

GRADUATE CREDIT-HOUR AND MYPATH ACADEMIC POLICIES AND PROCEDURES

Catalog

Catalog assignment for newly admitted students is based on the program start term, with limited exceptions approved by University administration. Admission status is valid for one year from the admit term. Students must meet the degree requirements of the catalog (including addendums) under which they are admitted or may petition to follow a later catalog after enrollment. For all other policies and procedures (excluding degree requirements), students must follow the catalog in effect for each year of enrollment. **MyPath students should refer to the Graduate Competency-Based Academic Policies and Procedures section of the 2025-26 catalog for policies.**

This section of the catalog sets forth academic policies and procedures applicable to University of Massachusetts Global graduate programs offered in both the credit-hour (standard asynchronous) modality and the MyPath (self-paced) modality. For ease of reference, each policy is identified by a modality designation in the title: (Applies to Both Modalities), (Credit Hour Only), or (UMass Global MyPath Only).

Terminology	UMass Global MyPath (Self-Paced/ Competency-Based Education)	Credit Hour (Standard A/Synchronous)
Modality	Self-paced, term-based competency-based education (CBE) model in which academic progress is measured by demonstrated mastery of defined competencies.	Credit-hour, course-based model delivered asynchronously with scheduled course timelines and due dates.
Session	8 weeks. A defined instructional period during which competencies are attempted and evaluated for mastery.	8 weeks. A defined academic period during which courses are completed and final grades are issued.
Term	16 weeks (two 8-week sessions). A defined instructional period during which two sessions occur and academic progress is measured and evaluated for mastery.	16 weeks (two 8-week sessions). A defined academic period during which two sessions occur and courses are completed and final grades are issued.
Competency	A defined learning outcome or skill that must be demonstrated through assessment for a competency/course to be completed.	May be used informally to describe learning outcomes; the formal unit of enrollment and transcript record is a course.

Course	May refer to an enrolled competency-based course/competency with defined outcomes and assessments evaluated for mastery.	The standard unit of enrollment with defined credit hours, course requirements, grading criteria, and scheduled deadlines.
Credit hour / Unit	Courses/competencies carry credit values for enrollment and administrative purposes; progress is evaluated using mastery-based outcomes rather than GPA-based letter grades.	A unit of academic credit assigned to a course and used to determine enrollment status, tuition/fees, and degree completion requirements.
Week	May be used as an organizational structure within a course; pacing is not generally determined by weekly module due dates in the same manner as credit-hour courses.	A scheduled instructional unit used to organize course content and due dates (commonly structured by week).

Statement of Responsibility (Applies to Both Modalities)

University of Massachusetts Global publishes its academic policies, programs and required courses for graduation. The student is responsible for his/her program including meeting the published requirements and deadlines. The University assists the student in making appropriate decisions by providing academic advising. However, the decisions made in the academic advising process are those of the student.

Satisfactory Academic Progress (SAP) (Applies to Both Modalities)

Students must maintain satisfactory academic progress (SAP) to remain eligible for continued enrollment and, when applicable, financial aid.

SAP is reviewed at established intervals, including at the end of each payment period/term (and, as applicable, upon re-entry). This timing applies to term-based Self-Paced education (CBE) as well; however, because term-based Self-Paced programs do not use a GPA, the qualitative (GPA) standard does not apply.

SAP is evaluated based on three standards:

1. **Qualitative Standard (GPA Requirement):** Graduate students must maintain a minimum cumulative GPA of 3.0. Grades that count as passing for SAP include A, B, C, D, P, and M, while grades such as W, I, NP, NS and F do not count.
2. **Quantitative Standard (Pace of Completion):** Students must successfully complete at least 67% of all program-applicable credits attempted. Transfer credits accepted toward the program count as both attempted and completed units.
3. **Maximum Timeframe:** Students must complete their program within 150% of the published length. For example, a graduate degree requiring 30 units must be completed within 45 attempted units.

Failure to meet SAP standards may result in the loss of financial aid eligibility. Students can regain eligibility by improving their academic performance or submitting a Non-Satisfactory Academic Progress (NSP) appeal if extenuating circumstances prevented them from meeting SAP standards.

Appeals must include a written explanation, supporting documentation, and an academic plan approved by an advisor.

For complete details, students should review the full Satisfactory Academic Progress policy on the Consumer Information page: <https://www.umassglobal.edu/-/media/documents/financialaiddocuments/satisfactory-academic-progress.pdf>

Change of Graduate Degree Modality (Applies to Both Modalities)

Students wishing to transfer between credit-hour and MyPath (self-paced model) modalities within University of Massachusetts Global should consult with their Academic advisors and One Stop Specialist. Once a student commences their program, a maximum of two modality changes will be allowed at the graduate level. A modality change as a result of an academic dismissal will not be considered as one of the two allowed changes.

Admission to a Degree Program (Applies to Both Modalities)

Admission is based upon possession of a Baccalaureate or Master's degree from an institutionally accredited institution and the fulfillment of requirements specified for each program. Please refer to the Graduate Admissions section for specific policy details.

Course Requirements

1. Credits completed for a baccalaureate degree cannot be accepted for graduate degree credit.
2. Courses completed at the undergraduate level to fulfill prerequisite requirements cannot be accepted for graduate degree credit.
3. All graduate degree coursework cross-listed with undergraduate coursework must differentiate course requirements. For example, graduate students enrolled in any courses in which undergraduates are enrolled must complete additional course requirements to receive graduate credit.
4. At least 15 credits must be in coursework at the 500-600 level.
5. The minimum number of credits required for a master's degree is 30. Some specializations require more (see the individual degree programs).
6. The Degree Works Program Evaluation is the official degree evaluation. Completion of all degree requirements, as indicated on the Program Evaluation, will result in degree conferral.
7. Challenge exams exist for a limited number of graduate programs such as the Constitution Exam in Education. No credit is granted for successful performance on challenge exams.
8. No grade below 2.0 "C" is acceptable toward a degree or credential but is included in calculating the overall University of Massachusetts Global grade point average.
9. Unless specifically noted, all coursework taken in graduate degree programs must be taken for a letter grade.

Dual Enrollment Policy (Applies to Both Modalities)

Students may not be simultaneously enrolled in both paced and self-paced courses. Enrollment must remain within a single instructional modality during any given term. Students who wish to transition between credit-hour and self-paced programs or courses must follow the procedures outlined in the **Change of graduate Degree Modality Policy**.

Full- and Half-Time Students (Credit Hour Only)

Students enrolled in 9 or more credits in a trimester are considered "full-time". Students enrolled in 4.5-8.5 credits in a trimester are considered "half-time". University of Massachusetts Global advises that students taking more than 6 credits in any one session consult with their academic advisor/faculty.

Enrollment Requirements (MyPath Only)

Students are required to maintain full-time enrollment of 6 credits per session. Part-time enrollment is not permitted. Students may not drop individual courses; any request to withdraw will result in withdrawal from all courses in the session.

Course Numbering System (Applies to Both Modalities)

(For course numbering systems in previous years, please refer to the catalog in effect at that time)

Course Numbers	Description
001-099	Non-Degree/Remedial Coursework
100-299	Lower Division Undergraduate Coursework
300-499	Upper Division Undergraduate Coursework
500-699	Graduate-Level Coursework
700-799	Doctoral-Level Coursework
800-999	Professional Development Credit
0001-0099	Professional Coursework
5000-5999	Academic Support
8000-8999	Undergraduate-Level Professional Development Credit
9000-9999	Graduate-Level Professional Development Credit

Graduate Prerequisites (Applies to Both Modalities)

1. Students are expected to complete all Prerequisites within the first year of graduate coursework at University of Massachusetts Global.
2. Students may not enroll in any course which specifies a prerequisite unless the prerequisite has been completed.
3. Students may not enroll concurrently in the prerequisite for a course and the course which specifies the prerequisite (unless the catalog permits concurrent enrollment).
4. A minimum grade of 2.0 "C" or pass is required in all coursework used to fulfill Prerequisites.

Change of Graduate Degree Program (Applies to Both Modalities)

1. Students wishing to add or change their graduate degree program of study must submit a new Graduate Application form.
2. To be eligible for a change of degree program, students must have a University of Massachusetts Global cumulative 2.75 grade point average, no grade below a "C" in University of Massachusetts Global graduate coursework, and approval of the program requested for change or addition. Some graduate programs may have a different standard; refer to the specific program section in the catalog for those requirements. Students are required to meet all readmission policies/procedures prior to completing coursework.

