

Minutes of the Undergraduate Council
Monday, October 7, 2002
#2

April Summitt, chair; Lynelle Weldon, secretary, Ben Maguad, Gary Marsh, Pat Mutch, Merlene Ogden, Bill Richardson, Brad Sheppard, Rob Zdor

**VOTING MEMBERS
PRESENT**

Emilio Garcia-Marenko, Gary Williams

**NON-VOTING
MEMBERS PRESENT**

Steve Hansen

GUEST

Emilio Garcia-Marenko

PRAYER

Committee members reviewed the minutes of Sept. 9.2002. No vote was taken due to a lack of quorum.


MINUTES REVIEWED

The council voted (completed by electronic ballot) to approve the major designation of pre-BFA for students (freshmen and sophomores) who are on track for the Bachelor of Fine Arts degree but have not yet been accepted into the program.

PRE-BFA MAJOR

The council voted (completed by electronic ballot) to accept the changes in Parts I, II, and III of the Working Policy (Admissions, Advising, Academic Policies) (see attached).

**WORKING POLICY
REVISION**



April Summitt, chair

Lynelle Weldon, secretary

Timely Completion of Degrees:

Issue: Business Major completed all but calculus class 9.5 years ago. Now wants to finish. This stimulated the debate.

Current Policy: No time limit for undergrads on completion of degree. 10 year limit applies only to completion under a previous bulletin.

Comments:

1. Time limits should only be used on core courses. We do not want to limit non-traditional students who may take a long time to complete degrees.
2. How about this: "Any student re-enrolling after more than 24 months may be required to update his/her major courses."
3. Only courses applied to a major should be subject to time limits and reviews.
4. We could specify that all classes beyond a certain time limit must be updated and leave the method of updating at discretion of each department.
5. Hope International University: students gone 1 year or more must re-enter under current bulletin.
6. Otterbein College, OH, and Husson College, ME: same as above.
7. DePauw: any work over 10 years must be reviewed to be accepted for a degree.
8. Hanover College: must be continuously enrolled, or under the current bulletin. Each department can decide what to accept or reject.

Time Limits on Undeclared Students:

Issue: Noel-Levitz suggested we review this issue. Should there be a time limit imposed on undeclared students?

Comments:

1. No. This should be the student's responsibility.
2. Do not allow them to declare the first year (to save so many switches). Require them to declare at the beginning of the second.
3. Let's focus on creating a "home" for undeclared majors so they have more guidance. We could create a program for undeclared students.
4. Lewis and Clark State: a student can be undeclared up until completing 32 credits
5. Allegheny College: students must declare at the end of the Sophomore year. Cannot register by middle of Junior year until declared.
6. Carleton College: students must declare prior to registration for the first term of their junior year.

PART I

ADMISSION

1-1:0 A. Admission Policy

WP2:425:1

Admission to Andrews University is granted irrespective of race, color, national or ethnic origin, or sex. Inasmuch as Andrews University is sponsored and mainly financed by the Seventh-day Adventist church, the majority of its students are members of the Adventist church. However, no particular religious persuasion is required for admission. Subject to available space, students who meet the academic and character requirements of the University and who express a willingness to cooperate with University policies and to adjust to and be comfortable within its religious, social and cultural atmosphere, may be admitted. However, admission to the University is a privilege and not a right, and may be withheld or withdrawn by the University at its discretion and in harmony with its mission and its function.

1-2:0 B. Admission/Enrollment Standards¹

1-2:1 1. General Admission/Enrollment Standards

The Undergraduate Council sets **minimum** admission standards for all of the undergraduate schools of Andrews University. These minimum admission standards are known as **general admission** standards.

1-2:2 2. Specific Admission Standards

Individual degree programs within a school/department may set their own admission standards which may not be lower than the general admission standards prescribed by the Undergraduate Council. These specific school/departmental/degree program admission standards are known as **specific admission** standards and are published in the appropriate sections of the University Bulletin.

1-3:0 C. Categories of Admission/Enrollment Status

The undergraduate schools of Andrews University shall have **regular**, **provisional** and **probationary** admission categories and **permission to take classes (PTC)**. The admission/enrollment status of a student is recorded on the student's academic record. The admission/enrollment status of a person may change depending on the fulfillment of admission requirements.

1-3:1 1. Regular Admission

To qualify for **regular** admission, an applicant must meet **any one** of the following standards C,1,a; C,1,b; C,1,c; C,1,d; or C,1,f, listed below:

- 1-3:1.1 a. **As a secondary school graduate**, an applicant must meet all of the following standards. Evidence that these have been met must be provided prior to matriculation of an accepted applicant.: listed in C,1,a,i-v below:

- i. Present official documentation that he/she has completed secondary-school studies at an accredited secondary school with:

a) Two college-preparatory math courses.

a minimum of thirteen (13) units of college preparatory subjects (solids) in the fields of English, Foreign Language, Mathematics, Computer Science, Science, Behavioral Science, Social Studies, and Religion (up to 2 units):

Note

Science: Biology, Chemistry, Physics, Physiology, and Anatomy

Social Studies: History, Political Science, and Geography

Behavioral Science: Sociology, Psychology, Organizational Behavior, and Anthropology

b) ~~an overall grade-point average of 2.75 OR an overall grade-point average of 2.50 and a college-bound percentile rank of 35 on the ACT/SAT OR an overall grade-point average of 2.25 and a college-bound percentile rank of 50 on the ACT/SAT.~~

b) A College bound ACT/SAT composite score at the 50th percentile.

c) High school gpa no lower than 2.25.

- ii. Present two appropriate character references. One of these must be from a person who knows the applicant while attending secondary school (secondary school principal, guidance counselor, residence-hall dean, or teacher) and include information about the applicant's citizenship and class attendance pattern. An employer or pastor or other non-family member may be chosen for the second character reference. from any of the following persons: secondary school principal, guidance counselor, resident-hall dean, teacher, employer or pastor.

- iii. Sign the appropriate section of the application form ^{accepting} ~~undertaking~~ to respect and abide by the rules and standards of the University. (A signature is required after the note following item #16.)

- iv. Present any of the following as evidence of the applicant's proficiency in the English language:

a) all education from at least the seventh grade through the twelfth grade (or equivalent) in English in an English-speaking country

b) on the TOEFL (Test of English as a Foreign Language) a minimum score of 550 on the written test with no section score less than 52 or a minimum score of 213 on the computerized test with a score of at least 20 on the English section and no score less than 19 on the other sections.

OR

c) a minimum score of 80 on the MELAB (Michigan English Language Assessment Battery) with no section score less than 72.

- v. All first-year students (including international students) must take the ACT or SAT prior to coming to Andrews University or during the Freshman Orientation Week but prior to matriculation registration for the student's first semester:

1-3:1.2

- b. **An applicant who has Secondary School Equivalency must meet all of the following standards. Evidence that these have been met must be provided prior matriculation of an accepted applicant.**

i. meet all of the admission requirements listed in C,1,a,ii-v above

ii. present evidence of having secondary school equivalency as follows:

- a) official graduation transcripts from an unaccredited United States/Canadian based secondary school with an overall GPA of 2.75 and thirteen (13) solids as described in C,1,a,i,b) above

OR

- b) official graduation transcripts from an equivalent international secondary school [transcripts are evaluated according to criteria for equivalency laid down by the American Association of Collegiate Registrars and Admissions Officers (AACRAO)].

OR

- c) an official copy of the General Education Development (GED) certificate in which he/she had obtained a minimum average score of 60 on the five sections of the test, with no less than a standard score of 50 on any one section.

