

GRACE COLLEGE AND THEOLOGICAL SEMINARY

ACADEMIC POLICY MANUAL

Effective October 1, 2018

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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, director, department chair, academic advisor, or catalog associated with their chosen program.

Most policies contained in this manual are universal; however, in some cases, procedures that apply to specific programs of study are noted. Students should read these policies carefully and consult with an advisor to determine how these policies related to their individual circumstances.

Policies related to admissions, financial aid, student accounts, and student life can be located on their respective web sites and 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 or student life (handbooks and policies may be specific to the program in which the student is enrolled)

ACADEMIC 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 should 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. If there is no chair of the department or the dispute is with the chair him/herself, then the letter should be submitted directly to the dean of the school.
 - 1.3 If the student remains unsatisfied with the outcome of the decision by the chair, then 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 Dean's Council through the academic office. The Dean's Council will convene for a final decision.
- 2.0 In cases of cheating, plagiarism, or an accusation of academic dishonesty, the Department for Student Affairs and Academic Services may be involved as early as step one of the process, if the department chair chooses. Violations of academic integrity and 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.

ACADEMIC CREDIT LIMITS

Policy: The institution has established typical academic credit limits to guide students in advising and course enrollment, and in some circumstances, students may request to exceed the typical semester credit limit.

- 1.0 There are no credit limits established for graduate and seminary programs.
- 2.0 A normal undergraduate academic load is 15 to 18 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.
 - 2.1 All students in good academic standing may enroll in up to 11 credits per 8-week fall and spring session and up to 20 credits total per fall and spring semester. This includes regular courses and applied learning experiences.
 - 2.2 Registering for more than 20 credits in a semester must be approved by the Registrar, and generally occurs only with students who have a 3.0 GPA or higher and are in their final semester of study.
 - 2.3 Students are permitted to register for 6 credits online in the summer. Registering for 9 or more online credits in the summer must be approved by the Registrar. The student will be billed for tuition (and online fees) when exceeding 6 credit hours.
 - 2.4 Students who want to exceed the credit hour limit should evaluate the rationale for enrolling in a heavy course load and discuss their 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.
- 3.0 Block pricing has been established for full-time, traditional residential undergraduate students as 12-18 credits per semester. Students exceeding 18 credits will be billed for each credit beyond this limit.
- 4.0 Once a student and the advisors have discussed the student's academic needs, honestly evaluating the rationale for enrolling in a heavy course load and discussing the student's preparation for and ability to successfully complete a semester load beyond the typical full-time load, the student should complete the **Request to Exceed Term Credit Limit** form and submit it to the Registrar's office for consideration.

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

ACADEMIC STATUS AND APPEALS

Undergraduate Academic Statuses

Policy: Students in undergraduate programs will be assigned one of the following academic statuses. Any student who is placed on Academic Warning, Academic Probation, Academic Suspension, or Academic Dismissal will be notified in writing to the student's home address and to the student's Grace College email prior to the start of the next semester.

Academic statuses of all undergraduate students are determined at the conclusion of the fall and spring terms only. The academic status determined for a student at the conclusion of the spring term will remain intact for the next fall term even if the summer term increases or decreases their cumulative GPA. An academic term (or semester) is defined as both A and B session. Academic statuses will not be evaluated after the Fall A or Spring A session, or after the summer term.

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 through multiple term GPAs of 2.0 or higher.

Academic Warning

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 Warning following a semester in which their cumulative GPA falls below 2.0. Students may also be placed on Academic Warning if they have a cumulative GPA at or slightly above 2.0 if they have experienced multiple term GPAs below 2.0. This dynamic can occur through the impact of summer course grades or repeating grades.

This status carries with it the following conditions:

- 1.0 Students on Academic Warning are permitted to take up to 15 credit hours in a term.
- 2.0 Students on Academic Warning may be required to take GEN 1000 *Academic Fundamentals for college*, and must earn a grade of "B" or better. Failure to accomplish this goal indicates that the student must repeat this course during the next term in which the course is offered.
- 3.0 During the semester in which a student is on Academic Warning, if the student has a term GPA above a 2.0, he/she will remain on Academic Warning if the cumulative GPA remains below a 2.0 or will return to Regular status if the cumulative GPA exceeds 2.0.
- 4.0 During the semester in which a student is on Academic Warning, if the student has a term GPA below a 2.0, he/she will either remain on Academic Warning or be placed on Academic Probation. The student will remain on Academic Warning if the cumulative GPA exceeds 2.0 but will be placed on Academic Probation if the cumulative GPA is below 2.0.
- 5.0 Additional conditions enforced through Student Affairs may apply and could include such things as a reduction of working hours, removal from leadership positions, required library hours, or athletic consequences to name a few.

Students on Academic Warning are strongly encouraged to work closely with their advisor, their professors, the Writing Center, the Student Financial Aid Office, and the Learning Resource Center to improve their performance in the classroom and to monitor the impact of their academic performance on financial aid.

Academic Probation

A student is placed on Academic probation for one of the following reasons: earning a semester GPA below 2.0 while on an *Academic Warning* status, earning a semester GPA above 2.0 and continuing to have a cumulative GPA below 2.0 while on an *Academic Suspension* status, and re-enrolling at Grace College following *Academic Dismissal*.

This status carries with it the following conditions:

- 1.0 Students on Academic Probation are permitted to take up to 12 credit hours in a term. These 12 credits must consist of 2 courses in Session A of the semester and 2 courses in Session B.
- 2.0 Students on Academic Probation must enroll in GEN 1000 *Academic Fundamentals for College*, if they have not already taken and passed the course successfully, and must earn a grade of "B" or better. Failure to accomplish this goal indicates that the student must repeat this course during the next term in which the course is offered.
- 3.0 During the semester in which a student is on Academic Probation, if the student has a term GPA above a 2.0, he/she will return to Academic Warning if the cumulative GPA remains below a 2.0 or will return to Regular Status if the cumulative GPA exceeds 2.0.
- 4.0 During the semester in which a student is on Academic probation, if the student has a term GPA below a 2.0, he/she will be placed on Academic Suspension.
- 5.0 Additional conditions enforced through Student Affairs may apply and could include such things as a reduction of working hours, removal from leadership positions, required library hours, or athletic consequences to name a few.

Students on Academic Probation are strongly encouraged to work closely with their advisor, their professors, the Writing Center, the Student Financial Aid Office, and the Learning Resource Center to improve their performance in the classroom and to monitor the impact of their academic performance on financial aid.

Academic Suspension

A student is placed on Academic Suspension when earning a semester GPA below 2.0 while on an *Academic Probation* status.

This status carries with it the following conditions:

- 1.0 Students on Academic Suspension are not permitted to enroll in Grace undergraduate classes for the next 2 semesters. These two semesters are defined as: Fall/Spring (if Academic Suspension was determined at the conclusion of a spring term), or Spring/Summer (if the Academic Suspension was determined at the conclusion of the fall term).
- 2.0 When a student from Academic Suspension returns to enroll in classes, he/she is limited to 12 credit hours for the term. These 12 credits must consist of 2 courses in Session A of the semester and 2 courses in Session B.
- 3.0 When a student from Academic suspension returns to enroll in classes, he/she will be required to register for GEN 1000 *Academic Fundamentals for College* if the course was previously taken and a grade of "B" or higher was not earned.
- 4.0 During the semester in which a student is enrolled on Academic Suspension, if the student earns a term GPA above a 2.0, he/she will return to Academic probation status if the cumulative GPA remains below a 2.0 or will return to Regular Status if the cumulative GPA exceeds 2.0.
- 5.0 During the semester in which a student is enrolled on Academic Suspension, if the student earns a term GPA below a 2.0, he/she will either be placed on Academic Warning or Academic Dismissal. The student will be placed on Academic Dismissal if the cumulative GPA is below 2.0.

Students on Academic Suspension are strongly encouraged to work closely with their advisor, their professors, the Writing Center, the Student Financial Aid Office, and the Learning Resource Center to improve their performance in the classroom and to monitor the impact of their academic performance on financial aid.

Academic Dismissal

A student is placed on Academic Dismissal when earning a semester GPA below 2.0 while on an Academic Suspension status.

This status carries with it the following conditions:

- 1.0 Students on Academic Dismissal are not permitted to enroll in Grace College undergraduate classes for the next 3 years.
- 2.0 Students on Academic Dismissal who return to Grace after 3 years must reapply to Grace College through the Admission Office, and once accepted, will re-enter the school on Academic probation status.

Appeals Process

- 1.0 Students who desire to appeal their academic status should write a letter to the Provost, requesting an appeal within two weeks of the notification of the probation status.
- 2.0 The Provost will review the student's letter and the student's academic record in consultation with the dean of the school where the student's major resides. If necessary, the student may be asked to make an appointment with the Provost to discuss the basis for the appeal. The Provost will notify the student in writing of the outcome.
- 3.0 If the student is unsatisfied with the outcome of the provost's decision, then the student can re-submit the appeal in writing within two weeks to the Deans' Council through the academic office. The decision of the Deans' Council is final and will be sent to the student in writing.

