

# *Academic Information*

# Registration

## Student Responsibility

This catalog and the Student Handbook are the student's guides to the programs and regulations of the University of Maine at Presque Isle. Students are expected to become familiar with University policies and procedures, and to assume responsibility for abiding by them. Failure to do so does not constitute waiver. Enrollment implies that students understand and accept the obligation to comply with University regulations and procedures and that they will endeavor to meet the academic standards of the University. For specific information consult this catalog and the Student Handbook which is available in the Student Affairs Office and on our website.

✓ *Attendance/Participation Policy:* Individual faculty members determine the attendance policy for each class. The attendance policy is part of each class syllabus. Students are expected to review the class attendance policy during the add/drop period. Students are expected to arrive punctually and to attend all classes. Any necessary absences should be discussed with the professor beforehand whenever possible. Any work missed must be satisfactorily completed. Students who never attend a class or classes in which they are enrolled may be dropped for non-attendance. After the add/drop period, all students leaving a class without officially withdrawing may receive a grade of F or L.

✓ *Participation Policy for Online Courses:* The University expects all students enrolled in online coursework to actively participate in the course. For fully asynchronous courses and for asynchronous elements of hybrid courses, "participation" is defined as the student's virtual presence for, and participation in discussions, activities, and related forms of electronic contact occurring in a course's learning environment(s), e.g. participation in online discussion about academic matters, podcast viewing, group writing sessions, whole-class or one-on-one chat, completion of assignments. Broad discretion

regarding the required frequency and quality of a student's participation rests with the instructor of record and should be delineated in the course syllabus.

Behavior that detracts from the learning environment—including excessive absences or extensive periods of not logging into the class or posting to discussion boards—may result in sanctions including conduct code violations and/or grades of F or L being assigned.

## Confidentiality of Student Records

The UMPI Registrar's Office maintains the official academic record for each student in perpetuity. The office also maintains each student's accurate mailing address and contacts students regarding official academic actions taken by UMPI. Students should use the MaineStreet portal to report any changes of home or mailing address. The University accepts no liability for failure to communicate official academic information or for the inability to contact students in an emergency if up-to-date address information has not been reported to the University or recorded by the student in MaineStreet.

UMPI gives each graduate one complementary official transcript with the diploma. Additional official copies may be obtained from the Registrar's Office. Current students may obtain an "unofficial" transcript at any time by visiting the Registrar's Office in person, or by selecting Unofficial Transcript from the drop-down box labeled "other Academic" in the MaineStreet Student Center. No partial transcripts are issued.

## Family Educational Rights & Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a federal law designed to protect the privacy of a student's education records. The law applies to all Universities that receive funds under an applicable program of the U.S. Department of Education. When a student attends the University, the rights under FERPA belong to the student, regardless

of the student's age. However, there are circumstances under which education records may be disclosed to parents of college students. Nothing in FERPA prevents the University from disclosing personally identifiable information from education records to a parent without the prior written consent of the student if the disclosure meets the conditions of any of the exceptions to the consent requirement, such as a health and safety emergency or if the student is a dependent student for tax purposes.

Students have the right to inspect and review all of the student's education records maintained by the University. The University must comply with a request for access to records within a reasonable period of time, but not more than 45 days after it has received the request. If the education records of a student contain information on more than one student, the student may inspect and review or be informed of only the specific information about that him/herself. Universities are not required to provide copies of materials in education records unless, for reasons such as great distance, it is impossible for students to inspect the records. Universities may charge a fee for copies.

Students have the right to request that the University correct records believed to be inaccurate or misleading. If the University decides not to amend the record, the eligible student then has the right to a formal hearing. After the hearing, if the University still decides not to amend the record, the eligible student has the right to place a statement with the record commenting on the contested information in the record.

Generally, the University must have written permission from the student before releasing any information from a student's education record. However, the law allows Universities to disclose information from education records, without the student's consent, to the following parties:

✓ University officials, including contractors, consultants and volunteers, with

a legitimate educational interest (which means they need the information to do their work);

- ✓ other Universities to which a student seeks or intends to enroll or where a student is already enrolled;

- ✓ specified officials for audit or evaluation purposes;

- ✓ appropriate parties in connection with financial aid to a student;

- ✓ organizations conducting certain studies for the University;

- ✓ accrediting organizations;

- ✓ parents of a dependent student;

- ✓ individuals who have obtained court orders or subpoenas;

- ✓ persons who need to know in cases of health and safety emergencies;

- ✓ state and local authorities, within a juvenile justice system, pursuant to specific state law;

- ✓ the victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense;

- ✓ to anyone of the final results of a disciplinary proceeding at the University if the University determines that the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the University's rules or policies;

- ✓ a parent of a student at the University regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the University, governing the use or possession of alcohol or a controlled substance;

- ✓ anyone of information regarding registered sex offenders; or,

- ✓ the court in a legal action between the student and the University.

Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by UMPI to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC, 20202-8520.

### Directory Information

UMPI has designated certain information contained in the education records of its students as directory information for the purposes of FERPA. Such directory information may be publicly shared by the University without the student's consent unless the student has taken formal action to restrict its release. Directory information includes: name, date of birth, e-mail address, address, phone number, class level, program of study, dates of attendance, enrollment status (full or part-time), degrees and awards received, most recent previous educational institution attended, participation in sports and activities, and appropriate personal athletic statistical data. Students can request that their directory information not be released at any time while they are an enrolled student at UMPI. Students can sign into the MaineStreet portal and select Student Center, then select Privacy Setting from the drop-down menu. Select either "Do not release any directory information" or "Release all directory information except address," then click Save in order to restrict release of Directory Information. Students may also request non-disclosure of directory information by contacting the Registrar's Office.

If a student chooses to have directory information suppressed, UMPI cannot assume responsibility to contact a student for subsequent permission to release this information. Regardless of the effect on a student, UMPI assumes no liability as a result of honoring a student's instructions that such information be withheld. Requests for non-disclosure will be honored by UMPI until removed, in writing, by the student or by the student updating their privacy settings via the MaineStreet Student Center.

### Maine State Immunization Law for Post Secondary Education

Maine State law requires that all students who are enrolled full-time or part-time in a degree program or who are taking at least 12 credits through the Continuing Educa-

tion Department show proof of immunity to the following infectious diseases: measles (rubeola), rubella (German measles), mumps, tetanus and diphtheria. The University is not allowed to permit any such student to be enrolled or to attend classes without a certificate of immunization or other evidence of immunity. The presentation of acceptable proof of immunization or immunity must be made prior to a student's attendance at class or participation in other activities conducted by the University.

### Certificate of Immunization

Students must present certification of immunization or proof of immunity which indicate the following:

1. Diphtheria and tetanus vaccine given within the past 10 years. If a tetanus shot only has been given within the past 5 years, the student may be temporarily exempt from the diphtheria requirement.

2. Two doses of measles vaccine given after the first birthday with live vaccine. Vaccines given after 1968 use live vaccine. If the vaccine was given before 1968, the type of vaccine must be indicated. "LIVE VACCINE" is acceptable. "UNSPECIFIED VACCINE" is unacceptable and the student will need to be re-immunized or show proof of immunity through laboratory bloodwork called a titre.