1-3:1.3²

- c. **An applicant who has completed secondary education in a home-school context must meet the following standards. Evidence that these have been met must be provided prior to matriculation of an accepted applicant. :**

i. meet all of the admission requirements listed in C,1,a,iii-v above

ii. present a detailed description of the home-based program of study by the one who directed the program (this port-folio could include the courses, length of study, texts used, samples of graded work, and books read), together with reflections on the value of this Home School experience by the student or meet the requirements for Secondary School Equivalency (see C 1 b above). listed in C,1,b,ii,c.

iii. a college-bound composite score of no less than 18 on the ACT or an SAT composite score of no less than 940. percentile rank of no less than 50 on the ACT/SAT.

iv. two recommendations from non-relatives.

1-3:1.4

d. As a transfer student from another university/college, an applicant

- i. with fewer than 27 college semester credits on a **regular** acceptance basis, must meet all of the requirements for a first time in college student as listed above. listed in C,1,a or b or c.
- ii. with at least 27 college semester credits completed on a **regular** acceptance basis prior to coming to Andrews University will be evaluated on his/her college GPA. ACT or SAT scores and two character references must be submitted with the application. not his/her secondary school GPA; and must meet C,1,a or b or c.

1-3:1.5

e. A prospective secondary school graduate in the final year of secondary school study may be assigned **regular** admission. Regular admission status at that time shall be assigned on the basis of the applicant's current performance in the secondary school but subject to review in light of the receipt of the final secondary school grades and transcripts as outlined below. Such an applicant must, at the time of application, meet the following standards:

- i. Two college preparatory mathematics courses.
- ii. Completion An ACT composite score of no less than 18 or an SAT composite score of no less than 940.

~~i. A secondary school transcript/official grade report indicating that the student will present thirteen (13) units (two of which may be Religion) of college preparatory subjects (solids) as indicated in C,1,a,i,a) above.~~

~~ii. An overall GPA of 2.75 OR and overall GPA of 2.50 and a college-bound percentile rank of 35 on the ACT/SAT OR an overall GPA of 2.25 and a college-bound percentile rank of 50 on the ACT/SAT.~~

iii. Other admission standards as outlined in C,1,a,ii-v above.

1-3:1.6

f. Regular Admission to the Andrews University Gifted Scholars Baccalaureate Degree Program³

- i. Admission to the Andrews University Gifted Scholars Baccalaureate Degree Program is reserved for gifted non-graduates of secondary schools, selected on the basis of current exceptional academic achievement. (General Details of the Andrews University Gifted Scholars Baccalaureate Degree Program are kept in the offices of admissions, and the director of the AU Honors Program). The University offers this program to those whose particular circumstances and level of maturity suggest they will benefit from early enrollment in college.

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- ii. Students admitted into the Andrews University Gifted Scholars Baccalaureate Degree Program are admitted on **regular** admission status.
 - iii. For a student to become eligible for admission to the Andrews University Gifted Scholars Baccalaureate Degree Program he/she must:
 - a) present a transcript showing a consistently maintained GPA of 3.75 in all secondary school work with an approved number of at least thirteen (13) solids (usually no fewer than four (4) per year of secondary school work) and a college-bound percentile rank of 90 on the ACT/SAT.
 - b) present evidence of an English Language proficiency at the level as outlined in C,1,a,iv.
 - c) have a recommendation from the principal and guidance counselor at the student's current secondary school.
 - d) present himself/herself along with parents/legal guardians for an interview with the Gifted Scholars Admissions Committee composed of the following:
 - i) Chairman of the Admissions Committee (chair)
 - ii) Director of the Honors Program (secretary)
 - iii) Registrar
 - iv) Faculty member designated by the Dean of the school
 - v) The Dean of the school for which the student is applying
 - iv. Students admitted into the Andrews University Gifted Scholars Baccalaureate Degree Program must also take the Mathematics Placement Exam either prior to enrollment or within the first semester of residency.
 - v. If accepted, the applicant must join the AU Honors Society and have the honors director as an advisor. When a major is selected, a major departmental advisor should be included in the advising process.

35 **1-3:2 3. Probationary Admission⁴**

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37 **1-3:3.1**
- a. The **probationary** admission status may be initially assigned by the Undergraduate Admissions Committee based on the recommendation of the appropriate school dean to an applicant **who** does not qualify for regular admission status.
 - i. Exceptions to these standards must be considered by the Undergraduate Admissions Committee upon the recommendation of the appropriate school dean and based, if possible, on an interview process with the prospective student and/or upon a written
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personal statement submitted by the student.

- ii. An applicant who has not had all of his/her education from at least the seventh grade through the twelfth grade (or equivalent) in English in an English-speaking country must present official documentation that he/she achieved a score of no less than 450 on TOEFL plus, if available, a score of 3 on the TWE (Test of Written English) or 70 on MELAB.

1-3:3.2 b. The Admissions Committee may also assign **probationary** admission status to an applicant who has not yet graduated from secondary school, who is in the final year of secondary school, but who does not meet the admission standards required for **regular** status. **Probationary** admission status shall be assigned at the time on the basis of:

- i. the student's ACT or SAT scores.
- ii. College-bound courses taken in secondary school, particularly performance on college-bound math.
- iii. Patterns of course attendance and citizenship.
- iv. Evidence of motivation to achieve in college.

1-3:3.3 c. The number of students admitted on **probationary** admission status shall not exceed ten percent (10%) of the number of entering freshmen that enrolled the previous school year.

1-3:3.4 d. At the time a student is admitted on **probationary** admission status the chair of admissions committee shall notify the student as to the reasons for the **probationary** status and that the relevant dean will advise him/her as to what needs to be done to gain **regular** admission status.

1-3:3.5 e. During the first semester of attendance, the relevant dean will advise the student on the following in order for him/her to achieve **regular** admission status:

- i. The specific listing of weaknesses to be rectified as revealed by the transcript, the English proficiency achievement, and tests taken as prescribed.
- ii. The timeline identified at the time of admission (usually no more than two semesters) within which the student is to rectify the weaknesses/deficiencies. (This includes English language proficiency which may be achieved by successfully completing the prescribed ELI classes.)
- iii. A requirement to:
 - a) participate in the academic probation plan as prescribed by their dean.
 - b) achieve an overall GPA of 2.00 on all studies done after two consecutive semesters of study and satisfactory progress measured every semester according to these criteria:

The following material is still under discussion...

i) The Satisfactory Academic Progress policy requires a student to maintain the following minimum standards:

(a) A cumulative 60 percent completion rate for academic credit for all courses attempted from initial enrollment.

Note: Credit grades include A, B, C, and D. Non-credit grades include withdrawal after drop-add date, audit, incomplete, deferred, failing, and non-credit.

(b) A cumulative grade-point average of at least a C (2.00) at the end of four (at most) consecutive semesters of study at Andrews University. [see C,3,e,iii,b),ii)].

(c) Regain the regular admission status within one semester after relapsing into probationary status for the second time.

ii) In elaboration of the criteria outlined in C,3,e,iii,b),i),(a) and (b), Satisfactory Academic Progress means maintaining an Andrews University grade-point average at or above the minimum levels specified below for the number of semesters in attendance at the University.

Semesters at AU	Min. AU Cumulative GPA Required
1	1.40
2	1.60
3	1.80
4	2.00

1-3:3.6

f. Loss of Probationary Status

A student accepted on probationary admission status as outlined in C,3 who

i. fails as a freshman to achieve the required standards by the end of the timeline specified above. in C,3,e,b,ii;

OR

ii. fails as a freshman to achieve the satisfactory progress standards outlined above in C,3,e,iii,b,ii at the end of any given semester,

OR

iii. fails as a continuing another student whose regular or probationary status had been changed to probationary to regain a cumulative GPA of 2.00 after two consecutive semesters on probationary status (one semester for students on probationary status for the second time) consecutive quarters on probationary status,

shall have his/her admission status canceled by the registrar and shall be asked by the

dean of the relevant school to withdraw from the University.