ACADEMIC STATUS AND APPEALS

Undergraduate and Graduate Academic Statuses – Student in programs through the School of Professional and Online Education (SPOE)

Policy: Students in undergraduate and graduate programs within the School of Professional and Online Education will be assigned one of the following academic statuses. Any student who is placed on Academic Probation, Academic Suspension, or Academic Dismissal will be notified as soon as possible after grades are posted.

Academic statuses of all undergraduate students within SPOE are determined at the conclusion of each semester.

Regular Academic Status – Undergraduate students in SPOE programs

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 through multiple term GPAs of 2.0 or higher.

Regular Academic Status – Graduate students in SPOE programs

This status is awarded to students who meet all admissions and continuing student academic requirements and maintain a cumulative GPA of 2.5 or higher through multiple term GPAs of 2.5 or higher.

Academic Probation – Undergraduate students in SPOE programs

A student is placed on Academic Probation when having a cumulative GPA below 2.0, or when returning from Academic Dismissal.

This status carries with it the following conditions:

- 1.0 During the semester in which a student is on Academic Probation, if the student earns a cumulative GPA exceeding 2.0, the student will return to Regular Status.
- 2.0 During the semester in which a student is on Academic Probation, if the student earns a cumulative GPA below a 2.0, he/she will be placed on Academic Suspension.

- 3.0 During the semester in which a student is on Academic Probation, if the student earns a semester GPA above a 2.0, but the cumulative GPA remains below 2.0, the student will remain on Academic Probation.

Students on Academic Probation are strongly encouraged to work closely with their advisor, their professors, the Writing Center, the Student Financial Aid Office, and the Learning Resource Center to improve their performance in the classroom and to monitor the impact of their academic performance on financial aid.

Academic Probation – Graduate Students in SPOE programs

A student is placed on Academic Probation when having a cumulative GPA below 2.5, or when returning from Academic Dismissal.

This status carries with it the following conditions:

- 1.0 During the semester in which a student is on Academic Probation, if the student earns a cumulative GPA exceeding 2.0, the student will return to Regular Status.
- 2.0 During the semester in which a student is on Academic Probation, if the student earns a cumulative GPA below a 2.5, he/she will be placed on Academic Suspension.
- 3.0 During the semester in which a student is on Academic Probation, if the student earns a semester GPA above a 2.5, but the cumulative GPA remains below 2.5, the student will remain on Academic Probation.

Students on Academic Probation are strongly encouraged to work closely with their advisor, their professors, the Writing Center, the Student Financial Aid Office, and the Learning Resource Center to improve their performance in the classroom and to monitor the impact of their academic performance on financial aid.

Academic Suspension – Undergraduate Students in SPOE programs

A student is placed on Academic Suspension when the cumulative GPA remains below 2.0 after serving a semester on Academic Probation status.

This status carries with it the following conditions:

- 1.0 Students on Academic Suspension are not permitted to enroll in Grace classes for the next semester (Fall or Spring).
- 2.0 Students on Academic Suspension who return to class will re-enter the school on Academic Suspension status. The first semester back, a cumulative GPA of 2.0 or better must be earned to not be dismissed.

Students on Academic Suspension are strongly encouraged to work closely with their advisor, their professors, the Writing Center, the Student Financial Aid Office, and the Learning Resource Center to improve their performance in the classroom and to monitor the impact of their academic performance.

Academic Suspension – Graduate Students in SPOE programs

A student is placed on Academic Suspension when the cumulative GPA remains below 2.5 after serving a semester on Academic Probation status.

This status carries with it the following conditions:

- 1.0 Students on Academic Suspension are not permitted to enroll in Grace classes for the next semester (Fall or Spring).

- 2.0 Students on Academic Suspension who return to class will re-enter the school on Academic Suspension status. The first semester back, a cumulative GPA of 2.5 or better must be earned to not be dismissed.

Students on Academic Suspension are strongly encouraged to work closely with their advisor, their professors, the Writing Center, the Student Financial Aid Office, and the Learning Resource Center to improve their performance in the classroom and to monitor the impact of their academic performance.

Academic Dismissal – Undergraduate Students in SPOE programs

A student is placed on Academic Dismissal when earning a cumulative GPA below 2.0 after re-entering Grace from Academic Suspension.

This status carries with it the following conditions:

- 1.0 Students on Academic Dismissal are not permitted to enroll in Grace College classes for the next 3 semesters (Fall and Spring) or one calendar year.
- 2.0 Students on Academic Dismissal who return to Grace after 3 semesters must reapply to Grace College through the Admissions Office, and once accepted, will re-enter the school on Academic Probation status.

Academic Dismissal – Graduate Students in SPOE programs

A student is placed on Academic Dismissal when earning a cumulative GPA below 2.5 after re-entering Grace from Academic Suspension.

This status carries with it the following conditions:

- 1.0 Students on Academic Dismissal are not permitted to enroll in Grace College classes for the next 3 semesters (Fall and Spring) or one calendar year.
- 2.0 Students on Academic Dismissal who return to Grace after 3 semesters must reapply to Grace College through the Admissions Office, and once accepted, will re-enter the school on Academic Probation status.

Appeals Process for all students

- 1.0 Students who desire to appeal their academic status should write a letter to the Provost, requesting an appeal within two weeks of the notification of the probation status.
- 2.0 The Provost will review the student's letter and the student's academic record in consultation with the dean of the school where the student's major resides. If necessary, the student may be asked to make an appointment with the Provost to discuss the basis for the appeal. The Provost will notify the student in writing of the outcome.
- 3.0 If the student is unsatisfied with the outcome of the provost's decision, then the student can re-submit the appeal in writing within two weeks to the Deans' Council through the academic office. The decision of the Deans' Council is final and will be sent to the student in writing.

ACADEMIC HONORS

Graduating with Academic Honors

Policy: Students are awarded academic honors based on GPA requirements specified for each academic program and if they have completed at least half their degree credits at Grace College and/or Theological Seminary.

- 1.0 Adult, graduate, and seminary programs are awarded honors and are recognized as a group at Commencement. Students with GPAs of 3.75 or higher on a 4.0 scale are designated as *Honors Graduates*.
- 2.0 Students in the GOAL adult degree completion programs are awarded honors based on all of the 45 required credit hours of course work completed at Grace College and any elective credits taken at Grace College after the student entered the GOAL Program.
- 3.0 Students in traditional undergraduate programs are recognized at Commencement using the following categories:

<i>Cum laude</i>	3.650 – 3.799
<i>Magna cum laude</i>	3.800 – 3.939
<i>Summa cum laude</i>	3.940 – 4.000
- 4.0 Associate degree students are awarded honors and are recognized as a group at Commencement. Students with GPAs of 3.65 or higher on a scaled of 4.0 are designated *Honors Graduates*.
- 5.0 Upon receipt and posting of the final grades for the last term attended, the final GPA is recorded.
- 6.0 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.
- 7.0 Honors cords are distributed based on the student's GPA at the time of Commencement. Honors cords are distributed only at Commencement, and are not provided to graduates not participating at Commencement.

Dean's and Honor Lists

Policy: After each semester, academic honor lists will be published based on the grade point average achieved for full-time degree seeking undergraduate students for that specific term.

- 1.0 Full-time 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 Full-time students 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 INTEGRITY

Policy: Because academic integrity is an important value of Grace College and Seminary, violations of the Academic Integrity Policy may result in severe academic penalties and/or disciplinary consequences.

Grace College and Seminary is committed to fostering students' intellectual, moral, and spiritual development. Academic dishonesty—in all forms—is a serious violation of academic integrity, Grace's community standards for scholarship and behavior, and Christian morality.

