

Student Disclosure Responsibility

While the University's faculty and staff members give students academic counsel and assistance, students, individually, are expected to take charge and responsibility for their education and personal development. The student must be aware and abide by the academic and disciplinary policies given in this catalog, including:

1. To be aware of rules regulating the quality and quantity of work, scholastic probation, and dismissal, and enforced withdrawal;
2. To know and pursue to meet the requirements of his/her degree Program of Study, including the University's basic education/developmental requirements;
3. To enroll in courses fitting to the program;
4. To meet prerequisite requirements and register into courses in the proper sequence and order to ensure timely progress; and
5. To seek advice from an Academic Navigator (Student Success Center), about degree requirements and other University policies when necessary.

The student is expected to provide the correct and updated permanent postal addresses, telephone numbers, and e-mail addresses to the Office of the Registrar and the offices of the Vice President for Enrollment Management and Student Affairs and notify the Office of the Registrar immediately of any changes. Official correspondence from the University is sent through the postal or e-mail address last given to the Office of the Registrar. If the student has failed to correct this address, they will not be relieved of responsibility because the correspondence was not delivered.

The student must verify his or her classes each Term to see the necessary correction and critical documentation of all schedule changes and other transactions. Further, all students should become familiar with the University Catalog.

The University catalog provides essential information about academic policies and procedures that apply to all students. This includes the official Academic Calendar, admission procedures, information about tuition and fees, and policies on the quantity of work, grades and the grade point average, credit by examination and correspondence, Add and Drop courses, withdrawal from the University, and scholastic probation and dismissal. Also found in the catalog is information describing services available to students as well as information regarding the University's Library and the support available to support the University's academic programs.