

Office of Undergraduate Studies

Frequently Asked Questions: Howard University Academic Policies and Procedures Guide

The following Guide highlights academic policies and procedures that most often affect undergraduate student success, persistence, and graduation. Students are strongly advised to consult with their academic adviser and consult Official University Publications (Undergraduate Bulletin, HU Resource Guide, and College/School Policy Handbooks) for more detailed policy information.

Student wants to:	Howard University Policy or Process	Submission Guidelines	Be mindful that:
Drop a course	Students may withdraw from a course up to 8 weeks after the first day of instruction. The official deadline is published in the University calendar. All course withdrawal result in a grade of "W."	Students without "holds" can drop a course on Bison Web. Students with "holds" must see their advisers to submit a "Change of Program" form.	Dropping a course may result in unanticipated consequences. Students should meet with their adviser and financial aid representative before dropping a course.
Add a course	Students may add a course during the registration period	Students without "holds" can drop a course on Bison Web. Students with "holds" must see their advisers to submit a "Change of Program" form.	Students who add a course after the first class meeting of the semester may fall behind on course assignments. Students should discuss the course requirements with the instructor as soon as possible after adding the course.
Add a course that is closed (During the registration period)	Students may attempt to get on the course waitlist or request instructors to authorize a "course override." Students should not expect that they will be granted permission to add a closed course.	The override process will require one or both of the following actions: <ol style="list-style-type: none"> 1. placement on course waitlist via Bison Web; 2. Complete the course override form 	Students should check with their advisers to make sure that they understand the process and have completed all necessary actions.
Schedule a course that conflicts with another course	Students may request instructors to authorize a "course override." Students should not expect that they will be granted permission to	Students must discuss the time conflict with instructors of affected courses and get permission to schedule a course conflict. The	Students should discuss their plan to access required instruction with each course instructor and their adviser. By seeking

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	schedule courses with conflicts (overlapping times)	instructor must sign a "Course Override Form"	permission, the student accepts the responsibility to complete the same course requirements as other enrolled students.
Add a course after the registration period closes. (Late adds)	Late adds are permitted through week ____.	Students can add a course by submitting a _____ form that is signed by the Course Instructor, Department Chair, and Dean.	Students who add a course after the first class meeting of the semester may fall behind on course assignments. Students should discuss the course requirements with the instructor as soon as possible after adding the course.
Withdraw from the University (Total Withdrawal)	A student may withdraw from the university through the end of the 12 th week of classes. The official deadline is published in the University calendar.	Students must complete and submit a <i>Total Withdrawal Request Form</i> . Students physically unable to complete the withdrawal should contact their adviser.	Before withdrawing from the University, students should meet with an adviser and financial aid representative to discuss their decision to withdraw.
Request a Grade Change	All change of grade requests must be directed to the course instructor for resolution.	Grade disputes are resolved within the department and School/College where the course is offered. For changes to submitted grades, an instructor must submit a "Change of Grade" form.	When meeting with an instructor about their grades, students should bring all documents and assignments that support their request for reconsideration.
Drop or add a course in which he/she enrolled during a previous semester (Retroactive Petition)	A student must meet with his/her adviser to determine if submitting a retroactive petition is appropriate. Students should not expect that a retroactive request will be granted.	<i>Retroactive Petition Forms</i> are available from advisers and School/College Offices. Requests for retroactive actions must include documentation of rare and extenuating circumstances. Inability to pay tuition and fees	An approved retroactive petition may result in unanticipated academic and financial consequences. Students should meet with an adviser and a financial aid representative to discuss their requests.

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		is not an acceptable justification for a retroactive petition.	
Enroll in a previous semester (Retroactive Petition)	A student must meet with his/her adviser to determine if submitting a retroactive petition is appropriate. Students should not expect that a retroactive request will be granted.	<i>Retroactive petition Forms</i> are available from advisers and School/College Offices. Requests for retroactive actions must include documentation of rare and extenuating circumstances. Inability to pay tuition and fees is not an acceptable justification for a retroactive petition.	An approved retroactive petition may result in unanticipated academic and financial consequences. Students should meet with an adviser and a financial aid representative to discuss their requests.
Withdraw from a previously enrolled semester. (Retroactive Petition)	A student must meet with his/her adviser to determine if submitting a retroactive petition is appropriate. Students should not expect that a retroactive request will be granted.	<i>Retroactive petition Forms</i> are available from advisers and School/College Offices. Requests for retroactive actions must include documentation of rare and extenuating circumstances. Inability to pay tuition and fees is not an acceptable justification for a retroactive petition.	An approved retroactive petition may result in unanticipated academic and financial consequences. Students should meet with an adviser and a financial aid representative to discuss their requests.
Audit a course, take a course pass/fail, or adjust variable course credits	Policies regarding these requests should be discussed with an adviser and course instructor. The deadline for these actions is published in the University calendar.		These actions may affect students' degree progression. Students should meet with their advisers at least one semester prior to seeking permission to audit a course, take a course P/F or adjust variable credit hours.
Request an Incomplete in a course	All requests must be directed to the course instructor. Instructors issue Incompletes based upon University, Department, and	Departments and Schools/College's may have policies regarding the issuing of incompletes. Students should discuss all grade	Incompletes are given due to special and extenuating circumstances unrelated to the anticipated course