- 1.0 Students are expected to uphold high standards of academic integrity and refrain from committing or facilitating acts of academic dishonesty. Academic dishonesty includes, but is not limited to, cheating, plagiarizing, falsifying or fabricating data, stealing or interfering with another student's work, and submitting substantial portions of the same work for more than one course without prior consent from the instructor.
 - 1.1 All submitted work is accepted as a student's own work, unless otherwise understood and approved by the instructor.
 - 1.2 Plagiarism is defined as presenting someone else's ideas, language, or work as one's own without properly citing or acknowledging the source. Any ideas or materials taken from another source, whether copyrighted or not, must be properly documented unless that information is common knowledge. "Common Knowledge" refers to information or facts that are widely known within a discipline or a course and therefore not attributable to one source.
 - 1.3 A student may not submit for one course substantial portions of work that have been used to fulfill the requirements of another course taken at this or any other school without obtaining permission from the current professor in advance.
 - 1.4 A student must not intentionally or knowingly help another student to commit an act of academic dishonesty.
- 2.0 Faculty communicate additional expectations and clarifications about discipline-specific practices, particular assignments, and collaborative work via syllabi and in-class instructions.
- 3.0 No one responsible for teaching or assisting in a course, including instructors and teaching assistants, will tolerate academic dishonesty. Infractions of the Academic Integrity Policy will be reported by the faculty of record to the academic program administrator, and the Academic Affairs Office. The Academic Affairs Office will then notify the Student Affairs Office and Registrar's Office as necessary.
 - 3.1 Violations of the Academic Integrity Policy will result in proportional consequences, which include but are not limited to, failure of the assignment, course grade reduction, and failure of the course, as stated in the course syllabus. In assigning a consequence, the faculty member (in consultation with the Academic Affairs Office) will consider the type and extent of academic dishonesty involved, as well as whether the student has a record of prior offenses. Mitigating factors, such as the student's cooperation and contrition, may also be considered.
 - 3.2 Using the Academic Integrity Violation Form, the instructor will document the nature of the offense, the evidence of the offense, and the penalty imposed with the Academic Affairs Office. This information becomes part of the student's disciplinary file and academic record and may be used to track repeated violations. Should there ever be a need to know whether this was 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.
- 4.0 Additional consequences may be imposed by Grace College and Seminary and might include ineligibility for certain student jobs or leadership positions (such as teaching assistantships),

suspension from campus or the academic program(s), and/or a hearing before a discipline panel.

- 5.0 A student wishing to appeal a violation of the Academic Integrity Policy and/or penalty resulting from such a violation should complete the Academic Integrity Appeal/Reporting Form. This form should be presented to the student during the time the faculty member and the student meet to discuss the violation. In cases in which a student was not given an opportunity for appeal at the end of the meeting with the faculty member, the student should inquire with the Dean or Provost's Office to secure the proper form for filing an appeal.

ACADEMIC SEMESTERS

Policy: The institution operates on a semester (or term) basis in which one or more sessions occur within each semester or term.

- 1.0 Semesters (or terms) are comprised of 16-weeks and include 1 or more sessions.
- 2.0 The institution's academic terms are published on the academic calendar available on the Web site. For specific information regarding program schedules, please contact the Program Director.
- 3.0 Final course grades are posted on transcripts and tuition is billed each semester (term) not each session.
- 4.0 Financial aid is distributed each semester based on the program and division the student is enrolled in. Students should familiarize themselves with these policies and discuss them with the Financial Aid Office.

ACCREDITED INSTITUTIONS

Policy: "Accredited" refers to a degree granted by an institution accredited by an agency recognized by the Council for Higher Education Association (CHEA) or the Department of Education (DOE).

- 1.0 Recognition by CHEA affirms that the standards and processes of the accrediting organization are consistent with the academic quality, improvement and accountability expectations that CHEA has established, including the eligibility standard that the majority of institutions or programs each accredits are degree-granting.
- 2.0 The school dean or department chair will approve non-accredited institutions for transfer credits for undergraduate students then communicate this approval to the Registrar's Office.
- 3.0 The graduate, seminary, or adult degree-completion program's director in consultation with the chair and the school dean will determine whether courses from a non-accredited institution may transfer into one of the residential or online degree-completion, graduate, or seminary programs or fulfill advanced standing requirements. This approval must then be communicated to the Registrar's Office.
- 4.0 Many questions may be answered by the non-accredited institution's registrar or academic office. At minimum, the following will be used evaluate degrees from non-accredited institutions:
 - 4.1 The credentials of the institution's faculty
 - 4.2 Whether Grace has had any history with the school or its students
 - 4.3 Reasons it is not accredited
 - 4.4 Other institutions that accept its credits
 - 4.5 Seat time and/or credit hour equivalencies
- 5.0 The registrar will maintain a list of approved non-accredited institutions.
- 6.0 Applicants with non-U.S. credentials that are not recognized by CHEA are required to submit their original educational credentials (i.e., transcripts, degree certificates, mark sheets) directly to an evaluation service. Grace College and Seminary recommends AACRAO International Education Services (IES) about will also consider evaluation reports from any member of the National Association of Credential Evaluation Services (NACES).
- 7.0 A maximum of 30 Bible credits and 30 non-Bible credits may be awarded to undergraduate students from non-accredited programs. See TRANSFER OF CREDIT for additional information.

ADVISING

Policy: Academic advising of students is provided by a designated faculty or staff member for each major (undergraduate) or program (non-traditional, graduate, seminary) and is designed to develop mentoring relationships with students to enable them to continue to develop academically, as well as personally, spiritually, and professionally.

- 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) or otherwise communicate their availability to students.
 - 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. Failure to complete the following steps may delay the time it takes to earn a degree. Students 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 provided by the advisor 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 utilizing the advising portal site, understanding program requirements and preparing 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.
 - 3.6 Take responsibility to ensure changes in curriculum (i.e., course substitutions, petitions to waive requirements) are communicated to the Registrar's Office.
- 4.0 Advising in Non-Traditional Programs
 - 4.1 Advising appointments may be via the telephone or through other technology to accommodate the student who may not be in close proximity to the campus. The basic principles of effective advising apply though the student and advisor may not meet face-to-face.
- 5.0 Audits for Completion of Degrees

- 5.1 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). Audits are available online through the portal for students to access at any time.
- 6.0 Student Advising Records
 - 6.1 The advising portlet on the Grace Portal contains the following information:
 - 6.1.1 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.
 - 6.1.2 Unofficial transcript of courses taken towards the student's program requirements.
 - 6.1.3 Grade report, a semester by semester view of grades.
 - 6.1.4 GPA projection program
 - 6.1.5 Faculty advising notes as entered by the advisor
 - 6.2 Student advising records contain the following:
 - 6.2.1 Summary of Academic Credit
 - 6.2.2 Academic Petitions
 - 6.2.3 Application Information
- 7.0 Disposition of Records
 - 7.1 Records of students who have withdrawn or graduated from the institution should be forwarded to the Registrar's Office for processing. Records of students who transition to another program at the institution should be forwarded to the newly assigned advisor. The Registrar's Office will notify the advisor when students have withdrawn from the institution. Official advising records are typically not maintained by the Registrar's Office beyond 4 years following a student's graduation or withdrawal from the institution. The only documents maintained thereafter are those essential to supporting the transcript; they are scanned and archived in the Registrar's Office.

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

APPLIED LEARNING

Policy: To meet graduation requirements, students in traditional undergraduate programs must complete 12 credits of applied learning. Schools or Academic Departments are responsible for decisions concerning how their students will meet Applied Learning credits. Their recommendations are approved by the Academic Affairs Committee.

- 1.0 Applied learning is a broad, creative education concept that demonstrates what students can do with what they know. It emphasizes commitment to analytic inquiry, active learning, real-world problem solving, and innovation. It may be demonstrated through traditional and non-traditional assignments and links knowledge and/or skills acquired in work, community, and/or research activities with knowledge acquired in one or more disciplines through a project, paper, or performance. Applied learning is a core element of an undergraduate's experience at Grace College.
- 2.0 Schools or academic departments are responsible for decisions concerning how their students will meet Applied Learning credits. Their recommendations are approved by the Director of Applied Learning and communicated to the Registrar's Office. If there are significant changes to applied learning credits within an academic program, then final approval for applied learning credits should come through the Academic Affairs Committee review process.
- 3.0 Students will earn applied learning credits in three ways:
 - 3.1 As part of experiences within traditional courses in the major, minor, and Grace Core class requirements (e.g., applied research projects, conferences/seminars)
 - 3.2 As part of non-traditional courses in the major, minor, and Grace Core (e.g. lab experiences, student teaching, internships, practicum)
 - 3.3 As part of engaging with campus and community experiences separate from courses (e.g., study abroad, job shadowing, community service)
- 4.0 To meet graduation requirements, students must complete:
 - 4.1 A minimum of 120 total credits, and
 - 4.2 A minimum of 12 of the 120 credits must be applied learning credits.
- 5.0 Applied learning credit for transfer students will be pro-rated as follows:
 - 5.1 0 – 29 hours transferred: 12 credits applied learning required
 - 5.2 30 – 59 hours transferred: 9 credits applied learning required
 - 5.3 60 or more hours transferred: 6 credits applied learning required.
- 6.0 Students may apply up to a total of 15 applied learning credits towards the 120 graduation requirement.
- 7.0 A minimum of 6 credits must be earned by each student in experiential education taking place outside the traditional classroom setting (this includes experiences listed in 2.2 and 2.3 above). A student may earn no more than 6 applied learning credits in courses that are primarily content-based (referenced in 2.1 above).
- 8.0 Cross-cultural field experiences will count for 2 credits of applied learning upon completion of proper de-briefing and critical reflection of the experience.
- 9.0 No single applied learning experience will count for more than 6 credits in a given semester without special approval granted by the Director of Applied learning in consultation with the school dean.

