

Academic Policies



FINAL EXAMINATION SCHEDULE
FALL SEMESTER, 2008

<u>EXAM PERIOD</u>	<u>MONDAY</u> <u>DEC 8</u>	<u>TUESDAY</u> <u>DEC 9</u>	<u>WEDNESDAY</u> <u>DEC 10</u>	<u>THURSDAY</u> <u>DEC 11</u>
	CLASSES THAT MEET AT	CLASSES THAT MEET AT	CLASSES THAT MEET AT	CLASSES THAT MEET AT
9:00 - 11:00	8:00 MWF	8:00 TR	9:00 MWF	9:30 TR
12:00 - 14:00	11:30 MWF	11:00 TR	12:30 MWF	12:30 TR
15:00 - 17:00	13:30 MWF	14:00 TR	14:30 MWF	15:30 TR
18:00 - 20:00	18:00 T	16:00 MW	18:00 W	

<u>EXAM PERIOD</u>	<u>THURSDAY</u> <u>DEC 11</u>
17:30 - 19:40	Accelerated Course Exam
19:50 - 22:00	Accel. Exam Course Exam

NOTE: ANY STUDENT WHO HAS MORE THAN TWO EXAMS SCHEDULED PER DAY MAY ASK FOR AN ADJUSTED SCHEDULE.

FINAL EXAMINATION SCHEDULE
SPRING SEMESTER, 2009

<u>EXAM PERIOD</u>	<u>THURSDAY</u> <u>APRIL 23</u>	<u>FRIDAY</u> <u>APRIL 24</u>	<u>MONDAY</u> <u>APRIL 27</u>	<u>TUESDAY</u> <u>APRIL 28</u>
	CLASSES THAT MEET AT	CLASSES THAT MEET AT	CLASSES THAT MEET AT	CLASSES THAT MEET AT
9:00 - 11:00	8:00 MWF	8:00 TR	9:00 MWF	9:30 TR
12:00 - 14:00	11:30 MWF	11:00 TR	12:30 MWF	12:30 TR
15:00 - 17:00	13:30 MWF	14:00 TR	14:30 MWF	15:30 TR
18:00 - 20:00		18:00 T	16:00 MW	18:00 W

<u>EXAM PERIOD</u>	<u>WEDNESDAY</u> <u>APRIL 29</u>
17:30 - 19:40	Accelerated Course Exam
19:50 - 22:00	Accel. Exam Course Exam

NOTE: ANY STUDENT WHO HAS MORE THAN TWO EXAMS SCHEDULED PER DAY MAY ASK FOR AN ADJUSTED SCHEDULE.

Like all institutions, Anderson University has requirements that must be met before a degree can be awarded. Such requirements include curricular expectations, Christian Life and Student Development programs, and satisfactory progress in light of certain policies and procedures. Advisors and administrators are committed to assisting students as they meet these requirements, though it is the primary responsibility of the student, however, to be acquainted with, make progress toward, and ultimately meet all degree requirements. University academic policies are subject to change with suitable notice; subsequent editions of this catalog will document such changes.

DEGREES AWARDED

Upon satisfactory completion of all degree requirements, Anderson University confers the Bachelor of Arts, the Bachelor of Science, the Bachelor of Music, the Bachelor of Music Education, the Master of Education degree, and the Master of Business Administration degree. The Bachelor of Business Administration degree, the Bachelor of Human Services and Resources degree, the Bachelor of Criminal Justice degree, and the Bachelor of Organizational Leadership degree are conferred only to students in the ACCEL program. Programs of study, described elsewhere in this catalog, include majors, minors, and concentrations. Majors lead to a degree and consist of a prescribed set of courses and requirements of increasing sophistication. Generally, these courses are within a specific discipline, but in interdisciplinary programs, majors may include requirements from multiple disciplines. Minors are a prescribed course of study in a discipline outside the major. As such, it shares definition with the major but is less extensive. Concentrations are a prescribed set of courses providing a greater depth of study in a sub-discipline of a major. A concentration may include courses outside the major.

Completion of Second Degree

Students desiring a second bachelor's degree must complete at least 30 semester hours beyond the requirements for the first degree, including all general education and major requirements for the second degree. Students may not earn more than one Bachelor of Arts degree or one Bachelor of Science degree.

Degree Designations on Diplomas

Diplomas from Anderson University will bear the degree earned. The student's transcript will list the appropriate degree, major, and concentration.

GRADUATION REQUIREMENTS

Total Credit Hours Required

Degree requirements range from 120-135 semester hours, dependent upon program of study selected, though most programs require 128 semester hours.

Completion of General Education Requirements

The general education curriculum requirements at Anderson University are a combination of core and distribution requirements, allowing each student a combination of coherence and choice in achieving program objectives. The program exposes students to a broad range of ideas and subjects. Requirements for degrees are listed elsewhere in this catalog.

The Journey Program

The Journey is the Anderson University Program that is equivalent to “Chapel” at other Christian institutions. Through the Journey, we have the opportunity to emphasize our spiritual development as we learn to worship and grow together. Students, along with faculty and staff are given a variety of worship services, concerts, conferences, and creative presentations designed to introduce them to the person of Jesus Christ and to help them grow spiritually through engaging His presence in their lives.

