

Cross-College Enrollment and Records Policy

The following policy applies to undergraduate and professional students who take courses, when permitted, outside their own primary college or academic credential program. The policy covers majors, minors, and certificates. It applies to both cross-enrollment (in which students are enrolled directly in courses outside their own colleges) and to enrollment in cross-listed courses which carry course numbers from two or more different colleges. Graduate students are governed by the policies of the Graduate College no matter what college offers the courses in which they are enrolled.

When colleges that allow cross-enrollment sponsor cross-listed courses differ in their academic practices, the following distinction will govern whether the practices of the college providing the administrative home for the course will be followed, or the practices of the college in which a particular student is enrolled will be followed.

Section I: For matters that involve transactions between the professor and the student in the context of the student's course participation, the rules of the college offering the course (i.e. providing the administrative home for the course) will govern. These matters include, but are not limited to:

- All matters of course requirements and procedures
- All matters of grades, grading systems, and grading grievances
- Grade-related sanctions and reporting rules for academic misconduct
- Start date and end date for a course
- Last date to add or drop a course with or without a W
- Provision of D/F notices at midterm
- Conditions under which an incomplete may be given
- Rules and procedures for dropping individual courses after the published deadline
- Whether a course may be repeated for credit

Instructors must include a notice in the syllabus indicating that course policies are governed by "College of ---." For cross-listed courses, such notice must also appear in the course detail description on MyUI including (1) that the course is cross-listed, (2) what the cross-listed numbers are, and (3) that course policies are governed by the rules of the "College of ---."

For practices in which colleges have reached special agreements concerning any of these areas, e.g., between an undergraduate and professional college, the terms of the special agreement will govern.

Section II: For matters that involve how a course applies (or not) to a student's academic standing and degree requirements, the rules of the primary college in which the student is enrolled will govern. These matters include, but are not limited to:

- Whether a course counts toward graduation hours or degree requirements

- Whether there are restrictions on credit due to regression or duplication
- Approval to change maximum hours of enrollment in a given session
- Whether a course will affect any major or collegiate grade-point average
- Whether or not a Second Grade-only Option can be applied
- Whether or not to waive a W for a course dropped after the deadline to receive a W
- Dean's approval for grade changes
- How long a student has to clear an incomplete
- Rules and procedures governing withdrawal of a student's entire registration after the published deadline
- Rules governing satisfactory progress, UI and collegiate residence, full-time enrollment, etc.; also academic probation, dismissal, and reinstatement
- Collegiate sanctions for academic misconduct – disciplinary probation, suspension, or expulsion
- Collegiate awards for graduation with distinction or honors in the major

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In the event that a course outcome in one college triggers a collegiate response in another college, e.g., a course grade received in College A triggers probation or dismissal in College B, an appeal of the course outcome must proceed through the grading grievance procedures of the college offering the course. Appeals of collegiate outcomes must proceed through the process of the college imposing the sanction.

When a college offering a course becomes aware of an instance of academic misconduct by a student in that course whose primary enrollment is in another college, the college offering the course shall notify the college in which the student is enrolled.

Section III: Authorization for retroactive changes to students' academic records will be determined by the primary college in which the student was enrolled when the grades were recorded. Jurisdiction for changes will begin after the close of an entire fall or spring semester, or winter or summer session. These matters include, but are not limited to:

- Retroactive adds and drops of individual courses
- Retroactive withdrawals
- Restart record adjustments

When retroactive record adjustments have the potential to affect a student's academic standing in a different college, it is strongly encouraged that the adjusting college consult with the student's current/future college of enrollment before any such adjustment is made.