- 10.0 A standard rule for determining the number of credits to award a student doing an applied learning experience will be 1 credit for every 40 hours of learning activity. Schools or Academic Departments will make recommendations to the Academic Affairs Committee for any exceptions to this standard.
- 11.0 All applied learning experiences are to be pre-approved by the Director of Applied Learning. A pre-approved list of applied learning experiences is available to students on the Applied Learning portal site. Academic departments and advisors may also have additional applied learning experiences to recommend to students.
- 12.0 Applied learning credits may not be awarded retroactively and students must register for the credits in the same semester in which the applied experience occurs.
- 13.0 All proposals for applied learning experiences should be submitted to the Director of Applied Learning prior to the deadlines posted for the next semester in which the student wants to enroll in the experiences. Deadlines are posted on the campus calendar online.
- 14.0 Students register for applied learning classes (those not already set up in the registration management system) by completing an applied learning application.

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 Students are expected to attend faithfully every course in which they are enrolled, including regularly logging into online courses. It is not uncommon for absences, especially unexcused absences, to affect a student's final grade. In some cases, absence just prior to or just after an institutional break may result in a more substantial penalty as outlined in the professor's syllabus.
- 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. This applies to residential, adult-degree completion, online, graduate, and seminary students.
- 3.0 In the event a professor requires a written excuse for absences other than illness, students are asked to make requests in the Student Affairs 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 student who miss class due to illness should make an appointment to see the nurse in the Health Center for an excuse. Students who miss class for a doctor's appointment should provide an excuse from their medical provider. Non-traditional, graduate, and seminary students should obtain excuses per the instructions of the course instructor.
- 5.0 At each vacation period, it is expected that traditional residential students attend each of their classes schedule 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.
- 6.0 Faculty should include their attendance policies in their syllabi and keep attendance records. At the end of the semester, the professor should retain attendance records or store them in the Academic Affairs Office.
- 7.0 Any time during the semester that class attendance becomes a concern for a particular student, faculty members should immediately notify the Learning Center for traditional residential students and the program director or dean for other students for follow-up with the student and notification of the appropriate offices, such as Financial Aid, about the situation.
- 8.0 For attendance issues relating to disciplinary action, see FINAL GRADE CHANGE POLICY.

AUDITING A COURSE

Policy: Students who register as an auditor for a course do not receive academic credit toward a program or degree, and will have “audit” appear on their transcripts. Due to the 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 student should discuss the decision to audit a course with the faculty member teaching the course. 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 first week of the session 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 but must communicate this to the Registrar by the end of the first week of the session.

See also DROPPING, ADDING, SWAPPING COURSES POLICY.

BLENDED ENROLLMENT

Policy: Students who desire to simultaneously seek two degrees from two divisions must meet the admission requirements for both programs.

- 1.0 Admission requirements may vary between programs and between divisions (e.g., between undergraduate and graduate divisions). Student who desire to simultaneously seek two degrees should meet with both their undergraduate advisor and with the School of Professional and Online Education and/or the graduate program director for details about eligibility and admission requirements.
- 2.0 Blended enrollment indicates that the student is simultaneously seeking degrees from two different divisions. This is typically an undergraduate student who is simultaneously seeking a graduate degree.
- 3.0 Students seeking a single degree must register for courses that correspond with the division in which they are seeking a degree.
- 4.0 Undergraduate students enrolled in blended programs must ensure they have registered full-time as an undergraduate student prior to enrolling in graduate courses in the same term. Failure to enroll full-time as an undergraduate will have financial aid implications.
- 5.0 Some graduate division courses are cross-listed in the undergraduate division. Students should contact their graduate advisor regarding which course number to register for.
 - 5.1 Final grades for these cross-listed courses will appear on the undergraduate academic transcript as either CR (credit) or NC (non-credit); and on the graduate transcript with a letter grade.
 - 5.2 These cross-listed courses will impact the cumulative GPA of the graduate program, not the undergraduate program.
 - 5.3 These cross-listed courses will satisfy the degree requirements of the graduate program, not the undergraduate program.
 - 5.4 Students and advisors must ensure that a minimum total of 120 undergraduate credits have been met in the undergraduate program without counting the credits from these cross-listed graduate/seminary division courses.

See also UNDERGRADUATES TAKING GRADUATE COUNSELING COURSES and GRADING POLICY.

CATALOG

Policy: Each program at the institution maintains a catalog in which basic academic information related to the program's goals, expectations, admission, policies, accreditation, and other pertinent information is described.

- 1.0 Grace makes every attempt to provide information that, at the time of publication, most accurately describes the policies, procedures, and requirements of the institution and its individual programs.
- 2.0 The provisions of the academic catalogs are, therefore, to be considered a guide and not to be regarded as a contract between any student and the institution. Course content and institutional policies governing admissions, tuition and campus life are under constant review and revision.
- 3.0 Grace reserves the right to change any statement contained within the catalog at any time and without prior notice including academic provisions, policies, or requirements (e.g., modifications to classes, fees, personnel, academic policies, and programs) and the right to withdraw or amend the content of any courses described in the catalogs as may be required or desirable by circumstances. Grace will, however, make every attempt to give students prior notice to changes in policies and other catalog content when possible and rarely implements changes during an academic year.
- 4.0 Courses of study for non-traditional, graduate, and seminary programs and check sheets for undergraduate students may undergo revisions; however, these are typically implemented in the fall of the new academic year.
- 5.0 All students are expected to be familiar with the catalog(s) associated with their selected program(s) of study with the understanding that policies and procedures of their selected program(s) may change from year-to-year. The current year's catalog should, in most situations, be considered the catalog applicable to the student. Students should read the catalog carefully and consult with an advisor to determine how these policies related to their individual circumstances.
- 6.0 In some programs, students are asked to acknowledge in writing their receipt of the program's catalog.

CHECKSHEETS

Policy: At the time a student declares a major or minor or becomes admitted to a program, the current academic year's check sheet/course of study is used to outline the program requirements.

- 1.0 The Registrar's Office determines which check sheet year the student should follow and communicates this to the student and the advisor.
- 2.0 The check sheet's course of study outlines the program's curriculum requirements. The check sheet also informs the student of applied learning credits needed for graduation.
- 3.0 The check sheet corresponds to the year of the student's declaration of major or program of study, not to the year of the student's admission to the institution.
- 4.0 Students must follow the same check sheet year for all declared majors and minors.
- 5.0 In cases in which there has been a departmental change in the requirements to fulfill the major, minor or program, students, in consultation with their advisors, may determine whether fulfilling the current check sheet or moving to the newly revised check sheet is more advantageous. If a change is determined, the student and advisor must complete the New Check sheet Year form and submit it to the Registrar's Office in order for that decision to take effect.
- 6.0 The course substitution process must be used if it becomes necessary for a student to transition from one check sheet year to another.
- 7.0 Students who are re-admitted within two years of their previous attendance and are declaring the same major upon re-admission may follow the requirements of the original check sheet. Students who are re-admitted more than two years after their previous attendance and/or are declaring a different major will follow the requirements of the check sheet that corresponds with the year of re-admission.
- 8.0 Students in non-traditional, degree-completion, graduate, or seminary programs should consult with their advisors for specific curriculum requirements.

See also DECLARATION OR CHANGE IN MAJOR policy

CLASSIFICATION

Policy: The academic classification 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, legal/international status, 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.
- 2.0 A minimum of 29, 59, and 89 hours of completed work is necessary to be classified as a sophomore, junior, and senior respectively.

Definitions:

- 1.0 Blended Students: Undergraduate students simultaneously pursuing a graduate or seminary degree.
- 2.0 Dual Degree Students: Students pursuing multiple degrees within the same division.
- 3.0 Dual Enrollment (or Dual Credit) Students: High school students enrolled in a Grace College course taught at the high school by a high school instructor and approved by Grace College for which they earn high school and college credit simultaneously.
- 4.0 Full-Time Seminary and Graduate Students: Seminary and graduate students (except Graduate Counseling) enrolled in at least 6 credit hours in a semester.
- 5.0 Full-Time Undergraduate and Adult-Degree Completion Students: Students enrolled in 12 or more credit hours in a semester and who have been admitted to the institution.
- 6.0 International Students: International students are those who attend Grace College and Seminary but are not U.S. citizens or legal residents and are enrolled full-time in order to maintain an active F-1 status.
- 7.0 Jump Start Students: High school juniors or seniors with a cumulative G.P.A of at least 3.0 and enrolled in pre-approved general education courses on the Grace College campus.
- 8.0 Provisional Students: Newly admitted students placed on a provisional academic status for the first semester as determined by the Admissions Committee and based on new student admission entry requirements. Students on provisional status are permitted to enroll in no more than 15 credits in their first semester.
- 9.0 Part-time Students: 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.
- 10.0 Re-Admitted Students: Former students of Grace College and Seminary who have re-applied and been accepted at the institution.
- 11.0 Transfer Students: Students who have been accepted to the institution and have completed at least 15 hours of collegiate work from another institution after their graduation from high school, not including earned non-traditional credit (e.g., CLEP, dual credit, or Jump Start courses).
- 12.0 Unclassified Students: 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.