3. Two doses of rubella vaccine given after the first birthday,

4. Two doses of mumps vaccine given after the first birthday.

### Proof of Immunity

A photocopy of the following is acceptable as proof of immunity: school immunization/health record signed by school nurse or physician; immunization record from your physician, nurse practitioner, or physicians assistant or other professional health care provider; U.S. Military immunization record; or, laboratory evidence of immunity (titres) to rubeola, rubella, and mumps if immunization records are not available.

All records must be signed by the physician or nurse who administered the vaccine. Please do not submit original records

as immunization records will be kept on file and not returned. Send copies of records to the Admissions Office, 181 Main Street, Presque Isle, ME 04769. 207.768.9532.

**Re-immunization/Exemptions**

If you do not have the required immunizations or do not have official records, have your health care provider immunize or re-immunize you prior to coming to campus. Students with medical exemptions from vaccination must present a written reason for exemption signed by their health care provider. Exempted students shall be excluded from campus during a disease outbreak, should one occur.

**Right to Revise**

UMPI reserves the right to revise, amend, or change items set forth in this publication. Accordingly, readers of this publication should inquire about revisions, amendments, or changes which have been made since the date of printing. The University reserves the right to cancel course offerings, to set minimum and maximum class sizes, to change designated instructors in courses, and to make decisions affecting the academic standing of anyone participating in a course or program offered by UMPI. Notice of the cancellation will be issued before the course's second class meeting.

**Academic Advising**

In order to assist students in achieving their educational goals, the University provides each student with both a faculty advisor and a professional advisor.

The faculty and professional staff who work as advisors assist students with advising and degree program questions, goal setting, course registration, referral to campus resources and other services designed to optimize the student's academic experience and contribute to their success.

Professional advisors assist new matriculated students with initial registration and assign students to faculty advisors in their intended majors. Students must meet with their faculty advisors at least once each semester to register for the upcoming term; however, students are strongly en-

couraged to maintain close contact with their advisors throughout the semester. Advisors are available to assist students with all matters relating to their academic goals. It is also important for students to recognize their role in the advising relationship. Advisors cannot help students who do not seek out their advice. While it is important for students to realize that they are ultimately responsible for the successful pursuit of their degree requirements, the relationship they establish with their academic advisor can be invaluable in that effort.

**Declaring a Major**

Many students choose to begin their academic career as an undeclared major. Students may be advised by a faculty advisor in an area of interest while remaining officially undeclared and they will have the services of a professional advisor.

Undeclared students will be encouraged to explore their educational and career interests with the objective of choosing a major as soon as possible. Matriculated students are expected to declare a major prior to earning 60 degree hours.

**Change of Major or Advisor**

Students seek information about changing their major or advisor for a variety of reasons. The Professional Advisors will help students who simply wish to explore their options and will update the student's official record when the decision to change has been made.

**Registration for Matriculated Students**

Each fall and spring an advisement and registration period is held for continuing students to select their courses for the following semester. During this period, students register for courses in the order of class level (seniors first, juniors second, sophomores third, freshmen fourth). Students are responsible for monitoring and for planning their schedule of courses according to the degree program requirements in place at the time of matriculation into their degree program.

**Registration For Non-Matriculated Students**

Individuals may take college courses for personal enrichment as non-degree students by registering and paying for the courses without going through a formal admission process.

Non-degree students may enroll in up to 9 credit hours of coursework. This credit hour limit does not apply to students who are matriculated at other institutions within the University of Maine System.

**Course Numbering**

Courses numbered between 100 and 299 are lower level courses. Courses numbered 300 and above are upper level courses.

**Course Prerequisites**

Please refer to each course in this catalogue for specific prerequisites.

**Course Registration Changes**

✓ *Course Add-Drop Period:* During the first five class days students may add course(s); during the first seven class days students may drop course(s) without notation on the record. Students who find that their names are not on the instructor's official class roster should check immediately with the Registrar's Office to make necessary corrections in the registration records. Once registered, students may make changes to their registrations electronically.

After the Add/Drop Period, students may request to withdraw from a class or classes or from the entire term and receive a notation of W on their record by completing the appropriate form prior to the deadline. The Last Day to Withdraw is published in the academic calendar and in MaineStreet. After the deadline and before the official Class End Date (published in MaineStreet), a student may request a notation of W in an individual class on the grounds of serious illness or proven extenuating circumstances as determined by the instructor. After the published Class End Date, a student must appeal to the Academic Appeals Board for a notation of W (see Academic Appeal – Appeal of Grade policy). All students leaving any class or the term without officially

withdrawing will receive grades of F or L in their class(es). F or L grades earn 0.00 quality points and are calculated in the student's grade point average. After the Last Day to Withdraw, grades of F are automatically assigned for all term withdrawals. Students withdrawing from the entire term after the deadline must appeal for notations of W to the Academic Appeals Board.

### Course Waiver Policy

On rare occasions students at UMPI may be granted waivers for required courses based on extensive experience in a given area. The student must submit supporting documentation detailing his/her previous applicable experience to the Chair of the College offering the course to be waived. The Provost has final approval authority.

### Auditing Courses

Students auditing a course pay regular tuition and receive no credit for the course, but will have the notation AU recorded on their transcripts. Audit courses must be declared at registration.

### Pass/Fail Option

Students may elect to take one course per semester on a pass/fail basis. Courses in the General Education Curriculum and courses required in the student's major field are excluded from this option.

Students who are receiving Veterans Benefits should note that when taking the pass/fail option, a pass grade is required in order to receive Veterans Benefits. Should you receive a fail, you will be responsible to the Veterans Administration for an overpayment.

The pass/fail option must be requested during the first two weeks of the semester. At the end of the semester, students whose work in the course represents a C- or above will have an entry of P with the number of credit hours made on their official record. For work below a C-, an F entry will be made. Credit hours earned with a P grade will be counted toward degree credit. Courses taken under pass/fail option will not be used in computing the GPA.

### Directed Study

A Directed Study is the offering of a catalogue course on an individual basis by an appropriate faculty member to a qualifying student. Directed Studies are available only on a limited basis, due to the burden they place upon the instructional staff.

A student may apply for a Directed Study when the following conditions are met: the student is a degree candidate at UMPI; the course is required for the student to complete degree requirements; the course will not be offered as a part of the regular curriculum in time to prevent a postponement of completion of degree requirements or there is a time conflict between two courses specifically required for the degree, neither of which may be postponed without a resultant delay in the completion of degree requirements; or, the student is a practicing teacher or career changer seeking a required course for certification purposes.

Courses at the 100 and 200 levels that satisfy core requirements and requirements in the major are not appropriate for Directed Study, since it is expected that students will complete them as freshmen or sophomores.

A Directed Study will also be considered on a case-by-case basis when the applicant is a practicing teacher or a graduate pursuing an alternative route to teacher certification who is in need of a required course. Career changers seeking initial teacher certification, practicing teachers who cannot find a required course offered after regular school hours, or teachers attempting to complete requirements for an additional endorsement may be eligible to apply.

