
ACADEMIC POLICIES

GRADUATION POLICIES

The University faculty determine whether students are qualified to graduate. Qualifications are based on the following factors: satisfactory completion of all academic requirements as described in the certificate or degree requirements listed below, the specific requirements for the student's major or program (listed under "Academic Programs"), and success in meeting the University's standards of holistic student development.

At least three days before graduation, students' records must be complete with the Registrar and indicate the following: all academic requirements for their degree program have been satisfied, final grades are on file, all fees and charges incurred have been paid, and an "Application for Graduation" was submitted at least 90 days prior to graduation. Among requirements that must be completed before graduation is the undergraduate assessment program administered by the Office of Evaluation.

Students whose academic records are not complete by three days before the graduation ceremony are ineligible to participate in the ceremony or receive their degrees. They must reapply for the next graduation. Degrees are awarded twice a year, at the end of each semester. One graduation ceremony is held each year, at the end of the spring semester.

Graduation requirements are determined by the requirements stated in the Catalog of the year the student begins studying at the University. Major and minor requirements are determined by the requirements stated in the Catalog of the year the student begins their major or minor. Please see the Graduation Director in the Enrollment Center if you have any questions about graduation requirements.

BACHELOR'S DEGREE REQUIREMENTS

A minimum of 128 credits, including up to a maximum of 16 Development of Consciousness credits and up to a maximum of 70 transfer credits, is required for students to graduate with a bachelor's degree. One credit, or unit, is equal to one standard semester hour. Within these credits students must fulfill the following requirements:

General education requirements

Required courses:

MVS 100 or ED 101 The Transcendental Meditation Program

FOR 108 or 109 Self Exploration and Transcending

STC 108 or 109 Science and Technology of Consciousness (*These are the first two courses taken at the University and are prerequisite for all other courses.*)

PHYS 110 Foundations of Physics and Cosmology

PH 101 Physiology Is Consciousness

WTG 191 College Composition 1 (*may be waived based on the results of a diagnostic assessment*)

WTG 192 College Composition 2 (*Students may petition to waive based on transfer credits.*)

FOR 103 Health-Related Fitness

MVS 202 Higher States of Consciousness (4 credits)

MGT 346 Career Strategies (2 credits) (taken in the third year)

MVS 475 Senior Capstone (2 credits) (taken in the fourth year)

Distribution courses:

4 credits from Fine Arts

4 credits from Humanities

4 credits from Applied Social Sciences

4 credits from Mathematics

Specific courses that may be used to satisfy distribution requirements

Fine Arts (4 credits)

Any writing course numbered higher than 192

Any music course numbered higher than 199

FA 201 Art in Nature

FA 301 Drawing 1

FA 311 Painting 1

FA 341 Ceramics 1

FA 351 Sculpture 1

ESS 332 and 333 Movement and Improvisation I and II

ESS 337 Introduction to Physical Theater

SL 320 Woodworking for Sustainability

Humanities (4 credits)

Any literature course

MC 300 Narrative

FA 203 Understanding Art and Media
FA 229 Art and Culture (Rotating University)
FA 381, 382, 383, 384 Art History I, II, III, IV
HUM 231 Great Civilizations
MVS 225 or MVS 226
SL 215 Critical Thinking

Applied Social Sciences (4 credits)

Any education, business, or government course
Many Sustainable Living courses including:
SL 210 Ideal Human Relationships
SL 220 Leadership, Team-Building, and Creativity
SL 325 Green Real Estate Development
SL 330 Bio-Cultural Ethics
SL 346 Vedic Architecture and Green Architecture
SL421 Energy Policies
SL 445 Environmental Law
SL 350 Environmental Planning and Landscaping
MVS 308 Research Design
MVS 309 Peace Studies
MVS 555: Ideal Administration
Any ESS Leadership course

Mathematics (4 credits)

Any mathematics course numbered 153 or higher
MGT 314 if a student has been placed by the Department of Mathematics higher than
MATH 153.

Forest Academies

One Forest Academy each semester enrolled for at least 4 blocks of classes
(Students enrolled one year or less may not miss any Forest Academies.
Students enrolled 1 1/2 years or longer may miss one Forest Academy.)

Development of Consciousness (DC) Courses

Each semester, all students who have learned the Transcendental Meditation technique need to fulfill requirements for at 1 credit in Development of Consciousness. Students who have also learned the TM-Sidhi program need to fulfill requirements for 2 credits in Development of Consciousness.-Students may apply up to 16 credits in Development of

Consciousness toward required graduation credits. Since all students are required to practice the Transcendental Meditation technique, students learn the Transcendental Meditation technique in their first course as part of their Development of Consciousness course requirement.

MVS 100 Instruction in the TM technique (1 credit, first semester only)

DC 320 Development of Consciousness: TM technique (1 credit each semester)

DC 332 Development of Consciousness: TM and TM-Sidhi program (2 credits each semester)

Major

Completion of requirements for a major field of study, listed under “Academic Programs.” (A maximum of 50% of the credits in a major may be transferred.)

Grade Point Average (GPA)

Cumulative GPA of 2.0 or higher

Recreation

Completion of Forest Academy course entitled “Health Related Fitness”

Participation in four hours of dynamic physical activity each week and completion of a fitness assessment each semester.

(Students 35 years of age or older on entry to the University are exempt from the weekly activity and the fitness assessment requirement.)

Assessment Tests

Assessment tests are required both upon entry to the University and during the student’s Senior Capstone course.

Mathematics Placement Policies

On entry into Maharishi University of Management, every entering and readmit student is required to take a comprehensive placement test in mathematics, with the following exceptions:

- Students who have been granted by MUM transfer credit for Math 162 Functions and Graphs 2 or any course for which Math 162 is prerequisite,
- Students who have submitted to MUM an official score report of advanced placement in calculus or statistics with the minimum required score or a higher score (see below),
- Students who have submitted to MUM a high school transcript showing that they passed a course in calculus,

- Students who are readmitted to Maharishi University of Management after an absence of five years or less.

Students will not be allowed to register for any mathematics courses until after they have either taken the placement test or qualified for one of the exceptions.

Students may request one opportunity to place higher than they did on the comprehensive placement test by taking a placement test in a specific course. The placement test to satisfy prerequisites to a specific course must be taken at least one month prior to the beginning of the course for which it is prerequisite.

Initial placement testing in mathematics takes place during the first six weeks after arrival at MUM. Students who miss the comprehensive placement test when they first enroll must take it by the end of their first year.

If a student places lower on the test than the level of their transfer credit, transfer credit is maintained to satisfy the graduation requirement of a mathematics distribution course. However, students need to pass at the appropriate level to meet the prerequisite for a specific course or to satisfy the mathematics requirement for a particular major.

