grade: A=4, A-=3.67, B+=3.33, B=3, B-=2.67, C+=2.33, C=2, C-=1.67, D+=1.33, D=1, D-=.67, F=0. All courses are counted in the semester summary of the semester in which they have been taken and in the cumulative summary.

Grade Appeal Procedures

Students and faculty members should try to resolve grade problems informally. If no satisfactory solution is reached, the student, the faculty member, or both may contact the appropriate chair or the appropriate dean.

Academic Probation

The first semester a student's cumulative grade-point average falls below the minimum required for the classification, he or she is placed on academic probation.

Students on academic probation may not enroll in more than 15 semester hours. A student on academic probation whose semester grade-point average is 2.0 or higher is not suspended at the close of that semester even though the cumulative grade-point average remains below the minimum required for the classification. The student may continue enrollment on academic probation.

The student is removed from academic probation at the close of a semester in which the cumulative grade-point average meets the required minimum standard for his or her classification.

Undergraduate special students are not subject to academic eligibility while in this classification.

Credit awarded by examination and hours earned with a grade of S are used in determining classification but not in determining the grade-point average.

A student's eligibility in a given semester cannot be influenced by the change of a grade awarded in any semester prior to the previous semester, except in the removal of an incomplete grade.

Academic Eligibility Schedule

Students enrolled at Winthrop University must earn a minimum cumulative grade-point average in accordance with the eligibility schedule below in order to avoid being placed on academic probation (or suspension):

Class	Cumulative Hours Earned	Minimum Cumulative GPA
Freshman	0 to 23	1.75
Sophomore	24 to 53	1.85
Junior	54 to 86	2.0
Senior	87 or more	2.0

Initial failure to meet the cumulative grade-point average according to the earned hours results in **probation**. A subsequent violation in the next semester or summer term of enrollment results in **first academic suspension** for the immediately succeeding regular academic semester and any intervening summer session. Students who are readmitted after suspension are readmitted on academic probation. Failure to meet the specified minimum cumulative grade-point average during this semester results in a **second suspension** for one calendar year. Readmission for a second time again places the student on academic probation. Failure to achieve the specified minimum cumulative grade-point average after the second suspension results in **permanent dismissal** from the University.

Credit earned at any other institution while a student is ineligible to enroll at Winthrop University cannot be applied to any degree at Winthrop University.

Recourse for Academically Ineligible Students

If an academically ineligible student feels there are extenuating circumstances in his or her situation, special consideration may be asked of the Committee on Undergraduate Petitions. Procedures for petitioning are as follows:

- (1) A typed petition from the student must be presented to the Registrar stating the specific extenuating circumstances (see Item 4 following) which prevented the student from succeeding in his or her course work. This petition must be accompanied by a physician's supporting statement or by other documentary evidence of extenuating circumstances. The petition must include the student's name, student number, address, major, class, telephone number, and adviser's name. A petition form is available in the Records Office.
- (2) The typed petition must be received by the Registrar at least one week before the beginning of the semester for which the student wishes to be readmitted.
- (3) The Registrar forwards the petition, along with all supporting documents, to the Petitions Committee.
- (4) Decisions are based only on extenuating circumstances such as illness, death in the family, or emergency military service.
- (5) Those who are readmitted by the Committee are notified and are allowed to register for courses.

General Appeal Procedure

Any undergraduate student may appeal for variations in the general education requirements and other university-wide academic regulations by submitting a typed petition to the Committee on Undergraduate Petitions.

Petitions must be accompanied by supporting statements or other documentary evidence which the student judges pertinent to the petition. Petitions should be addressed to the Committee on Undergraduate Petitions, in care of the Registrar, and should include the student's name, student number, address, major, class, telephone number, and name of adviser. A petition form is available in the Office of Records and Registration.

To be considered at a regular monthly meeting, petitions must be received by the Registrar at least one week prior to the published meeting date of the Petitions Committee.

The Registrar forwards the petitions, along with any supporting documents, to the Undergraduate Petitions Committee and relays to the student the decisions reached by the Committee. (Refer to "Recourse For Academically Ineligible Students" for specific instructions pertaining to petitions concerning academic ineligibility.)

Fluency in English

A grievance policy exists in cases where a student claims that a faculty member's fluency in English is not adequate to conduct a course. Students may consult department or deans' offices or the Office of Academic Affairs to obtain the full text of the policy and grievance procedures.