### Independent Study

Students at junior and senior level with a cumulative grade point average of 2.50 or more may be eligible to earn a maximum of 9 credits in approved Independent Study (generally, no more than 3 credits per semester).

The student must consult with his/her faculty advisor, the instructor involved, and the Chair of the College. Following such consultation, the student submits a

detailed proposal for a course of study; this proposal must be approved by the faculty advisor, instructor, the Chair of the student, and the Chair of the course. Credits earned through meaningful independent study will count toward graduation but should not duplicate a regular course offering or course(s) previously taken by that student. An Independent Study carries course number 397 or 497, depending on the level of the course.

An Independent Study will also be considered on a case-by-case basis when the applicant is a practicing teacher or a graduate pursuing an alternative route to teacher certification who is in need of a required course. Career changers seeking initial teacher certification, practicing teachers who cannot find a required course offered after regular school hours, or teachers attempting to complete requirements for an additional endorsement may be eligible to apply.

The complete proposal must be submitted no later than six weeks before the term in which the Independent Study is to be done. The student will be informed of its approval or disapproval within 30 days of its submission.

### Special Topics Courses

Special Topics Courses are not included among regular academic courses. The topics will be determined by the special needs and interests of the students within the context of the qualifications and availability of faculty resources.

### Student Class Level

Class level is determined by the number of credits completed at the University, including those accepted in transfer from other institutions.

<b>Freshman:</b>	0-23 earned credits
<b>Sophomore:</b>	24-53 earned credits
<b>Junior:</b>	54-83 earned credits
<b>Senior:</b>	84+ earned credits

### The Grading System

The letter grades used by UMPI to evaluate scholastic achievement are interpreted as follows:

A = High Honors

- B = Honors
- C = Average
- NP = not sufficiently proficient
- F = Failure
- I = Incomplete
- L = Stopped attending, computed as an F
- P = Passed, (grades A – C-)
- W = Withdrawal
- MG = Missing Grade
- AU = Audit

### Incomplete Grade

An I (incomplete grade) means that, in consultation with the student, the instructor has postponed the assignment of a final grade to allow the student time to complete specific work not turned in before the end of the semester. Instructors assign the “I” grade only when they are persuaded that events beyond the student’s control prevented completion of assigned work on time, and when the student has completed a substantial amount of work, and when the student is already scoring at the 4 or 3 (proficiency) level regarding completed work. If the incomplete work is not submitted within the time allotted by the faculty member, the grade may automatically be changed to an “F” grade. Students receiving an “I” grade are not allowed to re-register for the same course until the incomplete has been made up or converted to an “F” grade. A student receiving an “I” grade may not make up missed work by sitting-in on the course the next time it is taught.

Upon selecting the “I” grade during the grade input process, the instructor will be prompted to provide information related to the incomplete grade including:

1. A description of the assignment(s) needed to complete the course requirements and have the “I” replaced by a regular grade.

2. The date by which work is to be completed. The time allowed for work to be completed is up to 140 days from the end of the semester in which the class was held. The “end of the semester” is defined as the final day that grades may be submitted. [Exceptions to this rule are rare and allowed only with the approval of the

faculty member and the Registrar. The extension is not to exceed one year from the original end of the semester in which the course was taken.]

3. The grade the student will earn if work not completed.

Once the grade is posted the details of the Incomplete Contract are available to the student in MaineStreet.

### Not Proficient Grade

An NP grade (Not Proficient) means that, in consultation with the student, the instructor has postponed the assignment of a final grade to allow the student extra time to demonstrate proficiency (up to 45 days) beyond the end of the semester.

A contract must be created between the instructor and student in MaineStreet about how the student will meet proficiency.

Instructors assign the “NP” grade only when the student has completed a substantial amount of work and when the student is scoring at the 2 or 1 (not proficient) level regarding completed work. If the student is not proficient within the time allotted by the faculty member, the grade will automatically be changed to an “F” grade.

Students who have an NP grade in a course which is a pre-requisite to a course the student has pre-enrolled in for an upcoming semester will be dropped from the pre-enrolled course if the NP grade has not been changed to a passing grade prior to the first day of classes, irrespective of the contract deadline.

Once the grade is posted, the details of the Not Proficient Contract are available to the student in MaineStreet.

### Incomplete Grades and Not Proficient Grades in Academic Standing

Students receiving a combination of I grades or NP grades whose term GPA does not meet the minimum required for good standing will also be subject to probation, suspension or dismissal according to the GPA criteria for each, irrespective of the deadlines allowed in the I or NP

contracts.

For more information on the Scholastic Standards Policy, please see page 34-36.

### Grade Changes

Students with questions regarding the accuracy of a grade should contact the appropriate instructor for resolution. If a change of grade is justified, the instructor will forward a Change of Grade form to the Registrar’s Office. Grade changes will not be processed for students who are two semesters beyond separation from the course in which the grade was assigned or from the University, or for a student whose degree has been awarded.

### Grade Warning Systems

The University has devised grade-warning systems to help contribute to a successful educational experience for students, particularly those who are having initial difficulties adjusting to the demands of their university experience.

The early warning systems are under-taken during the fourth, eighth and twelfth weeks of class for all courses.

Through these systems, students are alerted in a timely fashion so as to make adjustments before their academic records are affected.

### Grade Point Average

Letter grades are assigned the following numerical values:

- A = 4.00
- A- = 3.67
- B+ = 3.33
- B = 3.00
- B- = 2.67
- C+ = 2.33
- C = 2.00
- C- = 1.67
- F = 0.00

To find the quality points earned in a course, multiply the numerical value of the course grade by the number of credit hours earned in each course. That is, a grade of B in a 3-semester hour course would be worth 3 x 3 or 9 quality points. To find the quality point average, total all the quality points earned and divide the sum by the total number of graded credit hours. Grades received for transfer credits

do not earn quality points. Incompletes are not calculated in the GPA until a grade is assigned for the course.

### Grade Reports

A student's academic performance is confidential information and written permission from the student is required to release information to individuals outside the administrative or academic community of UMPI.

Considerable care is taken to ensure that all course registration and grade information entered on a student's permanent record is accurate. Records are assumed to be correct if a student does not report

errors to the Registrar's Office prior to the beginning of final examinations of the following semester, earlier if possible.

### Transcripts

The valid documentation of academic work and student status is an official transcript of the academic record, stamped with the signature of the Registrar and embossed with the seal of the University. A signed transcript request is required before a transcript is released to the student or a designee, and there can be no outstanding obligations against the student's account with the University. Such obligations may include unreturned books or

finances due in the Library, overdue tuition or fees, unpaid parking fines, and delinquency in repayment of a National Direct Student Loan. UMPI no longer charges a transcript fee. No partial transcripts are issued.

Transcripts from other institutions, when presented for admission or evaluation, become a part of the student's permanent academic file and are not returned or copied for distribution. Students desiring transcripts reflecting work attempted elsewhere should request them from the appropriate institution. ★

## Academic Policies

### Residency Requirements

All four-year degree candidates must complete at least 30 credit hours of study through UMPI in order to receive a baccalaureate degree. At least 12 of these credits must be in the major and at least 9 of these 12 must be at the upper level (300-level or above).