Mathematics placement is based on

1. Transfer credit for a course evaluated at the level of Math 162 or higher from another university or college.
2. Advanced placement for any of the following:
 - A score of 4 or above in College Board Advanced Placement Calculus AB or BC or Statistics
 - A score of 60% or above in the CLEP Calculus Test
 - A score of 5 or higher on IB HL math exam
3. Passing a course in calculus in high school (no credits are given)
4. Taking a placement test given by the Department of Mathematics (no credits are given).

REQUIREMENTS FOR A CERTIFICATE

Forest Academies

Required course:

MVS 100 or ED 101 The Transcendental Meditation Program

FOR 108 or 109 Self Exploration and Transcending

STC 108 or 109 Science and Technology of Consciousness (*These are the first courses taken at the University and are prerequisite for all other courses.*)

plus an additional Forest Academy for each semester in which the student is enrolled for at least 4 blocks

Students at the University 1 1/2 years or longer are allowed to miss one Forest Academy during their certificate program.

Development of Consciousness (DC) Courses

Each semester, all students who have learned the Transcendental Meditation technique need to fulfill requirements for at 1 credit in Development of Consciousness. Students who have also learned the TM-Sidhi program need to fulfill requirements for 2 credits in Development of Consciousness. Since all students are required to practice the Transcendental Meditation technique, students learn the Transcendental Meditation technique in their first course as part of their Development of Consciousness course requirement.

MVS 101 Instruction in the TM technique (1 credit, first semester only)

DC 320 Development of Consciousness: TM technique (1 credit each semester)

DC 332 Development of Consciousness: TM and TM-Sidhi program (2 credits each semester)

Grade Point Average (GPA)

Cumulative GPA of 2.0 or higher

Program Requirements

Completion of requirements for a specific certificate, listed in “Academic Programs”

REQUIREMENTS FOR A MASTER’S DEGREE

Forest Academies

Completion of the following:

MVS 100 or ED 501 The Transcendental Meditation Program

FOR 500 Science of Creative Intelligence: 33-Lesson (This course is the first course taken at the University and is a prerequisite for all other courses.)

plus an additional Forest Academy for each semester in which the student is enrolled for at least 4 blocks

- Students in one-year programs may not miss any Forest Academies.
- Students in 1 1/2 -year or longer programs are allowed to miss one Forest Academy during their master’s degree program.
- Students in nonstandard programs may have different Forest Academy requirements.

Development of Consciousness (DC) Courses

Each semester, all students who have learned the Transcendental Meditation technique need to fulfill requirements for at 1 credit in Development of Consciousness. Students who have also learned the TM-Sidhi program need to fulfill requirements for 2 credits in Development of Consciousness. Since all students are required to practice the Transcendental Meditation technique, students learn the Transcendental Meditation technique in their first course as part of their Development of Consciousness course requirement.

MVS 101 Instruction in the TM technique (1 credit, first semester only)

DC 520 Development of Consciousness: TM technique (1 credit each semester)

DC 535 Development of Consciousness: TM and TM-Sidhi program (2 credits each semester)

Grade Point Average (GPA)

Cumulative GPA of 3.0 or higher

Program Requirements

Requirements for a program of study, listed in “Academic Programs,” which may include completion of one of the following:

1) Thesis with an oral examination

When a thesis is part of the planned program, students consult with the department in the selection of a faculty member who is willing and able to direct the research and the writing of the thesis. The director may or may not be the original departmental academic advisor. • A minimum of eight credits in master’s thesis research is required; these credits count toward the minimum number of credits for the degree. • Some departments may require more than eight credits of master’s thesis research. The maximum number of credits that may be earned in master’s thesis research is determined by each department. • The thesis must be acceptable to the student’s thesis director. • The thesis must be organized, typed, duplicated, and bound according to regulations prescribed by the Graduate School. An abstract of the thesis not exceeding 150 words must also be prepared. • Students in a thesis program are required to pass an oral examination on the thesis.

2) Comprehensive examination

The comprehensive examination for the master’s degree may be in the form of a written or oral examination. The date for the examination is scheduled by the department. The student must be registered during the term in which the examination is taken.

3) Integrative final project with an oral presentation

REQUIREMENTS FOR A DOCTORAL DEGREE

Forest Academies

Complete the following:

MVS 100 or ED 501 The Transcendental Meditation Program

FOR 500 Science of Creative Intelligence: 33-Lesson (*This is the first course taken at the University and is a prerequisite for all other courses.*)

plus an additional Forest Academy for each semester, regardless of the number of credits taken in the semester

(Students are allowed to withdraw from one Forest Academy during their doctoral program.)

Development of Consciousness (DC) Courses

Each semester, all students who have learned the Transcendental Meditation technique need to fulfill requirements for at 1 credit in Development of Consciousness. Students who have also learned the TM-Sidhi program need to fulfill requirements for 2 credits in Development of Consciousness. Since all students are required to practice the Transcendental Meditation technique, students learn the Transcendental Meditation technique in their first course as part of their Development of Consciousness course requirement.

MVS 101 Instruction in the TM technique (1 credit, first semester only)

DC 520 Development of Consciousness: TM technique (1 credit each semester)

DC 535 Development of Consciousness: TM and TM-Sidhi program (2 credits each semester)

A grade of “B” or higher in all courses

Core Curriculum

Completion of core curriculum for a specific program of study, listed in “Academic Programs”

Comprehensive Exam (if applicable to the program)

This examination is taken after completion of the core curriculum in each program. Based on the results of this exam, the student may be awarded a master’s degree. The student must be registered during the block in which this examination is taken.

Qualifying Exam

This examination assesses the ability of the student to pursue doctoral research. (This examination should also cover any core curriculum beyond the master’s level for doctoral programs requiring a master’s degree for admission.) On the basis of successful completion of this examination, the student is advanced to candidacy for the doctoral degree.

Advisory Committee

This committee, formed by each doctoral student, should have at least four members including: the thesis advisor, a faculty member from the student's department, a faculty member from Maharishi University of Management but another department, and one faculty member from another university or research institution. The membership of the advisory committee must be approved by the director of the doctoral program and the Dean of the Graduate School.

Dissertation Proposal

The dissertation proposal is approved by the student's advisory committee and the Dean of the Graduate School.

Teaching and Research Experience

All doctoral students who have passed their oral qualifying exams are asked to help teach courses and/or help as research assistants. These activities give the student necessary experience in teaching academic courses and in conducting research — two necessary skills in the career path of Ph.D. graduates. Students who have reached the candidate stage are awarded Ph.D. assistantships, which entail this teaching or research.

Advanced Course Work

Advanced courses will be prescribed by the thesis advisor and advisory committee to ensure that the student will have comprehensive knowledge of a major field and related subjects. The courses the student is required to take will depend upon prior academic background in relation to the selected graduate program and area of research interest.

Original Research for a Dissertation

Each student working toward a doctor of philosophy degree must conduct original research as the basis for a dissertation that makes a significant contribution to knowledge. The research is to be under the guidance of the thesis advisor and the advisory committee, and requires their approval. All doctoral students must be registered during each block in which they are working on their doctoral dissertation, whether or not they are in residence on campus. It is the policy of the University to permit and facilitate dissertation research by international students in their home countries, whenever feasible.