CORE COURSES

Policy: The Grace Core is intended to be a common experience for all Grace College students enrolled in traditional, undergraduate programs and only in rare situations will students not take the entire core.

- 1.0 The Grace Core is comprised of 39-credit hours, which is considered the common educational experience for Grace College students. The Grace Core is described in the "Undergraduate Curriculum" section of the Academic Catalog.
- 2.0 As part of the Grace Core, students take part in the First-Year Experience, which includes the following courses offered at designated times during the fall and spring semesters: FYE 1010 Freshman Foundations, PSY 1200 Essentials of Behavioral Science, HUM 2000 Global Perspectives, and BIB 2010 Scripture and Interpretation.
 - 2.1 Upperclass students needing to take or repeat these courses should plan with their advisor to do so at alternative times published by the Registrar's Office.
- 3.0 First-year students are exempt from FYE 1010 Freshman Foundations if:
 - 3.1 They are transfer students who lived on-campus at another institution of higher education prior to enrolling at Grace and are not enrolling at Grace the semester just following high school graduation **AND**
 - 3.2 They are transferring in at least 24 credits
- 4.0 First-year students are registered for PSY 1200 Essentials of Behavioral Science unless:
 - 4.1 They are exempt from FYE 1010 **AND**
 - 4.2 They transfer in credit for PSY 1100 Introduction to Psychology or SOC 1100 Introduction to Sociology

See also CREDIT BY SUBSTITUTION POLICY and TRANSFER CREDIT POLICY.

COURSE REPEAT POLICY

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

- 1.0 This policy does not apply to courses that are no longer offered at the institution.
- 2.0 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.
- 3.0 A student may repeat a course no matter what grade was earned in the original course, however, students forfeit the original grade and credits when repeating the course.
- 4.0 Students are permitted to repeat a course twice. Requests to take a course more than three times will be evaluated on an individual basis by the Registrar's Office.
- 5.0 Students repeating a course should contact the Financial Aid Office to determine aid eligibility.
- 6.0 Some courses like practicum, internships, and readings courses are considered cumulative courses and can be repeated multiple times. Each time the course is successfully completed, credits are earned unless otherwise specified by the academic department.
- 7.0 If a study abroad student fails a class overseas and the same course can be re-taken overseas, then this 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 Course Repeat 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.
- 8.0 Study abroad students should contact the Director of Global Initiatives to inquire about its Registration, Credits, and Final Grades for Studying Abroad policy.

CREDIT HOUR POLICY

Government Standard

This policy defines credit hour at Grace College and Seminary in accordance with applicable federal and state regulations. The primary regulation governing this policy is the Federal Credit Hour Definition (34CFR 600.2 [11/1/2010]) which states the following:

Credit hour: *Except as provided in 34 CFR 668.8(k) and (l), a credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than—*

1. *One hour¹ of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or*

At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

Policy: Grace College and Seminary recognizes that the federal definition specifically allows for competency-based learning experiences utilizing alternative modalities to be equated to traditional, seat-time-based credit hours. For the purpose of equivalency comparisons, the following traditional standards will be used for the basic definition of a credit hour at Grace College and Seminary.

- 1.0 Direct Instruction – One credit hour must involve the equivalent of fifteen 50 minute sessions (12.5 hours) of direct faculty instruction (in-class, face-to-face instruction or its equivalent).
- 2.0 Out of Class Student Work – In addition to the direct instruction standard defined in Point 1, one credit hour must also involve at least 25 hours of student work accomplished outside of the classroom. Suggested guidelines for time involvement for this type of work are provided in on the Faculty Portal.
 - 2.1 The following guidelines are provided as minimum thresholds for the various types of learning experiences that are a part of the Grace curriculum. The guidelines provided represent minimums and individual courses may require greater hourly requirements per credit hour. For those classes that involve traditional faculty directed instruction in a face to face scenario, one "hour" of instruction consists of the normal 50 minute sessions defined above. Direct faculty instruction can include alternate modalities to in-class, face-to-face instruction.
 - 2.1.1 Traditional Lecture Courses – one credit hour consists of the equivalent of 12.5 hours of direct faculty instruction and a minimum of 25 hours of out of class student work for a combined total of 37.5 hours during the instructional period. Direct faculty instruction can include alternate modalities to in-class, face-to-face.
 - 2.1.2 Laboratory courses – one credit hour consists of the equivalent of at least 37.5 hours of combined direct instruction, laboratory work, and out of class study during the instructional period.
 - 2.1.3 Studio courses - one credit hour consists of the equivalent of at least 37.5 hours of combined direct instruction, studio work, and out of class study during the instructional period.

¹ One hour is not necessarily intended to represent 60 minutes of instruction in this context. This was noted in the Federal Register (Vol. 75, No. 209, p. 66846), "We believe that it is unnecessary to define one hour as either 50 minutes or one clock hour.●."

- 2.1.4 Independent study courses - one credit hour consists of the equivalent of at least 37.5 hours of individual work which may include direct instruction or student study during the instructional period.
- 2.1.5 Online courses - one credit hour consists of the equivalent of at least 37.5 hours of combined direct faculty interaction via instructor-led asynchronous or synchronous online learning activities and additional student to student, student to instructor, and individual learning activities during the instructional period. For existing traditional courses that are also taught online, the student learning outcomes and credit hours should be the same regardless of modality.
- 2.1.6 Hybrid courses - for courses which utilize a combination of two instructional modalities, namely face-to-face faculty instruction and online, instructor-led asynchronous or synchronous learning activities, one credit hour consists of the equivalent of at least 12.5 hours of direct faculty instruction via face-to-face and instructor-led asynchronous or synchronous online learning activities and a minimum of 25 hours of out of class student work for a combined total of 37.5 hours during the instructional period.
- 2.1.7 Internship courses - one credit hour consists of at least 40 hours of supervised internship during the instructional period.
- 2.1.8 Practicum (Behavioral Science) - one credit hour consists of at least 25 hours of field experience during the instructional period.
- 2.1.9 Field experiences/study abroad courses - one credit hour consists of the equivalent of 37.5 hours of combined direct instruction and student learning activities which may include among other activities shadowing, touring, visitations, written papers, formal presentations, and individual or group work, during the instructional period. If a program has specialized accreditation the field experience should follow the guidelines of the accrediting organization unless that amount is less than the stated hours above.
- 2.1.10 Drama production courses - a semester credit hour consists of the equivalent of at least 12.5 hours of instruction plus an additional 25 hours of cast or crew work.
- 2.1.11 Teaching internship courses - a semester credit hour consists of at least two (2) full-time, five (5) day week of teaching experience.
- 2.1.12 Combinations modalities - any courses that include multiple modalities of instruction that are not explicitly outlined above, shall follow the federal guidelines and include at a minimum 37.5 hours of instruction and student work per credit hour.

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 from the institution. 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 The term “credit by substitution” applies to CLEP, advanced placement, department exams, prior learning credits, life experience, foreign language placement, and course substitutions within Grace College and Theological Seminary.
- 2.0 Advanced Placement (AP), department exams, prior learning credits, life experience credits, transfer credits, and foreign language placement will be accepted only through the first 8-week session of the student’s first semester at Grace College and Theological Seminary.
- 3.0 Course substitutions (i.e., substituting one Grace College course for another Grace College course) and CLEP exams may occur at any time prior to the student’s final semester before graduation.
- 4.0 Course Substitutions
 - 4.1 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.
 - 4.2 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.
 - 4.3 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.
 - 4.4 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).
 - 4.5 A required course in a student’s program of study does not count as satisfying an elective choice in another program.
 - 4.6 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.
- 5.0 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 or transfer as credit for required courses in traditional undergraduate and most graduate and seminary programs. Life experience credits that may be used in adult-degree completion and some graduate programs are based on criteria established by each program, typically follow guidelines from the Council for Adult and Experiential Learning (CAEL), and include additional academic work to receive the credits.