1-3:4 4. Permission to Take Classes (PTC) Enrollment Status

1-3:4.1 a. PTC enrollment status is assigned to any one of four categories of students enrolled at Andrews University, namely: (a) guest students, (b) persons seeking certification, (c) adult persons not seeking a degree, and (d) gifted non-graduates of a secondary school enrolled in special programs:

i. **Guest students** are registered students at another university who wish to take courses at Andrews University without being admitted into a specific degree program in a given school of the University. (Usually only a completed PTC form or a Michigan Uniform Guest Application form is necessary in order for the applicant to be granted permission to take classes.)

ii. **Persons seeking certification** are those who require certain courses without needing to complete a specific degree program.

iii. **Adult persons not seeking a degree** are individuals (18 years or older) who wish to enroll in classes either on or off campus without being admitted into a specific degree program.

iv. **Gifted non-graduates of a secondary school enrolled in a special program** are students who participate in Honors programs such as Summer Scholars, or attend college courses such as the Gifted Student Program, Math Enrichment Program, or the College Enrichment Program while still enrolled in secondary school and who must apply to the Director of the Honors Program and be accepted into the program in question. The Honors Director submits the PTC forms to the Admissions Office for Summer Scholars students who have been accepted by the Summer Scholars admissions committee after reviewing GPA, standardized examination scores, a student essay, and recommendations from secondary school teacher(s) and a guidance counselor.

1-3:4.2 b. Persons enrolled on a PTC basis under i, ii, iii, or iv as described above may register for any course for which they have met the prerequisite requirements. They may enroll in classes indefinitely as long as they meet scholarship and citizenship standards.

1-3:4.3 c. PTC students may also apply for admission to a degree program at any subsequent time but are required to meet existing admission standards at the time of application, including submission of all credentials required of degree-seeking students.

1-3:4.4 d. Persons applying for admission to a degree program who met the freshman admissions standards for such a degree program prior to taking courses on a PTC basis may petition to count up to 24 credits taken on a PTC basis towards the proposed degree provided a grade of C- or better has been obtained for each of the courses for which the degree credit is sought.

1-3:4.5 e. Academic transcripts are not normally required when enrolling students on PTC status.

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2 **1-3:5 5. Change of Admission Status**

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4 **1-3:5.1** a. ~~Regularizing Admission Status.~~ ~~When a student admitted on provisional admission~~
5 ~~status has submitted all of the documentation and met all the requirements for regular~~
6 ~~admission (as outlined in C,1) his/her admission status shall be changed to regular.~~ For
7 a student on **probationary** admission status to achieve **regular** admission status, he/she
8 must remedy the identified deficiencies by fulfilling the requirements specified by the
9 dean within the stated timeline (as outlined in 1-3:3.4 and 1-3:3.5) while achieving a
10 2.00 GPA.

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12 **1-3:5.2 b. Loss of Regular or Provisional Status**

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14 **1-3:5.2.1** i. A secondary-school senior accepted on ~~regular or on provisional~~ admission
15 status who fails to achieve the required standards by the time of registration
16 shall have his/her admission status changed to **probationary**.

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18 **1-3:5.2.2** ii. At any time a student on ~~regular or provisional~~ admission status does not
19 maintain an overall grade-point average of 2.00 or greater, his/her admission
20 status is changed by the registrar to **probationary**. When an overall GPA of
21 2.00 or greater is achieved at the end of a quarter, the previous admission status
22 is reinstated. See Part III, 3-2.2

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24 **1-3:6 6. Exceptions to Andrews University Undergraduate Admission Standards**

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26 **1-3:6.1** a. Exceptions to the Andrews University Undergraduate Admissions Standards are made
27 by the Admissions Committee only on the admission of students for the **probationary**
28 admission category and only as specifically approved for up to 10% of the enrollment
29 of a given school.

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31 **1-3:6.2** b. The Undergraduate Council shall periodically (at least every three years) review the
32 undergraduate admissions standards with a view to confirmation or amendment.

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34 **1-3:7 7. Denial of Admission**

35 An applicant may be denied admission when

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37 **1-3:7.1** a. he/she does not meet the standard prescribed for any of the admission categories listed
38 above and if no reasonable evidence is given that would merit giving the applicant
39 another opportunity to prove himself/herself;

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41 **1-3:7.2** b. he/she submits transcripts or records found to be fraudulent at the time of application.
42 Such an applicant is automatically denied admission to the University.

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44 **1-3:8 8. Annulment of Admission and Enrollment**

45 The admission status of a student may be canceled/annulled when

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47 **1-3:8.1** a. the student does not meet the conditions specified for continuing his/her education;

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49 **1-3:8.2** b. the admission status of the student was based on documents later found to be fraudulent.

1-3:9 **9. Specific Admission Policies**

Specific admission policies for the colleges and schools are drafted by each school's committee on academic policies and are approved by the faculty of the college/school within the minimum admission standards for all schools as set by the Undergraduate and Graduate Councils.

1-4:0 **D. Admission Procedures**

1-4:1 **1. Admissions Committee**

1-4:1.1 **a. Admissions Committee Membership**

The Admissions Committee shall consist of one representative from each college/school/ division that admits undergraduate students, one representative from Student Services, one representative from Academic Support and Advising Services and one representative from Enrollment Services. The chair shall be elected by the committee from among its members. The Enrollment Services representative shall serve as secretary.

1-4:1.2 **b. Admissions Committee Responsibilities**

- i. The Admissions Committee shall oversee the admission of undergraduate students and shall make admission decisions for:
 - a.) all students admitted on probation
 - b.) special cases referred to it by Enrollment Management
- ii. A minimum of four members of the committee are required for an admission decision.
- iii. The Admissions Committee reports to the Undergraduate Council
- iv. The Admissions Committee shall recommend changes in admission standards/policies to the Undergraduate Council's Standards Committee for review. ~~for approval by the Undergraduate Council.~~

1-4:2 **2. Operational Procedures**

The Admissions Committee shall delegate to an admissions officer in Enrollment Services the authority to make decisions admitting applicants who meet regular admission standards. However, the Admissions Committee can specify certain situations in which it wants applications referred to the committee for decision. The admissions officer shall refer to the committee any application he/she has questions about.

1-4:3 **3. International Students**

On the recommendation of the admissions and the student finance offices, the international student services office with approval of the vice president of student services shall issue an I-20 (certificate of eligibility) or the IAP-66 (a document issued by the General Conference of SDA) and any other information that may be necessary for an international student to enter the United States of America. Should the director of the international student services office have a question about the issuance of the I-20 or other information, the matter shall be brought to the admissions office and/or the student finance office for further clarification.

1-5:0 E. English Proficiency Level of International Students

WP 2:433

Most class work at Andrews University is done in English. Applicants whose mother tongue is other than English are required to submit scores of a standardized English proficiency exam (unless their English proficiency is otherwise satisfactorily documented). The standardized tests accepted are MELAB (Michigan English Language Assessment Battery), and TOEFL (Test of English as a Foreign Language). Regardless of tests taken elsewhere, students may be retested after arrival at Andrews University.