Multiple Master's Degree (Applies to Both Modalities)

The following regulations govern the conferral of multiple master's degrees from University of Massachusetts Global:

1. The student must meet all specific requirements for each additional master's degree. Students should consult with their Academic Advisor and One Stop regarding academic and financial implications.
2. In addition, a minimum of 18 non-duplicated credits must be taken for each additional master's degree.

Duplicate Degrees (Applies to Both Modalities)

Duplicate degrees are not permitted. A duplicate degree is another degree that includes the same or similar curricula, whether the name of the degrees/programs are an exact match. If a prospective student is denied admission to a program because it appears to duplicate a previously earned degree, the Dean may carefully review the applicant's materials to determine whether a difference in degrees/programs actually exists.

Multiple Emphases or Concentrations (Applies to Both Modalities)

There is no limitation to the number of emphasis or concentration areas a student may complete within their degree program. At least one 3-unit emphasis or concentration course must be unduplicated within the other emphasis areas or concentrations.

Students should consult with their Academic Advisor and One Stop regarding academic and financial implications. Programs may have different requirements for multiple emphases or concentrations. Students should consult the relevant catalog section for their program.

If the additional areas of emphasis or concentration are completed after the initial degree has been awarded, the student will not be issued an updated diploma, nor will the student be allowed to participate in the commencement ceremony a second time. However, the additional emphases or concentrations will appear on the student's official University of Massachusetts Global transcript.

Transfer Credits (Applies to Both Modalities)

Some degree programs have variations on one or more of the policies below. Consult the appropriate program section of the catalog.

1. Some degree programs permit 6-15 semester credits to be transferred into their degree program. Some degree programs limit transfers to elective credit only. Consult the appropriate program section of the catalog.
2. Students who wish to transfer prior coursework are required to submit a request for transfer coursework form within two sessions after achieving regular admission.
3. The coursework must be taken at an institutionally accredited institution and be at the graduate level and/or accepted in a master's degree program.
4. Only graduate-level coursework with an earned grade of "B" (3.0 on a 4.0 scale) or higher from an institutionally accredited institution is eligible for transfer consideration. Coursework graded as Pass or Credit should be explicitly excluded unless specified by programmatic variance and/or "other credit opportunities".
5. The coursework must be relevant to the degree program.
6. Transfer of coursework to fulfill required courses is not advised. Please see specific program sections for additional information.
7. Graduate courses completed more than seven (7) years prior to admission will not be accepted for transfer credit.
8. Official transcripts must be submitted.
9. If the credits accepted in transfer are not the equivalent of semester credits, additional coursework may be taken to complete degree credit requirements.
10. Requests for transfer of military coursework may be considered as fulfilling Prerequisites, elective or major requirements for those programs that accept military credit. Coursework must meet all other transfer requirements.
11. In the event that the content of one or more of the required courses is waived but the coursework is not accepted in transfer, the student must select a substitute course with the approval of the Dean for additional credits.

Residency Requirement (Applies to Both Modalities)

Generally, a minimum of 21 credits in the degree program must be completed at University of Massachusetts Global for all master's degrees. Some programs may vary. For specific program requirements, please refer to the appropriate program section. These credits do not include courses taken to fulfill prerequisite requirements. Students in credential programs are required to complete a minimum of one fourth of the program at University of Massachusetts Global.

Credit for Prior Learning (Applies to Both Modalities)

University Massachusetts Global may award Credit for Prior Learning (CPL) to admitted graduate students who demonstrate documented learning equivalent to the outcomes of specific graduate courses. Prior learning may be gained through professional practice, military service, independent scholarship, industry certifications, or other structured experiential learning; however, credit is awarded only for assessed learning, not for experience alone. CPL must reflect graduate-level rigor and is awarded only upon review by qualified faculty or a school-level CPL committee using established academic criteria aligned with academic equivalency of the course learning outcomes. CPL must be evaluated and awarded at or near the time of admissions of program enrollment. The University retains full academic responsibility for all CPL awarded, and all decisions must be documented by the academic

program and the Office of the Registrar. Unless otherwise limited by the academic program, up to 12 semester credits of CPL may be applied to a 30-credit graduate program. CPL may not be awarded for thesis or dissertation credits, capstone courses, research methods courses, culminating assessments, or other courses designated by the program as requiring direct institutional instruction. Credit awarded through CPL is recorded on the transcript as Credit for Prior Learning and does not carry a letter grade.

Credit awarded through these pathways may be applied toward degree requirements, elective requirements, or specific course equivalencies, as determined by the University and subject to program requirements, residency requirements, licensure or accreditation constraints, and other academic policies. Some courses or requirements may be excluded from eligibility for prior learning credit, including but not limited to internships, practica, capstones, dissertations, and other experiences requiring supervised or institution-specific instruction. Credit awarded as a result of prior learning assessment is not used when determining enrollment status. Also, federal student aid will not be awarded for any part of a program based on prior learning assessments.

The University reserves the right to determine the applicability of awarded credit to a specific program of study and to revise procedures as needed to maintain academic quality and compliance with institutional and programmatic accreditor requirements.

Separate fees apply for each CPL evaluation. See Tuition and Fees section of the catalog.

Other Credit Opportunities (Applies to Both Modalities)

University of Massachusetts Global recognizes that adult learners are diverse and they bring a wealth of life experiences to the classroom. These reservoirs of experience often include many hours of formal training and education outside the walls of academic institutions. In acknowledgement of such non-classroom acquired learning, University of Massachusetts Global promotes educational flexibility for the adult learner through a variety of earned credit opportunities.

Note that credit granted through “other credit opportunities” does not count toward University of Massachusetts Global residency requirements. Specific degrees may also have additional requirements with respect to courses that must be taken only at University of Massachusetts Global in order to complete a University of Massachusetts Global degree.

The Other Credit Opportunities Policy does not apply to the following: ACE-evaluated credit, state government agencies of education preparation programs, and University of Massachusetts Global evaluations of non-academic credit learning from extra-institutional partners.

Granting of credit is contingent on the student’s submission of official documentation to Student Services. Not all credits noted in the Other Credit Opportunities section may apply for specific degree programs. Students are encouraged to consult with an academic advisor concerning the degree applicability.

Transferring from University of Massachusetts Global (Applies to Both Modalities)

Students who seek to transfer to another institution are responsible for verifying transfer of admission and credit applicability requirements with the receiving institution. University of Massachusetts Global provides official transcripts and, when available, course descriptions, syllabi, credit hour information, and other supporting documentation commonly requested for transfer evaluation. Acceptance of coursework in transfer, including course equivalency, general education applicability, and degree applicability, is determined solely by the receiving institution.

Before considering a transfer, students are encouraged to consult with an academic advisor to review academic progress, current degree audit status, and the effect of transfer on credential completion. University of Massachusetts Global degree audits apply only to the University of Massachusetts Global program requirements and do not guarantee how credits will apply at another institution. Supporting documentation may be limited by records-retention practices and availability of historical course materials.

Extended Education (Applies to Both Modalities)

Approved academic courses from University of Massachusetts Global Extended Education will be accepted as elective, prerequisite or required credit towards University of Massachusetts Global graduate programs. Extended Education courses designated as providing academic credit are identified by the academic school. The student must have received the minimum grade required of the academic program for credit purposes.

Change of Address (Applies to Both Modalities)

Students must notify the University of any change of address. This can be done via MyUMassGlobal Self Service.

Attendance Policy (Applies to Both Modalities)

- Monday of the first week of the session is the first day of class. If Monday is a National Holiday, the session officially starts the following Tuesday.
- Regular attendance/engagement is expected for student success. Online engagement is evident through posting to a discussion board, blog, completing assignments including journal entries, or taking quizzes and exams. If regular attendance/engagement are not evident, the student’s grade may be adversely affected. If a student misses more than one week of engagement in an online class, the student may, at the discretion of the instructor, fail the course.
- Students in courses with required synchronous class sessions are expected to remain for the full duration. If a student misses more than one required synchronous online class, the student may, at the discretion of the instructor, fail the course.
- Students must submit an academically related assignment through the Learning Management System (LMS) after the official first day of the start of the session and before the end of Week 2 by Midnight PST (i.e., a quiz, test, course content-related Discussion Board post, Discussion Board reply, Discussion Board introduction (graded and ungraded), other course content-related assignment, or activity).