6.0 CLEP Credits

- 6.1 Undergraduate students, including undergraduate adult degree completion students and undergraduate online students, can take any of the subject exams offered by the College Level Examination Program (CLEP) and be granted college credit for demonstrating proficiency in assessed areas. The exact college credit granted for CLEP exams will be determined by the academic schools and assigned to the academic record of the student by the Registrar's Office. Some academic departments will not permit CLEP exam credit to substitute for required courses in their major or minor. The list of credit awarded for successful completion of a CLEP examination will be available through the Learning Center and Registrar's Office. Students should review this list prior to registering for a CLEP exam.
- 6.2 CLEP exams are provided for undergraduate courses of study only and may not be used to fulfill degree requirements in the seminary or graduate programs.
- 6.3 Students are permitted to take a CLEP examination at any time during their college education with the exception of their last semester of study.
- 6.4 CLEP exams may not be retaken within a three-month period. If a candidate retakes the examination during this period, the administration is considered invalid. Therefore, when planning to take a CLEP exam to meet a course requirement, students accept the responsibility that being unsuccessful on the exam could lead to a delay in graduation.
- 6.5 CLEP exams may not be used to satisfy the requirements of any courses in the Grace Core, with the exception of ENG 1100 Effective Writing. Students who wish to attempt to test out of Effective Writing must submit a written essay on a specified prompt that will be graded by the Chairperson of the English Department prior to registering for and taking the computerized CLEP exam.
- 6.6 CLEP exams may not be used to satisfy foreign language requirements for the BA degree option, a language minor, or language major. Students who complete a foreign language CLEP exam will receive general elective credit that will count toward overall credits needed to graduate. Students who wish to pursue the BA degree option or study foreign languages as a major or minor at Grace College will take an alternative assessment, the Foreign Language Placement Exam (FLPE) online.
- 6.7 There is no limit to the amount of credit a student can earn using the CLEP exam.

7.0 Advanced Placement Credits

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

- 8.0 The International Baccalaureate (IB) program is recognized through transcript evaluation for the determination of college credit.
- 9.0 The Advanced International Certificate of Education program is recognized through transcript evaluation for the determination of college credit. Scores of A, B, and C will be accepted for credit.

10.0 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.

11.0 Foreign Language Placement Exam

Students with strong language skills may take this online exam to determine the appropriate course (or placement) for launching their foreign language coursework. This exam is typically taken prior to the start of the first semester at Grace. Once a student successfully completes the placement course as determined by the exam, they are billed at a minimal cost for the courses that they may have tested out of and awarded credit for those same courses.

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 by communicating this to the faculty teaching the course and the Registrar's Office.
 - 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 available only 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.

Study abroad students should see the Study Abroad programs' 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 programs, such as School of Education, Nursing, and the Engineering Program, 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 and effective date.
- 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

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

- 1.0 Faculty, staff, and students who would like more information about the procedures for requesting an academic accommodations should contact the Coordinator of the Student Disability Services Office in the Learning Center.
- 2.0 Before any accommodations are made, it is the student's responsibility to first disclose their disability or special learning need and request accommodations from the Student Disability Services Office in the Learning Center.
- 3.0 Students with a documented disability will be assisted by the Coordinator of Student Disability Services in requesting approved accommodations in their courses. A letter from the Office of Student Disability Services will be provided to the student's faculty.
- 4.0 Reasonable attempts will be made to accommodate students in off-campus learning experiences. When there is a required off-campus experience and no reasonable accommodations available, the educational requirement will be met in an alternative manner which does not fundamentally alter the essential requirements of the course.
- 5.0 The following statement on disabilities is published in each course syllabus:

Statement on Disabilities:

Grace College and Seminary seeks to provide reasonable accommodations for students with documented disabilities (e.g., attention, health, hearing, learning, mobility, physical, psychiatric, or vision). If you feel you may need an accommodation based on the impact of a disability, please contact Christine French, Coordinator of Student Disability Services at x6423, via email at frenchmc@grace.edu, or stop by the office (Morgan Library, room 203) as soon as possible to coordinate reasonable accommodations. Adequate time must be allowed to arrange accommodations and accommodations are not retroactive; therefore, you should contact the Coordinator as soon as possible in the session for which you are seeking accommodations.

DROPPING, WITHDRAWING, ADDING, AND SWAPPING 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 prior to dropping and adding courses.
- 2.0 Students who want to drop or add a course before the course's first class period can do so via the portal following discussion with the student's advisor.

Adding Courses

- 3.0 Course additions within the first three days of the semester can be completed by the student via the portal registration process following discussion with the student's advisor.
- 4.0 Course additions are permitted in the second session of each semester, but only during the established Add/Swap period (see the Campus Calendar for dates). Adding courses in the second session of the semester is permitted using the **Add Form**, which requires the signature of the advisor. These changes must be made in the registrar's office and cannot be made on the portal during this time period.
- 5.0 Course additions after the first three days of the session are rare but may occur in special circumstances 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.
- 6.0 Students whose course additions result in their total semester credit hours exceeding 20 should refer to the **Academic Credit Limit** policy.

Withdrawing or Dropping Courses

- 7.0 If a student drops a course during the first week of a session, the course is not reflected on the student's transcript.
- 8.0 Dropping a course after the first week but before the mid-point of the session is considered a course withdrawal and a "W" will appear on the student's transcript. The student is responsible to notify the Registrar's Office of a course withdrawal. Failure of a student to do so will result in the course remaining active on the student's schedule.
- 9.0 After the mid-point of the session, the course withdrawal results in an automatic failure ("F") on the transcript.
- 10.0 Students are advised to pay attention to how dropping or withdrawing may impact full-time status and financial aid (see 1.0 of this section).

Swapping Courses

- 11.0 Swapping is a process for traditional residential students who want to make course enrollment adjustments to their second 8-week session schedule during either the fall or spring semester.
- 12.0 Swapping can occur in the fall and spring semesters only.
- 13.0 Traditional residential students may drop a course but must replace it with the number of credits that are equal to or greater than those they originally registered for that semester.

- 14.0 An active time for swapping, generally one month in length and commencing near the midpoint of the first 8-week session of the fall and spring semester, will be determined by the Registrar's Office and posted on the campus calendar.
- 15.0 Traditional residential students who wish to swap courses should complete the **Petition to Swap Courses** form available on the campus portal and submit it to the Registrar's Office during the active swapping time established.
- 16.0 Swapping is not permitted outside of the defined active time

Petition to Add/Drop Courses and **Petition to Swap Courses** forms are available on the campus portal.

Military Withdrawals

Policy: Students who are members, or are the spouse of a member if the member has a dependent child, of the national guard or reserve forces of the United States and who are ordered to state military service or federal service or duty may complete or withdraw from course work without financial penalty.

- 1.0 Military students may need to withdraw from coursework due to deployment or unexpected military duty. Students should first speak to their instructors regarding their deployment. Together, they should determine whether enough of the coursework has been completed to assign a final grade or for the student to receive an incomplete so that the work can be completed by the student at a later date. Students may make arrangements with only some of their instructors for final grades or for incompletes that shall be completed by the student at a later date.
 - 1.1 Students may request the assistance of the VA Student Services Offices when contacting one or more of their instructors.
 - 1.2 If arrangements are made to complete the work or to receive an incomplete, the student's registration shall remain intact and tuition and mandatory fees will be assessed for the courses in full.
 - 1.3 Any course for which arrangements cannot be made for a final grade or for an incomplete shall be considered dropped and the tuition and mandatory fees for the course refunded.
- 2.0 If the student cannot complete coursework before deployment to receive a final grade or an incomplete cannot be assigned so the student can complete the course while or after fulfilling his/her military obligations, the student should provide a copy of his/her military orders or a letter (this must be an official document) from his/her commanding officer with a pay grade of 04 or above for Grace's VA Students Services Office to review in preparation for a Military Withdrawal.
 - 2.1 Students may withdraw from their entire registration and receive a full refund of tuition and mandatory fees.
- 3.0 Withdrawing from one or more courses may affect the student's ability to use Financial Aid Title IV funds in future terms (e.g., Pell Grant, Student Loans) according to Satisfactory Academic Progress policy. Approved military withdrawal will not affect SAP standing.
- 4.0 If a Military Withdrawal is approved by the VA Student Services Office, the student will not be charged for classes yet to be started.

See the [Military Students web page](#) for more information regarding benefits and withdrawing. See also Incompletes policy.

EXAMS—FINAL AND MID-TERM

Policy: Individual instructors determine the need for mid-term and final exams and the nature of those exams.

- 1.0 If the instructor schedules a final exam, it typically occurs during the last course period.
- 2.0 Certain kinds of courses, such as student teaching, studio instruction, and seminars, may not have a traditional final exam. Instructors may also require an online exam, submission of a final project, or other end-of-semester assignment in lieu of a traditional final exam.
- 3.0 Mid-term exams may be given at the discretion of the instructor. Mid-term grades are not submitted by the instructor; however, most professors use Moodle gradebook and students can use this to monitor their course grades throughout the semester. They can also see their final grades on the portal.

FERPA AND STUDENT EDUCATION RECORDS

Policy: The institution maintains the privacy of student education records in its possession 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 the 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 for 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 Name
 - 5.2 Address

- 5.3 Telephone number
- 5.4 Major field of study
- 5.5 Dates of attendance
- 5.6 Current enrollment status (full-time/part-time)
- 5.7 Class standing
- 5.8 Receipt or non-receipt of a degree
- 5.9 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 FERPA and Social Media

- 8.1 When students are assigned to post information to public social media platforms outside of the institution's LMS, they should be informed that their material may be viewed by others.
- 8.2 Students should not be required to release personal information on a public site.
- 8.3 Instructor comments or grades on student material should not be made public.
- 8.4 While not clearly required by law, students under the age of 18 should get their parent's consent to post public work.