An applicant whose MELAB test score is less than 80 or whose TOEFL paper test score is less than 550 or with any section score less than 52 or whose computerized test score is less than 213 with a score less than 20 on the English section or a scores less than 19 on any other section is normally advised to study English on an intensive basis near home or through the Andrews University English Language Institute (AU-ELI) prior to beginning an academic program at Andrews University.

REFERENCES: REVISION MINUTES

1. Admission/Enrollment Standards: UGC:6-6-90; Revised UGC:2-12-92
2. Home Schooling: UGC:10-13-99;11-08-99
3. Gifted Scholars Baccalaureate Degree Program: UGC:5/10/00
4. Probationary Admission: UGC 3/9/2000

PART II

ADVISING, REGISTRATION AND RECORDS

2-1:0 A. Advising

Students are assigned academic advisers based on the major the students have chosen. These advisers function as academic guidance counselors to help students to schedule their courses, to learn how to follow academic rules and regulations, and to make decisions regarding their future.

2-1:1 1. Freshman Tests

All freshmen are expected to take the ACT or SAT and submit the results prior to matriculating at coming the Andrews University. If this has not been done in advance, the student must take the ACT during Freshman Orientation.

The University's Mathematics Placement Exam must be taken before registration for the student's first term. These tests are provided during Freshman Orientation.

2-2:0 B. Registration

WP 2:425:3

Registration of accepted students shall be contingent upon admission and satisfactory financial arrangements as determined by a student finance officer.

It is the duty of the registrar to ascertain whether each individual registration conforms to established policies, including the policies governing study load, both at the time of regular registration and at each change in registration.

Once a student has been matriculated into any school of the University, the student may continue to register for courses in that school from term to term as long as the required academic standards are maintained, the financial obligations are met, and the University regulations of student conduct are followed.

Before the beginning of each new term, the student who does not meet the academic academy standards for continued enrollment, shall be notified by the dean, who shall also notify the registrar.

A student who does not qualify financially for registration is to be notified by the director for student finance.

A student separated for disciplinary reasons or a student who does not meet the standards for remaining as a student may not register. In such cases, notification to the student is issued by the president or vice president for student affairs. The fact of the decision is to be communicated in writing to the director of admissions and the registrar, but the communication is not to include any explanation of the merits of the case.

2-2:1 1. Registration: Help for the Student

WP 2:425:5

1 In selecting courses the student shall have the benefit of the counsel and participation of at
2 least the following representatives of the University: (1) the student's advisor who shall be
3 consulted before registration and before any change in registration, and whose approval is
4 necessary; (2) the registrar whose approval is necessary in connection with the registration
5 and each change; (3) the dean, if the student appeals the advisor's or the registrar's decision.
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7 **2-2:2 2. Course Membership WP 2:425:4**
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9 A student is not a member in any course or class until the student has officially registered
10 for that course or class through the office of records. The student remains a member until
11 the registrar receives the grade reported, or until an official drop is registered through the
12 office of records, except as provided for below:
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14 **2-2:3 3. Change of Study Program WP 2:425:4:1**
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16 A student who wishes to change any course or class in the study program shall first obtain
17 signatures required on the "drop and add" form. Completed forms are then turned in to the
18 office of the registrar within the time published in the schedule for the quarter.
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20 **2-2:4 4. Auditing Privilege WP 2:425:4:2**
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22 A student may change from "credit" to "audit" registration and *vice versa* for any course
23 within the published time schedule. Normally an audited course is not taken later for a
24 grade. To do this the student must present the registrar's office with a drop/add form with
25 the appropriate signatures.
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27 Honor students may audit one free class per quarter if registered for at least twelve (12)
28 credits for that ~~semester~~ quarter.
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31 **2-2:5 5. Class Load for Visa Requirements WP 2:434**
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33 Except for students who are in the United States of America on a visa to study English, a
34 full-time class load for visa purposes is 12 credits per quarter in the undergraduate schools.
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37 **2-2:6 6. Dual Enrollment¹**
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39 Dual enrollment is available for students at either the graduate or undergraduate level under
40 the following restrictions:
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42 **2-2:6.1 a. Undergraduate Dual Enrollment** (available to undergraduate students nearly finished
43 with an undergraduate degree who wish to begin work on a graduate program):
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45 i. The student must satisfy all of the following requirements:
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47 a. Be an undergraduate student at Andrews University
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49 b. Be within 16 ~~semester~~ credits of finishing an undergraduate degree

- c. Have applied for admission into a graduate program and have clearly met all other **regular** admission standards for a graduate program
- d. Normally take no more than 16 credits (combined graduate and undergraduate) each ~~semester~~ quarter
- ii. The limitations on the graduate credits taken are:
 - a. ~~Graduate~~ credits may not be used to satisfy undergraduate requirements
 - b. A maximum of 24 ~~semester~~ credits of graduate course work may be reserved and applied to a subsequent graduate degree at Andrews University
 - c. Taking graduate courses does not guarantee or imply the future admission to a *graduate* degree program

2-2:6.2

- b. **Graduate Dual Enrollment** (available to graduate students who want to accumulate undergraduate credits toward an additional undergraduate degree while concurrently working on a graduate degree):
 - i. The student must satisfy all of the following requirements:
 - a. Have completed a four-year baccalaureate degree from an accredited American university or senior college, or its equivalent
 - b. Be accepted on **regular** or **provisional** status into a graduate program at Andrews University
 - c. Normally take no more than 16 credits (combined graduate and undergraduate) each ~~semester~~ quarter
 - ii. The limitations on the undergraduate credits taken are:
 - a. The credits earned toward the additional baccalaureate degree may not also be used to count towards the total necessary for completion of the graduate program
 - b. The grade-point average on the undergraduate credits does not count towards the graduate grade-point average

2-3:0 C. Class Standing

WP2:461

It shall be the duty of the registrar to determine, on the basis of established policies, which students are eligible for membership in the undergraduate first year, sophomore, junior, and senior classes.

At the beginning of the autumn semester students are classified as follows:

Freshman	0-24
Sophomore	25-55
Junior	56-86
Senior	87-

2-4:0 D. Transcripts

The Records Office issues transcripts of the student's college record upon written request by the student. Telephone requests cannot be honored. Transcripts are not issued for students with unpaid accounts. Requests for transcripts should reach the Records Office ten days before they are needed.

2-5:0 E. Release of Student Information

WP2:457

2-5:1 1. The University reserves the right to release **directory information** which includes the following: the student's name, address, telephone listing, date and place of birth, sex, marital status, major field of study, participation in officially recognized activities, dates of attendance, and degrees and awards received.

2-5:2 2. **Public information** such as dates of attendance, place and date of birth, names of parents and home address, campus address, verification of degree including honors, previous schools attended, etc., is, upon request, given to:

- a. Properly identified representatives from federal, state, or local government agencies.
- b. Business firms from which students have requested credit, or possible employment.
- c. Scholarship donors.

2-5:3 3. Disclosure of Personal Information

Andrews University will disclose personally identifiable information from the education records of an undergraduate student without the written consent of the eligible student if the disclosure is to parents of a dependent student, as defined in section 152 of the Internal Revenue Code of 1954.

2-6:0 F. Academic and Disciplinary Records

WP2:459

Academic and citizenship records are separate. Records on disciplinary actions are retained by and available to the vice president for student affairs and the president. They are communicated to the registrar or the appropriate dean only if they affect the student's eligibility to remain or to reregister. Such notification is made in writing by the vice president for student affairs or the president; but the communication is not to reveal the nature of the offense because this would violate the principle of separation of records.