Teacher Certification Requirements

Requirements for teacher certification set by the South Carolina State Department of Education or other agencies may or may not be the same as degree requirements shown in this catalog. For more information, see page 78 or the Student Academic Services office in the College of Education.

Transient Study Credit

Courses taken at another institution by a Winthrop student, either during the summer sessions or a regular semester, for transfer back to Winthrop must have written approval of the student's adviser and the student's dean prior to registration for the courses. It is the student's responsibility to have grades on these transfer credits reported to

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the Office of Records and Registration as soon as possible, and, if it is the student's final semester at Winthrop, no later than four days prior to the expected graduation date. Transcripts of all college work taken while a student is absent from Winthrop for a semester or more must be submitted when the student reapplies to Winthrop.

All transient study credit is subject to the Winthrop University Transfer Credit Policy. (See "Undergraduate Transfer Credit Policy," page 8.)

Charlotte Area Educational Consortium

Winthrop participates in the Charlotte Area Educational Consortium (CAEC), which includes twenty-four colleges and universities in the Charlotte area. Under the CAEC Exchange Program, a full-time undergraduate student at Winthrop may be allowed to enroll in an additional course at a member school at no additional academic fee charge, provided the additional course does not enroll the student in a course overload. (The Exchange Program is available only during fall and spring semesters.) Information concerning this program is available in the Office of Records and Registration, 126 Tillman.

Graduate Credit for Winthrop University Seniors

Winthrop seniors with an overall grade-point average at Winthrop of 3.00 or better may be permitted to take courses numbered 500-599 for graduate credit during their final semester of undergraduate work, provided the total course load (undergraduate and graduate) for that semester does not exceed 16 semester hours. The student may receive graduate credit for these courses only if the requirements for the baccalaureate degree are satisfactorily completed by the end of that same semester.

Senior accounting students in their final term may take one 600 level accounting class if the student meets the following conditions: (A) admitted provisionally to graduate studies for the MBA Accounting Option; (B) limited to one 600 level accounting course; (C) 3.0 undergraduate grade point average; and (D) limited to maximum load of 16 semester hours.

Undergraduate students who wish to take courses numbered 500-599 for graduate credit must first receive approval from the academic dean of the school or college in which they are majoring. Approval applications are available in the Office of Records and Registration, 126 Tillman, or online at <http://www.winthrop.edu/recandreg/forms/default.htm>.

Repeating a Course

A student may repeat any course taken at Winthrop University or transferred to Winthrop for which he or she did not earn a grade of B or higher, or a grade of S. (This regulation does not apply to courses that may be repeated for additional credit.) Credit hours earned in a particular course taken at Winthrop will not be awarded more than one time, (unless the course has been approved for additional credit) and transfer credit for repeated courses will be forfeited.

A student who enters Winthrop as a freshman is allowed a maximum of four repeated courses with grade exemption for any courses taken at Winthrop University for which he or she did not earn a grade of B or higher. Under this policy, the original grade earned in the course will be exempted from the calculation of the cumulative grade point average. Students who transfer to Winthrop with fewer than 40 semester hours of credit also are allowed the four course repeats with grade exemption; those with at least 40 and fewer than 70 hours are allowed three; those with at least 70 and fewer than 100 are allowed two; and those with 100 or more allowed only one repeated course for which the original grade may be exempted from the cumulative grade point average.

The repeat exemptions will be automatically applied to courses as they are repeated up to the allowed number of repeat exemptions. Receiving a grade of U in a repeated course will not replace a previous attempt's grade, but will utilize one of the repeat exemptions. *Please note that repeat exemptions only apply to courses taken and retaken at Winthrop.*

The Permanent Record and Transcripts of Record

A permanent record of each student's courses, credits, and grades earned is maintained in the Office of Records and Registration. Transcripts are provided upon written request of the student. Transcripts are withheld from those students and former students who have unpaid accounts with the University.

Grade Reports

At the end of each semester and summer term, students may access their final grades via Wingspan (<http://wingspan.winthrop.edu>). Copies of grades may be printed from Wingspan or obtained from the Office of Records and Registration. All errors found on a grade report must be reported to the Office of Records and Registration. **If no error is reported within 30 days of the day grades are available for student access**, it is assumed the report is correct and each entry becomes a part of the student's permanent record.