Written Dissertation and Abstract

The dissertation must be organized, typed, duplicated, and bound according to regulations prescribed by the Graduate School. An abstract of the dissertation, not exceeding 350 words, must also be prepared. • The student must submit to the major professor copies of the dissertation and abstract for approval before submitting the document to other committee members. • The dissertation must be in completed form, typed with finished diagrams, etc. However, it will not be bound. The committee members should review the

document and give their comments in a timely fashion—within two weeks. After incorporating all comments, the student will send updated copies of the manuscript to all committee members two weeks before the oral examination is scheduled. • When the dissertation committee has reviewed and approved the dissertation and the student has passed an oral examination in its defense, the student shall incorporate in the dissertation any recommended changes and corrections before submitting it to the Library. • The student must submit to the Library a final unbound copy of the dissertation and abstract, an additional copy of the abstract, the microfilming and binding contract, the microfilming and binding payment receipt, and the required forms by the date established by the Graduate School — one week before graduation.

Oral Defense of the Dissertation

The oral examination in defense of the dissertation will be conducted and evaluated by the dissertation committee supplemented, at the discretion of the Dean of the Graduate School, by additional appointed faculty members. The examination will be scheduled for a date not earlier than two weeks after the dissertation and abstract have been submitted to the major professor and dissertation committee. The student must be registered during the block in which the final oral examination is taken.

Microfilm and Publish the Dissertation

All doctoral dissertations submitted to the Graduate School must be microfilmed. The University subscribes to the service offered by University Microfilms International.

- Two copies of the dissertation will be put in the Maharishi University of Management Library and will be available for interlibrary loan. The abstract will be published in Dissertation Abstracts, which will announce the availability of the dissertation in film form.
- The microfilming and binding fee required of all doctoral students submitting dissertations will cover the cost of the library microfilm copy, binding, and the publication and distribution of the abstract. The student may order additional bound copies through University Microfilms International.
- An extra fee is charged if the dissertation is to be copyrighted. Information about the amount of this fee and method of payment may be obtained from the Graduate School. The University considers microfilming a form of publication; this does not, however, preclude publication of the dissertation in a journal or monograph, either in whole or in part.

GENERAL POLICIES

Transfer Credit Policy

- **Transfer-out Credit** – Maharishi University of Management uses a standard semester system with academic credits, or units, equal to standard semester credits.
- **Transfer-In Credit** – MUM will accept as transfer credit toward its bachelor's degree programs credit earned at any institutions accredited by any of the U.S. "regional" accrediting associations (New England, Middle States, Southern, North Central, Western, or Northwest), or at an international university of comparable accreditation, or at an international university that has been specifically approved by the Registrar. Transfer credit is always evaluated on a course-by-course basis. Credits applied toward undergraduate major requirements usually depend upon comparable courses being offered at MUM, though credits earned at acceptable universities will generally be transferable as elective credits toward MUM degrees. Undergraduate degree students can apply to transfer credits to cover general education requirements, and electives, and-up to half the course work in the major, for a maximum of 70 total credits. Transfer credits are accepted for courses completed with a grade of "C" or higher. Total transfer credits accepted from other institutions are posted on the student's MUM transcript. Grades earned at other institutions are not included in calculating a student's MUM grade point average. MUM converts transfer credit from quarter-hour institutions using the formula 1 quarter hour equals $\frac{3}{4}$ of 1 semester hour. Students apply to their graduation advisor for evaluation of transfer credit.
- Transfer credit may be applied to the distribution requirement.
- Transfer credit may be applied to fulfill the writing and mathematics requirements.
- Transfer students must apply for a transfer credit evaluation before the end of their first semester.

Residency Requirements

Undergraduate students must take at least 60 credits of course work (1 1/2 years) in residence for a bachelor's degree. For a master's degree, at least 50% of course work must be taken in residence, except in the case of the Intern Teaching Program leading to Master of Arts in Teaching, where eight credits of coursework are done on campus and the rest may be done at a distance. For doctoral programs, at least 80 semester credits of course work (two years) must be taken in residence. Exceptions to the residency requirements may be made for undergraduate programs with the approval of the Registrar and for graduate programs with the approval of the Registrar and the Graduate Committee.

Time Limits on Degrees

Undergraduate degrees: There is no time limit. However, for those receiving financial aid, restrictions apply. Contact the Financial Aid Department. Students leaving the University for more than one year will be under the new graduation requirements listed in the current Catalog when they return to the University. Returning students who completed first year requirements when first enrolled may petition the Academic Standards Committee to have new first year requirements waived after meeting with their graduation advisor to determine that the former first year requirements were met.

Master's degrees: All requirements must be completed within five years from the time of first enrollment in the program. Other restrictions apply for those receiving financial aid. Contact the Enrollment Center.

Doctoral degrees: Qualifying examinations are usually taken within 1 1/2 years of completion of the core curriculum. The maximum allowable time is 2 years. After the qualifying exam is completed, students may take up to seven years to write and defend the dissertation proposal, conduct research, write, and defend the final dissertation. If students pass the seven-year mark, they will need to petition to continue with their dissertation stating (1) reasons for the delay in their progress, and (2) a target date for finishing.

Credit by Examination

Undergraduate students who earned credit by examination through the College-Level Examination Program (CLEP) or College Board Advanced Placement (AP) or International Baccalaureate and whose scores are 4 or higher for AP and 50 or higher for CLEP, or 5 or higher for IB Higher Level exams may receive four credits for each exam up to a maximum of 32 credits. This credit may be used to waive courses at Maharishi University of Management as appropriate. Graduates of Maharishi School of the Age of Enlightenment or the Ideal Girls School may receive 2 credits of Advanced Placement credit for each year of attendance at Maharishi School or the Ideal Girls School for 10th grade through 12th grade.

Second Bachelor's Degree

Students with a prior bachelor's degree may enroll for a second bachelor's degree. They may transfer up to one-half of the courses in the major on a course-by-course basis.

Students with a prior degree from Maharishi University of Management need only complete the major and any graduation requirements that have been added since they last attended the University.

Students who do not have a previous degree from Maharishi University of Management must complete the following:

- a. The requirements of their new major (up to one-half of the credits may be transferred)
- b. A minimum of one-and-one-half years on campus
- c. MVS 100 or ED 101 The Transcendental Meditation Program
- d. FOR 108 or 109 Self Explorations and Transcending
and STC 108 or 109 The Science and Technology of Consciousness (*These are the first courses taken at the University and is a Prerequisite for all other courses.*)
- e. MVS 202 Higher States of Consciousness
- f. One Forest Academy for each semester enrolled at least four blocks
- g. Passing each semester's Development of Consciousness course
- h. Senior assessment testing is not required

Second Master's Degree

Students with a prior Master's degree may enroll for a second if the degree is in a different field, or, with the approval of the academic department, if the degree is in the same field but with a different emphasis

Second Ph.D.