REFERENCES: REVISION MINUTES

1
2
3

1. Dual Enrollment: UGC:3-11-92

PART III

ACADEMIC POLICIES

3-1:0 A. GRANTING CREDIT ¹

3-1:1 1. Transfer Credit

- a. A grade below C- is not accepted.
- b. The overall grade-point average of transfer work accepted must be at least 2.0.
- c. No more than 70 semester credits/105 quarter credits (unless more is approved by the relevant dean as part of a planned professional program) may be accepted from two-year colleges and applied to a baccalaureate degree at Andrews University.
- d. The academic department(s) involved will determine which transfer courses may be counted toward majors, minors, cognates and core. The same requirements for grades that apply to majors, minors, cognates and core also apply to transfer work that is used for these.
- e. Transfer courses used for general education will be determined by the Undergraduate Records Office as per guidelines established by the General Education Committee. Transfer credits outside of the guidelines may be petitioned for approval by the Director of General Education in consultation with the appropriate academic dean or academic department.
- f. Transfer work is not placed on an Andrews University transcript. At the time of graduation, the amount of transfer credit and transfer GPA totals will be recorded on the transcript.
- g. Transfer credits from an unaccredited school are accepted on an individual basis, after the student has demonstrated satisfactory academic performance at Andrews University. With advice from the admissions and records offices, the relevant dean determines the credits to be accepted, based on satisfactory performance in advanced level courses and/or validation examinations. Likewise, departments determine the credits that can be applied toward a concentration, major or minor.

3-1:2 2. International Transfer Credit

In addition to the above transfer credit policies, the following apply to transfer credit from schools outside of the United States.

1 **3-1:2.1**

2 **a. Evaluation of Transfer Credit**

3 Transfer credits from schools outside of the United States are evaluated according
4 to American Association of College Registrars and Admission Officers
5 (AACRAO) recommendations.

6 **3-1:2.2**

7 **b. Advanced Credit**

8 Forms of education beyond the equivalent of 12 years of elementary and
9 secondary school in the United States may be awarded advanced credit. For
10 example, students with A-level passes may be awarded up to 10 credits for each
11 A-level pass. These credits may be used as applicable toward graduation
12 requirements, including general education, major, concentration, minor, and
13 general electives.

14 **3-1:3**

15 **3. Credit for Special Learning Experiences**

16 **3-1:3.1**

17 **a. Advanced Placement Program**

18 Some secondary schools offer selected students the opportunity to accelerate
19 learning by taking one or more subjects at the college level during their senior
20 year. In May of each year the College Entrance Examination Board (CEEB)
21 gives a set of Advanced Placement (AP) examinations which cover this advanced
22 work. Andrews University cooperates with the Advanced Placement Program,
23 awarding college credit for all AP courses passed with a score of three (3) or
24 better.

25 **b. International Baccalaureate Program**

26 The International Baccalaureate (IB) is an internationally recognized program of
27 study for highly motivated high school students who desire advanced standing at
28 the university level. Advanced standing will be considered for students who
29 present an official copy of the IB diploma.

30
31 **i.** For course work that falls in the domain of the general education
32 requirements a score of at least four for work taken at the higher level (HL)
33 will be considered for general education credit. Assessment will be made by
34 the appropriate department(s) for individual courses in cooperation with the
35 Director of the General Education Program.

36
37 **ii.** For major level course work a score of at least five for work taken at the HL
38 will be considered for credit after review by the appropriate department. It
39 was recommended that the student could be allowed to enroll in a sophomore
40 major level course with the purpose of validating the IB experience in that
41 subject area. With a grade of at least B minus in this course, credit for the
42 freshman major's level sequence would be given.

43 **3-1:3.2**

44 **c. Credit by Examination**

Some students have achieved college-level proficiency on the basis of work experience and informal study. Andrews University provides recognition for such learning through two types of credit-by-examination procedures: (1) through recognized standardized tests such as the College Level Examination Program (CLEP) and the Defense Activity for Non-Traditional Education Support (*DANTES*), and (2) through examinations administered and/or prepared by an academic departments within the University.

~~Regardless of the method, the maximum amount of credit by examination that may be applied to a baccalaureate degree is 32 semester credits. All CLEP and DANTES examinations must be taken during the student's first year in residence. Department administered examinations may not be taken during the last semester immediately preceding graduation.~~

Credit by examination is never regarded the same as credit taken in residence. No type of credit by examination may be used to replace failures or other low grades received at Andrews University.

3-1:3.2.1

i. CLEP or DANTES

Transfer students wishing to apply CLEP or DANTES credits to their Andrews degree, are required to have a CLEP or DANTES transcript sent to the Andrews University Counseling and Testing Center for evaluation by Andrews University standards. A fee is charged for this evaluation. Credit is allowed if the student scores ~~at or above the 70th percentile in a CLEP General Examination~~ and at or above the 50th percentile in a CLEP Subject Examination. Selected DANTES Subject Standardized Tests have been approved as a basis for credit at Andrews University.

3-1:3.2.2
Question:

ii. CLEP Policy for English Composition

Only ENGL115 (the first semester of English Composition) ~~111 (the first quarter of English Composition)~~ may be satisfied by CLEP. ~~ENGL112 and ENGL306 must be taken.~~

To be eligible to take the CLEP examination for English Composition credit (ENGL115 ~~111~~), a student must have a score of 85 percent or higher on the English section of the ACT or on the verbal section of the SAT. To receive credit, the student must pass either the College Composition or Freshman English CLEP test with a score of 50 percentile or higher and must also pass the essay test with a score of 5.5 or 6.

3-1:3.2.3

iii. Departmentally Administered Examinations

A limited amount of credit may be earned through challenge examinations within the individual departments of the University. These examinations may

1 be either departmentally constructed or nationally formed professional
2 examinations administered by the individual departments.

3
4 3-1:3.3

c. Validation or Proficiency Examinations

5 Special examinations may also be taken for reasons other than earning credit.
6 The student may wish to have waived certain published curricular or degree
7 requirements or may need to validate credits which he/she wants to transfer from
8 an unaccredited college. For further information write to the respective dean.
9

10 3-1:3.4

d. Credit for Off-Campus Study/Experience

11 Recognition is given to the fact that learning can and does occur in many
12 circumstances other than formal classroom situations. If a student desires such
13 an off-campus study/experience to qualify for credit at Andrews University,
14 he/she should be guided by the following criteria and procedures:
15

- 16 i. The student must submit an application describing the proposed project
17 for the dean of the college from which the credit will be received.
18
- 19 ii. If the project seems reasonable the dean of the college/school in which
20 the student is enrolled appoints a project supervisor and, in some cases,
21 also an advisor.
22
- 23 iii. The project supervisor and any appointed advisor studies the project
24 proposal with the student. The student then counsels with the department
25 chair(s) involved. At least one month before the planned beginning of the
26 project, the student submits an "Off-Campus Study Project Application"
27 (available at the dean's office) to the dean. This form demands the
28 following detailed description of the project:
29
 - 30 a. The nature of the study, research, or project
 - 31 b. Reference works to be studied
 - 32 c. People to be associated with the project off-campus
 - 33 d. The nature of the final report to be submitted, including a written
34 report
 - 35 e. Course numbers under which credit is to be granted
 - 36 f. Amount of credit recommended (see 8 and 9 below)
 - 37 g. Recommendation of the department chair(s)
- 38
- 39 iv. The dean approves or disapproves each proposal after consultation with
40 the department chair(s) and others as seems appropriate.
41
- 42 v. Within three months of completing the project and within six months
43 after returning to the campus, the student is to submit to the project
44 supervisor and to any appointed advisor, copies of the final report for

his/her/their evaluation. Projects not completed within the time limit do not receive credit, unless, upon written request recommended by the project supervisor, an extension of time is granted by the dean.

vi. The project supervisor and the advisor (when appointed) shall in consultation with the dean determine the amount of credit to be granted. The project supervisor in consultation with the advisor assigns the grades and reports to the dean.

vii. The student is notified in writing of the project evaluation results and subsequently registers for the credits allowed for the project. No credit is given unless the student has registered for the project and has paid the normal tuition for the authorized credits.