Logging in to the LMS without further participation does not count as academically related activity. If a student does not submit an academically related assignment, the student will be administratively dropped from the course. Students administratively dropped for non-attendance/participation will not be reinstated in the course. In infrequent cases, students in certain classes may be exempt from the requirement to submit an academically related assignment before the end of Week 2; students may consult with their instructor for further information.

- Students should consider withdrawing from a course if they will be unable to participate each week. Instructors may, but are not obligated to, accommodate students under extraordinary circumstances, but the student must request accommodation and provide requested supporting documentation.

Schools and programs may have different attendance policies. Refer to school and program specific information for additional attendance policies.

Registering for Classes (Credit Hour Only)

Students register for each session via MyUMassGlobal Self Service according to their Education Plan. Once a student is registered, the registration remains in effect; however, a past-due balance may prevent the student from registering for future sessions. See academic calendar for registration deadlines. Students are expected to have met all prerequisite requirements for courses in which they register. Refer to school and program specific information for additional registration policies.

Self-Paced: My Path Courses (MyPath Only)

Enrollment in partial-credit courses is limited to students who are currently completing a partial-credit bundle or who need the courses to satisfy degree requirements.

Registering for Classes (MyPath Only)

MyPath students must register for a minimum of 6 credits per session. To register for additional courses in the same session, students must first earn a "Mastered" grade in their current courses. All requests to add courses must be completed through the student's advisor by the end of the fifth week of the session.

Military Tuition Assistance (TA) Exception: In compliance with federal Military Tuition Assistance regulations regarding course bundling, active-duty service members utilizing TA benefits are permitted to enroll in a single competency (3 credits) per session.

Course Cancellation Policy (Applies to Both Modalities)

University of Massachusetts Global reserves the right to cancel or postpone a class. If a course is cancelled, University of Massachusetts Global will make reasonable efforts to help the student find an alternative course. However, if no such course is available, the student is entitled to a full refund of tuition and fees relating to the cancelled class.

Add/Drop Policy (Applies to Both Modalities) (refer to tuition and unit-based fees policy for additional information)

To **add a class**, a student must do so through MyUMassGlobal Self Service by the end of the first week of the session. Registration ends at the end of the first week.

To **drop a class** without having the course noted on the transcript, a student must do so through MyUMassGlobal Self Service by the **end of the second week** of the session. Drops that are officially processed prior to or by the end of the second week will not appear on the student's transcripts. After the second week of the session, students who wish to withdraw from a course must do so by the end of the sixth week, either via MyUMassGlobal Self Service or by telephone. A grade of "W" will appear on the student's transcripts indicating the withdrawal. Students must officially withdraw before the end of the sixth week of classes in order to avoid being responsible for a grade in their classes. It is the student's responsibility to officially withdraw from a course and verify that he/she has been dropped. Students cannot drop a course beyond the sixth week of the session. Failure to attend a course does not constitute a withdrawal from a course. Students who stop attending courses without officially withdrawing will receive an "FW" (failure to withdraw). A grade of "FW" is calculated as 0.0 in student's grade point average.

Administrative Drop (Applies to Both Modalities)

Students who do not attend a class during the first two weeks of classes will be administratively dropped. Students should not assume that non-attendance will automatically result in an administrative drop. To avoid financial obligation to the University it is the responsibility of the student to verify that he/she dropped course(s) via MyUMassGlobal Self Service prior to the deadlines stated in the official Academic Calendar in the catalog.

Administrative Drop for Non-Attendance in Added Competencies (MyPath Only)

Students who successfully complete two competencies and elect to add a third competency during the session must demonstrate attendance in the added competency. If a student adds a third competency but does not engage or establish attendance in that course, the student will be administratively dropped from the added competency at the end of term. In this case, no grade will be assigned.

Interrupted Enrollment (Applies to Both Modalities)

Students may find it necessary to interrupt progress during their course of study, leave University of Massachusetts Global and decide to return at a later date. Students who leave the University in good standing and are absent no more than twelve consecutive sessions do not need to reapply and will retain the program requirements of their designated catalog year. The interrupted enrollment period starts from the first day of the first session in which the student does not complete a graded course and ends the Monday of the second week of the 13th session in which the student has been absent. Students will be withdrawn from the University

if the student is not actively attending courses Monday of Week 2 of the thirteenth session.

Interrupted enrollment may have consequences for academic progress and financial aid. Students are responsible for contacting their Academic Advisor, OneStop Specialist and Faculty Mentor (if applicable) to discuss the possible consequences of interrupting enrollment.

Retaining the program requirements of a student's designated catalog year must adhere to the seven-year limitation policy which states that all requirements for graduate degree and credential programs, including courses accepted for transfer credit from other institutions, must be completed within a seven-year period.

It is the student's responsibility to understand and abide by their program's interrupted enrollment policy. Programs may have different interrupted enrollment requirements other than the University wide policy. Students should review the catalog for the specific program requirements or contact their Academic Advisor.

The University may require students to adopt the catalog year program requirements at the time of their return if a program has become impacted or changed by external regulatory agencies.

If students take coursework during their absence from the University, they must provide official transcripts of that coursework to the Office of the University Registrar within the first session upon their return. See the registrar page on the website for further information. Non-satisfactory performance or issues of academic integrity may nullify the student's eligibility to return.

Veterans receiving an honorable discharge, who left the University in order to perform military services, will be readmitted with the same academic status that he or she had when last in attendance at University of Massachusetts Global. The length of absence from University of Massachusetts Global cannot exceed five years.

Veteran and Active-Duty Military Students: see Military and Veterans Services section of the catalog regarding interrupted enrollment.

Readmission (Applies to Both Modalities)

Students who are absent from more than twelve consecutive sessions are required to submit a full application for re-admission and must meet all current admission entrance requirements. Please refer to the Graduate Admissions section for specific policy details.

Seven-Year Limitation (Applies to Both Modalities)

All requirements for graduate degrees and credential programs, including courses accepted for transfer of credit from other institutions, must be completed within a seven-year period. The seven-year period for University of Massachusetts Global courses begins at the end of the session in which the course was taken. For transfer courses from other institutions, the seven-year period begins at the end of the semester or quarter in which the course was taken. Interrupted enrollment does not alter the seven-year period for completion of all graduate requirements.

When compelling circumstances warrant, students may petition for an extension of the seven-year limit for any graduate degree program requirement or credential program requirement. Approved petitions must include the new date to which approval of the course or other program requirement has been extended. Petition decisions may be appealed only

to the Dean of the relevant School. Decisions made by the Dean are final and binding.

Grading System (Credit Hour Only)

All grades are on a 4.0 scale

A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D+	1.3
D	1.0
D-	0.7
F	0.0

Program-Specific Grading Requirements (Applies to Both Modalities)

Acceptable grades may vary by program or course. Students should consult their program handbook, course syllabus or course documents for any programmatic or course-specific grading requirements and acceptable passing grade details.

Grading Symbols (Credit Hour only)

I (plus a grade) is given when the student has been unable to complete the final assignment of the course owing to illness or other extenuating circumstances. The deadline for the final assignment can be no longer than two consecutive sessions following the session the student was enrolled in the course. When entered, it is calculated as the grade the student will earn if the incomplete is not removed within the time prescribed by the instructor. (IA, IA-, IB+, IB, IB-, IC+, IC, IC-, IF, INP)

AR Administrative Review. This grade is submitted by the instructor when a grade is under administrative review. A grade of "AR" will be converted to a letter grade upon completion of the review.

AU is for audited coursework. No grade or credit is awarded to students for auditing, and courses are not used in computing the grade point average.

FW is assigned to students who cease attending part way through the session, but who do not officially withdraw via MyUMassGlobal Self Service or the Division of Student Services. "FW" is computed in the grade point average as an "F". Students who take a course Pass/No Pass and cease attending part way through the session and fail to officially withdraw will receive the "FW" grade.

NP is for No Pass, a grade given when the requirements in the course have not been satisfied. Grade points are not assigned nor computed in the grade average.

NR is for Not Reported, indicating that the instructor has not submitted the final grade, therefore no credits or grade points can be calculated for this course.

P is for Pass, a grade given for satisfactory completion of a course. Grade points are not assigned nor computed in the grade average.