Students with a prior Ph.D. or professional degree who wish to pursue a Ph.D. program should follow these steps to determine their academic program:

- Admission is determined by the respective department.
- A major advisor and an advisory committee (three members) are selected following the same criteria that are applied for other Ph.D. committees, and the academic program is developed in consultation with the student.
- The academic program is submitted for review to the Graduate School following its development by an advisory committee from the department. A copy of the advisory committee report must be attached.
- This review includes the appropriateness of the advisory committee membership, the academic program, and the transfer of courses or degree credits from one program to another.

Examinations

Students are not permitted to take examinations early. All students are required to complete each course fully, including taking the final examination on the date scheduled. Exceptions may be made for compelling reasons only. Students must have the prior approval of both the course instructor and the Academic Standards Committee before finalizing travel plans. Students should submit a "Petition to Academic Standards

Committee” and include a note of approval from the course instructor before the final week of the course.

The same policy applies to taking examinations after the last class session — prior approval must be secured from the course instructor. The instructor will then give a student a grade of “I” (Incomplete) until the exam is completed. Then, the instructor will officially change the grade with the Registrar.

Late Work

Students may not hand in work after the last class session of a course unless they have made prior arrangements for a grade of “Incomplete” (see “Incomplete” below) with the course instructor. Depending on the amount of work a student has yet to do, the faculty may elect to reduce the grade proportionally or give the student an “NC” instead of an “I.”

Appealing a Grade

A student who wishes to appeal a grade given in a course should first speak to the professor about the grade. It is helpful for this meeting if the student can bring all work done for the course to the professor. If the outcome of this discussion is not satisfactory, the student should speak to the Department Head. If this is not satisfactory, or if the Department Head is the professor, the student should appeal to the Dean of the College of Arts and Sciences (for undergraduate courses) or the Dean of the Graduate School (for graduate students). The Dean will appoint an ad hoc committee to evaluate the student’s appeal. If the student is not satisfied, an appeal may be made to Executive Vice President, whose decision is final.

Student Records

Students have the right to view their records at any time. They must contact the Enrollment Center to make an appointment. Any documents to which the student has waived the right of access will be removed from their file before viewing is permitted. Please see the University’s website, www.mum.edu, for the University’s FERPA policies.

Students may request copies of their records (other than transcripts) at 10¢ per page. Academic transcripts from the University are available at \$10 for the first copy. Transcripts from other U.S. schools cannot be copied; the student must order them directly from the other schools. Original copies of transcripts from schools outside of the U.S. can be returned to the student and copied for our records for \$1 per page.

Academic Transcripts

An academic transcript is the complete record of a student's academic life while at the University. It reflects all course work, grades, major areas studied, degree(s) received, and academic progress. Academic transcript requests may be submitted on line at www.mum.edu/registrar/transcript.html. Students may also request their academic transcript at any time from the Enrollment Center by using an "Academic Transcript Request" form, or other written request. Your signature is required on your written or faxed request before the Enrollment Center is able to release a transcript. Please include the following information in your request: name, former names, Student ID number, dates of attendance, address where you would like to have the transcript sent, and your signature. Current students may request a transcript for \$5. For former students, a \$10 processing fee for the first transcript and \$5 for each additional copy must accompany the request. If express shipping is requested, it must be paid for in advance. The e-mail address is transcripts@mum.edu. The best way to order transcripts is online: www.mum.edu/transcripts

The University may withhold transcripts if any of the following apply:

- A student has an outstanding balance due with the Student Accounts Office
- A student has borrowed money in the form of a Federal Perkins Loan or Federal Stafford Loan and has left the University without completing the required Exit Interview
- A student is past due or in default on their Federal Perkins Loan or Federal Stafford Loan payments.

REGISTRATION POLICIES

All students, including new and readmitted students, are required to complete their registration at an assigned time several days before the beginning of each semester. Students are advised when to arrive for this registration. Students who are authorized to begin classes later in the semester register on the Thursday or Friday before their first course begins.

Payment

All students must either make full payment, or make appropriate arrangements for payment, with the Enrollment Center at or prior to registration. Payment procedures and payment plans are described under the "Tuition and Fees" section in this Catalog. A student whose payments are past due may be suspended from the University; that means that the student will not be permitted to enroll or continue in courses, to remain on the meal plan, or to live in campus housing. Diplomas, certificates, or transcripts will not be

issued to or for a student whose account is in arrears. Payments may be made at http://www.mum.edu/financial_services/payment.html

Course Enrollment

The University reserves the right to limit the enrollment in any course, and to withdraw any course if too few students have registered or due to other unforeseen circumstances.

Changing Classes (Add/Drop)

The block system requires that even on the first day of the course much material must be covered. For this reason, students need to plan ahead; if you are unsure about which course to take, please meet with your advisor to make any changes to your schedule before the block starts.

To change from one course to another, students must see their graduation advisor. You will need an “Admit to Class” slip from your graduation advisor entry into the new class. No changes are allowed after the first day of a two-week block or after the second day of a four-week block. Certain classes may require attendance from the first day.

Course Withdrawals

Students may withdraw from a course before a course starts or within the first two days of the course and have the course removed from their record. Students withdrawing after two days but before the midpoint of the course may also withdraw for any reason but will receive a course withdrawal on their academic record. It is advised that students see their graduation advisor before withdrawing from a block. After the midpoint, students may only withdraw for reasons of illness or family emergency. If a student stops attending during the second half of the course for any other reason, he or she will receive a grade of NC. Under special circumstances, the Dean of Students may recommend the student be allowed to withdraw with a grade of W. Students withdrawing from a course who live on campus may recover from illness in their room, and then must either return to class, move off campus for the remainder of the block, or engage in other activity as approved by the Dean of Students. Students must withdraw within three days of their last day of attendance in class or they will receive a grade of NC.

Forms for class withdrawal are available from your graduation advisor in the Enrollment Center. This form must be completed for every withdrawal. It includes a statement of the withdrawal policy and requires the signature of your graduation advisor.

Course Withdrawal Procedures

1. To withdraw from the course before it has started, download the Course Withdrawal Petition from <http://www.mum.edu/enrollmentforms.html> and give to the Graduation Advisor in the Enrollment Center.
2. To withdraw two or more days after a course has started but before the midpoint of the course, fill out a withdrawal form together with your graduation advisor in the enrollment center within three days of the last day of class attended. Please give complete information: the reason for withdrawal and intentions for the rest of the block. Sign and date the form at the bottom. After completing the form, the original goes to your permanent record in the Enrollment Center; one copy goes to you; and one copy to your course instructor. Your instructor will record a grade of W on the grade sheet for the course. If you live on campus it will be necessary to meet with the Dean of Students who must also sign the withdrawal form. Your graduation advisor also signs the form.
3. If you stop attending class during the second half of the course for any reason other than illness or family emergency, the instructor will record a grade of NC on the grade sheet for the course. Complete a course withdrawal form with your graduation advisor in the enrollment center and have it signed by the instructor. The Dean of Students is immediately informed of the student's situation by the graduation advisor and by the instructor.
4. It is your responsibility to inform your instructor of your intention to withdraw within three days of the last day of class attendance. If you are absent longer than three days, the instructor must assign a grade of NC.
5. The Exercise and Sports Science department receives a copy of the course withdrawal form. Students are not responsible for Physical Activity Reports during a block from which they withdrew.
6. Development of Consciousness course requirements can be adjusted if students are less than full-time in any semester. Students who withdraw from classes and become part-time students, may request a reduction in their DC course requirements.