Question?

viii. ~~Forty-five~~ Thirty-clock hours of intensive study is considered a normal amount of time to be spent per credit granted.

ix. A maximum of 10 credits through off-campus programs may be granted toward a baccalaureate degree under one or more of the following categories, provided the prior planning outlined in the above procedures has been followed:

x. Credit is granted if the study project as evaluated meets the objectives of specific courses listed in the bulletin. In such cases credit is granted under the specific departmental course numbers, ~~such as BHSC495, BIOL495, CHEM495, COMM495, ENGL495, GEOG495, HMEC495, HONS290, HONS295, HONS490, HONS495, MATH495, PETH495, PHYS495, RELB496 (all in the College of Arts and Sciences), or AGRI499, AVIA494, HONS295, HONS495, TCED494 (for the College of Technology).~~

xi. Credit is granted if the study project is not covered by an existing departmental course or if the project is of an interdisciplinary nature and requires an amount of study that is comparable to that required for a departmentally organized course. ~~In such cases credit may be granted under GCAS294 or GCAS394 Off-Campus Study in _____ (for the College of Arts and Sciences, School of Business, and School of Education) or GTEC295 or GTEC395 Off-Campus Study in _____ (for the College of Technology) 3-10 credits.~~

3-1:3.5

e. Distance Education

Distance education courses are offered in partnership with Home Study International (HSI). Undergraduate courses completed through this partnership

1 earn Andrews University credits. All course materials and teachers are approved
2 by Andrews University, which issues all transcripts and grade reports. Students
3 register for these courses through the HSI office on campus.
4

5 **3-1:3.6**

6 **f. Correspondence Courses**

7 A maximum of 16 credits by correspondence, other than credits taken through
8 Andrews University distance education courses, is accepted toward a
9 baccalaureate degree. However, such credit may be applied on a major or a
10 minor only with the approval of the department chair. Normally students do not
11 take correspondence courses while in residence but may be allowed to do so
12 because of a conflict. Permission must be obtained in writing from the dean of
13 the respective school. The correspondence work is counted as part of the regular
14 college load. A course should be completed six months from the time of
15 enrollment.

16 Only 6 transfer credits, including correspondence credits, may be applied on the
17 last 36 credits of a baccalaureate degree. Correspondence courses cannot be used
18 to replace failures or other low grades earned in residence.
19

20 All transcripts for correspondence work must be in the Records Office at least
21 fifteen days prior to commencement.
22

23 **3-1:3.7**

24 **g. Prior Learning Assessment**

25 Credit for Prior Learning Assessment (PLA) is validated and granted through a
26 prescribed portfolio presentation process. This credit-granting option is available
27 only to students 24 years of age or older. It is for adult learners who desire
28 tangible recognition through academic credit for their achievements and
29 expertise. Credit can be given for knowledge already acquired in designated
30 course subject areas as a result of on-the-job training, community service
31 activities, non-credit courses (Life Long Learning classes taken at Andrews
32 University are exempt), and/or special accomplishments.

33 **3-1:3.8**

34 **h. Cooperative Education**

35 Andrews University has developed official cooperative educational opportunities
36 for students. In this program students are employed off-campus for specific
37 periods of time as an integral part of their academic program. The employment
38 is related as closely as possible to the student's course of study and provides
39 involvement in the practical application of theory. The working period may be
40 full-time or part-time. Students are usually paid for services by the cooperating
41 employer and may receive college credit for the experience. Arrangements are
42 made in consultation with the student's department chair.
43
44

3-2:0 B. SATISFACTORY ACADEMIC PROGRESS - ACADEMIC PROBATION

3-2:1 1. Satisfactory Academic Progress²

Students are expected to maintain a cumulative GPA of 2.00 (average grade of C) for courses taken at Andrews University. A student who fails to maintain a GPA of 2.00 for courses taken at Andrews University, or earns less than a GPA of 1.50 in any term will have his/her enrollment category changed to probationary status.

Some academic programs have additional requirements and/or higher standards of academic progress published in the bulletin. Students who do not meet these requirements and/or standards may not be able to continue in that program but may continue in another program at Andrews University

3-2:2 2. Academic Probation³

Students whose cumulative grade-point average (GPA) for courses taken at Andrews is below C (2.00) or who earn a GPA of 1.75 or less in any term are placed on academic probation the following term. Students on academic probation are removed from probation when they successfully complete the requirements of their academic probation plan as prescribed by their dean. Freshmen who are admitted on academic probation will participate in a structured program which guides and monitors progress in achieving regular academic status.

Students who are on academic probation (1) are expected to limit extracurricular activities and part-time employment, (2) may be required to take special courses as shown in the current Bulletin and (3) may be restricted to taking no more than 12 credits per semester including special courses. This program ensures students have ample time to concentrate on their courses and develop personal habits for greater success in future terms. Students on academic probation for any two semesters may not be permitted to re-register.

3-2:3 3. Academic Suspension/Dismissal⁴

Students become subject to academic dismissal in four ways:

- a. Earning during a given semester a grade-point average of 1.25 or less.
- b. Being on academic probation for two semesters.
- c. Failure to meet Probation Student Guidelines for their academic probation program outlined by their dean.
- d. Displaying a high degree of academic irresponsibility in matters such as class attendance and homework assignments. Failure to honor the Scholastic Study Lab Contract is sufficient grounds for academic dismissal.

Academically suspended students may appeal to the dean for semester-by-semester admission.

3-3:0 C. STUDENT CONDUCT

3-3:1 1. Attendance Limitations

The admission of candidates, their continuance and status, the awarding of academic credits, and the granting of a degree are all subject to the ordinary regulatory powers of the University. It reserves the right to cancel, at its discretion, any of these privileges for reasons considered sufficient by the administration.

The deans reserve the right to review at intervals the work of their students and, in consultation with the faculty, to recommend that those who are not doing work of a high caliber be advised to discontinue courses leading to a degree.

The disciplinary authority of the University is vested in the president by right, and in the vice presidents, deans, and other officers on whom jurisdiction may be conferred for specific cases and in restricted areas.

3-3:2 2. Classroom Discipline

WP2:443

Maintenance of classroom discipline shall be the responsibility of the faculty member. In a case of serious or repeated disorderliness, a student may be suspended from the class by the faculty member, who shall report to the department chair and the dean. The dean may, upon the recommendation of the faculty member, disallow the student to continue in the class. Problems of discipline which are particularly serious or involve an area wider than the classroom shall be reported to the vice president for student affairs by the dean of the school.

3-3:3 3. Academic Dishonesty⁵

WP2:444

In harmony with the ~~University~~ mission statement, Andrews University expects that students will demonstrate the ability to think clearly for themselves and exhibit personal and moral integrity in every sphere of life. Thus, students are expected to display honesty in all academic matters.