9.0 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.

- 9.1 Students may inspect and review their education records upon request to the appropriate custodian in the appropriate office.
 - 9.1.1 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.
 - 9.1.2 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.
 - 9.1.3 When a record contains information about more than one student, the student may inspect and review only the records that relate to him/her.
 - 9.1.4 Students have the right to inspect and review their academic records and to challenge any content that they believe to be inaccurate or misleading.
- 9.2 *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:
 - 9.2.1 Performing a task that is specified in his or her position description or by a contract agreement.
 - 9.2.2 Performing a task related to a student's education.
 - 9.2.3 Performing a task related to the discipline of a student.
 - 9.2.4 Providing a service or benefit relating to the student or student's family such as health care, counseling, job placement, or financial aid.
 - 9.2.5 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.

10.0 Disclosure without Consent

- 10.1 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:
 - 10.1.1 The institution informs students of categories designated as directory information.
 - 10.1.2 The student is given opportunity to refuse disclosure of any or all categories of directory information.
 - 10.1.3 Students are given reasonable time in which to state such refusals in writing.
- 10.2 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:
 - 10.2.1 Category I: Name, address, telephone number, dates of attendance, class

- 10.2.2 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)
- 10.2.3 Category III: Past and present participation in officially recognized sports and activities, physical factors (height, weight of athletes), date and place of birth
- 10.3 A student's consent is not required when the disclosure is:
 - 10.3.1 to school officials (defined in policy) who have a legitimate educational interest
 - 10.3.2 to federal, state, and local authorities involving an audit or evaluation of compliance with educational programs in connection with financial aid, which includes Veterans' benefits
 - 10.3.3 to organizations conducting studies for or on behalf of educational institutions
 - 10.3.4 to accrediting organizations
 - 10.3.5 to parents of a dependent student
 - 10.3.6 to comply with a judicial order or subpoena
 - 10.3.7 in a health or safety emergency
 - 10.3.8 releasing directory information
 - 10.3.9 releasing the results of a disciplinary hearing to an alleged victim of a crime of violence
- 11.0 Charges Related to Education Records
 - 11.1 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.
- 12.0 Procedures for Students
 - 12.1 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.
 - 12.2 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.
 - 12.3 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.
 - 12.4 A student can grant any individual access to their education records in two ways:
 - 12.4.1 Completion of the **FERPA Release** form included in the student's bill sent every summer.
 - 12.4.2 Submitting the **Permission to Release Education Record Information** form available in the Registrar's Office.
- 13.0 Procedures for School Officials
 - 13.1 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.

See also the **Advising Policy** for more information about maintaining student records.

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. Some academic departments, however, may have standard grading scales.
- 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 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, MW, WF, WP, I, or AU (audit).
- 7.0 Faculty generally submit assignment grades using the Moodle gradebook and submit final grades through the portal. Students should monitor their grades and progress throughout the semester.

See also **Auditing a Course 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 six months following determination of the original final grade.
- 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. Generally, a student is allowed a maximum of six weeks from the last day of the session to complete the course work; however, the professor may require that the course work be completed before the six-week deadline. The professor may be assisted as needed by the Academic Office in setting deadlines and determining requirements for successful completion of the course.
- 5.0 If the final grade is not submitted by the professor to the Registrar's Office within six weeks of the end of the semester, the "I" automatically becomes an "F."
- 6.0 The Campus Calendar notes deadlines for final grades and incompletes.

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

Students on Suspension

Because Grace is an academic community, a significant violation of the community standards results in a disciplinary action that affects the academic status of the student. For the sake of consistency and equity, the following guidelines will be followed:

- 1.0 Involuntary separation of the student from class attendance and campus may be necessary, normally with a return to his/her parental home. The student is not permitted to return for classes, extracurricular activities, or for any reason without permission from a Student Affairs staff member.
- 2.0 A suspension will result, automatically, in a reduction of the student's final letter grade average in each enrolled course:
 - Suspension of 1-2 days = 1/3 letter grade reduction (B to B-)
 - Suspension of 3-4 days = 2/3 letter grade reduction (B to C+)
 - Suspension of 5 days = Full letter grade reduction (B to C)
- 3.0 Instructors are asked to suspend individually determined grade/attendance penalties so that the academic consequences of a suspension will be uniform and so that no student will face a "double jeopardy" penalty (e.g., imposing individual faculty attendance penalties in addition to the suspension grade penalty).
- 4.0 Further academic penalty could occur if a student does not make up the required work in the course.
- 5.0 Each instructor should insure that the grade reduction be taken only once per suspension.

GRADUATION POLICIES

Policy: Students must complete all degree requirements noted on the check sheet or schedule of study and submit an application for graduation to the Registrar's Office by the established deadline 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 Failure to submit an application for graduation by the established deadline may result in a fine and/or a delay in issuing a diploma, honors, or other graduation recognition.
- 3.0 Undergraduate students must complete a minimum of 120 hours including all of the Grace Core, degree-specific, major, applied learning, and minor requirements (if required for that particular major).
- 4.0 Students must declare all major and minor programs of study with the Registrar's Office prior to their final semester of study, and they are not permitted to change their major or minor during their final semester. Students completing degree requirements during the summer semester should declare all major and minor programs of study before the start of the spring semester, and they are not permitted to change their major or minor after the start of the spring semester.
- 5.0 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.
- 6.0 Education majors must have a cumulative GPA of 2.500. Education majors must have a 2.500 in their major.
- 7.0 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.
- 8.0 Typically, no particular GPA is required in the minor area of study or general education courses; however, students should familiarize themselves with the requirements of their chosen minor.
- 9.0 Students may not graduate at the completion of a semester in which a course required for a degree is being taken at another college or university in accordance with the **Credit by Substitution Policy** and **Transfer Credit Policy**.
- 10.0 Students may petition the Registrar to participate in the May graduation ceremony if they will be able to complete their degree during the summer or fall semester following the May graduation for which they are petitioning. The Registrar may consult the dean of the school in making the decision to grant the petition. Students will receive their signed diplomas upon completion of their outstanding credits and when all requirements for the degree have been completed.
- 11.0 Diplomas are ordered three times per year: (a) for the May graduation ceremony, (b) following completion of all summer terms, and (c) at the conclusion of the fall term.
- 12.0 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. See **Business Office policies** on the institution's Web site for more information.

INDEPENDENT STUDIES AND PRIVATE TUTORIALS

Policy: Independent studies and private tutorials are for-credit academic experiences available to students outside the regular schedule of course offerings, which must be approved by the school dean prior to the student's enrollment and for which students are charged a fee.

- 1.0 In unusual circumstances, students may enroll in a private tutorial to fulfill a degree program requirement they are otherwise unable to plan in their course schedule prior to graduation. The student meets regularly with the professor to learn new content and completes all the normal course requirements and assignments. Private tutorials appear on the student's transcript using the original course name and number. In addition to tuition, students are charged a fee for private tutorials.
 - 1.1 Private tutorials 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.
 - 1.2 The syllabus for the original course is generally accepted as the syllabus for the private tutorial.
- 2.0 Independent studies are generally self-guided but 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. In addition to tuition, students are charged a fee for enrolling in independent studies. Independent studies are designated as such on the student's transcript.
- 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 recommends the independent study or private tutorial. The dean gives final approval for the independent study or private tutorial. Approvals are forwarded to the Registrar's Office for enrollment in the independent study or private tutorial 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).
- 6.0 Students who believe they qualify for a fee waiver may complete the **Request to Waive the Independent Study/Private Tutorial Fee** form in consultation with their advisor then submit this form to the Academic Office.

Application for Independent Study or Private Tutorial 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 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 incomplete, the application will be returned as such to the relevant PI.
- 7.0 If the application is complete and if all stipulations outlined in 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. "Practicum" might be defined differently in graduate or seminary programs based on required coursework, so students should discuss any questions they have with the practicum course instructor or their advisor.
- 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. "Internship" and "apprenticeship" might be defined differently in graduate or seminary programs, so students should discuss any questions they have with the internship or apprenticeship instructor or their advisor.
- 4.0 The minimum expectation for traditional undergraduate students to receive 1- credit is 40 hours of practicum or internship work. The required number of practicum, internship, and apprenticeship hours varies in graduate and seminary programs, so students should familiarize themselves with these requirements by referring to the course syllabus or consulting with the course instructor or their advisor.
- 5.0 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 similar learning experiences embedded within a particular course.
 - 5.1 Students enrolled in degree programs that require an internship, apprenticeship, or practicum should enroll in the course following the procedures outlined by that department.
 - 5.2 Students enrolled in degree programs that offer internships and practicums as electives should formally apply for these through Center for Career Connections in consultation with their advisor.
 - 5.3 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.
- 6.0 The professor and advisor recommend the internship, apprenticeship, or practicum and the department chair gives final approval.

