

GRACE COLLEGE AND THEOLOGICAL SEMINARY

ACADEMIC POLICIES MANUAL

2010-2011

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INTRODUCTION

The *Grace College and Theological Seminary Academic Policies Manual* is a compilation of institutional academic policies. In some circumstances, individual undergraduate, graduate, or seminary programs have additional or more restrictive academic policies that supersede those contained in this policy manual. Students should familiarize themselves with those additional policies by consulting the school dean, department chair, academic advisor, or catalog associated with their chosen program.

Policies related to financial aid, student accounts, and admissions can be located on their respective Web sites or on the portal. Examples include the following:

1. Admissions Office
 - a. Admissions Policy
 - b. Admissions Status
 - c. Nondiscrimination Policy

2. Business Office
 - a. Appeals Process: Tuition Refund
 - b. Tuition Refunds

3. Financial Aid Office
 - a. Appeals Process: Loss of Financial Aid
 - b. Federal Refund Policy
 - c. Financial Aid- Satisfactory Academic Progress

4. Student Life Office
 - a. Academic and Admissions Status
 - b. Appeals Process: Academic Probation
 - c. Disciplinary Dismissal and Suspension
 - d. *Student Handbook* and policies regarding campus living and student life

ACADEMIC STATUS AND APPEALS—UNDERGRADUATE

Undergraduate Academic Statuses

Policy: Students in undergraduate programs will be assigned one of the following academic statuses. Any student who is placed on Academic Probation Level I or Academic Probation Level II or Academically Dismissed will be notified in writing to the student's home address and to the student's Grace College email address no more than two weeks following the conclusion of the semester.

Regular Academic Status

This status is awarded to students who meet all admissions and continuing student academic requirements and maintain a cumulative GPA of 2.0 or higher

Academic Probation Level I

A cumulative GPA of 2.0 is the minimum acceptable standard of performance at Grace College. Students whose cumulative GPA falls below 2.0 must recognize they are not making satisfactory progress toward a degree and need assistance in improving their academic performance. Students are placed on Academic Probation Level 1 following a semester in which their cumulative GPA falls below 2.0. Additionally, any student whose cumulative GPA is 2.0 or greater but whose semester GPA is less than 1.5 may be placed on Academic Probation Level I at the recommendation of the Academic Status Committee. Lastly, any student with 89 or more earned credit hours and whose cumulative GPA is less than 2.0 may be placed on Academic Probation Level I.

This status carries with it the following conditions:

- 1.0 Limited to 12 credit hours per semester
- 2.0 Limited participation in extracurricular activities subject to the approval of the Director of Student Health and Wellness
- 3.0 Completion of the SUCCESS Program requirements including a 3 credit course, LAC150 Psychology of Success, and a subsequent semester of mentoring coordinated through the Learning Center
- 4.0 Attain Regular Academic Status by achieving a 2.0 cumulative GPA.

Students who earn a 2.0 semester GPA while on Academic Probation Level I but who fail to achieve Regular Academic Status will retain their current academic status.

Students who earn less than a 2.0 semester GPA while on Academic Probation Level I will progress to Academic Probation Level II.

Academic Probation Level II

Students who continue to struggle academically, despite the additional assistance provided while on Academic Probation Level I, may need additional guidance and support. Academic Probation Level II includes all conditions set forth in Level I in addition to the following:

- 1.0 Students who wish to live on campus must obtain the approval of the Student Affairs staff. This pertains specifically to students who will be enrolled part-time.
- 2.0 Additional, individualized conditions may be established by the Academic Status Committee for students on Academic Probation Level II to aid them in their pursuit of Regular Academic Status. These conditions could pertain to specific courses that must be taken during the current semester, a limitation in the number of credit hours attempted, a semester GPA that must be attained, additional accountability or instruction from campus resources, and other individual requirements. These will be clearly stated in the letter and contract presented to the student [see note below].

Students who earn a 2.0 semester GPA while on Academic Probation Level II but who fail to achieve Regular Academic Status will be moved to Academic Probation Level I.

Students who earn less than a 2.0 semester GPA while on Academic Probation Level II will be considered for Academic Dismissal.

Academic Dismissal

In the event that a student continuously earns less than a 2.0 semester GPA despite the assistance provided through Academic Probation programming, it may become necessary to dismiss that student for a semester. It is expected that a student dismissed from Grace College would take that time to re-examine his or her personal, academic, and professional goals.

- 1.0 Any student who earns three or more Fs in a single semester may be dismissed
- 2.0 Any student who earns less than a 2.0 semester GPA while on Academic Probation Level II may be dismissed

Appeal Process

- 1.0 Students who desire to appeal their academic status should write a letter requesting an appeal within two weeks of the notification of the probation status. The letter is addressed to the chair of the Academic Status Committee sent to the Registrar's Office.
- 2.0 The chair of the Academic Status Committee will review the student's letter and the student's academic record.
- 3.0 If necessary, the student may be asked to make an appointment with the chair of the Academic Status Committee to discuss the basis for the appeal.

ACADEMIC FORGIVENESS POLICY

Policy: Current and former students may repeat courses to improve their grades only if such courses (or their equivalent under a different name) are offered in the current curriculum.

- 1.0 Academic forgiveness does not apply to courses that are no longer offered at the institution.
- 2.0 This policy applies to courses repeated from the fall semester 1990 and following. Students having repeated courses previous to fall 1990 will not have their transcripts changed or their grade point averages recalculated.
- 3.0 The cumulative grade point average is calculated based on the last course taken, even if the grade achieved is actually lower than the original grade achieved in the course being repeated. Original grades are still listed on the academic transcript even though they do not affect GPA.
- 4.0 A student may repeat a course no matter what the grade was earned in the original course.
- 5.0 If a study abroad student fails a class overseas and the same course can be re-taken overseas, then this Forgiveness Policy applies. If the study abroad student cannot re-take the same course overseas then, according to Grace College's approval procedure for independent studies, the content may be re-taken on campus as an independent study, but the academic forgiveness policy will not apply because the student is not re-taking the same course. Consequently, the failing grade or "No Credit" designation will remain on the transcript. (See also **Registration, Credits, and Final Grades for Studying Abroad** policy).

ACADEMIC HONORS

Graduating with Academic Honors

Policy: A student, regardless of his/her full or part-time status, must complete a minimum of 60 hours in residency at Grace College in order to be eligible to graduate with academic honors.

- 1.0 Full-time semester requirements are not necessary to be eligible for academic honors.
- 2.0 Honors are given only to students who are in at least a 60-credit hour undergraduate, graduate, or seminary program.
- 3.0 The honors designation is only for credits obtained at Grace College.
- 4.0 Upon receipt and posting of the final grades for the last term attended, the final GPA is recorded.
- 5.0 Any grade adjustments upward that may earn more advanced honors than were publicly announced or any grade adjustments downward that might officially remove honors from the student will be so noted on the permanent transcript and communicated to the student by letter.
- 6.0 Academic honors categories:

Cum laude	3.650 - 3.799
Magna cum laude	3.800 - 3.939
Summa cum laude	3.940 - 4.000

Dean's and Honor Lists

Policy: After each semester, academic honor lists will be published based on the grade point average achieved for that specific term.

- 1.0 Students achieving a GPA of 3.940 or above and having a minimum cumulative GPA of 3.300 are placed on the Dean's List.
- 2.0 Those achieving a GPA between 3.800 and 3.939 with a minimum cumulative GPA of 3.000 are placed on the Honor List.