3-3:3.1 a. Scope

WP2:444:1

Student academic dishonesty includes, but is not limited to, the following acts:

- i. Falsifying official documents;
- ii. Plagiarizing, which includes copying others' published work, and or failing to give credit properly to other authors and creators; (see further definition below)
- iii. Misusing copyrighted material and/or violating licensing agreements (actions that may result in legal action in addition to disciplinary action taken by the University);
- iv. Using media from any source or medium, including the Internet (e.g., print, visual images, music) with the intent to mislead, deceive, or defraud;
- v. Presenting another's work as one's own (e.g. homework assignments);
- vi. Using materials during a quiz or examination other than those specifically allowed by the teacher or program;

- vii. Stealing, accepting or studying from stolen quizzes or examination materials;
- viii. Copying from another student during a regular or take-home test or quiz;
- ix. Assisting another in acts of academic dishonesty (e.g., falsifying attendance records, providing unauthorized course materials).

3-3:3.2

b. Specific Disciplinary Action

WP2:444:2

Incremental discipline for multiple offenses and severe penalties for some offenses will be implemented for academic dishonesty. Consequences may include denial of admission, revocation of admission, warning from a teacher with or without formal documentation, warning from a chair or academic dean with formal documentation, receipt of a reduced or failing grade with or without notation of the reason on the transcript, suspension or dismissal from the course, suspension or dismissal from the program, expulsion from the university, or degree cancellation. Disciplinary action may be retroactive if academic dishonesty becomes apparent after the student leaves the course, program, or university.

Departments and faculty members may publish additional, perhaps more stringent, penalties for academic dishonesty in specific programs or courses.

Academic dishonesty is a serious offense, punishable by warning, receipt of a lower or failing grade, dismissal from a class, suspension, expulsion, degree annulment, or, in the case of falsification of official documents, non-admission or admission annulment.

The following section on procedures is still under discussion:

A faculty member who believes an act of dishonesty has occurred in his/her class, shall first discuss the situation with the student(s) in question. Faculty members shall keep written records of all such discussions and copies of relevant documents. At the discretion of the faculty member and dependent upon the gravity of the offense, the faculty member reports the incident to his/her department chair. If, in the judgment of the faculty member and chair, the case merits further counsel, they shall consult the dean of the school in which the offense occurred.

Cases which involve individual class assignments, daily quizzes, examinations other than midterm or final examinations, and writing assignments that constitute less than 30% of the final grade may be handled within the department in which the offense has occurred. More serious cases of academic dishonesty, such as theft of an examination before it is administered, participation in a cheating ring, wholesale plagiarism of a major paper, or any type of dishonesty involving a final examination, shall be handled, upon consultation, by the faculty member, the department chair, and the dean of the school in which the offense occurred. Offenses of this magnitude shall be reported to the dean of the school in which the student is enrolled and the vice president for academic administration who shall also counsel with the vice president for student affairs.

If the action taken involves a recommendation for suspension or dismissal from the University, the above parties must present their evidence to the vice president for academic administration for final action. In the process of deciding the vice president

for academic administration shall consult with the vice president for student affairs and the president. The written records of all discussions will be kept in the offices of the relevant faculty members, department chairs, dean(s), and vice president(s) involved.

Dishonesty, including the violations of copyrights and licensing agreements using the University's equipment to make illegal copies of copyrighted and/or licensed materials such as computer software, music recordings, or printed materials, or making and using unauthorized copies of such materials that the University has provided for controlled student use, shall be considered as serious as other forms of academic dishonesty. In addition to the possible disciplinary action taken by the University, the student may be faced with possible legal action.

- 3-3:3.3 c. **Dishonesty in Course Requirements** WP2:444:4
Course work (quiz, assignment, report, examination, etc.) in which a student has been dishonest will receive zero points towards the grade in fulfillment of a course requirement, or may receive a failing grade for the course.

When a student cheats in a major or final degree assignment such as a comprehensive examination or presents plagiarized material in a major or final degree assignment such as a thesis or dissertation, that student shall be dismissed and barred from completing or receiving the degree.

- 3-3:3.4 d. **Plagiarism** WP2:445
Plagiarism is a serious form of academic dishonesty for which a student may be expelled. For written material, Andrews University endorses the definitions of plagiarism as found in section 1.6 of the 3rd edition of the *MLA Handbook for Writers of Research Papers*:

- i. Failure to properly indicate direct quotations and to credit the source
- ii. Failure to credit the source for paraphrases
- iii. "Presenting another's line of thinking in the development of an idea as though it were your own"

Students who in the presentation/distribution/publication of written material in their own name for academic credit, neglect to specifically or generally acknowledge their indebtedness to the sources used as defined in the *MLA Handbook for Writers of Research Papers* shall be guilty of plagiarism and liable to discipline.

- 3-3:3.5 e. **Falsification of Official Documents** WP2:444:3
Students who falsify official documents are judged dishonest and will be dismissed. Prospective students who are discovered prior to admission to have presented falsified admission documents shall automatically be denied admission to any of the programs of the University. Should it be discovered after admission that a student presented falsified documents for admission, such admission shall be annulled and the record of academic achievement removed from the academic record with appropriate notations (see D. below). Such annulments or denials may be reviewed after one year.

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- 3-3:4 4. Degree Annulment WP2:444:5**
If the University should discover evidence of plagiarism, falsification of "official documents" or other academic dishonesty after a degree has been granted, the degree may, after due process procedures and the opportunity for an appeal, be annulled by the Board of Trustees and a notification affixed to the student's official transcript record.
- In order for the annulment of a degree to stand, it shall require the majority vote at a full Board of Trustees meeting after recommendation of the president to the Board of Trustees and after he/she had been advised by the department offering the degree, the dean(s) of the relevant school(s), and the vice president for academic administration.
- 3-4:0 D. Classes**
- 3-4:1 1. Schedules WP2:405**
The time and room schedules for classes, examinations, chapels, and other regular appointments shall be determined by the registrar's office after consultation with deans and department chairs. These schedules shall be published well in advance of the beginning of the term to which the schedule applies.
- 3-4:2 2. Interruptions of the Class Schedule WP2:406**
Interruptions in the daily or weekly class schedule after it has been published may not be implemented except as determined by the president after consultation with the General Faculty. Classes and routine operations will not be suspended except for major emergencies or reasonable causes, as determined by the president.
- 3-4:3 3. Examinations WP2:436**
Prior to the last two weeks of the semester, examinations and tests are given at the discrimination of the faculty member. Final examinations are scheduled by the vice president for academic administration during the last week of the semester. All faculty members are required to give examinations or to conduct a meaningful educational activity during the time assigned unless excused by the dean. Only the dean has the authority to change the schedule for any student or to excuse a student from the scheduled examination or activity.
- 3-4:4 4. Field Trips, Class Trips, Etc. WP2:410**
A field trip or similar trip involving absences from classes must be approved by the dean at least one week before the time of departure. Attendance at field trips that conflict with other class appointments or regularly scheduled work appointments shall not be made mandatory for receiving credit for the courses for which these field trips are scheduled. Such interruptions shall not be approved for the last two weeks of the semester. The University will pay the accompanying teacher(s) regular per diem and hotel expenses; all other expenses should be distributed among the participating students unless the purpose of the trip is to represent the University. Approval for trips involving all-night driving (except by public, chartered, or University transportation) will not be given. All such trips must use adequately insured cars and experienced, competent drivers.
- 3-4:4 5. Student Attendance/Absences WP2:442**

Regular attendance at all classes, laboratories, and other academic appointments is required of each student and faculty members are expected to keep regular attendance records and report discrepancies to the Registrar's Office.

3-4:4.1 a. Class Absences

Regular attendance at classes and laboratories is required. Whenever the number of absences exceeds 20 percent of the total course appointments, the grade F may be recorded. Leaves of absence from the campus do not excuse the student from classes or relieve the student of the required class work. Absences immediately preceding or following a vacation, or from the first class appointment of a new semester by one in residence during the preceding semester, carry a double penalty. Three tardinesses are the equivalent of one absence. The student is counted as a member of the class and is charged tuition until a drop voucher is filed by the student in the Records Office. Excuses for absences not due to illness are issued directly from the office of the respective dean.