R on the transcript indicates a repeated course (highest grade calculated in GPA).

SP is for Satisfactory Progress. This grading symbol is used to indicate a student is progressing toward the completion of a course which does not end by the normal session ending date or of a thesis, dissertation, project, or Nursing clinical hours. An SP may also be given for zero credit courses. It is not a final grade. Upon completion, the SP grade is replaced with a letter grade of P or NP grading symbol.

W signifies that a student has withdrawn from a course in the prescribed manner.

Grading System (MyPath Only)

In the MyPath programs, a grade point average (GPA) is not calculated by the University.

M is for Mastery of Competency.

AR is for Administrative Review, a grade given when a student's work is under review (e.g., due to grade appeals). A grade of "AR" will be removed upon completion of the review.

I (plus NS grade) is given when the student has been unable to complete the final assignment of the course owing to illness or other extenuating circumstances. The deadline for the final assignment can be no longer than two consecutive sessions following the session the student was enrolled in the course. When entered it is calculated as the grade the student will earn if the incomplete is not removed within the time prescribed by the instructor. (INS).

NS is for Not Satisfied, a grade given when the requirements for the competency is not fully completed in an 8-week session. Students who receive a Not Satisfied grade may retake the course in a subsequent session in accordance with institutional retake policies.

W signifies that a student has voluntarily withdrawn from a competency.

WA signifies the student was administratively withdrawn due to failure to engage within a required timeframe.

Course Completion Requirement (MyPath Only)

MyPath students are expected to complete all required coursework within each 8-week session. Students who actively attend a course but do not complete all required competencies by the end of the session will receive a grade of Not Satisfied (NS). Students who receive a Not Satisfied grade may retake the course in a subsequent session in accordance with institutional retake policies.

Course Audit (Applies to Both Modalities)

Students may audit a class if they choose to do so. No credit is earned from audited classes. A grade of "AU" is assigned to audited classes, which is not used in computing the grade point average. Course requisites are enforced in determination of registration eligibility for the course. Audit fees may be assessed. It is strongly recommended that students confer with their advisor prior to officially auditing a course.

Students may select Audit as an option at the time they initially register for courses via MyUMassGlobal Self Service. After initial registration in a course, in order to change the grading basis to Audit, students must submit a change of grading system request available in MyUMassGlobal by the end of the sixth week. Changes in grading basis cannot be made via MyUMassGlobal Self Service. Course requirements such as homework, exams and papers are not graded by the instructor for students who are auditing a class.

Courses Repeated for Higher Grades (Applies to Both Modalities)

Except as specified in academic programs, any graduate-level course numbered 500-600 at University of Massachusetts Global may be repeated to improve the grade. The lower grade remains on the record with a notation that the course has been repeated; only the higher grade and credit are computed in the grade point average. Credit is given only once for a repeated course, except as noted in the course description. It is recommended that a course be repeated as soon as practical. In exercising this option, a graduate student must repeat the course at University of Massachusetts Global. An additional fee may be required and may not be covered by financial aid or other scholarship funds; please consult your academic advisor for additional details.

Incompletes (Applies to Both Modalities)

- Instructors may issue a grade of Incomplete when only the final assignment (e.g., paper, project, exam) is missing. Incomplete grades should be considered only if compelling reasons exist due to extenuating circumstances such as health or other emergency situations. The Incomplete process may not be used for a student to improve a grade. During careful consultation with the student, the instructor will determine the deadline for the final assignment, which shall be no longer than two consecutive sessions following the session the student was enrolled in the course.
- Upon request from a course instructor, the Dean or Dean's designee may authorize exceptions to this policy in cases of extreme circumstances or for courses involving fieldwork, practicum, or internships. Requests for exceptions must come from course instructors.
- The student is responsible for knowing the deadline and the requirements for course completion.
- When issuing an incomplete grade, instructors will issue the grade the student would have earned by assessing scores on all graded requirements, preceded by an "I" (e.g., IC-, IF+). This grade is determined by including zero points for the final assignment in the calculation of the final grade. If the final assignment is not completed in the period allotted the initial grade issued, without the "I," will become the grade of record.
- Students will receive credit for the course at the time the initial incomplete grade (e.g., IC-, IF) is entered. The initial grade is calculated in both the session and cumulative GPA, to be updated, if necessary, when the subsequent grade is submitted (e.g., IC- is changed to C+).

Reading and Conference Courses (Credit Hour Only)

Reading and Conference courses are offered to graduate students with an overall grade point average of at least 3.00 and only when absolutely necessary. The courses may be taken only for the purpose of meeting

graduation or credential requirements by students who could not meet the requirements because of circumstances beyond their control. They are not offered to resolve scheduling conflicts with other classes, or work, or to complete a schedule. To enroll in reading and conference courses, students must obtain a Request for Course by Reading and Conference form from their advisor. Reading and Conference courses must be approved by the appropriate Dean prior to enrollment.

Independent Study and Research (Credit Hour Only)

Independent Study and Research is offered to upper-division and graduate students with overall grade point averages of at least 3.0 "B" to research particular topics that are not provided for by regular curriculum offerings. To enroll in independent study and research, a student must obtain an Independent Study and Research form from their advisor. Independent Study and Research courses must be approved by the appropriate Dean prior to enrollment.

Disclaimer for Programs with On-ground Placements, Clinicals, Internships (Applied to Both Modalities)

As an institution with students nationwide, University of Massachusetts Global monitors each state's laws and the requirements of each agency therein that regulates Higher Education. We strive to maintain the appropriate approvals in each state, but with hundreds of state agencies nationwide, each having their own (and often changing) requirements, we can make no guarantees.

If it comes to our attention that we must seek State Authorization or complete an approval process, we will take the appropriate steps as quickly as possible. However, your internship or clinical placement at a particular site could be affected or could be prohibited if we are unable to obtain the State authorization or approval on a timely basis. Should you have questions or concerns, please contact your Clinical Coordinator who can assist further.

Late Policy (Credit Hour Only)

Assignments are due by the posted deadline. Students are expected to submit all assignments by the posted due date. If unexpected circumstances arise, students should contact the instructor before the deadline to request an extension. Grace periods and extensions are granted at the instructor's discretion. It is the student's responsibility to proactively communicate with the course instructor to discuss deadline extensions.

Instructors may apply a one-time late penalty of up to 10% of the assignment's total earned grade. Late submissions to discussions are not accepted without instructor approval. Some programs may have a separate late policy, often driven by program accreditation or licensing standards; where applicable, the program-specific policy applies. Assignments will generally not be accepted after the final day of the term, but exceptions may be made in extenuating circumstances with instructor approval.

All assignments are due by the final day of the session. Except in cases of an Incomplete grade, extensions are not granted after the session ends.

Standards and Policy of Academic Integrity (Applies to Both Modalities)

University of Massachusetts Global is an academic community based on the principles of honesty, trust, fairness, respect, and responsibility. Academic integrity is a core University value, which ensures respect for the academic reputation of the University, its students, faculty and staff, and the degrees it confers. The University expects that students will conduct themselves in an honest and ethical manner and respect the intellectual work of others.

To safeguard the conditions under which learning occurs, scholarship is performed, and academic work or projects are measured and evaluated, this policy will help faculty and academic leadership:

- Distinguish between general and specific methods of Academic Dishonesty and/or Plagiarism.
- Outline faculty/classroom procedures for investigating and reporting academic integrity violations.
- Outline the purpose and procedures for petition to Dean or Dean's Designee.
- Outline purpose and procedures for a Governance and Appeals Committee (GAC) hearing.
- Outline the purpose and procedures for an appeal to the Office of the Executive Vice Chancellor of Academic Affairs.

Note: All other process/procedures for the GAC hearing are governed by the University of Massachusetts Global Student Conduct Code, where applicable. The Student Conduct Code is available on MyUMassGlobal.

Academic Work Submission and Educational Technology Requirements (Applies to Both Modalities)

1. Submitting work completed using any AI tool without instructor permission is prohibited. When faculty require the use of technology, including artificial intelligence, as a part of an assignment for the course, there is no violation. Students are reminded to consult syllabi, assignment sheets/rubrics, program documents and their faculty. Use of artificial intelligence, when permitted, must be correctly cited in the assignment.
2. Misleading a faculty member or administrator about the true nature of academic work, including how it was created, received, and transmitted, is prohibited.
3. Submitting a non-substantive or placeholder file/post (for example, a blank document or unrelated content) to falsely demonstrate academic participation or engagement is a violation of academic integrity and may be escalated and documented beyond an academic integrity violation when warranted.
4. To participate ethically and authentically in class with Discussion Boards, the use of Artificial Intelligence (AI) tools is not permitted unless explicitly authorized in the official course of instructions. Unauthorized AI use is strictly prohibited due to FERPA and data privacy regulations, which protect student information and course-related communications.