Leaving the University

Students who wish to take a break from their studies need to inform their graduation advisor in the enrollment center before leaving campus. The graduation advisor will remove the unattended classes from the student's record and fill out a "Change in Charges" form for the student if an adjustment of charges and/or refund is warranted. Students who are absent for an entire semester must apply for readmission through the Office of Admissions when they desire to return. See www.mum.edu/financial_services/reductions.html for details.

Directed Study

Directed study is allowed only in special cases, such as a course required for graduation not offered at a time the student can take it. Students may apply for Directed Study by following these guidelines:

1. The student must fill out a Directed Study form available at <http://www.mum.edu/enrollmentforms.html> with the faculty who will supervise the course.
2. The Directed Study form must be signed by the Department Chair of the supervising faculty and the supervising faculty.
3. The form must be submitted to the graduation advisor in the enrollment center at least one week before the beginning of the course and must be approved by the Academic Standards Committee.
4. Directed Studies are allowed only on the Fairfield.

Directed Study forms submitted after the block begins may not be accepted.

Internships and Fieldwork

Internships and fieldwork must be supervised by a faculty member and approved in advance by the Department Chair, the Internship Committee, and the Academic Standards Committee. Internships must be in the United States or at an institution outside of the United States that is affiliated with the University. An Internship form available at <http://www.mum.edu/enrollmentforms.html> must be completed and submitted to the student's graduation advisor in the Enrollment Center at least two weeks before the internship is to start. Students doing internships or fieldwork in Fairfield are required to complete their Development of Consciousness course requirements.

Class Meeting Times

Classes in standard programs generally meet Monday through Friday from 10:00 a.m. to 3:15 p.m. with an hour break for lunch, and from 10:00 a.m. to 12 noon on Saturday. Attendance at all classes is required. (Each nonstandard program has its own class schedule.)

Class Attendance and Participation

A significant educational experience consists of more than merely assimilating information. Each class session is a valuable opportunity to develop important skills — for example, communication skills. The focus of group attention on the topic, intellectual discussion, public speaking during question and answer periods, and small group projects — all these elements combine to make each class session an enjoyable and valuable learning experience. The faculty place as much value on what students experience in each class as on the information they gain.

For these reasons, attendance at all classes and full participation in all aspects of the assigned curriculum are required. Exceptions are made only for compelling reasons such as illness or family emergency. This means that a student who misses a class for other than a compelling reason is liable for a grade of “No Credit” (NC) in that course. If a student must miss more than one day for a 1-credit course, two days for a 2-credit course, or three days for a 4-credit course due to illness or family emergency, he or she must either withdraw from the course or ask the instructor for permission to apply for a grade of “Incomplete.” The Deans of Students are notified by the instructor in these situations. The instructor also notifies the Dean of Students whenever a student misses class without informing the instructor.

Because of the importance of the first lesson of each course, students are expected to be present from the first lesson onward. Any student not present when the course instructor calls roll on the first day (except for such compelling reasons as illness or family emergency) may be asked to withdraw from the course.

Standard Enrollment

Students in standard programs normally register for 21 to 23 credits in each semester, 20 to 22 credits of courses and one semester hour of DC course. All students are expected to be enrolled in every block. Enrollment in nonstandard programs varies from program to program.

Double Majors

Undergraduate students may major in two disciplines by satisfying the departmental requirements for each. The second major must involve at least 24 credits of course work outside the first major department, and all course work for both majors must be completed before the degree is conferred.

Enrollment of Undergraduates in Graduate Courses

A senior who is within eight credits of graduation and who has been accepted to a graduate program may, with the approval of the academic department and the Dean of the Graduate School, take graduate level classes while completing requirements for the bachelor’s degree. Admission to graduate study must be approved before course work applying to a graduate program is undertaken. Undergraduate students are not eligible for graduate assistantships, other forms of graduate student financial aid, or those services and prerogatives normally reserved for graduate students. Students enrolled in graduate classes while enrolled in an undergraduate program will be given an undergraduate status until the baccalaureate degree has been awarded. However the graduate department may accept credit toward the graduate degree earned while the student was enrolled in an undergraduate degree.

Additional Courses for Graduate Students

A graduate student admitted with deficiencies in academic background may be required to take academic work in addition to the prescribed courses of a program. Credits earned in these courses generally do not count toward the minimum credit requirements for a degree.

Readmission

Students who have been away from the University for one semester or longer, have officially withdrawn from the University, or who have been suspended for three or more blocks must apply for readmission by completing an “Application for Readmission” form with the Office of Admissions. Readmission is not automatic; applicants are subject to admissions review. Applications should be returned as early as possible.

Doctoral Research Off Campus

Candidates for the doctoral degree may, with the approval of the advisory committee, carry on some of the research work off campus. Arrangements for registration may be made by applying at the Enrollment Center.

Class Selection

Class selection is held each spring for the next academic year. All returning students who are attending classes at that time must complete class selection for the next year’s classes. This facilitates registration in the fall. The class selection form is available at <http://www.mum.edu/enrollmentforms.html> The current course schedule may be viewed at <http://sched1.mum.edu/scheduleofclasses/index.php> The following year’s courses are added each April.

Course Numbering System

000–099	Technical Training or Certificate Courses
1xx and 1xxx	Undergraduate First-Year Courses
2xx and 2xxx	Undergraduate Upper Division Courses
3xx and 3xxx	Undergraduate Advanced Upper Division Courses
4xx and 4xxx	Undergraduate Advanced Upper Division Courses (open to some graduate students)
5xx and 5xxx	Graduate Courses
6xx and 6xxx	Advanced Graduate Courses

GRADING POLICIES

Evaluation of each student's abilities and achievements is an integral aspect of the University. Among the means of evaluation are class participation, oral and written examinations, projects, and papers. In addition, to receive academic credit for any course, students are expected to attend all classes and participate fully.

Grades are posted for each course about two weeks after the end of each block. About six weeks after the end of each semester students receive their grade report, which includes the Grade Point Average (GPA) and DC grades, the primary indicators of academic progress.

