The following changes to academic policy and process have been approved and will be effective beginning Fall 2013.

A. 4th Week Progress Report to replace Early Alert
The new 4-Week Progress Report is an instrument designed to give students a clear sense of their academic progress to date. This is not a 4-week grade. It is an opportunity for instructors to indicate problem areas in attendance and quality of work and/or participation. The 4-Week Progress report replaces Early Alert. Instructors will find the link to submit their class 4-Week Progress Reports in the Faculty Services menu of EKUDirect.

Each regular (fall/spring) term a 4-Week Progress Report will be made available to students through EKUDirect. A deadline for submitting the Progress Report will be communicated by the Registrar. Students will be notified by email when their reports are available. This should be at the beginning of the 5th week of the semester.

The EKUDirect submission form will also allow instructors to flag any student in need of tutoring. In turn those students will receive proactive intervention for tutorial services. If the student is flagged as having attendance issues and the student resides in University Housing, then residence hall staff will make personal contact with the student. Outreach to commuter students with attendance flags will be made through other areas within Enrollment Management.

All instructors of full semester undergraduate classes shall submit 4-Week Progress Reports. Co-Op, Independent Studies, Internships, Practicums, and Clinical classes are exempt from 4-Week Progress Reports. At this time Progress Reports on partial semester classes will not be submitted.

Faculty will also have the opportunity to submit comments on the Progress Reports page, as well as attendance, participation, and/or tutoring flags. Comments made by instructors will be provided to advisors, but will not appear on student progress reports. Advisors will receive complete reports on all advisees.

Meaningful mid-term grades are still expected to be submitted by undergraduate instructors.

B. Changing Majors: Moving to a More Deliberate but Infrequent Process
Changing majors generally lengthens a student’s time to degree, increasing the student’s overall education costs. Therefore students are expected to be thoughtful when considering changes to their declared program of study.

To facilitate a more contemplative process the serve-yourself online major change link in EKUDirect will no longer be used, and students are now limited in the number of times they can make changes to their program of study. Beginning fall 2013 students may change their major no more than one time per year. *

Process:
1. The student is expected to create a What-If Degree Works audit of their proposed new major (or minor/concentration, etc.).
2. Student should review the What-If Degree Works audit with an advisor or department chair for the proposed new major.
(B. Changing Majors: Moving to a More Deliberate but Infrequent Process, continued)

3. Student should review how the change in major may impact their anticipated graduation date.
   - Will it take longer to graduate?
   - Will there be sufficient financial resources if the change delays graduation?
4. If the student’s advisor agrees the change is a good decision, the student submits an approved Change of Program of Study form to the Registrar’s Office. Forms are available online at www.forms.eku.edu.

Students are not expected to be approved to change their major once they have applied to graduate. This will be approved only in the direst of situations and must be coordinated through a College Graduation Expert in the college office of the student’s major.

*Some programs have a competitive admission process that must be followed, see the 2013-2014 Undergraduate Catalog for details about programs of interest. (www.catalogs.eku.edu)

C. Last Day to Withdraw Extended to 12th Week
Students enrolled in full semester classes will now have to the end of the 12th week of class to withdraw from the class. Students may go online (EKUDirect/Registration) and withdraw from a full term class through the end of 12th week. For classes which are scheduled for fewer than 17 weeks, the last day to withdraw will be prorated and adjusted accordingly. Always refer to the Colonel’s Compass for precise dates of withdraw deadline: www.colonelscompass.eku.edu

D. No More Paper Withdrawal Forms!
Students will now be allowed to withdraw ONLINE through the 12th week of a full semester class. No more will the paper withdrawal/drop course form be required. Instructor signatures will no longer be needed for a student to withdraw. Withdrawal fees, when appropriate, will be assessed AFTER the student has withdrawn online.

E. Change to Bankruptcy Policy
New rules applying to academic bankruptcy:
- Only those semesters where the term GPA is less than 2.0 qualify for bankruptcy.
- Within those eligible semesters only grades of D or F (or their equivalent) may be bankrupted.