See also **Graduation Policies** for more information.

ACADEMIC TERMS

Policy: Courses for traditional, residential students are offered on a fall and spring semester basis or in shortened January and summer sessions. Non-traditional, graduate, and seminary courses may be offered in more accelerated sessions.

- 1.0 Fall and spring semesters are typically 15-weeks in length for traditional, residential programs.
- 2.0 January and summer undergraduate courses are typically 2-weeks in length regardless of whether they are on-campus or online.
- 3.0 Courses in adult-degree completion programs are generally offered in 5-week sessions year round.
- 4.0 Online and hybrid courses are typically offered in 8-week sessions year round.
- 5.0 Graduate and seminary courses offered on-campus are typically offered in the traditional 15-week semester, but may be offered in 8-week sessions during the summer.
- 6.0 The institution's academic terms are published on the academic calendar available on the Web site.

ADVISING

Policy: Academic advising of all students is provided by designated faculty advisors for each major and is designed to develop mentoring relationships with students to enable them to continue to develop personally, spiritually, professionally, and academically.

- 1.0 The student and the advisor:
 - 1.1 Develop a partnership with the goal of academic success and professional integration
 - 1.2 Develop an academic plan taking into account program requirements as well as personal and professional aspirations
 - 1.3 Discuss opportunities to get involved in learning outside the classroom.
- 2.0 Advisors work with students to plan for their educational experiences with the goal of professional and spiritual growth. It is the responsibility of the advisor to inform advisees of available campus support services. The faculty advisor is expected to:
 - 2.1 Be available during posted office hours (including pre-registration scheduling hours).
 - 2.2 Use all available information to determine strengths and potential problem areas.
 - 2.3 Assist students in goal setting and course selection.
 - 2.4 Monitor each advisee's academic progress.
 - 2.5 Maintain student advising records
- 3.0 Students have an important role to play in the advising relationship and should:
 - 3.1 Take initiative to schedule advising appointments and be on time for the appointment. This will be done by contacting the advisor directly or by signing up for a time that is posted on his/her door during pre-registration.
 - 3.2 Reflect on career aspirations and educational goals and ask questions of the advisor.
 - 3.3 Prepare for advising appointments by becoming knowledgeable of degree requirements and looking over next semester's course options to create a tentative schedule.
 - 3.4 Prior to meeting with the advisor, obtain the necessary forms needed for advising and bring them to the advising appointment.

3.5 Enroll in the courses agreed upon with his/her academic advisor and discuss with the advisor any proposed changes in the agreed upon schedule.

4.0 Audits for Degree Completion

Faculty advisors utilize advising functions on the Grace Portal along with printed program check sheets maintained by the registrar to assure that the student has completed the necessary requirements for their degree. Additionally, the Registrar's Office is responsible for verifying completion of all program requirements. (See also **Check Sheet** policy).

5.0 Student Advising Records

5.1 The advising portlet on the Grace Portal contains the following information:

5.1.1 Academic history, including ACT and SAT scores, high school GPA, and college transfer GPA. The information comes from the Admissions Office and reflects data as of the date of enrollment.

5.1.2 Unofficial transcript of courses taken towards the student's program requirements.

5.1.3 Grade report, a semester by semester view of grades.

5.1.4 GPA projection program

5.1.5 Faculty advising notes as entered by the advisor

5.2 Student advising records contain the following:

5.2.1 Summary of Academic Credit

5.2.2 Academic Petitions

5.2.3 Application Information

5.3 Students interested in reviewing the contents of their advising file are to reference the **FERPA** policy in this *Academic Policies Manual*.

ACADEMICS APPEALS PROCESS

Policy: The academic appeal and review process will be used by students to appeal decisions related to classroom evaluation or to review academic procedures, situations, or performance.

- 1.0 Any dispute between a student and a faculty member in which a student feels that he/she was unjustly treated may follow the following process for resolution:
 - 1.1 The student should talk to the person (faculty member or other) responsible for the decision within two weeks of the decision, communicate his/her concerns, and attempt to resolve the issue between the parties involved.
 - 1.2 If the student remains unsatisfied with the outcome of the discussion with the parties involved in the dispute, the student should put the issue in writing and submit the letter within two weeks to the chair of the department in which the dispute occurred.
 - 1.3 If the student remains unsatisfied with the outcome of the decision, the student should re-submit the written dispute within two weeks to the dean of the school in which the dispute occurred.
 - 1.4 If the student remains unsatisfied with the outcome of the written dispute, then the student should re-submit the written dispute within two weeks to the Deans' Council through the academic office. The Deans' Council will convene for a final decision.
- 2.0 In cases of cheating, plagiarism, or an accusation of academic dishonesty, the Office of Student Affairs may be involved as early as step one of the process, if the department chair chooses. Violations of academic integrity are infractions against the Grace College Community Standards (see *Student Handbook*).
- 3.0 If a student believes that he/she has been harassed or threatened in any way, the student is encouraged to follow the **Harassment Policy** outlined in the *Student Handbook* and located in the Office of Student Affairs.

ATTENDANCE

Policy: Faculty members determine the attendance policies in courses for which they are responsible, provide students with information describing their attendance policies, and determine the penalty for students who fail to attend class according to these stated policies.

- 1.0 Each student is expected to attend faithfully every course in which he/she is enrolled.
- 2.0 Students should consult the attendance policy of the professor of record to determine policies, responsibilities, and penalties for excused and non-excused absences for individual courses.
- 3.0 In the event a professor requires a written excuse for absences other than illness, students are asked to make requests in the Academic Office. Excuses are given for funerals or family health emergencies, but are limited to immediate family members. Normally, family vacations, mission trips done other than under the auspices of the college, or social events such as weddings are not considered excused.
- 4.0 On-campus students who miss class due to illness or a routine doctor's appointment should contact the Health Office for an excuse. Off-campus students should bring documentation from their medical provider.
- 5.0 At each vacation period, it is expected that all students will attend each of their classes scheduled for the day before vacation, as well as be present for all classes scheduled the day after vacation, including Easter, Thanksgiving, Christmas and spring breaks. If a student finds it necessary to leave early at the end of a semester and needs to reschedule any final exams, he/she must receive permission to do so through the Academic Office.
- 6.0 Faculty should keep attendance records. At the end of the semester, the professor should retain attendance records or store them in the Academic Administration Office.
- 7.0 At the end of the first three weeks of classes, if a student's absences are the equivalent of at least one week's worth of class out of the three, the faculty member should notify the Learning Center for follow-up. For example,
 - 7.1 If a student misses 1 class (if class meets only 1 time per week)
 - 7.2 If a student misses 2 consecutive classes (class meets 2 times weekly)
 - 7.3 If a student misses 3 consecutive classes (class meets 3 or more times weekly)
- 8.0 Any time during the semester that class attendance becomes a concern for a particular student, faculty members should notify the Learning Center immediately for follow-up with the student and notification of the appropriate offices, such as Financial Aid, about the situation.

AUDITING A COURSE

Policy: Students who register as an auditor for a course pay a reduced tuition rate, do not receive academic credit toward a program or degree, and will have “audit” appear on their transcripts. Due to their prerequisites, course requirements, or limited enrollment, some courses may not accommodate auditors.