Academic Integrity Violations (Applies to Both Modalities)

Academic integrity violations can take a number of forms. They include, but are not limited to, cheating on a test or examination; claiming the work of another as your own; plagiarizing from any paper, or a portion of, research project, or assignment, including an online discussion board assignment; copying and pasting text from an online source directly into an assignment without properly citing the source; using a paraphrasing tool without permission; reusing your own work in the same or another course without written instructor permission; or falsely submitting material to fulfill course requirements.

Academic Dishonesty and/or Plagiarism include:

1. Copying from the work of another student, with or without that student's consent.
2. Using any unauthorized material or aids to complete a test.
3. Having another person do all or any part of the work unless explicitly specified by assignment instructions. Note: Working with University of Massachusetts Global's Online Writing and Math Community, or other University of Massachusetts Global resources is encouraged. Some courses or programs prohibit the use of private tutors and so students are reminded to consult syllabi, assignment sheets/rubrics, program documents, and their faculty.
4. Falsifying an academic record or document (examples: attendance reports, fieldwork/clinical practicum participation logs, or any other university document of record).
5. Having another/allowing another to participate in online courses' required activities in place of a registered student.
6. Submitting work completed in a course to satisfy the requirements of another course/a repeated course, or to satisfy a program requirement without permission from the faculty receiving the previously submitted/duplicated work and the former faculty having already graded the work (the previous class/es). Permission must be in writing from both faculty members. In the event that the faculty of the former course is unavailable, the current faculty may determine permission.
7. Consistent with #4 above, failing to meet the transcript submission requirements for admission to a program; particularly after indicating requirements for admission had been met.
8. Within the same course, submitting work done for one assignment to satisfy the requirements of another assignment, unless permission is given by the faculty. When an assignment in a class is scaffolded upon another assignment in the same class as designed by the faculty, permission may be assumed. Students are reminded to consult syllabi, assignment sheets/rubrics, program documents, and their faculty.
9. Presenting forged or altered documents (including transcripts, add/drop forms, or any academic form that has been falsified or wherein a professor's signature, or anyone else's signature, has been forged or altered).
10. Providing/Furnishing/Selling/Transmitting one's academic/course work or assignment produced for credit or as a draft for a class to another student for their academic use (or other prohibited action above).
11. Course materials are the intellectual property of the faculty member and the university. Therefore, students may not provide, submit, or upload anything produced for or taken from a course to any "study resource" platform (for example Course Hero, Chegg, etc.). This

includes but is not limited to all student work as well as lessons, lectures, assignment sheets, rubrics, syllabi, study guides, etc. and applies whether the student is actively or formerly enrolled. A violation of this type may be considered an intellectual property rights violation.

For more details on violations of academic integrity, please see the appropriate section in MyUMassGlobal.

Investigating and Reporting (Applied to Both Modalities)

This policy and any procedures in it apply both to current students, and to former students for whom information is discovered after the time of a course completion, program requirement completion and/or degree completion regarding alleged academic integrity violations that occurred during the time of the student's enrollment.

Faculty discovering evidence of academic dishonesty/violation in their class in a given session shall be the person primarily responsible for investigating the incident(s), determining through evidence, subject matter expertise, and professional experience whether or not a violation of this policy has occurred, and reporting the incident upon their determination that a violation has occurred. The faculty has the discretion to determine that a suspected violation is an actual violation, or that a suspected violation is not an actual violation. Reporting: when the faculty has determined that an actual violation has occurred, and they will be acting in the form of imposing any sanction, the faculty shall report the investigation and their determination using the required report form (Academic Integrity Violation and Sanction Form). Any faculty unfamiliar with this policy or process are encouraged to consult with an Associate Dean in their school for guidance on carrying out this policy.

The following are the required procedures for investigating and reporting a single academic integrity violation occurring in a course (Applies to Both Modalities)

1. The instructor must communicate with the student in private to address the possible violation. The instructor's communication may be through written feedback on an assignment, through University of Massachusetts Global e-mail, by phone, or via a virtual meeting. If the transgression occurs during class (e.g., during a test or examination), the instructor may deal with the situation at that time in as discreet a manner as possible. The student is expected to meet with the instructor (by phone, in a virtual meeting, or via University of Massachusetts Global email) for the purpose of clarifying the circumstances or settling the issue of responsibility. Students are not eligible to withdraw from the course until final resolution of the alleged violation.
2. After this meeting, if the instructor is satisfied that the incident does not constitute a violation of academic integrity, then the matter is settled, no further action is required, and the Academic Integrity Violation and Sanction Form is not filed.
3. If the instructor determines that there has been a substantiated violation of academic integrity, then the instructor completes the Academic Integrity Violation and Sanction Form on this single violation involving only one assignment, citing the sanction. The form can be found in the faculty area of MyUMassGlobal. The Director of Academic Support and Curriculum will determine whether this is the student's first, second, or successive academic integrity violation at University of Massachusetts Global.

4. If this is the student's first reported academic integrity violation at University of Massachusetts Global, the following procedure is followed:
 - a. The completed Academic Integrity Violation and Sanction Form is emailed to the student, instructor, and appropriate office for processing, if required (e.g., change of grade). A record of the academic integrity violation and sanction is filed. If the case is not resolved by the end of the session or the timeline for petition and appeals has not been exhausted, the instructor should enter the grade "AR" (Administrative Review). The student may not withdraw from the course prior to final resolution of the case. The Grade Change Form will be submitted for final grade once the decision is binding.
 - b. If the student does not agree with the sanctions imposed by the instructor, as articulated on the Academic Integrity Violation and Sanction Form, the student may work with an advisor to submit a petition within 10 business days of being informed of the imposed sanction. If the student does not submit a petition within 10 business days, the student is ineligible to further appeal the academic integrity violation and sanction.
 - c. The Dean or the Dean's Designee will review the petition and contact the involved faculty member (and may also contact the student) in an effort to resolve the matter. The Dean or the Dean's Designee will initiate whatever action they see fit to sustain, overturn, or modify the instructor's sanctions. The Dean will notify the student and instructor of the decision via email. Filing and further processing, if required (e.g., change of grade), will occur, as necessary.
 - d. If there is dissatisfaction with the petition decision made by the appropriate Dean, the student may request a hearing with the Governance and Appeals Committee (GAC), within 10 business days of receiving the Dean's decision. The request for a GAC hearing must be completed and forwarded by the student requesting to academicsupport@umassglobal.edu. The request will be forwarded to the GAC for review and to render a decision. To render a decision, the GAC will appoint a quorum of three committee members. The GAC Chair will notify the student, the instructor, and the Dean of their decision. If the student does not submit a hearing request within 10 business days, the student is ineligible to further appeal the academic integrity violation and sanction.
 - e. A student has the right to appeal within 30 business days of notification by the GAC of the academic integrity decision. Appeal decisions are based on relevant information that was not available at the time of the decision, or if procedures were not followed in accordance with University of Massachusetts Global academic policy/guidelines. An appeal is not a reconsideration of the merits of the decision. Submit your appeal via your UMass Global university email to provost@umassglobal.edu. The appeal decision will be rendered by the Office of the Executive Vice Chancellor of Academic Affairs. The appeal decision will be final and binding.
5. In cases involving multiple academic integrity violations concerning more than one assignment in the same course, the following action should be taken:
 - a. For the student's first reported academic integrity violation within a course, the procedure in either B1-4e or 6a-c is followed depending upon whether the student has prior academic integrity violations at University of Massachusetts Global.
 - b. For a student's second and successive violations within a single course, the instructor must communicate with the student as soon as possible after each violation. After the deadline for the final course assignment but before final grades are filed, the instructor should then submit a second Academic Integrity Violation and Sanction Form that includes all successive violations and the assignments that they involve. On this second form, the instructor should cite one sanction for each violation reported on the form, or one sanction for all violations reported on the form. A second or successive violation in the same course will be treated as the student's second or successive academic integrity violation at University of Massachusetts Global, and the procedure described below in 6a – 6c is followed at this point. As the case will not be resolved by the end of the session, the instructor should assign the student a course grade of "AR" (Administrative Review). The student may not withdraw from the course prior to final resolution of the case. The Grade Change Form will be submitted for final grade once the decision is binding.
6. If this is the student's second or successive academic integrity violation at University of Massachusetts Global, the following procedure is followed:
 - a. The most recently completed Academic Integrity Violation and Sanction Form is emailed to the student and instructor. A record of the academic integrity violation and sanction is filed. The student may not withdraw from the course before the resolution of the case. Since the student has more than one Academic Integrity Violation, the completed Academic Integrity Violation and Sanction Form and the students' prior Academic Integrity Violation and Sanction Form(s) are also sent to the Dean or the Dean's Designee to review. The Dean or the Dean's Designee will initiate whatever action she or he sees fit to sustain, overturn, or modify the instructor's sanctions based on the student's current and prior violations. The Dean will notify the student and instructor of their decision via email. Filing and further processing, if required (e.g., change of grade, academic dismissal), will occur, as necessary.
 - b. If there is dissatisfaction with the petition decision made by the appropriate Dean, the student may request a hearing with the Governance and Appeals Committee (GAC), within 10 business days of receiving the Dean's decision. A request for a GAC hearing must be completed and forwarded by the student requesting to academicsupport@umassglobal.edu. The request will be forwarded to the GAC for review and to render a decision. To render a decision, the GAC will appoint a quorum of three committee members. The GAC Chair will notify the student, instructor, and Dean of the decision. If the student does not submit a hearing request within 10 business days, the student is ineligible to further appeal the academic integrity violation and sanction.
 - c. A student has the right to appeal within 30 business days of notification of the academic integrity decision by the GAC. Appeal decisions are based on relevant information that was not available at the time of the decision or based on whether procedures were followed in accordance with University of Massachusetts Global academic policy/guidelines. An appeal is not a reconsideration of the merits of the decision. Submit your appeal via your UMass Global university email to provost@umassglobal.edu. The appeal decision will be rendered by the Office of the Executive Vice Chancellor of Academic Affairs. The appeal decision will be final and binding.
7. If the student has already completed the course or program requirement in which the academic integrity violation is subsequently discovered, the following procedure is followed:

a. The Dean or the Dean's Designee will investigate the allegations and, when possible, attempt to contact the involved faculty member and the involved student as part of the investigation. The Dean or the Dean's Designee will also review documentation from the student's prior academic integrity violations, if any. If the Dean or the Dean's Designee determines that there has been a substantiated violation of academic integrity in the case at hand, they will assess an appropriate sanction based on the violation at hand and on, if applicable, any prior violations. Sanctions may include, but are not limited to, change of course grade and/or retroactive dismissal resulting in revocation of the student's degree.

b. If there is dissatisfaction with the decision made by the appropriate Dean, the student may request a hearing with the Governance and Appeals Committee (GAC), within 10 business days of transmission of the Dean's decision. A request for a GAC hearing must be completed and forwarded by the student requesting to academicsupport@umassglobal.edu. Students may get support from their academic advisor when needed for this process, however the request must be made by the student. The request for a hearing will be forwarded to the GAC for calendaring of the hearing. The GAC Chair shall communicate with the student the date/time of the hearing and how the hearing will occur (i.e., via Zoom or another forum). This communication will be done via University of Massachusetts Global email. The student has 5 business days to respond to the email and accept the hearing date schedule or suggest a different date within a reasonable amount of time. The student may only postpone the hearing once, and the hearing may be postponed for no more than 10 business days. If the student does not respond within 5 business days, they forfeit their rights to a GAC hearing, and the grievance process ends. The student will not be allowed to take any further actions in the grievance process.

c. A student has the right to appeal within 30 business days of notification of the academic integrity decision by the GAC. Appeal decisions are based on relevant information that was not available at the time of the decision or based on whether procedures were followed in accordance with University of Massachusetts Global academic policy/guidelines. An appeal is not a reconsideration of the merits of the decision. Submit your appeal via your UMass Global university email to provost@umassglobal.edu. The appeal decision will be rendered by the Office of the Executive Vice Chancellor of Academic Affairs. The appeal decision will be final and binding.

8. A formal dismissal for a violation of academic integrity will be recorded on the student's official transcript. Students dismissed due to an academic integrity violation are not eligible for readmission to the University.

9. Once an academic integrity allegation and sanction have been resolved and finalized, the course grade cannot be challenged on the basis of grounds related to the academic integrity allegation and sanction.

For academic integrity violations that occur outside of a course setting, the applicable Dean or Dean's Designee shall investigate. If the Dean or the Dean's Designee determines that a violation of academic integrity has occurred, the Dean or Dean's Designee will notify the student and applicable academic personnel of the decision and sanctions by email. If the student is enrolled at the university at the time that the violation is discovered and is dissatisfied with the Dean's decision, they may request a hearing with the Governance and Appeals Committee (GAC) under the same parameters as in Step 4d above, and may subsequently appeal to the Office of the Executive Vice Chancellor of Academic Affairs under

the same parameters as in Step 4e above. If the student is no longer enrolled at the university at the time that the violation is discovered and is dissatisfied with the Dean's decision, they may request a hearing with the Governance and Appeals Committee (GAC) under the same parameters as in Step 7b above, and may subsequently appeal to the Office of the Executive Vice Chancellor of Academic Affairs under the same parameters as in Step 7c above.

Governance and Appeals (GAC) Hearing (Applies to Both Modalities)

GAC is responsible for conducting hearings and ruling on students' appeals of academic integrity decisions and sanctions related to academic integrity violations.

The Chair of GAC, upon receiving a student's request for a hearing within 10 business days of the Dean's notice to a student, shall appoint a quorum of three committee members to comprise a hearing panel. The GAC Chair shall communicate with the student the date/time of the hearing and how the hearing will occur (i.e., via Zoom or another forum). This communication will be done via University of Massachusetts Global email. The student has 5 business days to respond to the email and accept the hearing date schedule or suggest a different date within a reasonable amount of time. Students may only postpone the hearing once, and the hearing may be postponed for no more than 10 business days. If the student does not respond within 5 business days, they forfeit their rights to a GAC hearing, and the grievance process ends. The student will not be allowed to take any further actions in the grievance process.

The GAC panel hearing shall take the form of a three-person panel chaired by one of three (3) members. The Panel will focus on fact-finding, and review of any pertinent information/data. At a minimum, and subject to the chair's discretion the panel shall include:

- an introduction of the purpose of the hearing (defining the scope and purpose),
- an opportunity for the petitioner to speak respectfully, openly, and freely regarding the rationale for their appeal and understanding of the issue,
- an opportunity for the panel to question the petitioner to gain clarity, additional information/details, and to respectfully challenge statements made,
- an opportunity for the student to offer additional information not available to the panel at any time in the process, and to offer respectful rebuttal to ideas/information from the submitting faculty report or any panel members' questions/comments,
- an opportunity for the chair to summarize the panel proceedings for adjournment.

Deliberation by the panel shall be confidential, without the petitioner present and after the end of the hearing. If during the deliberation process, the GAC requires additional information from the student, dean, faculty involved, or university administration, the chair may request additional information.

Basic rules of decorum and professionalism shall guide the chair in running the hearing. All elements of the student conduct policy will apply during the hearing. The petitioner may have a support person present in the hearing who is a current member of the University of Massachusetts Global faculty or staff. Any support person permitted in the hearing shall be a silent observer and shall maintain confidentiality. Silent observers

from outside the University of Massachusetts Global community shall not be ordinarily permitted. Active or former attorneys may not be present in a GAC panel hearing, as the process is not meant to be a hearing of law.

A GAC panel decision will be based on whether or not a violation(s) actually occurred, evidence and appropriate information provided during the Dean's review and/or during the GAC hearing, university policies, and procedures, and whether the Dean's sanction(s) should be upheld or modified. The GAC panel shall consider all available information and evidence and render a ruling in writing to the student and the required University offices.

A student has the right to appeal the GAC panel's decision to the Office of the Executive Vice Chancellor of Academic Affairs if they disagree with the GAC ruling within 30 business days of notification of the GAC panel's decision.