All two-year degree programs require 15 credits completed at UMPI.

### Dual Baccalaureate Degrees

A student may earn multiple degrees provided they are different. The Bachelor of Liberal Studies (BLS) degree and the Bachelor of Applied Science (BAS) degree may not be declared as a dual (secondary) degree, as both were designed with broad requirements to target a specific population. In order to receive additional degrees, the following conditions must be met: (1) The first degree must have been awarded; (2) The student must apply through Admissions for subsequent degrees; (3) A minimum number of credits must be earned beyond the total hours earned for the previous degree: 15 for each additional Associate, 30 for each additional Baccalaureate.

### Double Majors

Double majors are possible within a single baccalaureate degree. Both majors may be within the same college, or they may be in different colleges. Students may complete two different majors simultaneously with no prescribed increase in total credits beyond those required to satisfy both majors. The University does not guarantee that any double major combination will be possible to complete within four years. Students pursuing the degrees of Bachelor of Liberal Studies (BLS) or Bachelor of Applied Science (BAS) are not

permitted to declare a second major, nor may the BLS or BAS be declared as a second major for any student.

The student will choose a primary major and that major will be listed first on the diploma.

Requests for double majors are made through the student's professional academic advisor and must be declared no later than the first semester of the senior year. The student must declare a primary major. The baccalaureate degree granted will be that associated with the primary major, and the student is required to satisfy all of the requirements imposed by that college. To complete the second major, the student need only complete the specific requirements established for that major. The primary and secondary majors will be noted both on the diploma and on the transcript, worded according to the following example: Bachelor of Science in Biology, with a second major in Art, or Bachelor of Art in Studio Art, with a second major in Biology (depending upon which is designated the primary major).

### Post-Baccalaureate Study for Second Degree

Students who have already earned a baccalaureate degree from a regionally accredited institution, other than UMPI, will receive a waiver of UMPI's General Education Curriculum requirements. This waiver will be noted on the student's academic record during the transfer credit evaluation process.

### Repeating a Course

No student will be allowed to repeat a course for the purpose of replacing a grade in which the student has received a C grade or higher. A student may repeat a course for the purpose of replacing a grade only once. Requests for further repetitions of a course will be at the discretion of a student's Faculty Academic

Advisor or Professional Academic Advisor. If a course is repeated for a second time, the second grade stands and is calculated in the grade point average. Failure in a required course necessitates repeating the course at the campus where it was taken in order to replace the failure with a letter grade. The grades for all attempts of a course taken for credit appear on a student's transcript. Exception to this policy is made for topics courses and similar courses where the subject material of the course changes from offering to offering.

### **Leave of Absence or Withdrawal from the University**

The University requires that all degree-seeking students enroll in course work every fall and spring semester during their academic career. Summer sessions are optional.

If a student's academic plans must be discontinued, the student must choose one of two options: a Leave of Absence or Student Withdrawal from the University. The Advising Center can help students decide the more appropriate course of action for their situation. Failure to formally request a leave or withdrawal will result in the automatic removal from the official roll, and the student must re-apply through the Admissions Office for reinstatement of degree status.

A Leave of Absence releases the student from degree study for one academic semester (not including summer sessions), after which the student may resume study according to regular registration procedures, or the student may request an extension of the leave of absence for one additional semester, or may withdraw from the University.

A Student Withdrawal from the University (as opposed to a course withdrawal) is appropriate if the student wishes to discontinue study at UMPI for the foreseeable future. This officially closes the student's file and serves as notice that the student initiated separation from the University. Failure to withdraw officially can seriously complicate any effort later to resume study at this or another university.

Students may request leaves or withdrawals during a semester if circumstances are such that the student is no longer able to continue with coursework. When a request is submitted prior to the last date for withdrawal without academic penalty (as determined by the Provost/Vice President for Academic and Student Affairs and published in the academic calendar) a grade of W is recorded for all courses in which the student is currently enrolled.

If the request is submitted after the deadline for withdrawal only extenuating circumstances, as determined by the Academic Appeals Board, justify the granting of W grades. Requests for leaves of absence and student withdrawals are processed through the Advising Center and the Registrar's Office.

### **Course Work at Other Institutions**

Matriculated students may satisfy degree requirements through study at another institution following approval from their advisor; however, grades earned in approved courses taken at another institution are not included in the cumulative grade point average.

### **Application for Graduation**

Candidates for degrees must file an Application for Graduation with the Registrar's Office prior to the end of November preceding the May ceremony. Graduation credentials will only be recorded on the transcript, and the degree awarded, when all degree requirements have been completed. The degree will be dated the same as the transcript.

### **Graduation Participation Policy**

Students whose degree requirements will not be completed prior to the graduation ceremony in May will still be permitted to participate in the ceremony provided that at least one of the following criteria have been met:

- 1) The student has 6 credits or fewer remaining, or;
- 2) The student has two courses or fewer remaining, or;
- 3) The student only needs to complete student teaching, an internship, or a practicum as the final part of their program, or;
- 4) The student has developed a plan, with the approval of their faculty and professional academic advisors, to complete all remaining requirements by the conclusion of the subsequent fall semester. The plan must show that the student will be eligible to receive their degree before the start of the next spring semester, and a copy of this plan must be on file with the Registrar's Office.

For options 1, 2, or 3, all requirements must be anticipated to be completed by the following December. Prior to the end of November preceding the May ceremony, students wishing to participate in graduation as allowed by this policy must file an application to graduate.

A student may not participate in two separate graduation exercises for the same degree.

All UMPI students are requested to complete a "future plans" survey when they participate in graduation rehearsal in the spring of each year. The survey is administered in the campus auditorium shortly before rehearsal begins. University of Maine System

### **Transfer Policies & Practices**

1. Transferring students must provide official transcripts reflecting all previous post-secondary coursework.

2. An evaluation of transfer credit will be prepared by the Transfer Officer for each accepted transfer student, and will be available in the student's MaineStreet Student Center. The transfer student should meet with an academic advisor at the receiving university to review how the transfer credit will be applied toward the student's degree program. Transfer evaluations will be prepared based on the



following principles:

a) Within the University of Maine System: Undergraduate courses completed with a C- or higher, including P grades, will transfer from one UMS university to another. Grades will be recorded on the student's transcript but not computed into the cumulative GPA.

b) Outside the University of Maine System: Credit earned with a C- or higher in courses from regionally accredited colleges/universities outside the UMS will be considered for transfer. Pass-fail courses taken outside the UMS must have "pass" defined as a C- or higher in order to transfer.

c) Generally, course grades do not transfer from one college/university to another. Semester and cumulative GPA's reflect only those courses taken at the home university. Students in cooperative degree programs should inquire about any exceptions that may apply.

d) Coursework defined as developmental by the University to which the student is transferring will not be awarded degree credit. Developmental courses are considered preparatory to college-level work, and will not count towards a degree.

e) Courses from colleges and universities outside the United States will be accepted for transfer consistent with established university policies and practices.

3. Credit may be awarded for high school Advanced Placement (AP) exams, College Level Examination Program (CLEP) exams, or college-level knowledge gained through life experience (e.g., prior learning, such as military or other training) when validated through the approved campus processes.