3-4:4.2 b. Absences Due to Illness

Excuses are granted by the individual teacher. Teachers may require verification of illness. Residence-hall students are required to see the nurse the first day of any illness which interferes with class attendance. Non-residence-hall students required to show verification of illness should seek such verification from their own physician.

3-5:0 E. GRADING

3-5:1 1. Grading Policy

WP2:437

The University has a unified grading system within which schools may make adjustments and publish the same. The grading system is as follows:

3-5:1.1 a. Grades and Quality Points

The authority to determine grades rests with the teacher of the course. Grades are recorded at the close of each semester in the following terms:

Grades	Quality Points	Definition
A	4.00	Superior
A-	3.67	
B+	3.33	
B	3.00	Above average
B-	2.67	
C+	2.33	
C	2.00	Average
C-	1.67	
D	1.00	Below average
F	0.00	Failure

3-5:1.2 b. Additional Grades and Definitions

Additional grades, and their definitions, which may appear on a student's academic record are as follows:

AU—Auditing

A grade of AU is given for an audited course if the student has met the obligations of the audit agreement.

It is possible to audit any class except private music lessons and independent study courses, provided (1) there is room in the class, (2) the student has an appropriate background, and (3) permission from the instructor is obtained. The term audit refers to registration for attendance only, and all auditors, including Honors Auditors (HN), are expected to attend all class appointments as agreed upon when the teacher granted auditing privileges. (Auditors are expected to attend at least 80 percent of the class periods. Those who fail to do so are assigned a notation of UA; Honors auditors are assigned a UH.)

A student may change from “credit” to “audit” registration and *vice versa* for any course within the published time schedule. To do this the student must present the Registrar’s Office with a drop/add form with the appropriate signatures including that of the instructor.

The tuition charge is the same to audit a course as it is to take it for credit; however, full-time honors students may audit one course per semester free of charge.

DG—Deferred Grade

A DG may be given in certain courses recognized to be of such a nature that all their requirements are not likely to be completed within one semester. It may properly be given for tours, field/clinical experiences, internships, project and independent study courses, courses containing research, and courses where mastery level learning is required. The Record’s Office records a DG only for courses previously recommended by a department and approved by the relevant dean/graduate programs committee.

An instructor may designate a time limit for a given course or for a specific situation for the DG to be changed to a grade. An instructor may change the DG to a DN – **Deferred and Not completable**, signifying that the course has not been completed and no longer can be completed due to an elapsed time limit.

A DG may remain on a student’s transcript at graduation if the course does not count toward the degree.

I—Incomplete

An Incomplete (I) indicates that the student’s work is incomplete because of illness or unavoidable circumstances and not because of negligence or inferior performance. An I may be received upon mutual agreement between the teacher and the student by completing an Incomplete Contract signed by both the teacher and the student. In exceptional cases, the signature of the student may not be required. The “I” is assigned to an undergraduate student and a contract signed only when the major portion of the work for the course has been completed. The contract designates the work to be completed, a plan with time lines for completion of the work, the time limit, and the grade the student will automatically receive should the work not be completed within the agreed-upon time. The Incomplete

Contract, signed by both the student and faculty member, is to be filed in the Registrar's Office by the faculty member along with the grade sheet at the appropriate time.

Ordinarily an I must be removed during the following semester--though an I contracted in the spring semester may be extended to the autumn semester. Any request for an extension of time beyond the contracted time shall be done by written petition approved by the dean of the college/school in which the course is offered prior to the contracted date. The number of I's on a student's record shall be used to determine the student's class and work load. For undergraduates, a student with eight (8) credits of incompletes shall not register for more than twelve (12) credits of new courses. An undergraduate student with twelve (12) or more credits of incompletes will have the number of new credits limited by the dean of the college/school in which he/she is enrolled. All I's must be removed before the student's graduation.

R—Reregister

Assigned only for designated remedial courses.

S/U—Satisfactory/Unsatisfactory

The trading pattern for lecture and lecture/laboratory courses is A-F. Certain designated courses, such as individual study/readings, independent research, research projects, workshops, seminars, field/clinical experiences, and practica may be graded with either an S/U or A-F pattern as the school/college determines. Completed theses/dissertations (except for undergraduate theses) are always graded on an S/U basis. Grading patterns may not be mixed within a given course for any grading period. An S means, for an undergraduate, that a C (2.00) or higher has been earned; for a graduate, a B (3.00) or higher. The letter grade U signifies unsatisfactory performance. Credit is earned only if an S is received. No quality points are assigned S/U courses and an S/U notation does not affect the grade point average.

W—Withdrawal

Withdrawal is recorded when a student withdraws early in the semester, within the date limitations indicated in the Academic Calendar. There are also circumstances where the institution initiates the withdrawal.

3-5:2

2. Examinations and Grade Reports

Credit is not granted in courses unless the required examinations are completed by the student. Students are expected to adhere to the published examination schedule. Should the examination schedule require a student to complete four examinations in one day, arrangements may be made with the dean to complete one of the examinations at another time. Grade reports are sent to students and to parents of dependent students. A student may specify at the time of registration one or two other persons or organizations which should receive his/her grades.

3-5:3

3. Determination of Grades

The authority to determine grades rests with the faculty member teaching the course. The chair of the department and the dean of the school may counsel the teacher regarding

WP2:439

grading. A student is entitled to receive at the beginning of a course a course outline which shall also outline how the grading will be done by the faculty member and how the final grade will be determined.

3-5:4

4. Reporting Student Grades

WP2:440

Grades must be recorded on the course reports provided, written with ink in the faculty member's handwriting and signed by him/her. Deadlines for reporting grades are announced by the Registrar's Office.

Grades for prospective graduates must be reported to the Records Office by 4:30 p.m. Thursday of the commencement weekend. Communicating should be done on the forms provided by the Registrar's Office. These forms are not the same as the regular course reports. The grade reported at this time may go up, but cannot be lowered. The grade that is turned in on the official grade sheet will take the place of the one that is turned in on the senior grade report.

3-5:5

5. Revision of Grades

WP2:437:4

Grade changes are made for I and DG symbols at the Registrar's Office. These are to be changed in the appropriate grade book, initialed and dated by the instructor of record or relevant dean should the instructor have left the employment of the University. Alterations to the official grade record are allowed only in the case when instructor error is discovered and not because of additional work completed since the grade was assigned. These errors are reported on the official grade change form provided by the Registrar's Office and must be signed by the instructor and the dean. A written statement of explanation must be included on this form which is placed on file and shall be the basis for a corresponding correction in the record.

Only where authorized by the faculty member in writing or in the case of the faculty member's cessation of employment with the University or the death of the faculty member may grade changes be effected without the specific signature of the faculty member on the official grade form or appropriate official change of grade form. In such an event, the dean of the relevant school may sign for the instructor.

Any change of grade must normally be made within the semester following the semester for which the grade was assigned. In no case should revision of grades be made after two semesters following the semester in which the course was offered except as provided for by a specific faculty voted policy. Any resulting changes in the grade point average subsequent to the issuing of the diploma shall not be cause for revision of the diploma.

END NOTES

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1. Voted by UGC: 4-28-99.
2. Voted by UGC: 5-12-1999
3. Voted by UGC: 9-25-2001.
4. Voted by UGC: 9-25-2001.
5. Voted by UGC: 10-01-2001.