Grading for Instructional Courses

Grades Points (per credit)

AH 4.00 (A with Honors)

A+ 4.00 (exceptional)

A 4.00 (excellent)

A- 3.70

B+ 3.30

B 3.00 (good)

B- 2.70

C+ 2.30

C 2.00 (adequate)

C- 1.70

NC 0.00 (No Credit)

Though professors may apply different standards in their courses, the faculty have agreed upon the following general descriptors for the grades given for assignments and examinations at the University:

- A The grade of "A" is given for work that is excellent. It is distinctive and exceptional. It goes beyond competence. It exhibits a high level of insight, critical evaluation, and/or awareness of the subtleties or nuances of a subject. Any work meriting this grade succeeds as a coherent whole, with clear command of the details that make up the whole.
- B The grade of "B" is given for work that is good. This work demonstrates basic comprehension of the major concepts of the course and competency with respect to the skills identified in the learning objectives of the course.
- C The grade of "C" is given for work that meets the minimal expectations of the faculty as identified in the learning objectives of the course. Though not necessarily

complete, this work is adequate to pass the course. The broad outline of the subject seems to have been grasped, along with many of the major concepts.

NC The grade of “NC” is given to work that substantially misses the broad goals of the course as outlined in the syllabus. This work does not demonstrate comprehension of the assigned work, even at a basic level. This work could have been done without reading the assignment or coming to class.

Grade Codes Not Used in Computing Grade Point Average

P	Pass
I	Incomplete
W	Withdrawal
PW	Pass/Waive
AU	Audit
H	Honors
NCR	Course was repeated or replaced
NP	No Pass

Grading for Development of Consciousness Courses

Semester Grades

H (*Honors*)

P (*Pass*)

NP (*No Pass*)

Pass//No Pass/No Credit grades (P, NP, NC) are grades used in some laboratory, fieldwork, practicum courses, and some DC courses. The “P” grade means “C” or better for undergraduate students and “B” or better for academic courses for graduate students.

Incomplete (I) is given in rare cases when some required work cannot be completed before the end of a course due to illness or family emergency, or a similar situation at the discretion of the instructor. A student must have made arrangements for the grade of “I” before the final examination. The Registrar must receive a change of grade before the end of the following semester or the “I” grade will be changed automatically to an “NC.” In the year that a student graduates, a change of grade must be received by the Registrar one month before the student graduates.

Withdrawal (W) is granted under certain circumstances. (See “Course Withdrawals” listed above.)

Pass/Waive (PW) — This grade is used to indicate a course waived by examination. No hours of credit are awarded.

Auditing Classes (AU) — To audit classes, students must have the written approval of both the instructor and the Academic Standards Committee before the course begins. “Approval for Audit” forms are available from your graduation advisor in the Enrollment Center. Students auditing a course receive the grade of “AU” and will not receive academic credit. Auditors are expected to participate fully in the class including taking the final exam. If the student does not fulfill this requirement, a grade of “NC” will be given for the course and the NC will be included in the student’s GPA. No credit is given for a course in which the student receives a grade of AU. Students are required to pay full tuition for all audited classes. (Although visitors often sit in on individual class sessions, anyone who sits in on an entire course is required to officially register as a student.)

Honors (H) — This is added to an instructional course grade when a student has completed the Honors requirement for that course. “H” can also be used by itself as a semester grade in Development of Consciousness courses.

NCR — This means that the course was repeated later for a passing grade or was replaced by another course and that this grade has been removed from the GPA.

Grade changes must be approved by the course instructor or department chair. Grade changes are submitted by the department to the Registrar and then entered on the student’s record. Approval is subject to review by the Academic Standards Committee.

Honors for Undergraduates

1. An Honors Component may be available for undergraduate courses. Completion of the Honors Component and a grade of A or A- is required in order to receive Honors. The Honors grade will be reflected on the transcript.
2. Undergraduate students achieve the President’s Honor Roll for each semester in which they complete at least 12 credits of instructional course work with a grade point average of 3.70 (“A-”) or higher, and receive no NC or NP grades.
3. The faculty award graduation honors (summa cum laude, magna cum laude, and cum laude) to undergraduates based on the student’s academic excellence and holistic development.

Honors for Development of Consciousness

Students in all programs achieve Development of Consciousness (DC) Honors for each semester in which they receive a grade of H.

Repeating a course for a higher grade

Repeating a course for a higher grade is permitted in rare cases with approval of the Registrar and the course instructor. Credit is given only once, but the registration and grade for both courses will appear on the transcript. Only the higher of the two grades is used in calculating the GPA beginning with the semester in which it is earned.

If there have been extenuating circumstances, a graduate student may request to retest on an examination as long as: 1) The student has received a grade of less than a B but higher than an NC on an examination, 2) The student understands that no matter how well they perform on the retest, their final grade for the *course* cannot be higher than a B, and 3) The nature, extent, and preparation for the retest is determined on a case-by-case basis by the course instructor.

Development of Consciousness Course Policies

Maharishi University of Management offers *Consciousness-Based education*. This approach has its foundation in the *development of consciousness*.

The core technology of this approach is twice-daily practice of the Transcendental Meditation technique, founded by Maharishi Mahesh Yogi. This simple, natural, effortless procedure produces benefits in every area of life — research shows increased integration of brain functioning, increased intelligence and creativity, improved learning ability, improved health, balanced personality growth, improved relationships, increased quality of life and peace in society, and many others.

Because of all these benefits and their significance for the expansion of consciousness, learning and practicing the Transcendental Meditation technique is a required part of the curriculum and daily life here. As with all other courses, credit is given for participation in the Development of Consciousness courses that support the regular and correct practice of the TM technique. This credit goes towards fulfilling graduation requirements.

For the personal benefit of all students, faculty, and staff there are specific policies that support the correct practice of the Transcendental Meditation and TM-Sidhi programs. Each element of these technologies for the development of consciousness has been carefully structured to produce maximum benefit. In order to ensure for everyone the integrity and effectiveness of the teaching and practice of the technologies of Maharishi Vedic Science, these technologies are practiced according to the instruction of qualified teachers, recognized by Maharishi University of Management, and they are practiced exclusive of other programs and procedures.

All students as part of their required Development of Consciousness courses practice the Transcendental Meditation technique. Many students also learn the advanced TM-Sidhi

program, including Yogic Flying, and practice this as part of their Development of Consciousness (DC) course. Students are automatically enrolled in DC courses for every semester they are enrolled. Academic credit is given for these courses. Students receive credit for successful completion of these courses in each academic semester up to a maximum of 12 credits and are required to receive a passing grade for each semester they are enrolled.

Students practicing the Transcendental Meditation technique participate in DC 320 for undergraduates or DC 520 for graduate students. Those who have also learned the TM-Sidhi program (Sidhas) take DC 332 for undergraduates or DC 535 for graduate students.

DEVELOPMENT OF CONSCIOUSNESS PROGRAM

“To go to a field of greater happiness is the natural tendency of the mind. Because in this practice of Transcendental Meditation the conscious mind is set on its way to transcending and experiencing transcendental absolute Being, whose nature is bliss consciousness, the mind finds that the way is increasingly attractive as it advances in the direction of bliss. A light becomes faint and dim as we go away from its source, and the intensity increases as we proceed toward the source. Similarly, when the mind goes in the direction of the absolute bliss of transcendental Being, it finds increasing charm at every step of its march. The mind is charmed and is led to experience transcendental Being.