- 1.0 Students should check with the Registrar’s Office for availability of courses to audit.
- 2.0 The faculty member teaching the course reserves the right to communicate specific expectations related to the student’s level of participation in the course.
- 3.0 A student who registers for “audit” and wishes to change to “credit” may do so during the withdrawal period of the semester with the following stipulations:
 - 3.1 The student must secure written verification from the faculty member that he/she has been performing at credit-level status and submit this to the Registrar’s Office when requesting the changes in registration status.
 - 3.2 The student must pay the tuition difference between the audit and credit rates.
- 4.0 A student who registers for “credit” and then decides to change to “audit” is permitted to do so during the withdrawal period of the semester and is subject to the refund schedule per the Business Office. Summer School changes are treated in the same manner on a pro-rated basis. See also Course **Withdrawal Policy**.

CLASSIFICATION, STATUS, AND LOAD

Policy: The classification and status of a student is determined at the end of each semester.

- 1.0 Some classifications or statuses may have implications for financial aid, athletic eligibility, employment, registration, admission to specific majors, or matriculation in a program. Students classified as other than a traditional, full-time student or who are assigned other than regular academic status should consult with their advisor, financial aid, and/or the Learning Center to assure they understand any limitations related to their classification or status.

Classifications

- 1.0 Dual Enrollment (or Dual Credit) Student: A high school student enrolled in a college level course taught at the high school and approved by Grace College. They can earn high school and college credit simultaneously.
- 1.1 Full-Time Graduate or Seminary Student: Full-time graduate or seminary students are enrolled in at least 8 credit hours.
- 1.2 Full-time Undergraduate Student: Students enrolled in 12 or more undergraduate credit hours in a semester and have been admitted to the institution.
- 1.3 International Student: International students are those who attend Grace College but are not U.S. citizens or legal residents.
- 1.4 Jump Start Student: High school juniors or seniors with a cumulative G.P.A of at least 3.0 and enroll in pre-approved general education courses on the Grace College campus.
- 1.5 Part-time Student: Undergraduate students enrolled in 11 credit hours or fewer or graduate or seminary students enrolled in 7 credit hours or fewer in a degree-program.
- 1.6 Re-Admitted Student: Re-admits are defined as former students of Grace College who have re-applied and been accepted at the institution.
- 1.7 Transfer Student: Students are considered transfer applicants if they have completed 15 hours of collegiate work from another institution after their graduation from high school.
- 1.8 Unclassified Student: Students who register for courses but have not been admitted to a degree program. Individual programs may limit the number of courses an unclassified student may apply to a chosen degree program.

Academic Status

Most students have a regular academic status; however, another academic status

may be assigned by the Learning Center when students are not making sufficient academic progress. Students with academic challenges may be assigned to academic probation or restriction.

See also **Academic Status—Undergraduate** policy for details.

Academic Load

A minimum of 29, 59, and 89 hours of completed work is necessary to be classified as a sophomore, junior, and senior respectively. A normal academic load is 14 to 16 hours per semester. The recommended cumulative grade point average should be discussed with the student's advisor before registering for more than 18 credit hours per semester. Registering for more than 21 credits must be approved by the Registrar.

See also **Exceeding the Credit Limit** policy for additional information.

Forms to request to **Exceed Course Limits** are available on the campus portal.

CREDIT BY SUBSTITUTION, EXAM, OR EXPERIENCE

Policy: Students requesting a substitution for credits needed to fulfill their degree requirements at Grace College must first obtain approval for the substitution. Individual graduate programs and the seminary may have specific policies related to substitution of credit in their catalogs to which students should refer.

- 1.0 “Substitutions for credit” applies to CLEP, advanced placement, department exams, prior learning credits, life experience, and course substitutions within Grace College and Theological Seminary.
- 2.0 Course Substitutions
 - 2.1 Approvals for course substitutions are required from the department chair of the original course requirement (i.e., the chair of the department that lists the course requirement on the check sheet) and the dean of the school.
 - 2.2 Approvals are generally granted for substitutions that support achievement of the student’s degree program or general education requirements. Typically, this entails sufficient, comparable content for required courses or a clear rationale for substitution of required electives. On rare occasions, substitutions may occur when a required course is no longer offered in the curriculum and the student has consulted with his/her advisor to select an unrelated course to fulfill the degree requirements.
 - 2.3 The Grace Core is intended to be a common educational experience for all Grace College students; therefore, only in rare situations is approval given for substitution of a course required in the Grace Core.
 - 2.4 Typically, lower-level courses do not substitute for upper-level courses (e.g., a 100-level typically does not substitute for a 400-level course).
 - 2.5 Approvals are forwarded to the Registrar’s Office, where the substitution will be noted on the student’s academic record as fulfilling a requirement on the check sheet.
- 3.0 Work and Life Experience Credits

Experiences completed before matriculating as a college student, such co-curricular activities, prior life experience, unsupervised work experience, and/or internships, cannot substitute as credit for required courses in undergraduate, graduate, or seminary programs. Life experience credits used in adult-degree completion and some graduate programs are based on criteria established by each program and typically follow guidelines from the Council for Adult and Experiential Learning (CAEL).
- 4.0 CLEP Credits

Undergraduate students can take the institution’s accepted subject examinations of the College Level Examination Program (CLEP) and be granted college credit for

demonstrating proficiency in given areas. Exams are administered for a fee and by appointment through the Learning Center. CLEP exams are provided for undergraduate study only and may not be used to fulfill degree requirements in the seminary or in graduate programs.

5.0 Advanced Placement Credits

Advanced college credit can be gained through Advanced Placement (AP) classes, which require a score of “4” or better.

6.0 The International Baccalaureate (IB) program is recognized through transcript evaluation for the determination of college credit.

7.0 Department Exams

Department exams designed to substitute for required undergraduate course work are generally not administered; however, exceptions may occur and students should discuss the availability of department exams with their advisor. Department exams to substitute for required course work are not administered in the seminary or in graduate programs.

Forms to request a **Course Substitution** are available online and in the Registrar’s Office. Forms to request a **CLEP Exam** are available online through the Registrar’s Office and in the Learning Center. See also the **Transfer of Credit Policy**.

CREDIT-NO CREDIT

Policy: A grade of Credit/No Credit rather than a letter grade may be assigned by the course instructor or, in some cases, elected by the student.

- 1.0 In some departments, students receive a grade of Credit/No Credit for specified courses based on criteria established by the department and communicated to students in the syllabus, handbook, and/or catalog.
- 2.0 To encourage students to explore courses outside their major, minor, or Grace Core requirements, Grace College undergraduate students are permitted to take a limited number of courses on a Credit/No Credit basis. Successfully completed CR/NC courses count toward the credit hour total for graduation but do not factor into a student's grade point average.
 - 2.1 A student must declare the Credit/No Credit grading option no later than the end of the first week of class.
 - 2.2 Credit will be granted when a letter grade of C- or better would otherwise be warranted.
 - 2.3 Credit/No Credit courses cannot apply toward a major, minor, or Grace Core requirement.
 - 2.4 Credit/No Credit courses cannot satisfy requirements for teacher certification.
 - 2.5 A student can declare no more than one Credit/No Credit course per semester.
 - 2.6 The Credit/No Credit option is only available to those students at or above 2.0 cumulative GPA.
 - 2.7 Once a course is declared as Credit/No Credit, a student cannot elect to change the grading basis.
 - 2.8 Students declaring the Credit/No Credit grading basis for a course are expected to fully participate in the course and are accountable to the professor's attendance policy and all course requirements.
 - 2.9 In general, students are encouraged to limit their Credit/No Credit elections to 9 credit hours.
 - 2.10 In the event that a student subsequently elects a major or minor in a discipline in which a course had been graded Credit/No Credit, that course will fulfill the requirement.