Appeals to the Office of the Executive Vice Chancellor (Applies to Both Modalities)

A student has a right to appeal a GAC panel's decision to the Executive Vice Chancellor of Academic Affairs. Submit your appeal via your University of Massachusetts Global university email to provost@umassglobal.edu. Executive Vice Chancellor of Academic Affairs appeal decisions are based on 1) relevant information that was not available at the time of the GAC panel decision, or 2) whether procedures were followed in accordance with University of Massachusetts Global's academic policies/guidelines. Students wishing to appeal to the Executive Vice Chancellor of Academic Affairs should do so in their own writing and may seek guidance for processes related to an appeal from an academic advisor.

An appeal is not a reconsideration of the merits of the decision. The appeal decision will be rendered by the Office of the Executive Vice Chancellor of Academic Affairs. The appeal decision will be final and binding.

NOTE: In all cases of alleged violations of academic integrity, it is vital to maintain professional confidentiality among those involved. Students must also adhere to ethical standards set forth by professional licensing boards and discipline-specific criteria. Violations of ethical professional behavior may result in dismissal from the university. Refer to appropriate school for professional code of conduct policy.

Student Conduct (Applies to Both Modalities)

University of Massachusetts Global is an academic community committed to maintaining an environment that encourages personal and intellectual growth. It is a community with high standards and high expectations for those who choose to become a part of it, and it is a community with established rules of conduct intended to foster behaviors that are consistent with a civil and educational setting. Members of the University community are expected to comply with all laws, University policies, and professional ethical standards, conducting themselves in ways that support an academic environment.

Faculty members are responsible for ensuring an effective learning environment for all students in their classes, which encourages active student participation, including the right to raise questions and challenge information. Hence, faculty members also have the responsibility and

authority to maintain appropriate student behavior. Classes are defined as including laboratories, internships, field placements, or any settings that can be designated as a learning environment, such as travel studies and field trips.

Consequently, if a student is considered to be threatening or disruptive in the classroom, behaves in a way that interferes with the learning of other students, or refuses to fulfill the academic requirements of the course, the faculty member has the right to have the student who demonstrates such behavior removed from the class, either by administrative withdrawal or by making arrangements for the student to complete the requirements in absentia.

Coercion regarding grading or evaluation of coursework, or any administrative petition: Threatening personal or professional repercussions or discipline against an instructor (or faculty), to coerce the instructor to change a grade or otherwise evaluate the student's work by criteria not directly reflective of coursework or threatening personal or professional repercussions or discipline against an administrator to coerce a course of action not supported in fact is strictly prohibited.

Frivolous Claims: University of Massachusetts Global prohibits all forms of discrimination and harassment on the basis of federal and state protected classes and/or characteristics. Students who reasonably believe they have experienced discrimination and/or harassment at the University are encouraged to file a complaint at civilrightscomplaints@umassglobal.edu. (civilrightscomplaints@umassglobal.edu) For information regarding our non-discrimination policy and procedures, refer to the Title IX policies available in MyUMassGlobal. Due to the high stakes nature associated with such claims and investigations, claims that are made without any reasonable basis may be considered frivolous and could subject the complainant to the student conduct code process.

For information regarding potential student conduct violations including electronic media violations, refer to the Student Conduct Code available in MyUMassGlobal.

Students must also adhere to ethical standards set forth by professional licensing boards and discipline specific criteria. Violations of ethical professional behavior may result in dismissal from the university. Refer to appropriate school for professional code of conduct policy.

Incident reports should be made immediately to the appropriate Dean. Refer to student conduct code (<https://www.umassglobal.edu/-/media/documents/additionalinformationguidelinesandresources/guidelines/student-conduct-code.pdf>) available in MyUMassGlobal for hearing procedures.

Grade Review Policy (Applies to Both Modalities)

Faculty/Instructors have the final authority in assigning student grades except for cases involving clear evidence of capricious grading or failure to follow the professional standards of a discipline or field. Arbitrary and capricious grading means the assignment of a final course grade:

- was not based on the student's performance in the course, or
- was based on standards which significantly deviated from those which were applied to other students in the course, or
- was based on a substantial, unreasonable, and/or unannounced departure from the instructor's previously articulated standards and

assignment requirements outlined in the course syllabus or other course documents.

Requests for review of grades must be filed within 15 business days from the date that the grade was posted in MyUMassGlobal. Challenges to allegations of academic integrity violations such as plagiarism must be submitted and adjudicated under the academic integrity policies and procedures, not under the grade review policies and procedures. Only final course grades may be submitted for review.

Faculty/Instructors may change final grades after initial submission only if a clerical error is discovered. Clerical error revisions are submitted by the instructor via MyUMassGlobal. Once a grade is submitted, additional work may not be accepted to enable the student to receive a higher grade.

A student who believes he or she has received a grade that is capricious or based on standards that are not in line with the professional standards of a discipline or field and wishes to file a grade review must follow the steps outlined in the Grade Review Procedure. The burden of proof is on the student to provide evidence that the grade was capricious or not in line with professional standards of a discipline or field. No other reasons for a grade review other than those listed in this policy will be considered.

Grade Review Procedure (Applies to Both Modalities)

Please note that the number of business days does not include Saturdays, Sundays or days designated on the academic calendar as 'Administrative Offices closed' or 'Winter Break.' You may find these dates listed in the Academic Calendar on MyUMassGlobal.

1. A student must attempt to contact the instructor from their University of Massachusetts Global email address within 15 business days after grades are posted to request a grade review. Instructors must carry out a grade review process with the student within 15 business days of the student's request and notify the Dean of the results of that review. Here and after, Dean and Dean's designee may be used interchangeably. All grade changes will be submitted via MyUMassGlobal. If the student attempts to contact the instructor within the allotted time, and the instructor does not respond to the student within 15 business days of the first attempted contact by the student, the student may move on to Step 2 of the Grade Review Procedure.
2. If after meeting with the instructor the grade dispute is not resolved, or if the instructor does not respond within 15 business days to the student's first attempted contact, the student may submit a written request (the student should contact their advisor to initiate this request) for review by the Dean/Dean's designee. That request for review must be submitted utilizing the Grade Review form within 15 business days of the official response to the student by the instructor. This review request must provide a) the rationale for the request for review, and b) all supporting documentation related to the request, including verification that the student has been in contact with the instructor as specified above. An example of verification would be an email from the student (using the student's University of Massachusetts Global email address) to the instructor requesting a grade review, an email from the instructor verifying the grade review meeting with the student, or an email verification that the instructor was not able to meet with the student.
3. If the Dean finds merit in the student's request, the Dean will review the grade assignment, attempt to contact the instructor to gather further evidence and provide the instructor 15 business days to reply,

determine a final grade, and notify the student and instructor of the results via University of Massachusetts Global email. The final grade may be higher, lower, or the same as the grade originally assigned by the instructor.

4. If the Dean does not find merit in the request, the student and instructor will be notified and the grade will stand. The Dean's finding of a lack of merit in a student's request for grade review is not subject to appeal.
5. The student may submit an appeal to the Provost within 10 business days of the notification of the Dean's decision. Submit your appeal via your University of Massachusetts Global university email to provost@umassglobal.edu. Appeals must be based upon one of the following:
 - a. Additional relevant information which the student did not have at the time of the original request/subsequent request is now available for consideration.
 - b. Grade review procedures were not followed in accordance with University of Massachusetts Global academic policy/guidelines.
 - c. The grade determination did not follow guidelines established within the course syllabus.
6. The Provost may determine:
 - a. The appeal does not meet the additional criteria and deny the request; or
 - b. The appeal does show that one of the appellate criteria has been met, and
 - i. will refer the request back to the Dean for final review (not subject to appeal); or
 - ii. will determine a final grade.
7. All decisions by the Provost are final and binding.

To submit a Grade Review Form, please contact your Academic Advisor.

Graduate Probation and Dismissal (Applies to Both Modalities)

Academic Probation and Dismissal policies are separate from and in addition to policies governing dismissal for violating academic integrity or dismissal for inappropriate student behavior which are addressed elsewhere in the University catalog.

Academic Probation

The following policy is University of Massachusetts Global's guidelines/standards for satisfactory academic achievement in graduate programs. Certain academic programs may establish more stringent academic standards. Please refer to appropriate degree and program section.