“Thus we find the practice of Transcendental Meditation is a pleasant practice for the mind. Whatever the state of evolution of the aspirant, whether or not he is emotionally developed or intellectually advanced, his mind, by its very tendency to go to a field of greater happiness, finds its way to transcend the subtlest state of thinking and arrive at the bliss of absolute Being. That is why the practice of Transcendental Meditation is not only simple, but also automatic.”

— Maharishi, *Science of Being*, p. 32-33

Goal of the Development of Consciousness Program

To support students' experience and understanding of their own practice of the Transcendental Meditation program throughout their years of undergraduate or graduate study.

Course of Study for Students Practicing the Transcendental Meditation Technique

1. **Personal instruction in the Transcendental Meditation technique** — This is built into your first course if you were not already practicing before coming to school at

MUM. If you were already practicing, then you will take a refresher course on the practice of the Transcendental Meditation technique during your first course.

- 2. Regular twice-daily practice of the Transcendental Meditation technique** — All the principles and policies of Maharishi University of Management are designed with the aim of supporting the growth of every student toward enlightenment, a state of mind and body in which all one's intellectual, emotional and spiritual resources are available for every decision. The fundamental practice to realize this goal is the twice-daily practice of the Transcendental Meditation technique, preferably in the large group setting in one of the meditation halls set up by the Department of Development of Consciousness.

- **Morning TM technique** — This is a full 20-minute meditation. We encourage everyone to join the group in the meditation hall closest to your dorm for this meditation, but you may also do this in your room. Maharishi Yoga Asanas (10 minutes) and Pranayama (5 minutes) should be completed just before your meditation. You need to schedule this into your morning routine.

- **Afternoon TM technique** — This is a full 20-minute meditation **in class, Monday through Friday** — To make it easy for everyone to enjoy the benefits of regular group meditation, during afternoon class Monday through Friday you meditate as a group with your classroom teacher from 2:50 – 3:15. We would encourage doing Asanas in your room after this meditation.

Note: If you are not enrolled in a formal class during a block (e.g., if you are enrolled in an internship, a directed study, a graduate evening/weekend program, a Ph.D. course, etc.), then you need to attend at least 100 group programs in the meditation hall. Please work this out with the DC Office.

- **Lunchtime 10-minute meditation**, in class, Monday – Saturday. This meditation is in addition to the twice-daily full meditation and is part of your morning class.

- 3. Two all-campus experience meetings with your DC faculty each semester** — Twice a semester all students, both Meditator and Sidha groups, will gather to discuss the development of consciousness program and their experience of the growing integration of life that is the goal of this program. These meetings will be led in part by your Development of Consciousness faculty:

- 4. Individual TM checkings** —

New Meditators: 2 for each of the first two blocks, 1 per block in the third, fourth, and fifth blocks

Continuing Meditators: 2 per semester (only 1 per block)

The program outlined above is designed to ensure that every new meditator has the smoothest and most enjoyable start for their practice of Transcendental Meditation.

Your DC Faculty and you should work out a schedule whereby he or she, or another teacher of the Transcendental Meditation technique, can check you as often as indicated above.

5. **One Residence Course each semester** — Residence Courses offer a unique and precious opportunity for a more extended “inward stroke” of rest and rejuvenation in the context of a settled and well-structured routine. Students often find themselves revitalized after the deep rest even these couple of days affords. Residence courses are incorporated into each of the Forest Academies and between many blocks during the semester. If you can’t take the Residence Course offered during the Forest Academy, you should arrange to take a course between blocks to make up this requirement.

DC Course Grading for New and Continuing Meditators

For P or Pass you must complete the following:

1. Complete the course of instruction in the TM technique.
2. In-class group practice of the TM technique Monday – Friday each week.
3. Attend two All-campus meetings each semester.
4. Individual TM checkings scheduled over the semester as described above.
(7 for New Meditators, 2 for Continuing Meditators)
5. One residence course each semester.

For H or Honors you need to complete all of the above plus at least 80 additional group programs per semester in addition to the group classroom meditations.

A grade of NP or No Pass means you will need to complete the requirements.

Course of Study for Students Practicing the TM and TM-Sidhi Programs

1. **Regular twice-daily practice of the Transcendental Meditation and TM-Sidhi programs** — All the principles and policies of Maharishi University of Management are designed with the aim of supporting the growth of every student toward enlightenment, a state of mind and body in which all one’s intellectual, emotional and spiritual resources are available for every decision. The fundamental practice to realize this goal is the twice daily practice of the Transcendental Meditation technique, and for those who have learned it, the Transcendental Meditation-Sidhi program, including Yogic Flying, preferably in a large group setting in one of the program halls set up by the Department of Development of Consciousness

Maharishi has repeatedly emphasized the value of the group practice of the Transcendental Meditation and TM-Sidhi programs in a group (see quote at the beginning of the syllabus). In addition, more than fifty studies have documented the beneficial effects of the group practice of the Transcendental Meditation and TM-Sidhi programs on society. This practice is unquestionably the most reliable program by which institutions of higher learning can promote social progress and peace in the greater society.

For both these reasons, for students' own personal progress and for the greater social good, we invite all student Sidhas to practice their TM and TM-Sidhi programs twice daily in one of the large group program halls on campus, especially in the morning and afternoon programs in the Golden Domes. At a minimum, all students who practice the TM and TM-Sidhi programs will be expected to participate in at least 100 group programs for each semester enrolled. If you wish to make a stronger commitment, you may receive an Honors grade for attending at least 180 group programs in one semester and completing all other DC course requirements.

- **Morning TM technique** — This is your full TM and TM-Sidhi program, including Yogic Flying. We encourage everyone to join the large Super Radiance groups on campus for this program, but if need be you can also do this program in your room. For best results, Maharishi Yoga Asanas and Pranayama should be completed just before you begin this program.

- **Afternoon TM technique** — This is your full TM and TM-Sidhi program, including Yogic Flying. As with the morning program, we encourage everyone to join the large Super Radiance groups on campus for this program, but if need be you can also do this program in your room. For best results, Maharishi Yoga Asanas and Pranayama should be completed just before your meditation.

Note: Student Flying halls (women in Hildenbrand, men in 143) will be available soon for morning and afternoon programs and also a 3:00 pm afternoon program option for those who would like to do their program right after class. They should be open by Block 1. We are looking for supervisors.

- **Lunchtime 10-minute meditation**, in class, Monday – Saturday. This meditation is in addition to the twice-daily full program and is part of your morning class.