See also the Study Abroad policy on **Registration, Credits, and Final Grades**.

DECLARATION OR CHANGE IN MAJOR OR PROGRAM

Policy: In order to facilitate accurate advising and assure fulfillment of degree-program requirements, students should formally declare or change their major(s) and minor(s) through the Registrar's Office.

Undergraduate

- 1.0 Students may add or drop a major or minor using the form provided by the Registrar's Office.
- 2.0 Undergraduate students should indicate the type of degree they are pursuing (e.g., BA, BS).
- 3.0 Some departments, such as Teacher Education, may have additional policies regarding declaring a major or admission to a program. Students should discuss program-specific policies with their academic advisors or consult that department's program materials for additional information.

Graduate Counseling

- 4.0 Graduate counseling students should indicate the degree-program, effective date, and date on which they received passing GRE scores.
- 5.0 Graduate counseling students must obtain a signature from the department on the form.

Change of Major forms for undergraduate students and **Change of Program** forms for graduate counseling students are available online and in the Registrar's Office.

DISABILITIES STATEMENT

Policy: If current students at Grace College and Seminary have a documented disability, they are entitled by law to accommodations for their disability.

Statement on Disabilities:

If you have a documented disability, then you are entitled by law to accommodations for your disability. In order to receive these accommodations, the law requires that you file disability documentation with the *Learning Center located in Indiana Hall*. Once you have filed the appropriate documentation, if you would like accommodations for any of your classes, it is your responsibility to inform your course instructors of your approved accommodations. If you are enrolled in a course that requires a supervised learning experience off campus (i.e. internship, student teaching, etc.) and would like to request accommodations, please notify the course instructor or the off-campus instructor who will work with the Learning Center to ensure that reasonable accommodations are made available in the classroom or at the learning site. Please note: The law states that college personnel, including field instructors, cannot ask you if you have a disability.

If you suspect that you have a learning disability but have not been tested, you are encouraged to go to the Learning Center for evaluation and assistance. If further testing is recommended, the Director of the Learning Center will provide possible referral sources.

DROPPING AND ADDING COURSES

Policy: Students may change their schedules after they have registered for the semester, but must notify the Registrar's Office of these changes.

- 1.0 Dropping and adding courses may impact a student's financial aid and/or student account. Students should contact the Business Office regarding tuition charges and the Financial Aid Office regarding changes to their financial aid as a result of dropping and adding courses.
- 2.0 Students who want to drop or add a course before the course's first class period has met should contact the Registrar's Office first as this will not require completion of a **Late Course Addition** or **Late Course Withdrawal** form.

Adding Courses

- 1.0 Course additions by the end of the first week of the term can be completed by the student via the portal registration process following discussion with the student's advisor.
- 2.0 Course additions after the first week of the term may occur using the **Late Course Addition** form available on the campus portal. Students who want to add courses should first discuss this change with the course instructor and their advisor prior to submitting the **Late Course Addition** form to the Registrar's Office
- 3.0 Students whose course additions result in their total semester credit hours exceeding 21 should refer to the **Exceeding the Credit Limit** policy.

Dropping Courses

- 1.0 If a student withdraws from a course during the first week of the term, the course is not reflected on the student's transcript.
- 2.0 Dropping a course after the first week and before week 10 of the semester is a course withdrawal and a "W" will appear on the student's transcript.
- 3.0 After week ten, the course withdrawal results in an automatic failure ("F") unless otherwise determined by the Academic Office.
- 4.0 Students who officially withdraw from a course must abide by the guidelines of the **Tuition Refund Policy**.

Late Course Addition and **Late Course Withdrawal** forms are available on the campus portal.

EXAMS—FINAL AND MID-TERM

Policy: All courses are expected to meet at the final exam time scheduled by the Registrar's Office. Faculty may determine whether or not to schedule a mid-term exam.

- 1.0 The schedule of final exam times is published at the beginning of the semester by the Registrar.
- 2.0 Certain kinds of courses, such as student teaching, studio instruction, and seminars, may not have a traditional final exam, but must plan to meet for instruction in the scheduled time.
- 3.0 Faculty are not permitted to change the time of the scheduled final examination or to grant exceptions to students' requesting an alternate exam time. All requests by students for an alternate examination time must be directed to the Office of Student Affairs.
- 4.0 Students may formally request an alternate exam time by completing the request form provided by the Office of Student Affairs.
 - 4.1 Acceptable reasons for which a final examination may be rescheduled include three exams scheduled on the same day, a medical situation, conflict with an airline schedule, or a family emergency.
 - 4.2 Unacceptable reasons for an alternate exam time are rides leaving campus earlier, non-emergency family situations, completion of all other exams at an earlier time, or other reasons for personal convenience.
- 5.0 Mid-term exams may be given at the discretion of the instructor. Mid-term grades are submitted by the instructor regardless of whether an exam is administered.

EXCEEDING THE CREDIT LIMIT

Policy: In some circumstances, students may request to exceed the typical semester credit limit of 21 credit hours.

- 1.0 Students and their advisors should evaluate the rationale for enrolling in a heavy course load and discuss each student's preparation for and ability to successfully complete a semester load beyond the typical full-time load. For example, discussion may include the student's current GPA, secondary majors and minors, employment schedule, campus leadership responsibilities, or athletic involvement.
- 2.0 Students exceeding the typically full-time credit limit will be billed for tuition beyond this limit.
- 3.0 Once students and their advisors have discussed the student's academic needs, students should complete the request form and submit it to the Registrar's Office.

Forms to request approval to **Exceed the Course Limit** are available on the campus portal.

FERPA AND STUDENT EDUCATION RECORDS

Policy: The institution maintains the privacy of student education records with the exception of those situations in which the law or consent of the student permits disclosure according to FERPA legislation.

For the purposes of this policy, Grace College has used the following definitions of terms.

- 1.0 *FERPA:* The *Family Educational Rights and Privacy Act* of 1974 helps protect the privacy of student education records. The Act provides for the right to inspect and review education records, the right to seek to amend those records and to limit disclosure of information from the records. The intent of the legislation is to protect the rights of students and to ensure the privacy and accuracy of education records. The *Act* applies to all institutions that are the recipients of federal aid administered by the Secretary of Education.
- 2.0 *Student:* any person who has enrolled in courses at Grace College. This would include registered auditors, distance education, prison, CEU, and unclassified students.
- 3.0 *Education records:* any record pertaining to a student in handwriting, print, tapes, film, electronic or other medium that is maintained by Grace College or an agent of the schools. To apply FERPA to a record, it must be identified as an education record according to FERPA. An educational record subject to FERPA are those that are:
 - 3.1 Maintained by your institution;
 - 3.2 Personally identifiable to a student (directly related to a student and from which a student can be identified); or
 - 3.3 Not one of the excluded categories of records, which include the following:
 - 3.3.1 Private records of instructional, supervisory, administrative, and certain educational personnel which are in the sole possession of the maker thereof, and are not accessible or revealed to any other individual.
 - 3.3.2 Records created and maintained by Grace College campus security or law enforcement purposes.
 - 3.3.3 An employment record of an individual, whose employment is not contingent on the fact that he or she is a student, provided the record is used only in relation to the individual's employment.
 - 3.3.4 Records made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional, if the records are used only for the treatment of a student and made

available only to those persons providing the treatment.