4. Students with coursework from non-regionally accredited schools may inquire into the possibility of validating some or all of their learning through testing and/or approved university credit for prior learning processes. Students interested in this option should contact the university Transfer Officer for more information.

5. If a student has concerns about the transfer evaluation, the student should contact the Transfer Officer at the receiving university. After such conferral, the student may appeal through the academic appeals process at the receiving university.

6. Transfer students should consult the University's catalog and/or meet with an appropriate advisor to determine requirements regarding the number and distribution of credits that must be completed at the university to earn the desired degree.

7. Students must meet the established requirements of the academic program or college into which they are transferring. Transfer credits do not necessarily count towards these requirements.

8. Students may also confer with the Transfer Officer and/or academic advisor regarding possible flexibility in the application of their credits to their program, through approved campus processes.

9. Current UMS students who plan to take courses at another university, inside or outside of the UMS, are strongly encouraged to seek prior approval of their plans from the university where they are matriculated.

### **Prior Learning Assessment**

In addition to accepting transfer credits from other regionally accredited postsecondary institutions, UMPI offers several options through which a student's previously acquired information and skills could be incorporated into their overall college program. These include, but are not limited to, the College-Level Examination Program (CLEP), Advanced Placement (AP), Defense Activity for Non-Traditional Education Support (DANTES), as well as any training, courses, and exams for which the American Council on Education (ACE) has recommended the granting of college credit. In some cases, UMPI may allow a student to complete a Challenge Exam or submit a portfolio of prior learning to demonstrate proficiency equivalent to a given course. These options are referred to collectively as Prior Learning Assessment (PLA).

Students must be matriculated into an Associate or Bachelor's degree program to be eligible for PLA. Non-degree students and students enrolled in certificate programs of fewer than 30 credits must receive permission from the Registrar in order to be eligible for a PLA. Students in Associate degree programs may earn a maximum of 15 credits through PLA. Students in Bachelor's degree programs may earn a maximum of 30 credits. In other words, the combination of all forms of PLA cannot exceed a total of 15 credits of an Associate's degree and 30 credits of a Bachelor's degree. Credits will only be granted when they apply toward a student's program.

Students must utilize test options such as CLEP, DANTES or Challenge Exams whenever available. When no test option is available, students may request a Portfolio Assessment of their prior learning experience. For more information on Challenge Exams or Portfolio Assessment, please visit <http://www.umpi.edu/academics/prior-learning-assessment/> or contact the Director of Advising, Lorelei Locke, at [lolelei.locke@maine.edu](mailto:lolelei.locke@maine.edu).

### **Foundation Coursework**

Our program of foundation coursework is designed for new students who need additional preparation for college study. We offer foundation coursework in reading and writing (Eng 100), mathematics (Mat 186) and science (Sci 186). Foundation courses should be included in the student's first semester of study and should be completed by the end of the freshman year. When enrollment in foundation courses is required by the student's placement profile, those courses must be completed with a C- or better prior to enrolling in corresponding college-level coursework. Eng 100, when completed with a C- or higher, will earn General Education Curriculum (GEC) credit in place of Eng101. Mat 186 and Sci 186 are added as a practica along with enrollment in math and science courses meeting GEC requirements and carry elective credit toward the student's degree program.

Students may challenge their placement in foundation coursework by scheduling a placement test with their professional advisor prior to the end of the first week of classes.

### Course Placement and Placement Testing

Incoming students' high school and college transcripts will be evaluated for placement to create a Personalized Placement Profile for each student:

Students will be placed in General Education Curriculum (GEC) and/or major courses if:

1. The student has transferred college level classes with grades of C- or higher:
  - a). In Eng 101 College Composition (or equivalent), for placement in reading and writing based courses.
  - b). In a college mathematics course, for placement in math/science based courses.

- Or -

2. If the student's high school GPA is equivalent to a B average or higher.

- Or -

3. SAT or ACT scores meet the following criteria:

**For SAT tests taken prior to March 2016:**

- a). SAT Verbal of 500 or higher for placement in reading and writing based courses.
- b). SAT Math of 500 or higher for placement in GEC Mat 121, 140 or 201 and college level science courses.

**For SAT tests taken March 2016 and forward:**

- a). A score of 550 or higher in Evidence-based Reading & Writing (ERWS) for placement in reading and writing based courses.
- b). A score of 530 or higher in Math (MSS) for placement in GEC Mat 121, 140 or 201 and college level science courses.

**For ACT scores:**

- a). An ACT Reading (not writing) score of 22 or higher for placement in reading and writing based courses.
- b). An ACT Math score of 21 or higher for placement in GEC Mat 121, 140 or 201 and college level science courses.

- Or -

4. If most recent high school grades are Bs or better:
  - a). In most recent high school English class for placement in reading/writing based courses.
  - b). In most recent high school Algebra II class for placement in Mat 101 or Mat 117.
  - c). In most recent high school science class for placement in science courses.

**Students meeting none of the above criteria will be placed in:**

- a). Eng 100 Introduction to College Reading and Writing (or a First Year Learning Community equivalent), which carries GEC credit if passed with a C- or higher,
- b). Sci 186 Science Practicum, which carries degree credit but not GEC credit; and,
- c). Mat 186 Math Practicum, which carries degree credit but not GEC credit.

Students placed in the above listed courses may request to sit for an Accuplacer® exam in writing, reading, algebra and /or science and the resulting test scores will be used for placement in courses according to our Guide to Test Scores and Placement. ★

# Guide to Test Scores & Placement

TEST	IF YOUR SCORE IS	YOUR PLACEMENT IS (see MaineStreet for Course Requisites)
<b>Accuplacer® WritePlacer Writing Test</b>	1 - 4	<b>Eng 100 Required</b> - Eng 101 is NOT allowed. However, students completing <b>Eng 100</b> with a C- or higher will earn GEC credit in place of Eng 101.
	5 - 8	<b>Eng 101</b> - unless reading score is below 67; then Eng 100 is required.
<b>Accuplacer® Reading Test</b>	20 - 66	<b>Eng 100 Required</b> - Eng 101 is NOT allowed irrespective of WritePlacer score.
	67 - 120	<b>College Level Reading</b>
<b>Accuplacer® Math Tests</b>		<b>Math and Science Course Placement</b>
<b>Algebra</b>	20 - 59	<b>Mat 186</b> and <b>Sci 186</b> will be added to enrollment in GEC math and sciences classes.
	60 - 120	<b>Mat 101</b> or <b>Mat 117</b> and College Level Science.
<b>College Level Math</b>	15 - 35	<b>Mat 101</b> or <b>Mat 117</b> and College Level Science.
	36 - 75	<b>Mat 121</b> or <b>Mat 140</b> or <b>Mat 201</b> and College Level Science.
	76 - 120	<b>Mat 131</b> or <b>Mat 140</b> or <b>Mat 201</b> and College Level Science.

When required by placement profiles, Eng 100, Mat 186 and Sci 186 are prerequisites to certain college level courses (see course descriptions). Eng 100, when completed with a C- or higher will earn GEC credit in place of Eng 101. Mat 186 and Sci 186 carry degree credit when completed with a C- or higher, but not GEC credit.

