

ERAU Worldwide Course Policies

Student Responsibilities

Students are responsible for becoming familiar with all regulations and procedures required for continued attendance at the University. Regulations and procedures are published in the [catalog](#). University regulations are not waived because a student pleads ignorance of established policies and procedures. A student who is unsure of any regulation should seek help or clarification from their Academic Advisor or campus. Academic regulations, curricula, and procedures are subject to change without notice or obligation. Changes are published in a supplement or in the next catalog.

Catalog Requirements

The catalog in effect at the time of the student's admission contains specific information about degree programs. Students are responsible for complying with the provisions of the catalog and should contact their Academic Advisor with any questions they may have. All students should familiarize themselves with the University catalog in order to monitor their program progress. Students may change to a newer catalog; however, students may not change to a previous catalog. It is the student's responsibility to ensure that he or she is progressing according to the applicable [catalog](#).

Degree Program Evaluation

An official evaluation showing the degree program, accepted advanced standing and transfer credit, and the catalog year of the program will be emailed to the student upon completion. Carefully examine the degree program evaluation to ensure it is correct, and that all transfer credit and advanced standing credit was correctly applied. If discrepancies are identified, the student should notify their Academic Advisor or campus immediately. Discrepancy issues will be forwarded to the Registrar's Office for review.

Taking Courses at Other Institutions (Degree Seeking Students Only)

Once admitted to the University as a degree candidate, students are expected to complete all their courses with the University, unless **advance written authorization is granted**, or where a formal agreement exists. Examples of formal agreements include MOUs with military hosts that stipulate that other schools will handle general education courses, formal 2+2 agreements, and other agreements Embry-Riddle has entered into with community colleges or other schools.

Course Load

Undergraduate online students may be enrolled in a maximum of 12 credit hours at any one time. Graduate online students may be enrolled in a maximum of 9 credit hours at any one time. We recommend that first time online students, students working full-time, or students with other commitments outside of school enroll in only 3 or 6 credit hours at any one time.

Grading and the Grade Point Average

Undergraduate:

- Faculty issue grades of: A, B, C, D, and F
- The GPA is computed each term on a 4-point scale: A = 4.0, B = 3.0, etc.
- Students must have a cumulative GPA of 2.0 or higher to graduate

Graduate:

- Graduate faculty issue grades of: A, B, C, and F
- The GPA is computed each term on a 4-point scale: A = 4.0, B=3.0, etc.
- A graduate student must maintain a 3.0 GPA to graduate.

Add/Drop Period: Students may add a course(s) during the first four business days of the term. Adding a course after the term has started does not preclude a student from responsibility for submitting assignments on time or completing assigned reading. Students enrolling during the add period should plan to have their course materials sent via overnight. Students may drop a course through their academic advisor with no notation of course enrollment on their transcripts or financial penalty during the drop period only. Due to the compressed term schedules at Worldwide locations, the drop period extends through the first four business days of each term. Tuition is not refunded after the conclusion of the drop period, unless required by state law or via an approved exception.

Withdrawal: The authorized withdrawal period extends to the middle of the term, unless otherwise established by any contract or memorandum of understanding/agreement currently in effect. Students may withdraw and receive a “W” grade up to the middle of the term. Tuition is not refunded for course withdrawals, as they occur after the conclusion of the drop period, unless required by state law or via an approved exception. To withdraw from a course during the withdrawal period you may contact your Worldwide Online Academic Advisor or campus to begin the process. The withdrawal request must be made in writing via email, fax, or letter and sent to your Academic Advisor or campus. You may also submit an online withdrawal request in ERNIE by clicking on Services, and then Course Withdrawal Form under Records and Registration.

Incomplete Grades/Course Extensions

Students who determine that they cannot complete the requirements for a course by the term ending date due to extenuating circumstances must initiate a written request for an extension to the instructor prior to the scheduled term ending date. The instructor will notify the student of the approval or disapproval. If the extension request is approved the instructor will provide you with the length of the extension **not to exceed 30 days from the scheduled end of term date**. If the student fails to complete the course and government tuition assistance (TA) funding was used the government will determine if the funds expended must be repaid by the student. Students not completing their courses within the prescribed time limit will receive a failing grade (F) in the course.

It is the student's responsibility to request an incomplete grade; incompletes/extensions are at the sole discretion of the instructor and may require third party documentation of the extenuating circumstance.

Repeat Policy

For Undergraduate Students: With the exception of flight courses, which may be repeated only once, a student may attempt a course only three times, including the initial grade, and repeat grades. Students who fail to successfully complete a course on a third attempt are subject to suspension from the University.

In determining the Cumulative Grade Point Average (CGPA), the grade for a second course attempt replaces the first, and the grade for a third course attempt replaces the second. The grade(s) and credit hours for the third and all subsequent attempts will be used in calculating the CGPA.

All course attempts are recorded on the University transcript.

For Graduate Students: A graduate student may repeat any university course without limit.