- 3.3.5 Alumni records which contain information about a student after he or she is no longer enrolled at the institution and which do not relate to the person as a student.
- 4.0 *School Official:* Those members of the institution who act in the student's educational interest within the limitations of their "need to know." These may include faculty, administration, clerical and professional employees and other persons who manage student education record information including student employees or agents.
- 5.0 *Directory Information:* Institutions may disclose information about a student without violating FERPA if it has designated that information as "directory information." At Grace College and Seminary, directory information includes a student's:
 - 5.1.1 name
 - 5.1.2 address
 - 5.1.3 telephone number
 - 5.1.4 major field of study
 - 5.1.5 dates of attendance
 - 5.1.6 current enrollment status (full-time/part-time)
 - 5.1.7 class standing
 - 5.1.8 receipt or non-receipt of a degree
 - 5.1.9 academic awards received (dean's list, honor roll).

Directory information *cannot* include race, gender, SSN, grades, GPA, country of citizenship, or religion.
- 6.0 A student's basic rights under FERPA include the right to:
 - 6.1 Be notified of their FERPA rights at least annually. At Grace College and Seminary, students are notified of their FERPA rights annually by publication in the catalog. Students may refuse disclosure of directory information.
 - 6.2 Inspect and review their records.
 - 6.3 Amend an incorrect record.
 - 6.4 Consent to disclosure (with exceptions).
- 7.0 Individuals who may have access to student information include:
 - 7.1 The student and any outside party who has the student's written request.
 - 7.2 School officials (as defined above) who have "legitimate educational interests."

- 7.3 A person in response to a lawfully issued subpoena or court order, as long as the institution makes a reasonable attempt to notify the student first. Normally, the institution will comply with a subpoena after two weeks have elapsed from the day the subpoena was received.
- 7.4 Parents of a dependent student as defined by the Internal Revenue Code.
- 7.4.1 When a student reaches the age of 18 or begins attending a postsecondary institution regardless of age, FERPA rights transfer to the student.
- 7.4.2 Parents may obtain directory information at the discretion of the institution.
- 7.4.3 Parents may obtain non-directory information (grades, GPA, etc.) only at the discretion of the institution and after it has been determined that their child is legally their dependent.
- 7.4.4 Parents may also obtain non-directory information by obtaining a signed consent from their child.
- 8.0 **Inspection of Records:** The designated custodian of any education record may require that the records not leave his or her immediate custody. Those desiring to inspect and review education records are required to do so at the time and place designated by the custodian of those records.
- 8.1 *Students* may inspect and review their education records upon request to the appropriate custodian in the appropriate office.
- 8.1.1 Students should submit to the record custodian or an appropriate school staff person a written request that identifies as precisely as possible the record or records he or she wishes to inspect.
- 8.1.2 The record custodian or an appropriate school staff person will make the needed arrangements for access as promptly as possible and notify the student of the time and place where the records may be inspected. Access must be given in 45 days or less from the receipt of the request.
- 8.1.3 When a record contains information about more than one student, the student may inspect and review only the records that relate to him/her.
- 8.1.4 Students have the right to inspect and review their academic records and to challenge any content that they believe to be inaccurate or misleading.
- 8.2 *School officials* or the other designated parties as listed below, may inspect

and review education records upon request to the appropriate custodian in the appropriate office provided that they have a legitimate educational interest. Legitimate educational interest would include the following:

- 8.2.1 Performing a task that is specified in his or her position description or by a contract agreement.
- 8.2.2 Performing a task related to a student's education.
- 8.2.3 Performing a task related to the discipline of a student.
- 8.2.4 Providing a service or benefit relating to the student or student's family such as health care, counseling, job placement, or financial aid.
- 8.2.5 School officials and other designated parties may inspect and review only records that pertain to the individual student and to the specific legitimate educational interest that they are performing.

9.0 Disclosure without Consent

- 9.1 Institutions may, without written consent, release information identified by the institution as public, or directory information, provided the following conditions are met prior to disclosure:
 - 9.1.1 The institution informs students of categories designated as directory information.
 - 9.1.2 The student is given opportunity to refuse disclosure of any or all categories of directory information.
 - 9.1.3 Students are given reasonable time in which to state such refusals in writing.
- 9.2 Release of public or directory information by telephone is permissible; however, information released in this manner should be restricted to categories specified in written institutional policy and students should be given reasonable opportunity to refuse disclosure of such information. Directory information may include the following categories:
 - 9.2.1 Category I: Name, address, telephone number, dates of attendance, class
 - 9.2.2 Category II: Previous institution(s) attended, major field(s) of study, awards, and honors (includes Dean's List), degree(s) conferred (including dates and any graduation honors)
 - 9.2.3 Category III: Past and present participation in officially recognized

sports and activities, physical factors (height, weight of athletes), date and place of birth

- 9.3 A student's consent is not required when the disclosure is:
- 9.3.1 to school officials (defined in policy) who have a legitimate educational interest
 - 9.3.2 to federal, state, and local authorities involving an audit or evaluation of compliance with educational programs
 - 9.3.3 in connection with financial aid, which includes Veterans' benefits
 - 9.3.4 to organizations conducting studies for or on behalf of educational institutions
 - 9.3.5 to accrediting organizations
 - 9.3.6 to parents of a dependent student
 - 9.3.7 to comply with a judicial order or subpoena
 - 9.3.8 in a health or safety emergency
 - 9.3.9 releasing directory information
 - 9.3.10 releasing the results of a disciplinary hearing to an alleged victim of a crime of violence

10.0 **Charges Related to Education Records:** Grace College and Theological Seminary may recover the additional expense incurred in sending, receiving, copying, or verifying the authenticity of documents by charging the student a fee for this additional service.

11.0 Procedures for Students

- 11.1 Students may refuse disclosure of directory information by completing the required Request to Prevent Disclosure of Directory Information form available in the Registrar's Office.
- 11.2 This form must be received in the Registrar's Office by the end of the first week of the fall semester; it will be assumed that directory information may be disclosed for the remainder of the current academic year.
- 11.3 Requests for non-disclosure will remain in effect until the student files the Request for Revocation of Non-Disclosure of Directory Information form with the Registrar's Office.
- 11.4 A student can grant any individual access to their education records in two

ways:

11.4.1 Completion of the FERPA release form included in the student's bill sent every summer.

11.4.2 Submitting the Permission to Release Education Record Information form available in the Registrar's Office.

7.0 Procedures for School Officials

School officials wishing to discuss a student's educational record with the student's parent or guardian must first verify the right of the individual to receive that information by contacting the Registrar's Office to receive authorization to release a student's education record.

GRADING PROCEDURES

Grading Scales

Policy: Students will be assigned a final grade or symbol by the date published in the academic calendar each semester.

- 1.0 There is no “standard” grading scale to which all faculty members must adopt or adhere. Each faculty member has the freedom to establish his/her own scale and communicate that grading scale at the beginning of each term.
- 2.0 Grading scales should be approved by the department chair.
- 3.0 Grace College operates on a four-point system, meaning that for each hour of credit, the weight of each grade is as follows:

A = 4 points	C = 2.000
A- = 3.667	C- = 1.667
B+ = 3.333	D+ = 1.333
B = 3.000	D = 1.000
B- = 2.667	D- = 0.667
C+ = 2.333	F = 0

- 4.0 The respective values are multiplied by the number of hours in the course to determine the quality points.
- 5.0 The mathematical rules that apply to Grace’s GPA procedures are that the decimals are carried out to four places and rounded to the third.
- 6.0 Grace College collects grades from each professor at mid-terms (approximately eight weeks into the semester). Mid-term grades afford a “bench mark” of progress for the student but are not calculated as part of the student’s final grade.
- 7.0 The following are the only acceptable final grades or symbols to be assigned to Grace students: A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F, CR (credit), NC (no credit), W, WF, WP, I, or AU (audit).
 - 7.1 “W” does not affect attempted hours, earned hours, or GPA hours.
 - 7.2 “WF” affects attempted hours and GPA hours but not earned hours.
 - 7.3 “WP” affects attempted hours and GPA hours but not earned hours.