Probation Status (Credit Hour Only): A degree seeking graduate student is placed on probation when their University of Massachusetts Global cumulative GPA (based only on University of Massachusetts Global coursework) falls below 3.0 at the end of any enrolled session. Students will be notified via email after their first and second probation status. Students on academic probation are expected to consult with their advisor for guidance and assistance regarding improving their academic standing status.

Probation Status (My Path Only): A degree seeking graduate student in a self-paced program is placed on Academic Probation when they fail to meet satisfactory academic progress mastering 67% (standard rounding rules apply) of attempted competencies/credits per session.

Communication (Applies to Both Modalities)

Students will be notified via email after their first and second probation status. Students on academic probation will be expected to consult with their advisor for guidance and assistance regarding improving their academic status.

Veteran and Active Military Students: see Military and Veterans Services section of the catalog regarding academic probation and dismissal.

Academic Dismissal (Applies to Both Modalities)

Students who have been placed on probation three or more times during their graduate education are subject to academic dismissal from the university. An Academic Advisor will contact the student after their third or more probation status to gather information to be submitted to the School Dean. The appropriate School Dean will review such cases and render the decision regarding academic dismissal.

The action of Academic Dismissal is recorded on the official transcript. A student who has been dismissed will be administratively withdrawn from the university at the end of the current enrolled session and may not continue coursework.

Appeals of Academic Dismissal (Applies to Both Modalities)

A student may appeal an academic dismissal within 30 calendar days of dismissal notification. If currently enrolled in a course, the appeal must be submitted within 30 calendar days of the course end date. An appeal will be considered if the student is able to present at least one of the following:

- relevant information that was not reasonably available or included at the time of the decision (e.g., documented serious health conditions, family emergencies, caregiving responsibilities)
- evidence that University procedures were not followed in accordance with academic policy.

Submit your appeal via your University of Massachusetts Global university email to provost@umassglobal.edu. Appeals are not a reconsideration of the academic merits of the original decision. The Office of the Executive Vice Chancellor of Academic Affairs will render the appeal decision, which is final and binding.

Readmission after Academic Dismissal (Applies to Both Modalities)

Academically dismissed students seeking to be readmitted may do so after one year from their effective date of academic dismissal, regardless of their cumulative grade point average. Students seeking readmission after academic dismissal must submit a written email request to the appropriate School Dean and submit a new application. The School Dean will make the re-admission decision. Students readmitted after

academic dismissal will be placed in the same probation status, they were in at the time of their dismissal.

Petitions (Applies to Both Modalities)

A petition is a request to waive an academic policy, procedure, or ruling.

- Students may file a petition to request an exception to University of Massachusetts Global policy, procedure, or ruling. Students must explain fully why the University should act favorably on the petition, citing any exceptional conditions, mitigating circumstances, and/or conditions beyond the student's control.
- Petitions/requests will be reviewed and ruled upon by the designated office or committee listed on the University of Massachusetts Global Petition/Request location within MyUMassGlobal. Not all university policies, procedures, or rulings can be petitioned; see the University of Massachusetts Global Student location within the MyUMassGlobal portal for more information.

Academic Appeal (Applies to Both Modalities)

An appeal is a review of a petition decision based on relevant information not available to the student at the time of the initial petition submission, or procedures that were not followed in accordance with University of Massachusetts Global academic policy/guidelines. It is not a reconsideration of the merits of the decision. Not all University of Massachusetts Global policies or petition decisions are appealable; see the University of Massachusetts Global Petition/Request location within MyUMassGlobal for more information.

Graduation (Applies to Both Modalities)

Degree Conferral (Applies to Both Modalities)

Degree conferral is an automatic process; students do not need to apply for degree conferral. Degree conferral is the result of the official program evaluation from Degree Works reflecting all requirements complete. The Degree Conferral date is final and is not subject to a request for back dating.

More information on Degree Conferral is available on MyUMassGlobal.

Degrees and credentials are granted on evidence of intellectual growth and development rather than solely on the basis of formal course credits. Fulfillment of the minimum course requirements is not regarded as the sole requisite of a degree or credential. Refer to appropriate program section as some programs specify more stringent policies.

Academic Achievement for Conferral (Credit Hour Only)

A University of Massachusetts Global cumulative grade point average of 3.0 or higher in all coursework applicable to the graduate degree being sought is required.

Academic Achievement for Conferral (MyPath Only)

For Self-Paced Students in self-paced programs must achieve Mastery for all courses.

Commencement (Applies to Both Modalities)

Participation in commencement does not guarantee or automatically imply graduation from the University. Commencement ceremony dates and locations vary each year. For more information, please go to www.umassglobal.edu/commencement (<https://www.umassglobal.edu/commencement/>) or contact your Academic Advisor.

Eligibility Requirements: To be eligible for participation in an upcoming commencement ceremony, the student's official degree audit must indicate that the student is on course to satisfactorily complete all degree requirements by the required session (indicated below), of that academic year or sooner.

- **To participate in Winter Commencement**, the student must be on course to complete by Spring Session II listed in the Academic Calendar.
- **To participate in Summer Commencement**, the student must be on course to complete by Summer Session II listed in the Academic Calendar.

Eligibility is verified by the Academic Advisor and indicated by the expected graduation date on the student's degree audit.

Any additional ceremonies outside of Winter Commencement and Summer Commencement will have their own eligibility requirements listed on the Commencement website (www.umassglobal.edu/commencement) (<http://www.umassglobal.edu/commencement/>).

Participation in the commencement ceremony involves a two-step process:

- **Step 1:** Student submits the "Commencement Interest" form via MyUMassGlobal to receive approval of eligibility.
- **Step 2:** Student submits the "Registration" form to register themselves and secure guest tickets.

Specific deadlines to submit "Commencement Interest" and "Registration" forms for each upcoming ceremony are listed on the commencement website (www.umassglobal.edu/participation) (<https://www.umassglobal.edu/commencement/for-graduating-students/eligibility-and-participation/>)

Diplomas and Transcripts (Applies to Both Modalities)

The conferral is an automatic process that continuously runs each night; students do not need to apply for conferral. Conferral is the result of the official program evaluation from Degree Works reflecting all requirements as complete; once the Degree Audit indicates 100% completion, the record will be flagged for processing. The Degree Conferral date is final and is not subject to a request for backdating. Each conferral is subject to a seven-day validation. This allows time for confirmation that all degree requirements have been met. Degree conferral dates will occur at the end of each session.

Once your degree is conferred, conferral fee is paid, and any holds cleared, you will be able to complete and submit a diploma form. The diploma and one official transcript will be mailed to the address you provide on your diploma form. Diplomas are mailed out approximately eight weeks after the date of conferral of the degree. This allows time for confirmation that all degree requirements have been met. Under no circumstances will a diploma be released prior to the conferral date. Diplomas will not be released if the student has an active hold as indicated in the Self-Service Holds section in MyUMassGlobal.

Transcripts (Applies to Both Modalities)

Transcripts from other institutions which have been presented for admission or evaluation become part of the student's academic file and are not returned or copied for distribution.

For students in MyPath competency-based education programs, transcript presentation may differ from credit-hour programs.

Transcripts (MyPath Only)

For students in MyPath competency-based education programs, a student's academic history (transcript) will be a straight-line listing of competencies completed with the corresponding "M" grade for Mastery. Upon request, a corresponding conversion record (credit-hour transcript) reflecting courses and credits will be developed; students will receive both a competency transcript and a separate standard credit-hour transcript.

Ordering Transcripts (Applies to Both Modalities)

Currently enrolled students may order official copies of transcripts or print unofficial copies of transcripts at any time via MyUMassGlobal Self-Service. For further processing and fee information, please visit the following link: <http://www.umassglobal.edu/transcripts> (<http://www.umassglobal.edu/transcripts/>).

Transition from Brandman University to University of Massachusetts Global

Brandman University is now University of Massachusetts Global. University of Massachusetts Global is a private, nonprofit affiliate of the University of Massachusetts system. During this transition, the following applies:

- Students whose designated catalog year is 2010-2011 through 2021-2022 may choose either a Brandman University or University of Massachusetts Global degree or diploma.
- Students whose designated catalog year is 2022-2023 or later will receive a University of Massachusetts Global degree and diploma.
- Students that have been conferred cannot petition to change catalog years to receive a Brandman University or Chapman University College degree or diploma.
- Students whose designated catalog year is 2009-2010 or prior may choose either a University of Massachusetts Global degree or a Chapman University College degree or diploma.