## Scholastic Standards

### Student Academic Integrity Policy

The academic community of UMPI recognizes that adherence to high principles of academic integrity is vital to the academic function of the University. Academic integrity is based upon honesty. All students of the University are expected to be honest in their academic endeavors. Any breach of academic honesty should be regarded as a serious offense by all members of the academic community. The entire academic community shares the responsibility for establishing and maintaining standards of academic integrity. Each student has an obligation to know and understand those standards and expectations. All students, faculty, and staff are expected to help to maintain academic integrity at the University by refusing to participate in, or tolerate, any dishonesty.

A student who is found to be in violation of academic integrity will be subject to appropriate sanctions. Sanctions will be determined in accordance with the Procedures for Student Violations of Academic Integrity. A copy of the complete policy and procedures may be obtained from the Dean of Students office or

assessed online on the Student Life section of the UMPI website.

### Definition of an Undergraduate

#### Student Credit Hour

The University of Maine at Presque Isle defines one Student Credit Hour in an undergraduate program as an expectation, on average, of approximately 45 clock hours of student academic engagement per course. Student Academic Engagement in a course can take many forms including, but not limited to: class time, testing, reading, writing, studying, discussion group time, laboratory work, internships, practica, practicing, performing, or otherwise working on course content. However, it is understood that 15 hours will be classroom or direct faculty instruction.

Internships, practica, student teaching, studio work, laboratory work, online courses, travel courses, May, summer, winter terms, and other academic activities leading to the award of credit will organize student work in configurations which do not precisely match this definition. Nevertheless, the amount of student work required per credit hour in these courses or credit-bearing activities at UMPI will reasonably approximate the amount of work

required per credit hour in a standard lecture or seminar course.

**Good Standing**

In order to remain in good standing, students (full and part-time) are required to maintain the cumulative Grade Point Average (GPA) in the following table. GPA hours may be read from an official transcript or approximated by dividing total quality points by GPA hours.

**Four Year Programs**

GPA hours	Minimum CGPA
0 – 15 . . . . .	1.500
15.5 – 30 . . . . .	1.600
30.5 – 45 . . . . .	1.700
45.5 – 60 . . . . .	1.800
60.5 – 75 . . . . .	1.900
Over 75 . . . . .	2.000

**Two Year Programs**

GPA hours	Minimum CGPA
0 – 15 . . . . .	1.500
15.5 – 30 . . . . .	1.600
30.5 – 45 . . . . .	1.800
Over 45 . . . . .	2.000

**Course Load**

The normal load for a student is 15-17 semester hours. The minimum load for full-time students is 12 semester hours. A schedule of 18-20 semester hours may be carried by special permission of the student’s advisor. A course schedule exceeding 20 semester hours requires also the approval of the Chair of the College in which the student is a major. Course Overload forms are available in the Registrar’s Office and the Advising Center.

**Dean’s List**

Students who have completed in a semester a minimum load of 12 graded semester hours of degree credit, exclusive of PBS courses, and who have earned a grade point average of 3.300 or better are eligible in that semester for the Dean’s List.

The Dean’s List is distinguished by three categories: Honors List-recognizes achievement of a semester average between 3.300 and 3.599; High Honors List - recognizes achievement of a semester average between 3.600 and 3.799; and Highest Honors List - recognizes achievement of a semester average 3.800 or above.

**Graduation with Distinction**

Students receive graduation honors of distinction in one of three categories by attaining the requisite Grade Point Averages (GPAs) in all course work taken at UMPI.

- Cum Laude . . . . . 3.500 – 3.699
- Magna cum Laude . . . . . 3.700 – 3.899
- Summa cum Laude . . . . . 3.900 and above

For the purpose of wearing honor cords at the graduation ceremony, coursework taken during the semester prior to graduation will not be used in the calculation of honors. Because semester grades are not calculated until after the graduation ceremony. It is

possible that a student’s honors status may change by the time degrees are awarded. The final honors status printed on the student’s diploma and any future transcripts will be based on the student’s cumulative GPA directly following the semester for which the degree is awarded..

**Academic Probation**

A student will be placed on academic probation if his or her cumulative Grade Point Average (GPA) at the end of a semester is lower than the minimum required to remain in good standing according to the Scholastic Standards guidelines. Being placed on academic probation in and of itself is not subject to appeal.

A student placed on academic probation must meet with his or her academic advisor to make needed revisions to his or her course schedule. A student on probation may only take twelve credit hours of course work a semester unless a four-credit course or a required one-credit laboratory course raises the total to thirteen credits. Students who enroll in more than the allowed number of credit hours may be required to withdraw from the extra course or courses. This may have financial consequences for the student in terms of lost tuition and fees and costs for books and supplies. Students should also inquire if the restriction of probation will have any financial aid consequences for their particular case.

A student will also be placed on probation upon achieving a semester GPA of less than 1.00 provided the student’s cumulative GPA is in good standing. Students placed on probation for a semester GPA of less than 1.00 will be required to meet with their assigned professional advisor in order to verify their enrollment in the upcoming semester and discuss a plan for degree progress. Failure to meet with a professional advisor or the Director of Advising by the end of the add period may result in suspension.

**Academic Suspension**

A student will be placed on academic suspension if after one semester on academic probation he or she fails to achieve good standing according to the Scholastic Standards guidelines.

A student will also be placed on academic suspension upon achieving a semester grade point average of less than 1.00 with a cumulative GPA that is not in good standing according to the Scholastic Standards guidelines.

Once suspended, a student must raise his or her cumulative GPA to the minimum required for good standing in order to be eligible to apply for readmission to the University. Raising the GPA average may be achieved by enrolling as a non-degree student at UMPI. No student who has been suspended may take more than nine credit hours of course work per semester as a non-degree student (unless a four-credit course or a required one-credit laboratory course raises the total to ten credits). Students taking courses as non-degree students are not eligible for financial aid and normally may not live in a residence hall.

International Students studying at UMPI on a VISA MUST meet with the Primary Designated School Official to discuss op-

tions that might be available for readmission to the University.

A student may appeal a suspension based on extenuating circumstances by following the Academic Appeals procedure below.

**Academic Dismissal**

A student who is on suspension will be dismissed from the University if a semester GPA falls below a 1.0. A student who has been dismissed may not take classes, even as a non-degree student, at UMPI or at any other University of Maine System campus for a period of two years.

At the completion of two years separation from the University, the student may appeal to be readmitted by submitting a written request to the Chair of the Academic Appeals Board. Formal readmission to the University is the responsibility of the Office of Admissions. A student may appeal a suspension based on extenuating circumstances by following the Academic Appeals procedure below.

**Academic Forgiveness Policy**

This policy allows one complete semester of attendance at UMPI to be removed from a student’s cumulative Grade Point Average (GPA). Academic forgiveness would result in the removal of all course work completed during the semester specified by the applicant. The grades and credits for the forgiven semester will remain on the transcript and be given a special designation by the Office of Students Records. The credits will not accumulate toward graduation and the grades will not affect the cumulative GPA.