All course attempts are included in the computation of the Cumulative Grade Point Average (CGPA), with one exception. Graduate students may petition to repeat one course in which a grade of less than "B" was earned for the purpose of improving their CGPA. Both grades earned are recorded on the University transcript, but, in this instance, only the replacement grade is included in the calculation of the grade point average.

Additional repeated coursework beyond that approved petition will not be used to revise the student CGPA.

All course attempts are recorded on the University transcript.

Student Grievance Procedure

It is the policy of Embry-Riddle Aeronautical University to administer its educational programs both on and off campus in a manner that is fair, equitable, academically sound and in accordance with the appropriate regulations and criteria of its governing board, accrediting association, and federal and state laws and regulations. To this end, Worldwide students are provided an opportunity to express any complaints, grievances, or disputes.

Students are encouraged to first address any issues with the faculty or staff member for which the grievance is based. If unresolved, the student should complete the Grievance (Complaint) form located in ERNIE. The Student Affairs Office will review the grievance and ensure that it is forwarded to the appropriate department or college if necessary for their review and action. The department or college will communicate back to the Student Affairs Office their decision, or recommended action. The Student Affairs Office will communicate with the student and provide further guidance if appropriate.

At any time, students may contact the Student Ombudsman to gain advice and specific direction in seeking a resolution.

Sexual Harassment or Discrimination

Title IX of the Education Amendments of 1972 is a federal civil rights law that prohibits colleges and universities, which receive federal funds, from discrimination on the basis of sex. Discrimination under Title IX includes sexual harassment and sexual violence, including rape and sexual assault. In addition, the Clery Act requires all colleges and universities that participate in federal financial aid programs to maintain and disclose information related to crime on college campuses, including sexual assault.

Title IX requires that any school receiving federal funding have a designated Title IX coordinator. It is imperative that any incidents of sexual violence be reported to the Title IX coordinator immediately, even if the report complaint was initially filed with another individual or office. Title IX requires a school to take prompt and effective steps to reasonably end sexual harassment and sexual violence.

Title IX complaints should be directed to the Title IX Coordinator, Autumn Meyes-Parker at either wwtitle9@erau.edu or meyerspa@erau.edu, 386-226-6677. To file a report electronically go to the Worldwide Title IX website at <https://worldwide.erau.edu/administration/diversity>.

Grade Appeals

Students who wish to appeal their final course grade must first contact the course instructor to discuss and attempt to resolve the issue. Discussion should take place after the final course grade is issued. Grounds for appeal may include: suspected mathematical errors in computing the final grade, interpretation of grading criteria or interpretation of the weighing of course performance elements. Except for the most unusual circumstances, appeals challenging the academic judgment of the faculty are not acceptable. If the student and instructor cannot resolve the dispute within 30 days, the student should submit a written appeal letter to the appropriate college designee. The appeal letter should detail the challenge and include all applicable documentation. The College designee will then follow established procedures to investigate the appeal. Students are informed of these procedures at the time the grade appeal is submitted.

College Designees

- College of Aviation: wwaero@erau.edu
- College of Business: wwcobgen@erau.edu
- College of Arts and Sciences: wwasdm@erau.edu

Student Academic Integrity Issues

Embry-Riddle is committed to maintaining and upholding intellectual integrity. All students, faculty, and staff have obligations to prevent violations of academic integrity and take corrective action when they occur. The adjudication process will involve imposing sanctions which may include, but are not limited to, a failing grade on the assignment, a failing grade in a course, suspension or dismissal from the University, upon students who commit the following academic violations:

1. **Plagiarism:** Presenting the ideas, words, or products of another as one's own. Plagiarism includes use of any source to complete academic assignments without proper acknowledgement of the source. Reuse or resubmission of a student's own coursework if previously used or submitted in another course, is considered self-plagiarism, and is also not allowed under University policy.
2. **Cheating:** A broad term that includes, but is not limited to, the following:
 - a. Giving or receiving help from unauthorized persons or materials during examinations.
 - b. The unauthorized communication of examination questions prior to, during, or following administration of the examination.
 - c. Collaboration on examinations or assignments expected to be, or presented as, individual work.
 - d. Fraud and deceit, that include knowingly furnishing false or misleading information or failing to furnish appropriate information when requested, such as when applying for admission to the University.

Instructors reserve the right to use any form of digital method for checking plagiarism. Several electronic systems are available and other methods may be used at the Instructor's discretion.

All student work submitted to any electronic plagiarism system by the instructor will remain in the ERAU plagiarism system database. Students are not able to request the removal of the content submitted to any plagiarism system used by ERAU.

Prevention

A strong proactive strategy is the best way to preserve academic integrity among students, faculty, and staff. All new students must review this policy prior to their first class with Embry-Riddle. If students have any questions regarding this area, students should contact their course instructor, Academic Advisor, or Campus Director.

Adjudication of Academic Integrity Violations

A student who witnesses an academic integrity violation should immediately notify their instructor or Academic Advisor; whichever is most appropriate for the specific violation. There are no specific time limits for completing the adjudication process. It is an internal university administrative process, not a criminal or civil trial.