See also **Audit Policy** and **Credit-No Credit Policy**.

Final Grade Changes

Policy: A student’s final grade can be changed only when an error was made in the calculation of

the final grade or when the student has successfully completed the Academic Appeal and Review Process.

- 1.0 This policy refers to requests for change of grade following the conclusion of a course.
- 2.0 All grade changes must be submitted within one year and cannot be processed once the student's degree has been certified.
- 3.0 Grade changes must be requested by the faculty of record using the **Change of Grade Form** available on the campus portal.

Incompletes

Policy: Only in highly unusual situations, such as serious illness or other emergency, will students be assigned an incomplete ("I") pending a final grade.

- 1.0 An incomplete is an indication that a portion of a course has not been completed.
- 2.0 Incompletes are not assigned for the convenience of students or to assist students by extending deadlines for work that could have been completed during the regular semester.
- 3.0 The professor must have permission from the school dean to issue an incomplete.
- 4.0 The professor is to communicate to the student the deadlines and requirements to receive a final grade. The professor may be assisted by the Academic Office.
- 5.0 A student is allowed a maximum of six weeks from the end of the semester (i.e., from the deadline for submission of final grades) to complete the course work. If the course work is not cared for and submitted to the professor within the six weeks, the "I" automatically becomes an "F." The professor may require that the course work be completed before the six-week deadline.
- 6.0 The Academic Calendar notes deadlines for final grades and incompletes.

Forms to **Request an Incomplete** are available online and in the Registrar's Office.

GRADUATION POLICIES

Policy: Students must complete all degree requirements in accordance with the catalog and submit an application for graduation to the Registrar's Office to graduate from the institution.

- 1.0 Students applying for graduation with a bachelor's degree must have first received admission to that degree program. This acceptance occurs through the admissions office.
- 2.0 Undergraduate students must complete a minimum of 123 hours including all of the liberal arts requirements, major requirements, and minor requirements (if required for that particular major).
- 3.0 Non-education majors must have a cumulative GPA of 2.000. Non-education majors must have a 2.200 GPA in their major field of study.
- 4.0 Education majors must have a cumulative GPA of 2.500. Education majors must have a 2.500 in their major.
- 5.0 Graduate and doctoral level programs may have additional or more specific requirements for graduation. Students in these programs should consult their advisor and the program catalog to familiarize themselves with these requirements.
- 6.0 No particular GPA is required in the minor area of study or the liberal arts.
- 7.0 Students must submit an application for graduation by the date required per the Application for Graduation form posted on the grace website.
- 8.0 Students may not graduate at the completion of a semester in which a course required for degree is being taken at another college or university in accordance with the **Transfer Credit Policy**.
- 9.0 A student may petition the Registrar to participate in the graduation ceremony if 9 credit hours or fewer remain for degree completion.
- 10.0 In accordance with the policies of the Business Office, students must pay all debts, encumbrances, fees, etc. in order to receive their diploma or degree. For Perkins Loan and/or Stafford Loan borrowers, this also includes the completion of prescribed online Exit Interviews.

INDEPENDENT STUDIES

Policy: Independent studies are for-credit academic experiences available to students outside the regular schedule of course offerings and approved by the school dean prior to the student's enrollment.

- 1.0 Independent studies are intended to be guided and supervised learning experiences for students who desire to pursue a topic in addition to or at a higher level than the classroom affords. These are unique courses of study not available through the regular curriculum. For example, students may select a topic or experience that will uniquely prepare them for employment or further study following graduation or to extend their current course of study.
- 2.0 In unusual circumstances, students may enroll in an independent study to fulfill a degree-program requirement they are otherwise unable to plan in their course schedule prior to graduation.
 - 2.1 Independent studies are not intended to replace degree-program requirements, including those needed by double majors, when a student can enroll in the course during an alternate semester.
 - 2.2 Rare exceptions may be possible, for example, to transfer students who encounter unique problems in the transfer process or to other students who have special circumstances that arise out of study abroad programs.
- 3.0 Students requesting an independent study should prepare a proposal in consultation with the instructor of record then submit the proposal to the school dean who will consult as needed with the chair. Proposals must demonstrate assignments and a work load that approximate the normal classroom experience (coupled with out-of-class work).
 - 3.1 There should be stated learning outcomes and academic achievements to be pursued.
 - 3.2 Proposals must include a description of gradable academic work to be eligible for academic credit.
 - 3.3 The work load should be comparable in academic rigor to regular courses. This includes the generally accepted principle of two hours of work outside the regular classroom experience for every hour in class.
 - 3.4 There must be regular and ongoing faculty involvement (e.g., supervision, meetings, or substantial visits to monitor progress and the quality of the student's work).
- 4.0 The professor of record and the department chair recommend the independent study. The dean gives final approval for the independent study. Approvals for independent studies are forwarded to the Registrar's Office for enrollment in the independent

study course.

- 5.0 Credit for Independent Studies may not be awarded following a learning or work experience (e.g., credit for a summer work experience that would be applied during a subsequent semester).

Readings/Independent Study request forms are available on the campus portal.

INSTITUTIONAL REVIEW BOARD

Policy: Research activities conducted under the auspices of Grace College and Theological Seminary by faculty, students, and other campus personnel, or research using employees or students as research subjects will adhere to ethical and legal research practices and must receive prior approval by the Institutional Review Board (IRB) before any collection of data.

- 1.0 The IRB provides oversight and assurance of ethical research practices conducted by faculty, students, and other campus personnel.
- 2.0 The IRB also reviews and revises institutional policies regarding the authorization and conducting of research.
- 3.0 The primary investigator (PI) affiliated with any research project at or through Grace College must submit a fully completed Grace College IRB Application for Initial Review and a cover letter introducing the proposal and investigators involved. This includes research on or by the student body, independent research, dissertation or thesis research, and research associated with classes or grants. Researched papers that do not include involvement of people as the subjects of interviews, surveys, experiments, inventories or other similar methodologies do not need to be submitted to the IRB.
- 4.0 The IRB will convene as required to review IRB Application submissions, but investigators should allow for at least two weeks from the time of submission until an IRB decision is reached.
- 5.0 Completed applications are distributed by the IRB Chair to IRB members.
- 6.0 Upon convening, the IRB will process submitted applications through requirements outlined in the Grace College Institutional Review Board Charter and Standard Operating Procedures, XI. If any requirements noted therein are deficient or if the application is complete, the application will be returned as such to the relevant PI.
- 7.0 If the application is complete and if all stipulations outlined the Standard Operating Procedures are satisfied, the IRB will discuss disposition of the application according to the following considerations:
 - 7.1 Does the proposal represent “research” as defined by the United States Code of Federal Regulations Title 45 and Part 46?
 - 7.2 Does the research proposal involve the use of human subjects?
 - 7.3 Is the research eligible for IRB review exemption in accordance with Title 45 CFR 46 101(b)(1), (2), (3), (4), (5), or (6)?
 - 7.4 Is the research eligible for expedited review in accordance with the Grace College Institutional Review Board Charter and Standard Operating Procedures?