This policy is intended for students who have experienced a semester with low grades, been separated from UMPI for at least 24 months, and been readmitted to UMPI. Students may not apply for Academic Forgiveness until they’ve successfully completed at least 24 credit hours after readmission.

Academic Forgiveness will not be granted for a semester average higher than 1.2 or for students with cumulative GPAs higher than 1.8 during the period of study to which Forgiveness is to be applied. Academic Forgiveness can only be awarded once and can only apply to grades earned at the University of Maine at Presque Isle. The details of this policy are available in the Advising Center, South Hall and the Registrar’s Office, 235 Preble Hall.

**Academic Appeals**

The following processes and procedures for academic appeals are handled by the Academic Appeals Board which consists of three faculty members elected by the Faculty Assembly for three year terms. The Dean of Students, or designee, and the Director of Advising will be additional non-voting members of the Appeals Board. The Chair of the Academic Appeals Board will be selected by the faculty members on the Board.

**Appeal of Suspension or Dismissal**

**Procedure:**

A student may appeal an academic suspension or dismissal by following these steps:

1. The student must submit a written appeal to the Chair of

the Academic Appeals Board by the date specified in the letter of suspension or dismissal. The appeal letter should include:

- a. relevant documentation of extenuating circumstances
- b. a reflection of the circumstances that resulted in the suspension or dismissal,
- c. a plan of action to avoid similar situations in the future.

2. Upon receiving the student’s written appeal, the Academic Appeals Board will schedule meetings to review the letter(s) of appeal and other relevant documents, and may talk directly with the student. The Academic Appeals Board will inform the student of its decision in writing within two weeks of reviewing the student’s appeal.

3. If the student disagrees with the decision of the Academic Appeals Board he or she may request that the Provost review the decision. The Provost may request all relevant documentation and may meet with the parties concerned. The Provost’s decision shall be final and not subject to further review.

**Academic Appeal – Appeal of Academic Policy Decision**

**Purpose:**

To establish an appeals procedure for a student with a grievance concerning the rules of the University relating to academic policy including but not limited to leaves of absence and withdrawals after the deadline and academic forgiveness. To be considered, an appeal of academic policy must be initiated within two weeks of the date of the official notification of the decision.

**Procedure:**

A student may appeal an academic policy decision by following these steps:

1. In order to guarantee fair and equitable consideration, a student must first prepare an appeal in writing and meet and discuss it with the University employee whose actions gave rise to the grievance in a good faith attempt to resolve any misunderstanding. If, after such a meeting, the student is not satisfied with the result, he or she may appeal to the Academic Appeals Board.

2. The request to the Academic Appeals Board must be received in writing no later than two weeks after the date of the decision in Step 1. The Academic Appeals Board will request all relevant documentation and may meet with the parties concerned. The Academic Appeals Board will provide a decision in writing within two weeks of the date of the appeals hearing.

3. If not satisfied with the decision of the Academic Appeals Board, either party may request that the Provost review the decision. This request must be received in writing no later than two weeks after the date of the Appeals Board’s written decision in Step 2. The Provost may request all relevant documentation and may meet with the parties concerned. The Provost’s decision shall be final and not subject to further review.

**Academic Appeal – Appeal of Grade**

**Purpose:**

To establish an academic appeals procedure for a student with a

grievance concerning a final grade or instances of perceived unfair treatment which a student believes may have negatively impacted his or her final grade. It is the intent of these provisions to guarantee fair procedure rather than to interfere with the prerogative of the faculty to evaluate the quality of a student's course work.

**Procedure:**

A student may appeal a final grade by following these steps:

1. The student must discuss the concern directly with the instructor involved within 30 days of the last published date of the semester.

2. Within two weeks of the meeting with the instructor the student must prepare a written appeal to the Chair of the instructor involved. The student is encouraged to consult with his or her faculty advisor for assistance. The Chair serves as mediator and attempts to resolve the concern through mutual agreement. The Chair will provide a written decision within two weeks of receiving the student's appeal.

ing the student's appeal.

3. If either party disagrees with the decision of the Chair, he or she may request that the Academic Appeals Board review the decision. This request must be received in writing no later than two weeks after the date of the written decision in Step 2. The Academic Appeals Board will request all relevant documentation and may meet with the parties concerned. The Academic Appeals Board will provide their decision in writing within two weeks of receiving the appeal.

4. If either party disagrees with the decision of the Board, he or she may request that the Provost review the decision. This request must be received in writing no later than two weeks after the date of the Academic Appeals Board's written decision in Step 3. The Provost may request all relevant documentation and may meet with the parties concerned. The Provost written decision is final and not subject to further review. ★

## *Special Academic Activities & Services*

### **Houlton Higher Education Center**

The Houlton Higher Education Center is located at 18 Military Street in Houlton. This facility houses a unique partnership among UMPI, University College Network, Northern Maine Community College, and RSU 29 & 70 Adult Education, to deliver seamless education/training opportunities for southern Aroostook County. The Center is accessible to the handicapped and contains classroom space, computer labs, conference rooms, and offices for faculty and staff.

The Center provides undergraduate degree programs and some statewide delivered graduate and technical courses for students pursuing an academic major, professional certification (Education and Mental Health & Rehabilitation/Community Certification), career development, or personal enrichment. The courses offered are applicable toward an academic degree with UMPI and the other UMS Campuses.

Designed to meet the various needs and interests of students in the surrounding communities, courses are offered in the daytime and evenings during the fall, spring and summer terms.

Current and prospective students can receive assistance from the Houlton Center Director or the Student Services Coordinator in the areas of academic advising and planning, admissions requirements, financial aid, and student success. Onsite registration and textbook purchase assistance are also provided. Additionally, support for technical applications, such as email, internet, word-processing, and library services, is available.

The Center offers a local connection to degree programs and

services of the University in a collaborative space that engages students to learn together in a supportive and motivational environment. Call 207.521.3100 for further information.

### **Interactive Television**

UMPI has a fully equipped videoconferencing system connecting the Campus with its Houlton Center, allowing students at both locations to participate in a common course, whether originating on-Campus or at the Center. This system includes full audio and video interactivity and many special capabilities and effects to support instruction.

A similar compressed video system also connects all University of Maine System Campuses and Centers. This technology is employed for the exchange of instruction, between Campuses as well as for meetings between individuals and groups, enhancing the natural advantage of geographical proximity and mutual interest in educational service to Aroostook County.

### **Summer Session**

The Summer Session is a valuable opportunity for continuing one's education. UMPI designs flexible summer programs containing traditional and non-traditional educational experiences. Programs are intended to meet the needs and interests of undergraduate and special students. Those who wish to accelerate their academic programs or make up work, teachers who wish to take refresher or recertification courses, special students who wish to enhance their knowledge or to combine study and vacation in the beautiful areas surrounding Presque Isle, or beginning students who wish to become acquainted with UMPI

before the regular academic year begins will find Summer Session particularly worthwhile. Residential facilities are available during much of the Summer Session. Special summer activities include Upward Bound programs as well as various athletic camps catering to specific areas of sport. Information is available from the Academic Affairs Office, 207.768.9520.

