

Quick Reference Guide to Important Academic & Kinesiology Department Dates & Information

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Advising Appointments: Made online through CAMPUS SSC. Link can be found on the “Undergraduate Advising” tab on the Kinesiology website. Peer advisors are available for drop-in hours according to the schedule posted online.

Each semester students are given a specific enrollment time. This is called your Enrollment Appointment and it is determined by the number of credits earned at the time of enrollment. It is recommended that students try to make their advising appointments before their enrollment appointment begins as advising appointments may fill up quickly.

Student Athletes will need to adhere to enrollment period requirements imposed by the athletic department. It is recommended that advising appointments be scheduled well in advance so that all paperwork can be signed and turned in to the athletic department by the required deadlines.

ACADEMIC STANDING: (GPA): Please read the University’s Policies and Regulations pertaining to Academic Standing on page 9 for full details.

Good Academic Standing: You have a *Cumulative* GPA of 2.0 and above.

Academic Warning: You have a *Cumulative* GPA 2.0 and above but your *semester* GPA is below 2.0.

Academic Probation: Your *Cumulative* GPA falls below 2.0.

Academic Suspension: Students on current academic probation who fail to achieve or maintain good academic standing (2.0 or above) in any subsequent semester will be placed on *Academic Suspension*. This means the student will not be allowed to return to the University for the next semester. This is a one semester separation. Following one semester on Academic Suspension, students who file an application for readmission by the deadline will be entitled to re-enroll at the University, although continuation in a student’s current declared major is subject to the Academic Dean’s approval.

Academic Dismissal: This is a permanent separation from the University. Students who are readmitted to the University after an academic suspension and fail to achieve or maintain good academic standing (GPA 2.0 and above) for any subsequent semester will be placed on Academic Dismissal.

Academic Appeal: Students may appeal their Academic Standing. Please refer to the University Academic Rules and Regulations on p.10 section G for information on this procedure.

The Department of Kinesiology monitors students’ academic progress by alerting students to their academic standing before they enroll in classes for the next semester.

All Forms can be found online and in the Kinesiology Main Office in the Totman Building Room 110

ADDING & DROPPING CLASSES

Course Enrollments: There are a variety of reasons you may not be able to enroll yourself in a course during your enrollment period. SPIRE will give you the reason (for example...you do not meet the prerequisites for a particular class, or you are enrolled for the maximum number of credits but still want to enroll in more classes, or you need department consent). **Course Override Forms and/or Maximum Credit Overload Forms can be found online or in the Kinesiology Main Office.**

Course Override Form is used to override you into a course. You will need to get permission from the professor of that course. Once the form is signed by the professor the course will be added to your schedule. This form covers **standard classroom courses, Independent study courses, and the Teaching Practicum** (junior/senior status only) and to **swap lab & discussion sections.**

If you swap a lab or discussion section on your own you need to make sure the lecture and lab are both open because you have to drop the course you are enrolled in and then add it with the correct lab or discussion section. There's a chance that if there are restrictions or the course is full you won't be able to enroll yourself back into the course. We recommend coming to the office and fill out the override form because we can swap sections without having to drop the course first.

There are important deadlines throughout the semester you need to be aware. These dates can be found on the academic calendar on the Registrar's website

Add/Drop Period: You are able to register for your classes on your own through the second week of each semester (check the academic calendar on the registrar's website for the actual date). **After this date you CANNOT add or drop classes via SPIRE yourself.** For any changes to your schedule (i.e. add, drop, pass/fail, credit changes, etc.) you will need to fill out a **Course Change Request Form** and have it signed by the Professor of the class and your Academic Dean. Your Academic Dean's contact information can be located on the School of Public Health and Health Sciences website at <http://www.umass.edu/sphhs/about/contact-us>

Adding classes: After the add/drop period **it is possible** to add a class as long as both the Professor & Academic Dean sign the **Course Change Request Form.**

Dropping a course: After the Add/Drop period you can still withdraw from a course until mid-semester (check the academic calendar on the registrar's website for the actual date). This decision will place a 'W' on your transcript. A **Course Change Request Form** needs to be signed by the Professor and the Academic Dean.

A 'No Record Drop' After the Add/Drop period: Dropping a class with a '**NO RECORD DROP**' on your transcript after the Add/Drop period will only be authorized for **extenuating circumstances.** There is a packet of forms in the Main Office that will need to be filled out and signed by the Professor of the class, then your Academic Advisor, and then the Academic Dean of the School of Public Health and Health Sciences (Arnold 120). Documentation needs to be provided to support your extenuating circumstances.

Pass/Fail Option: Courses required to fulfill a major in Kinesiology cannot be taken as a pass/fail option **with the exception of internships. Please contact the Main Office (Totman 110) for more internship and grading options.** However if you are planning to take a course outside of Kinesiology as a Pass/Fail, the deadline for declaring this option is by end of add/drop period. Please read the University's Academic Policies and Regulations on page 27.

Repeat Courses: No course for which a grade of C or higher was earned may be repeated. A course for which a grade of C- or lower was earned may be repeated one time. A course may be repeated a second time, for a total of three times, only with prior permission of the undergraduate dean of the school or college in which the student is enrolled. Under no circumstances may a student take a course more than three times. Successful registration for a course does not constitute permission. Repeating a course can have **negative consequences.** For example, if a passing grade was received in the first enrollment, but a failing grade is received when the course is repeated, no credit would be earned for either attempt.