- 7.4.1 If aforementioned points 7.1 and 7.2 are affirmative, but aforementioned point three 7.3 or four 7.4 are negative, the application is submitted for Full Board Review.
- 7.4.2 IRB Full Board Review will disposition the research application proposal according to the following four domains:
 - 7.4.2.1 Approved
 - 7.4.2.2 Approved with Restrictions
 - 7.4.2.3 Tabled
 - 7.4.2.4 Disapproved
- 7.5 Disapproved applications may be resubmitted if the resubmitted application appropriately incorporates IRB concerns, suggestions, and revisions.
- 7.6 Continuing review by the IRB of ongoing research will occur at least annually and may be increased depending upon the nature of risk within the research project. The PI is responsible for annually submitting to the IRB the Continuing Review Questionnaire and a copy of the project's current informed consent document.
- 7.7 Failure by the PI to submit the aforementioned documents by the annual expiration date will result in the termination of the project's IRB status.

Applications and procedures are available on the campus portal and from the IRB chair.

INTERNSHIPS, APPRENTICESHIPS, AND PRACTICUMS

Policy: Students should formally apply for internships, apprenticeships, and practicums to assure they receive academic credit and the needed supervision.

- 1.0 Internships, apprenticeships, and practicums are supervised, experiential learning opportunities for students to apply the knowledge, values, and skills of their discipline.
- 2.0 A *practicum* is a faculty-supervised learning experience for which the faculty member is the student's primary supervisor. A practicum is typically an unpaid learning experience for which the student receives academic credit for required hours that are pre-determined by the department:
 - 1 credit hour = 20 hours
 - 2 credit hours = 35 hours
 - 3 credit hours = 50 hours
- 3.0 An *internship* or *apprenticeship* is an off-site learning experience for which the student receives supervision by an individual off-site. The faculty member is typically the secondary supervisor. An internship or apprenticeship may be paid and the student receives academic credit for hours that are pre-determined by the department:
 - 1 credit hour = 20 hours
 - 2 credit hours = 35 hours
 - 3 credit hours = 50 hours
- 4.0 Some departments, such as education, the seminary, and graduate counseling, have structured learning experiences that are part of the degree-program requirements (i.e., student teaching, apprenticeships, clinical practicum). Others have learning experiences embedded within a particular course.
 - 4.1 Students enrolled in degree programs that require an internship, apprenticeship, or practicum should enroll in the course following the procedures outlined by that department.
 - 4.2 Students enrolled in degree programs that offer internships and practicums as electives should formally apply for these through Career Services in consultation with their advisor.
 - 4.3 Within particular courses, students may be asked by the course instructor to obtain *field or work experience* in the discipline (e.g., several hours of observation in a community-based setting). This experience is typically included in the curricular requirements of a course, but, in and of itself, typically does not result in academic credit; students receive credit for the course, but not the individual experience.

- 5.0 The professor and advisor recommend the internship, apprenticeship, or practicum and the department chair gives final approval.

Applications for Internships and Practicums are available on the campus portal via the Registrar's Office.

PLAGIARISM AND CHEATING

Policy: Plagiarism, cheating, and/or academic dishonesty is regarded as a serious matter and may result in severe academic penalties and/or disciplinary consequences.

- 1.0 Plagiarism (the conscious and obvious attempt to convince others that words or concepts unique to another writer are one's own) constitutes verbal theft. Neither plagiarism nor academic dishonesty will be tolerated at Grace College and Theological Seminary.
- 2.0 Faculty members communicate their policies about plagiarism and other forms of dishonesty in their syllabi along with their other classroom management policies.
- 3.0 In cases of cheating, plagiarism, or an accusation of academic dishonesty, the Office of Student Affairs may be involved in the appeal process if the department chair chooses depending on the nature of the accusation.
- 4.0 Violations of academic integrity are infractions against the Grace College Community Standards (see undergraduate *Student Handbook* or graduate/seminary program catalog).
- 5.0 By way of example and not in limitation, consequences of plagiarism or other academic dishonesty may include failure of the assignment, failure of the course, suspension from campus, or failure to receive employment, graduate school, study abroad, or other references by the institution or faculty member.
- 6.0 Should there ever be a need to know whether this was a student's first offense, the Student Affairs Office should be notified of all cases of academic dishonesty and provided with documentation including the nature of the offense, the evidence of the offense, and the penalty imposed.

PRE-REQUISITE AND PREPARATORY WORK

Policy: Students may be required to complete pre-requisite or preparatory work to matriculate through courses or a degree program if they have not evidenced (a) strong skills in certain subjects or (b) strong preparation for undergraduate, graduate, or seminary study based on their standardized test scores, academic transcripts, and/or application.

- 1.0 Individual undergraduate, graduate, and seminary degree programs may have specific policies that outline the expectations and recommendations for students seeking admission. Students should consult the department or catalog associated with the specific degree program they desire for further information.
- 2.0 Pre-requisite work in the college may relate to knowledge, skills, or personal habits that promote a successful college career. This work may also be associated with progression through a degree-program, which should have expectations outlined in writing and given to the student.
 - 2.1 Writing
 - 2.1.1 Admitted undergraduate students who scored 410 or below on the writing portion of the SAT test or 19 or below on the writing portion of the ACT test are enrolled in ENG 102 Principles of Writing for the fall semester of their first year at Grace College.
 - 2.1.2 Students who believe that their writing abilities are strong and, therefore, they should not have been placed in ENG 102 may contact the chair of the Languages, Literature, and Communication Department to take an online writing test offered each July and August. Based on the score of the writing test, the department chair may approve the student's exemption from ENG 102 and placement in ENG 110 Effective Writing.
 - 2.2 Based on their admission or academic status, undergraduate students may be enrolled in *Psychology of Success*, a course designed to promote success in the classroom. This course is a general elective and assists the student in maintaining full-time status, but does not meet a degree-program requirement.
- 3.0 Pre-requisite courses that have pre-fixes beginning with zero (e.g., MAT 010) are considered pre-college work and do not count toward the total number of credit hours needed for degree completion. These courses will, however, allow students to maintain their full-time status.
- 4.0 Pre-requisite courses with prefixes at the 100-level or above (e.g., ENG 102) can count as a general elective (if these are available in a major), but do not replace the required general education course (e.g., ENG 110).
- 5.0 Preparatory work in graduate programs or seminary may include additional reading,

study, or field work to gain knowledge, experience, or skills needed for a successful academic experience. Preparatory work is generally completed before enrollment in a course or acceptance into a program, and is determined individually based the needs and academic preparation of the student applicant. The expectations of pre-requisite work in graduate programs or the seminary, which may occur at any time during the degree program, should be articulated in writing and given to the student.

SECOND MAJORS OR DEGREES FOR GRADUATES

Policy: Students who have completed a bachelor's degree at Grace College may receive a second bachelor's degree at Grace College provided they complete all requirements for the second degree and a minimum of 30 semester hours of work beyond the requirements for the first degree.