### Conferences and Special Programs

The Office of Conferences and Special Programs provides a centralized system for securing UMPI facilities and services for groups and individuals desiring to hold conferences, seminars, meetings, and banquets on campus. Both on and off-campus groups may reserve University facilities. ★

# Athletic Training Program Requirements

The University of Maine at Presque Isle Athletic Training Program is a competitive admissions program housed in the College of Professional Programs. Currently, students are enrolled to the University designated as Athletic Training Majors, but are not admitted to the program until the spring of their sophomore year.

The Athletic Training program includes a General Education Curriculum, subject area emphasis, and a professional sequence of methodology and clinical experiences. The General Education Curriculum provides students with a broad foundation in the liberal arts and sciences. The subject emphasis area involves an in-depth study of the athletic training discipline and coordination of clinical experiences with various populations and settings.

Students are permitted to participate in one intercollegiate athletic sport per year during their program admission; however, they must manage and fulfill the clinical demands of the program. Students who wish to participate in intercollegiate athletics while in the Program should contact the Program Director.

Students are responsible for providing their own transportation to off-site clinical experiences.

### Program Admission

In the fall of the student's sophomore year a pre-professional candidacy period is served, consisting of directed observations in various allied health settings (50 hours). At completion of the candidacy period, the student receives a formal interview from members of the athletic training staff, teaching faculty, and administration for determination of admission. The following criteria are utilized for the admission and selection process:

- ✓ candidates must have an overall GPA of 2.5 or greater;
- ✓ the following courses must be completed with a grade 'B-' or higher during the pre-professional phase: ATH 101, ATH 225, ATH 244, ATH 340, BIO 261, BIO 261, HPR 101;
- ✓ completion of Candidacy Application Packet;
- ✓ evaluation of clinical observation performance;
- ✓ evaluation of references and;
- ✓ compliance with all required policies and procedures.

All items will be evaluated by the selection committee and applicants placed in rank order based on the above criteria. The

top ranking applicants will be offered admission to the program based on available positions. Even though applicants may meet all selection criteria, they may still be denied admission based on rank order. Students are permitted to apply twice to the program. Technical standards for admission can be found in the program's Policy and Procedure Manual and on the program's web page: <http://www.umpi.edu/academics/athletic-training>.

### Transfer Students

Transfer students are expected to fulfill all prerequisite course work and admission/selection criteria as other non-transfer students. Previous athletic training coursework will not be accepted.

### Professional Standing in the Athletic Training Education Program

In order for students to pass through the Athletic Training Program, students must complete five clinical proficiency levels over a minimum period of two and half years. The clinical education component involves the acquisition and practice of entry-level athletic training clinical integration proficiencies (CIPs) through clinical education course work. The clinical experience encompasses an opportunity for the student to apply these CIP's experientially to the active population under the direct supervision of a preceptor in an approved clinical environment (i.e., the athletic training room, practice/game coverage, high school, physical therapy clinics, etc.).

Students are eligible to enter the clinical education program after successful completion of their pre-professional phase (initial three semesters) and admission into the Athletic Training Program. The student will be required to do the following in order to progress to the next clinical level:

- ✓ complete appropriate clinical proficiency skills satisfactorily for the designated clinical level;
- ✓ satisfactorily pass the final practical exam for the assigned clinical level;
- ✓ possess a satisfactory mid-term and final overall clinical assessment performance and;
- ✓ maintain a cumulative GPA of 2.67 or greater and obtain a "B-" in athletic training emphasis courses.

### Accreditation Status

The program is nationally accredited through the Commission on Accreditation of Athletic Training Education (CAATE), which granted a renewal in accreditation in 2013. With this accredita-

tion our students, upon successful completion of the program as stated above, will be able to sit for their National Board Examination through the BOC. ★

## Teacher Education Program Requirements

### Teacher Education Degrees and Programs

The College of Education offers programs leading to a B.S. degree in Elementary Education (K-8), Secondary Education (7-12), and Physical Education (K-12). The programs are approved by the Maine Department of Education.

Each program in the College is undergirded by beliefs and values we hold about teaching and teacher preparation. The beliefs and values are articulated in the Conceptual Framework of the College. The Framework has a knowledge base informed by research and best practices.

Each program consists of a General Education Curriculum, a subject area concentration, a sequence of professional education courses, including foundation and methods courses, and field and clinical experiences. The General Education Curriculum (40 semester hours) provides students with a broad foundation in the liberal arts and sciences. Courses that constitute the subject area concentration for each program provide learning opportunities for teacher candidates to develop concepts, values, skills, and methods of inquiry. Through the professional education courses, candidates gain knowledge, skills, and professional dispositions they need to help K-12 students in achieving Maine Learning Results and the Common Core. The combined effect of the General Education Curriculum, subject area concentration, professional education courses and field experiences is the preparation of candidates that meet Maine's Common Core Teacher Standards.

There is a Post-baccalaureate route to each of the programs. The route is designed for individuals who hold a baccalaureate degree from an accredited university but seek initial teacher certification. Post-baccalaureate teacher candidates range from individuals who have no experience in teaching to those who have experience as teacher aides, tutors, or paraprofessionals.

### Professional Standing in Teacher Education

Education majors are closely monitored and supported by their advisor as they progress through the program. Tk20, an electronic portfolio system, is utilized to track and assess student progress.

All education majors are expected to work closely with their faculty advisors in the College of Education to follow the prescribed sequence of courses for their particular major. Students with advisors who are liberal arts & sciences faculty should confer each semester with a member of the teacher education faculty

to keep abreast of changes in policies and requirements and for course approval.

### Eligibility for Student Teaching

To be considered eligible for student teaching, the teacher education candidate must submit a completed application package to the Director of Student Teaching and Field Experience one full semester in advance of the anticipated practicum experience and meet the following criteria by the end of the semester prior to student teaching:

- ✓ a cumulative grade point average of 3.00 or greater;
- ✓ a 3.00 grade point average in the major and a 3.00 in the professional sequence;
- ✓ maintain the above GPA during the semester prior to student teaching;
- ✓ completed 100 credit hours, including methods courses;
- ✓ achieved qualifying scores on the Praxis I & Praxis II exams (see Praxis policy);
- ✓ completed requirements for Tk20 at Level II\*;
- ✓ documentation of successful background check resulting from fingerprinting through the Maine Department of Education;
- ✓ completion of appropriate background checks for jurisdictions outside of Maine;
- ✓ completed registration for Edu 495.

\* College of Education assessment tool

### The Praxis Assessment

*The Maine Department of Education requires that applicants for teacher certification must achieve the established qualifying scores on the Praxis I, the Praxis II, and (in some cases) the PLT exams before initial certification is granted.*

Students will NOT be allowed to student teach until documentation of passing scores for Praxis I and Praxis II is received by the Office of Student Teaching and Field Experience.

A Maine Department of Education Certificate is required by all University of Maine at Presque Isle College of Education teacher certification students prior to making application for a teaching certificate in most of the Canadian provinces.

Post-baccalaureate students should consult with their advisor concerning required tests, qualifying scores, testing options, and availability of Praxis support services as soon as possible following acceptance into the program. ★