2. **Two all-campus meetings with your DC faculty each semester** — Twice a semester all students, both Meditator and Sidha groups, will gather to discuss the development of consciousness program and their experience of the growing integration of life that is the goal of this program. These meetings will be led in part by your Development of Consciousness faculty. One meeting each semester will be led by the TM-Sidhi Administrators for North America, Drs. Doug and Linda Birx:

3. **One personal checking per semester** — Every student Sidha and Governor is expected to meet at least one time a semester individually with his or her DC faculty (or another designated checker) for an individual meeting to include one individual checking of the Transcendental Meditation program. These personal meetings help ensure that all your questions are answered and that you continue to enjoy your meditation, blissfully and effortlessly, throughout the year.
4. **One World Peace Assembly (WPA) each semester** — WPAs offer a unique and precious opportunity for a more extended “inward stroke” of rest and rejuvenation in the context of a settled and well-structured routine. Students often find themselves revitalized after the deep rest offered by these assemblies. WPAs are incorporated into each of the Forest Academies and between many blocks during the semester. If you can’t take the WPA offered during the Forest Academy, you should arrange to take a course between blocks to make up this requirement.

DC Course Grading for Sidhas & Governors

For P or Pass you must complete the following:

1. At least 100 group programs (Domes or Flying Halls) each semester.
2. Two All-campus meetings each semester.
3. One individual TM checking each semester.
4. One World Peace Assembly each semester.

For H or Honors you need to complete all of the above plus at least 80 additional group programs per semester.

A grade of NP or No Pass means you will need to complete the requirements.

Tracking Progress in the DC Program

This program of knowledge and experience of consciousness has been designed to support, in as comfortable and balanced a way possible, the sustained growth of intelligence, creativity, and organizing power in your life. The development of consciousness has been integrated into all aspects of your college life to achieve absolute freedom in life.

To achieve these ends, the faculty asks that you monitor your participation in the program and attend all of the knowledge and experience sessions (All-campus DC meetings) that have

been arranged for you. The Development of Consciousness Office will also generate regular reports on your participation to help you meet the above requirements for each semester in which you are enrolled. Please pay attention to these reports and be in regular communication with the DC Office to make sure that you meet the requirements in time and without strain.

Development of Consciousness Office

Dreier Building • Room 118

Generally in Monday-Friday 10:00 to 4:00

You can stop by or contact us for an appointment

Telephone: 472-1146 (Rod Eason) • 472-1114 (Kris Wood) • 472-1116 (Paul Handelman)

E-mail: reason.mcshi.edu • dc@mum.edu • klwood@mum.edu • phandel@mum.edu

- Special exceptions to DC policies are considered case by case by the DC Directors in conjunction with the DC Advisory Board and the Academic Standards Committee. This includes graduate students needing to do research at other universities, childcare situations, illness, etc.

DAILY ACTIVITY GRADUATION REQUIREMENT POLICIES

Beginning in their second semester, all undergraduate students are required to engage in regular dynamic physical activity and to report this activity and also to complete a health and fitness assessment every semester as part of the required course ESS 101 Health and Fitness Practicum. It is expected that students will be physically active for at least four hours each week, ideally, 30 minutes per day from Monday to Friday, and 45 minutes on Saturday and Sunday.

This activity requirement extends to every academic block in which students are registered beginning in their second semester. This fitness program is an individualized flexible program that is designed and implemented by each student. Participation in this program is a graduation requirement and is monitored with an activity sheet. At the end of every academic block, the activity sheet is returned to the office of the Director of the Undergraduate Health and Fitness Program in the Department of Exercise and Sport Science. Students may also return the activity sheet by attaching it to an email and sending to fitness@mum.edu

To help students develop and implement a well-rounded fitness program, each student is given a required health-related fitness assessment at the beginning of every semester. The fitness assessment establishes a reference point that allows the student to monitor fitness

changes and progress throughout the year. The faculty in the Department of Exercise and Sport Science are available to assist the students to plan and implement their individualized health and fitness program.

In addition to the daily activity requirement, all students must complete a knowledge-based graduation requirement entitled “Health-Related Fitness.” This course is required as the second forest academy of first year.

MONITORING STUDENT PROGRESS

The academic progress of all students is monitored so they and their advisors can be alerted at an early stage if some academic problem has arisen. Students who are placed on “Probation” or “DC Alert,” as described below, work with their advisors and department faculty until they have reached a satisfactory level.

Academic Probation — If any of the events listed below occur in one semester, students are placed on Probation for the following semester. Probation is listed permanently on the student’s transcript for the semester in which they receive the alert status. The probationary period is for the next semester the student is enrolled. If they receive no more “NC” grades during this period and the grade point average (GPA) is at an acceptable level by the end of the next semester, they will no longer be on probation.

Probation

Undergraduate students are placed on Probation when, in one semester, they receive:

- six or more credits of “NC” grades, or
- a semester or cumulative GPA of less than 2.0.

Master’s students are placed on Probation when, in one semester, they receive:

- one or more credit of “NC” grades, or
- a semester or cumulative GPA of less than 3.0.

Doctoral students are placed on Probation when, in one semester, they receive:

- any course grade below a “B.”

Development of Consciousness (DC) Alert

Students are placed on DC Alert when they do not receive a passing grade in their Development of Consciousness course for any semester or have a very low group program attendance in the first half of a semester.

DC Alert is not listed on the student's transcript but does require the student to meet with faculty from the Department of Development of Consciousness before registering for the next semester. At this meeting, a strategy is developed with the student to help them correct the situation. As part of this strategy, the student is required to pass their next semester's DC course.

Students have until the registration for the next academic year to bring any NP grades in DC courses up to passing. If they have not, students will be required to wait to register for classes until this has been completed.

Suspension

Students are eligible for suspension from the University if they receive a grade of "NC" while on Probation, do not fulfill the terms of DC Alert, or their GPA remains below acceptable levels for an additional semester. A suspension meeting will be held which will include members of the Department of Student Life. The student's Departmental Advisor may also attend and the student may invite one student, faculty, or administrator as a representative. The members of the Department of Student Life will determine the decision on suspension.

A suspension may be one or two semesters in length. A suspended student must apply for readmission through the Office of Admissions before returning to the University.

NOTE: The decision of the committee is final, though the student may seek a review by the Academic Council through the Dean of Faculty within 72 hours.

Additional Points for Graduate Students

- **Master's programs** — Some departments will not permit students to remain in a program if there is an accumulation of more than a specified number of graduate credits with lower than a "B" grade even though the overall Grade Point Average is 3.0. Students who fail to meet the standards set by the department may be required to withdraw at the end of any block.
- **Doctoral programs** — These programs require a grade of "B" or higher in all courses. Doctoral students who are unable to meet the standard of doctoral quality work, as determined by the advisory committee, may be asked to withdraw at the end of any block. At the end of each semester, the advisory committee interviews all doctoral students to evaluate and discuss their progress in the program.

SATISFACTORY ACADEMIC PROGRESS

Students receiving University scholarships or financial aid from the U.S. federal government are required to meet additional academic requirements in order to continue receiving these funds. A brochure entitled “How to Maintain Your Financial Aid Eligibility” explains these additional requirements and is available from your Financial Aid Office located in the Enrollment Center.