- 1.0 Rarely is it in the best interest of students to work toward a second bachelor's degree. Although students may desire to take courses in a second field at the undergraduate level, if a degree is sought, generally students find that it is most advantageous to pursue a graduate degree to obtain the additional coursework.
- 2.0 Students who want to complete a major at Grace College that they started at another school should check with the institution that granted their first degree to see if they can take the necessary courses at Grace College and have those courses transfer back to the degree-granting institution. That institution would then add the second major to the already existing degree.
- 3.0 Students who want to complete another major at Grace College but not receive another degree should meet with the Registrar for a review of the former degree. The department involved reviews the former record and determines which major and supporting non-major courses are still needed for the new major.
- 4.0 The major for the second degree shall be distinct from that of the first without any overlap or duplication of courses from the prior degree to the new degree.
- 5.0 The second degree is not to be confused with a double major in which case only one degree is granted.
- 6.0 Students seeking a second bachelor's degree at Grace College must take a minimum of 30 semester hours of work at Grace College. The 30 hours elected are in consultation with the major department involved. All requirements of the major, as well as the Grace Core, must be met. No minor is required by virtue of the major earned with the first degree.

TRANSFER OF CREDIT POLICY

Policy: An undergraduate student may transfer up to 16 credit hours from another college or university once enrolled at Grace College. A transfer student must complete a minimum of 60 hours in residency to obtain a Grace College undergraduate degree.

- 1.0 This policy applies to all undergraduate courses transferred to Grace College regardless of mode of delivery, including online, correspondence, traditional classroom, or other methods of course delivery.
- 2.0 Individual undergraduate academic departments, graduate programs, and the seminary may have additional or more restrictive transfer credit policies and procedures outlined in their department policies and catalogs. Students should discuss these with their advisor.
- 3.0 No transfer coursework is allowed in a student's final semester prior to graduation. Official transcripts for all outstanding transfer credit must be submitted to the Registrar's Office prior to the start of the final semester.

Current Students Pre-Approval to Transfer Course Credit

- 1.0 Using the **Credit Transfer Approval** form on the campus portal, current students must seek prior approval from the Registrar's Office, the course instructor, and their department academic advisor according to ensure transferability of courses needed to fulfill degree requirements at Grace College.
- 2.0 Course work will typically be transferred based on course titles; however, students may be required to provide additional information including catalog descriptions and course syllabi.
- 3.0 Credit will be granted on the basis of our semester hour standard. Courses transferred from colleges and universities using the quarter system will be assigned credit hours using the following formula: one quarter hour equals two thirds of a semester hour.
- 4.0 Transfer credit may be awarded only when the course grade is a "C-" or above and only when the completed courses are comparable to courses currently offered at Grace College.
- 5.0 Courses accepted as transfer credit will be applied toward degree requirements whenever possible. Courses transferred that do not satisfy degree requirements will be considered elective credit.
- 6.0 Grace will accept a transfer course of one (1) hour less in credit as fulfilling the equivalent general education course requirement at Grace. If the course being transferred is more than one (1) hour deficient, the student will need to either take the entire course or make up the deficiency in readings, independent study, or other supplementary work for credit.

- 7.0 A student who transfers a course that is less in credit hours than the Grace College course equivalent must make up the deficient hours within the major and/or minor. It is up to the department to determine whether that work must be done within that particular course discipline or just within the general major/minor area of study. All students must meet the total hour requirement for their major and minor.

Transfer Students

- 1.0 Transfer students to Grace College are those that completed 15 credit hours or more from another institution following their graduation from high school.
- 2.0 The Admissions Office, the Registrar's Office, and the Academic Office are the only offices on campus that evaluate transcripts from other institutions for the purpose of granting credit. Evaluation of transfer credits may be done in consultation with a department chair.
- 3.0 There is no limit to the number of credit hours eligible for transfer to Grace from regionally accredited schools; however, a minimum of sixty (60) credit hours is required in residency at Grace College before an undergraduate degree can be granted.
- 4.0 A maximum of sixty (60) hours of credit is acceptable from nationally accredited or non-accredited colleges.
- 5.0 A maximum of thirty (30) hours of Bible and thirty (30) hours of non-bible credit is acceptable from bible colleges and bible institutes.
- 6.0 The transfer credits from an accredited vocational or technical school will be deferred and held in an "escrow" file until the student has completed 12 hours of course work and has earned a cumulative GPA of at least 2.2. If the student earns the required average after 12 hours of course work, the Admissions Office and the Registrar's Office will process and post the credit to the Grace transcript. The student's major department reserves the right to require the student to repeat certain courses (even if a similar course has been accepted in transfer) or do remedial work in order to improve one's competency in the major. Failure to earn the 2.2 GPA after 12 hours of course work at Grace College may jeopardize potential transfer credit.

TRANSCRIPT REQUESTS AND SERVICES

Policy: Students will receive their transcripts from Grace College and Theological Seminary, or have these transcripts sent, unless they have a financial obligation to the school, including amounts owed on their account or defaulted student loan indebtedness.

- 1.0 Requests for transcripts should be in writing and contain the signature of the student requesting releasing the information. Grace will accept a request via FAX as long as the request includes the signature of the student.
 - 1.1 Because the original source of a document received through a FAX transmission cannot always be accurately determined, the Registrar's Office will not send or receive official transcripts by way of FAX. Based on the inability to authenticate the record via FAX, and based on the recommendation of AACRAO, Grace will only process transcripts with a signed signature as a release. This procedure is consistent with the standards of our institution, the practices of the Registrar's Office, and in the best interest of the student in order to insure confidentiality.
 - 1.2 See also **Student Education Records** policy: Charges for Related to Education Records.
- 2.0 Telephone requests for transcripts are not accepted because of the difficulty in verifying the requestor's identity. A signed transcript request form or letter transfers the legal burden to the signer and protects the Registrar in case of a forged signature.
- 3.0 Transcripts will be labeled "Issued to Student" and are generally issued by the Registrar's Office within 6 – 10 business days of the request.
- 4.0 The institution is not obligated to provide students with copies of transcripts or source documents from other institutions unless state laws dictate otherwise.
- 5.0 The following individuals and agencies may be provided with a student's transcript without the written consent of the student:
 - 5.1 Faculty and administrative officers of the issuing institution who have a legitimate need and interest in the student's educational welfare.
 - 5.2 Parent(s) or legal guardian(s) of the student provided the parent or guardian can establish the student's dependency as defined by the Internal Revenue Code of 1954, Section 152.
 - 5.3 Appropriate Federal and state agencies
- 6.0 Students can legally be denied transcript services for indebtedness to the institution or failure to complete a Financial Aid Exit Interview. All financial obligations must be cleared before transcripts are released. Specific questions as to the account balance should be directed to the Controller's Office of Grace Schools.

- 7.0 The Registrar's Office will not release unofficial copies of student transcripts. Any transcript released to students will be an official transcript.

Transcript Request forms are available online and in the Registrar's Office.

UNDERGRADUATES TAKING GRADUATE COUNSELING COURSES

Policy: Undergraduate students may not take courses in the Graduate Department of Counseling and Interpersonal Relations for undergraduate credit.

- 1.0 CACREP does allow undergraduates to take a limited number of courses in the Department of Counseling and Interpersonal Relations for graduate credit as provisional students. This credit cannot be applied to satisfy undergraduate requirements.
- 1.0 Grace College seniors may apply as provisional students to the Department of Counseling and Interpersonal Relations in their final semester. These students may take up to two courses in the program as provisional graduate students during their final semester.
- 1.0 This provisional status does not guarantee acceptance into the Department of Counseling and Interpersonal Relations. Students must go through the entire acceptance process and will be evaluated in exactly the same way as any other applicant.
- 1.0 These seniors will be charged regular undergraduate tuition. This will avoid the hardship of double billing for the Business Office due to the different tuition costs in the two schools.

More information is available in the *Department of Counseling and Interpersonal Relations* catalog.