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	School/College policies. Students should not expect requests for incompletes to be granted without documented special circumstances.	matters with their course instructor.	grade or inability to complete course assignments on time.
Remove an Incomplete grade	Students must complete required work and instructor must submit a "Change of Grade" form by the last day of classes the next semester in which the student is enrolled. Failure to meet this deadline will result in the Incomplete being changed to the permanent alternate grade.	Instructors must submit the " <i>Special Grade Report</i> " Form with requisite signatures.	Students are required to follow up to complete all work. Instructors are not responsible for informing students of outstanding work and reminding them of deadlines. Students are encouraged to check Bison Web to ensure that all incompletes have been changed to reflect their completion of course assignments. Grade disputes should be discussed with the course instructor.
Repeat a course for when he/she earned a grade of "D" or "F."	In some instances, students may repeat a course for which she/he has earned a grade of "D" or "F." The lower grade will not be a part of the GPA calculation	There is no restriction on the number of distinct courses that undergraduate students can repeat under the "Repeat a Course Policy." However only one grade replacement can be applied per course. Students should consult with their academic advisers regarding how this policy affects the major and minor gpa requirements, eligibility for honors, etc.	All grades, including grades no longer calculation due to the application of the "Repeat a Course" policy will appear on the student's official academic record/transcript.
Change his/her major	Student must complete an " <i>Intra-University Transfer Form</i> ."	Once approved by the former and new School/College and	Students should meet with advisers in the new School/College to

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	Transfers must be received in the Office of the Registrar by the first day of classes will be effective the same semester. Forms received after the first day of classes will be effective the next semester of enrollment.	submitted to the Office of the Registrar, the transfer will be processed.	review their academic record and identify requirements for degree completion.
Have previously earned transfer credit evaluated	Credit for courses taken at accredited university must be evaluated by the Office of the Registrar and/or the Academic Departments	For new students, transcripts from your previous institutions will be reviewed by University officials and/or faculty to determine credits transferred to Howard and the application of transfer credits to degree requirements	Students should submit any available course materials (syllabi, course descriptions, etc.) that will assist the review process. Students should regularly check Bison Web and meet with their adviser to monitor the review and posting of transfer credit.
Enroll in summer school at another institution to fulfill HU course/degree requirements	Credit for courses taken at accredited universities must be evaluated by the Office of the Registrar and/or the Academic Departments	Students should meet with their academic adviser to determine if the course(s) and credit hours can be used to fulfill specific degree requirements.	Students should submit available course information (course descriptions, etc.) to facilitate a comprehensive review of the course prior to registering for the course.
Enroll in a "Consortium" Course	Howard University students meeting specific requirements may be permitted to enroll in courses at participating area universities. The deadline for enrollment in Consortium courses is published in the University calendar.	Consortium policies and procedures are available in the Office of the Registrar. Students should discuss their potential enrollment in Consortium courses with their adviser at least one semester prior to applying to enroll in a Consortium course.	Students are responsible for following the detailed guidelines for completing the Consortium application, and registration processes. Please note that guidelines may vary by institution and enrollment in Consortium courses is not guaranteed.
To be authorized to	Eligible students will	Students should contact	Students should contact

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Student wants to:	Howard University Policy or Process	Submission Guidelines	Be mindful that:
receive special accommodations for tests, course assignments, and other academic activities	receive accommodations as required by _____	the Office of Special Student Services (at 202-238-2420) to get information regarding eligibility requirements, available services, and to request "Self-Disclosure" and "Request for Service" forms.	the Office of special student Services at the very beginning of each semester (or during General Registration) to communicate their accommodation needs to the Office of Special Student Services.
Be readmitted after a total withdrawal			
Be readmitted after being academically suspended	Requests for readmission must include: 1) an application for admission and 2) an approved petition for readmission to the school or college in which the student was last enrolled. If readmitted, students must adhere to conditions outlined by the School and/or College and the University.	Students seeking readmission must in collaboration with their adviser develop a plan to return to good academic standing. The plan may require that students not apply for readmission for at least one semester.	Academic suspension is serious and requires that students take time to reflect on the behavioral and attitude changes that will result in academic habits that facilitate rather than thwart their academic success.
Have a registration "hold" released	Registration "holds" are issued by a variety of offices including the Office of the Registrar, Department and Schools/Colleges.	Students must meet with their academic adviser to determine the reason for the "hold" and to address the matter so that the hold can be lifted.	Students who do not clear registration "holds" prior to the general registration period not be permitted to register <u>and</u> will lose their priority registration.
Have a financial "hold" released	Financial Aid Student Services may place a "hold" on students records for a variety of financial-related issues, including incomplete forms, required authorizations, etc.	Students must meet with a Financial Aid Representative in the Office of Financial Aid to address the issue and have the "hold" released	Delaying the resolution of these matters may adversely affect students' current and future enrollment.
Have a medical "hold"	All students are	Students must contact	The required

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released	required to submit a completed Report of Medical History and proof of immunization to vaccine-preventable diseases. Students who do not comply with this requirement will not be permitted to register.	the _____ to make sure that all Medical Forms have been received.	immunizations may be completed at the Student Health Center. The on-campus process may require a series of vaccinations and/or tests. Students are encouraged to complete this process prior to arriving for New Student Orientation.