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

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, online, degree-completion, 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 academic work 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 will be required to enroll in *ENG 1020 Principles of Writing* for the fall semester of their first year at Grace College if their ACT or SAT test scores fail to meet this standard: 420 (Old SAT Writing); 18 (ACT Writing); or 24 (New SAT Writing).
 - 2.1.2 Students who believe that their writing abilities are strong and, therefore, they should not have been placed in *ENG 1020* 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 1020* and placement in *ENG 1100 Effective Writing*.
 - 2.2 Based on their admission or academic status, undergraduate students may be enrolled in *GEN 1000 Academic Fundamentals for College*, 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 unless the department housing the student's major identifies it as an open elective.
- 3.0 Pre-requisite courses with prefixes at the 1000-level or above (e.g., ENG 1020) 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 1100).
- 4.0 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 prerequisite 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.

EARNING A SECOND DEGREE

Graduate and Seminary Policy: Students who would like to obtain a second Grace degree, whether simultaneously or following a leave of absence, must complete a minimum of 50% of the requirements of the second degree.

Undergraduate Policy: Students who would like to obtain a second Grace bachelor's degree after obtainment of the first degree must complete all the requirements of the second degree and a minimum of 30 semester hours beyond the requirements for the first degree.

- 1.0 Students must satisfy all requirements of the second degree.
- 2.0 Transfer credit, course substitutions, advanced placement, advanced standing, or shared progress credits may not count for more than 50% of the requirements of the second degree in graduate and seminary programs.
- 3.0 Individual departments and programs, particularly at the graduate and seminary division level, may have further limitations to this policy concerning the number of credit hours that can be used within a given program in order to satisfy degree requirements.
- 4.0 Additionally, individual departments and programs, particularly at the graduate and seminary division level, may have limitations on the number of online courses that may be used to pursue a degree.
- 5.0 At the undergraduate level, pursuing a second degree is different than pursuing a second major or field of study. It is rarely in the best interest of an undergraduate student to pursue a second degree. Undergraduate students should consult with their advisor for details.
- 6.0 A student who is pursuing a second degree at the undergraduate level does not need to fulfill the requirements of a minor or applied learning.
- 7.0 A minimum GPA of 2.0 in the courses taken to complete the second degree program is required for conferring of a degree. Certain programs, particularly at the graduate and seminary level, may have higher standards that must be satisfied. Please consult with the program chairperson for details.

TRANSFER OF CREDIT

Policy: Transfer credits must meet certain standards as determined by the institution. There is no limit to the number of credit hours eligible for transfer to Grace from schools accredited by agencies recognized by the Council for Higher Education Association (CHEA) or the Department of Education (DOE); however, at least 50% of the courses needed to complete a degree are required through Grace College or Grace Theological Seminary before a degree can be granted by Grace.

Scope of the Policy

- 1.0 Recognition by CHEA or the DOE affirms that the standards and processes of the accrediting organization are consistent with the academic quality, improvement and accountability expectations that CHEA has established, including the standard that the majority of institutions or programs accredited by the agency are degree-granting.
- 2.0 Undergraduate transfer students to Grace College are defined as those who completed 15 credit hours or more from another institution following their graduation from high school, not including earned non-traditional credit (e.g., CLEP, dual credit, or Jump Start courses).
- 3.0 "Transfer credit" describes the transfer of courses from one level of education to another at the same level, such as courses from one baccalaureate, master's or seminary program to another.
- 4.0 This policy applies to all courses transferred to Grace College and Seminary regardless of mode of delivery, including online, correspondence, traditional classroom, or other methods of course delivery.
- 5.0 All transfer credit must be received by the Registrar's Office before the end of the student's first 8-weeks of enrollment at Grace College and Seminary. Exceptions to this apply to those students whose chosen course of study requires completion of credits at another institution of higher education (e.g., language or international business majors taking credits abroad or Bible Translation majors taking credits through the University of North Dakota). This policy applies to students in online, correspondence, and traditional programs in undergraduate, graduate, and seminary divisions of the institution.
- 6.0 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. Prospective students should discuss these with an admissions counselor or the registrar. Current students should discuss these with their program director or advisor.

Advanced Standing

- 7.0 In adult-degree completion, graduate, and seminary programs, the term "advanced standing" is distinguished from "transfer credit." "Advanced standing" describes the status of a student who completed a specified course of study, such as a degree or set of courses, prior to enrolling in an adult-degree completion, graduate, or seminary program and which results in accelerated graduate or seminary degree completion.
- 8.0 Adult-degree completion, graduate, and seminary programs describe advanced standing policies in their respective catalogs.
- 9.0 Students with an undergraduate degree from a non-accredited institution who are seeking admission to an adult-degree completion, graduate, or seminary program will be evaluated by the program director in consultation with the chair and the dean.

- 10.0 Refer also to the advanced standing policies of the adult-degree completion, graduate, or seminary program that is sought for more information.

Course Transfer Determination

- 11.0 The Admissions Office, the Registrar's Office, the School of Professional and Online Education, 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 or program director.
- 12.0 The Admissions Office, the Registrar's Office, the School of Professional and Online Education, 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 or program director.
- 13.0 Pre-requisite courses that have prefixes 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. They may not be transferred to Grace College for credit regardless of the final grade.
- 14.0 It is most desirable that students who are transferring in courses to substitute for integrated courses in the Grace Core (i.e., psychology and sociology for *Essentials of Behavioral Science*, music and art for *Creative Arts and Culture*, literature and global worldviews for *Global Perspectives*) will have taken courses from each discipline represented in the integrated course. Transfer courses representing only one of the disciplines in an integrated Grace Core course will be evaluated on an individual basis. Only in highly unusual situations will courses transfer in to substitute for integrated courses. See also [Core Courses](#).
- 15.0 Course work will typically be transferred based on course titles; however, on occasion students may be required to provide additional information including catalog descriptions and course syllabi.
- 16.0 Credit will be granted on the basis of Grace's semester hour standard. Courses transferred from colleges and universities using the quarter system will be assigned credit hours for which one quarter hour equals two thirds of a semester hour.
- 16.1 If the course being transferred into Grace 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. 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.
- 17.0 Transfer credit may be awarded only when the course grade is a "C-" or above.
- 18.0 Courses accepted as transfer credit will be applied toward the Grace Core, B.A. or B.S. degree requirements, or major or minor requirements whenever possible. Courses transferred that do not satisfy these requirements will be considered elective credit.
- 19.0 A maximum of thirty (30) hours of Bible and thirty (30) hours of non-Bible credit toward a traditional undergraduate degree at Grace College is acceptable from Bible colleges and Bible institutes.

Also see [Credit by Substitution, Exam, or Experience](#) policy and [Accredited Institutions](#) policy.

TRANSCRIPT REQUESTS AND SERVICES

Policy: When requested, 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 In-process, or unofficial, transcripts for active students are available free on the portal. Transcripts for students who have graduated or withdrawn are available for a charge from the Registrar's Office.
 - 1.1 See also **FERPA** and Student Education Records policy: Charges Related to Education Records.
- 2.0 Requests for transcripts should be made using the **Transcript Request** form available on the Registrar's page of the web site, or by using the Transcript link available on Quicklinks on the Grace web site main page. Grace utilizes services through the National Student Clearinghouse to provide a secure, convenient online ordering process for all students and alumni.
- 3.0 Telephone requests for transcripts are not accepted because of the difficulty in verifying the requestor's identity. A signed **Transcript Request** form transfers the legal burden to the signer and protects the Registrar in case of a forged signature.
- 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; however, failure to provide consent may delay the processing of the transcript until the request can be verified or further information can be obtained:
 - 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 Department of Graduate Counseling (DOGC) for undergraduate credit.

- 1.0 CACREP does allow undergraduates to take a limited number of courses in the Department of Graduate Counseling for graduate credit as unclassified students (See CACREP FAQ's). This credit cannot be applied to satisfy undergraduate requirements.
- 2.0 Grace College seniors may apply as unclassified students to the Department of Graduate Counseling. These students may take up to six credit hours in the program as unclassified graduate students during their final semester.
- 3.0 This unclassified status does not guarantee acceptance into the Department of Graduate Counseling. Students must go through the entire acceptance process and will be evaluated in exactly the same way as any other applicant.
- 4.0 Students must have approval for graduate counseling courses from the DOGC Chair before registering for classes. Courses available for this opportunity are limited.
- 5.0 Tuition Charges will follow one of two options:
 - 5.1 Block pricing will be applied for students who take 12 undergraduate credits with additional graduate credits. Under this option, students could qualify for full financial aid. Students can take up to 6 graduate credits under block pricing.
 - 5.2 Students taking fewer than 12 undergraduate credit hours will be charged according to the per credit hour tuition rate (1-11 credits) and could receive part-time financial aid.

More information is available in the Department of Graduate Counseling catalog and Student Handbook.