Old Rules Which Still Apply:
- A gap of two years, where the student did not attend any college or university, must exist in the student’s academic history.
- A student must enroll in EKU and earn 12 credit hours with no grade less than “C” before bankruptcy can be applied.
- Bankruptcy can be applied only once and never after a student has earned a baccalaureate degree.

For all the details regarding qualifying for academic bankruptcy see the 2013-2014 Undergraduate Catalog log at www.catalogs.eku.edu.

F. Students to Apply for Graduation at 90 Hours
A key component to improving the graduation rate at EKU is instilling in students, as early as possible, the University’s expectation of continued and timely progress toward degree. This new graduation process will remind students of the need to have a deliberate plan for graduation—to identify a graduation semester and to have a Degree Works (DGW) academic plan that will lead the student, semester-by-semester, to that graduation goal.

Yes, plans can alter and majors can change, but before and after any change, there should be a documented, reviewed, and approved DGW plan to graduation.
(F. Students to Apply for Graduation at 90 Hours, continued)

Beginning Fall 2013 all baccalaureate seeking students will be required to apply to graduate in the semester they earn 90 credit hours. Students will have a registration hold that will lift after applying to graduate. The process is online, convenient, and quick. A graduation expert in the college of the student’s major will evaluate the student’s academic plan to ensure that it will allow the student to meet all graduation requirements in time for the stated graduation timetable. If the student has not created an academic plan in DGW, or their declared graduation term is not reasonable, the college graduation expert will work with the student to make the needed adjustments. Continued registration is contingent on having an approved, reasonable, and attainable plan to graduation. For more details see the 2013-2014 Undergraduate Catalog log at www.catlogs@eku.edu.

G. “Apply to Graduate” Now ONLINE

There is now a quick, simple, universal, EKU undergraduate graduation application online. Inside each student’s EKUDirect account there is a link “Apply to Graduate”. The application process takes just a few minutes. Students can contact the graduation experts in the college of their major, or the Registrar’s Office with questions regarding graduation (www.graduation@eku.edu).

H. Withdrawal Fee Remains!

The $50/credit hour withdrawal fee REMAINS UNCHANGED. Even though students can now withdraw online students will still be assessed the withdrawal fee. The fee does not apply until after the 4th week of the term (for full semester classes). The fee is also applied to partial-semester class (less than 17 weeks in duration), but the dates are prorated according the length of the class. Always refer to the Colonel’s Compass for precise dates of withdrawal deadlines: www.colonelscompass.eku.edu.

There is a maximum fee for any one class of $150; for example, the withdrawal fee for a 5 hour course would be no more than $150.

Reminder: If withdrawing completely from the University no withdrawal fee is applied. If, unfortunately, a student must leave the University during the semester, they do so by withdrawing completely from all classes. No withdrawal fee will be assessed. However students should be aware that depending upon the date they withdraw, there may be no tuition refund, and federal regulations may dictate that the student return all or part of any awarded financial aid.

Always speak to an advisor and/or counselor before contemplating withdrawing completely from EKU. It may not be the best answer to the situation. Seek input from others first. Professional advisors in the college, residence hall staff, the Advising and Retention Office, the Registrar’s Office, and the Financial Aid Office are available to listen, and to answer questions about possible consequences of leaving school during a semester.

FAQ of the Day:

Attending but Not Registered

Q: A student is attending my class but they do not appear on my EKUDirect class roster. The student says he is registered. Should I just add him into Blackboard manually?

A: Please NO! If a student is not on your EKDirect class roster then there is no way he/she is registered into your class. Never manually add a student into Blackboard. Officially registered students are automatically loaded into Blackboard by IT staff.

Before allowing a student to participate in your class the student must be listed on an EKUDirect generated class roster or you have approved signed an official Late Enrollment form.

If a student has a problem getting registered, send the student immediately to the Registrar’s Office (2nd floor Whitlock Building) to resolve the situation. For assistance with registering, students can also request assistance by sending an email from their official EKU email account to: registration@eku.edu