Academic Honors

President's List. Each undergraduate student who completes a minimum of 12 semester hours of courses taken on a letter-grade basis during the fall or spring semester and earns a grade-point average of 4.00 is eligible for the President's List for that semester.

Dean's List. Each undergraduate student who completes a minimum of 12 semester hours of courses taken on a letter-grade basis during the fall or spring semester and earns a grade-point average of at least 3.50 is eligible

for the Dean's List for that semester.

Honor Graduates. Any undergraduate student who completes degree requirements with a final grade-point average of 3.50 to 3.74 shall be granted a diploma **cum laude**; any undergraduate student who completes degree requirements with a final grade-point average of 3.75 to 3.89 shall be granted a diploma **magna cum laude**; any undergraduate student who completes degree requirements with a final grade-point average of 3.90 or higher shall be granted a diploma **summa cum laude**. In order for a student who has credits transferred from another institution to receive a diploma cum laude, magna cum laude, or summa cum laude, it is necessary to have the required grade-point average on the work taken at Winthrop as well as the required grade-point average on the combination of Winthrop work, including courses lost due to utilization of academic forgiveness, and all work taken at other institutions. **Note:** Coursework taken at other institutions cannot raise a graduate to a higher level of Academic Honors.

Students who complete degree requirements with a final grade point average of 3.75, earn a minimum of 48 quality hours (earned hours on a regular letter grade basis) at Winthrop University, and do not qualify for one of the categories above, will receive **Honors Recognition**.

Choice of Catalog

A regular undergraduate student may obtain a degree in accordance with the requirements set forth in the catalog in force at the time of the student's initial enrollment as a regular undergraduate student at Winthrop, provided that the student has not been absent from active enrollment for a continuous period of twelve months or more; or the student may elect to obtain a degree in accordance with the requirements of any catalog issued after the initial enrollment, provided the student was enrolled as a regular undergraduate student in Winthrop at the time the catalog was issued and has not subsequently been absent from active enrollment for a continuous period of 12 months or more. When a student has been absent for a period of 12 months or more, he or she must fulfill the requirements of the catalog in force at the time of re-enrollment or a subsequent catalog in force during enrollments. In all cases, a student is restricted in choice to the requirements of a specific catalog and must graduate within a period of eight years from the date the catalog was issued to claim the rights of that catalog.

If any course required in the catalog specified is not offered after the student specifying the catalog has accumulated 87 semester hours, the University reserves the right to substitute another course. In all cases, if a course has been officially dropped from the course offerings, the University provides a substitute course.

Change of Degree or Program of Study

A student may change from one degree program or area of academic concentration to another, provided the prerequisites for admission to the new program are met and appropriate written approval is obtained. Students should consult their appropriate Student Services Office for assistance.

Application for Graduation

The Application for Graduation serves as official notification to the Registrar of the student's planned graduation date and also generates the ordering of the student's diploma and other commencement-related notifications. Students should apply for graduation upon earning 87 hours. An official review of the student's record is performed to verify remaining degree requirements *only* upon receipt of the application for graduation. The Office of Records and Registration will notify students upon audit completion through the graduation remaining requirements letter.

The remaining requirements letter serves as a written understanding between the university and the student of remaining degree requirements. A new degree review is required if a student has a change of major, minor, or concentration. It is the student's responsibility to notify the Records Office of such changes. If a student is not enrolled at Winthrop for one calendar year, the review is void and will require completion of a new application for graduation.

A \$25 graduation fee is assessed at the time of the submission of the graduation application to the Office of Records and Registration. Failure to file an application as specified below will result in an *additional* late fee. The application deadlines are February 1 for August and December graduation and September 15 for May graduation. If the application is filed after the deadline, a \$25 penalty is assessed. After the deadline for the next commencement has passed, a \$50 penalty is assessed.

Awarding Degrees and Commencement Exercises

Degrees are awarded three times a year, at the end of each Fall and Spring semester and at the end of the summer session. Commencement exercises are held only twice a year, in December and in May. The program for the December commencement lists the names of all students who completed degrees during the preceding summer session, as well as those who completed degrees during the Fall semester. The program for the May commencement lists the names of those students who completed degrees during the Spring semester. Only students who have completed all degree requirements may participate in the commencement ceremony.

Students who complete degrees during the Fall and Spring semesters and desire to graduate in absentia should submit a written notification to the Office of Records and Registration as soon as they know they are not attending commencement exercises.