Successful completion of *The Journey* program is required for graduation at Anderson University. During each semester all traditional full-time students (including residents and commuters) should earn a minimum of eight (8) credits in the program. Each student in the traditional four year academic program will need to successfully pass eight (8) semesters of *The Journey* program in order to meet graduation requirements. A grade of CR (8 credits or more) or NC (less than 8) will be recorded on each student’s transcript, however, this grade will not affect the student’s GPA.

Exceptions – The only exemptions are for student teachers, study abroad, and other off campus academic internships during the semester in which they occur. All exemptions must be registered with the office of Campus Ministries located in Sullivan Hall.

The Cultural Experience

The purpose of *The Cultural Experience* program is to provide an opportunity for students to grow in knowledge and appreciation of the arts.

Successful completion of *The Cultural Experience* program is required for graduation at Anderson University. During six of eight semesters all traditional full-time students (including residents and commuters) should earn a minimum of four (4) credits in the program. A grade of CR (4 credits or more) or NC (less than 4) will be recorded on each student’s transcript. Although this grade will not affect the student’s GPA, the grade of “CR” or “NC” does remain on the student’s transcript.

Each student in the traditional four-year academic program will need to successfully pass six (6) semesters of *The Cultural Experience* program in order to meet graduation requirements. Transfer students are awarded credits on a prorated basis according to the number of hours transferred to the university. The only exemptions for *The Cultural Experience* are for student teachers, study abroad, and other off campus academic internships during the semester in which they occur. All exemption requests for *The Cultural Experience* program must be approved by the office of Student Development.

Application for Graduation

Students must file an Application for Graduation with the Registrar’s Office by the deadline set by the Registrar’s Office (see Registrar’s Office web page at <http://www.ac.edu/academics/registrar.htm> for important dates. Failure to meet the stated deadline may result in a delay in time of graduation. All students eligible to graduate following the fall or spring semester are expected to participate in the graduation ceremony conducted at the conclusion of the semester. Students graduating in August are invited to participate in the December ceremony. For the undergraduate program, a graduation fee of \$35 is required and is payable at the Business Office before the application is submitted to the Registrar. An additional \$25 late application fee is applied if the deadline is not met. The Graduate Graduation Fee by the application deadline is \$ 100.00, and the Graduate Graduation Fee for a Late Application is \$125.00. Caps and gowns are ordered from the university Bookstore.

Clearing Financial Obligations Prior to Graduation

Any indebtedness to Anderson University for tuition, fees, library fines, parking fines, disciplinary fines, room, board, or Bookstore charges must be cleared before graduation. Failure to do so will result in losing the privilege to participate in commencement, delay in receiving a diploma, and inability to receive any transcripts.

CLEP, ACE Credits, Correspondence Course Limitations

A maximum of 24 semester hours credit is given for formal education in the armed services, based on American Council on Education guidelines. A maximum of 24 semester hours of CLEP credit may be applied toward a degree at the University. No credit is awarded for CLEP general examinations. The Evening Admissions Office and the Registrar's Office can provide a list of CLEP tests, the course equivalents, and the minimum scores required for receiving course credit. Credit earned through correspondence studies offered by an accredited college or university may be transferred to Anderson University. The University's policies do not allow the awarding of credit for other prior experiential learning.

Students with prior study in educational institutions in which French or Spanish is the primary language are not allowed to receive credit for the elementary level of the native language. They should enroll in courses at the 300/400 level of the native language, or complete the 101-102 sequence of another language.

Declaring a Major/Minor

Students may declare a major at any time during the freshman or sophomore years, but they must submit a Declaration of Major form upon completion of 30 semester hours of credit. Some majors require certain courses at the freshman and sophomore levels; students should consult their advisor to assist in course selection. Completion of all requirements for the selected major is necessary for graduation. Students wishing to declare or change their major should contact the Administrative Assistant for the College in which the major resides. Students may elect to have a minor. Since the requirements in the minors vary according to discipline, students should make their selection as early as possible but preferably before the junior year. The minor will be recorded on the official transcript but not on the diploma. The application forms for the minors are kept in the office of the College Deans. While the faculty advisor will assist the student in planning for both the major and minor, there is no guarantee that there will not be scheduling conflicts. In such cases, the major must always take precedence.

Double Major

Students pursuing a double major/concentration must complete all general education and major requirements for both majors/concentrations. Such efforts may exceed the eight semesters normally required to earn a bachelor's degree.

Grades in Major/Minor Courses

No grade below "C" in a course required for the major or minor (including cognates and specified electives) will count toward satisfying that course requirement. This policy does not refer to general education requirements or elective courses.

Residency Requirement

Candidates for a Bachelor's degree must earn a minimum of 36 semester hours at Anderson University, including at least 15 semester hours of upper-division credit in the major. Thirty of the final thirty-six hours of any Anderson University degree program must be hours offered by this institution. Upper-division credits required in the major are not eligible for transfer in the last thirty-six hours. Students wanting to transfer to Anderson University any of the final thirty-six hours must submit a completed transient coursework approval form to the University Registrar prior to enrollment in the transfer courses. No credit hours will be accepted in this category unless the student receives written permission from the University Registrar. Courses taken at Anderson University in which a student received a grade of D or F may not be repeated at another institution and transferred to Anderson University for credit. Furthermore, courses in which the student received the grade of D or F are not eligible for transfer to Anderson University.

Any student wishing to appeal this policy must demonstrate extraordinary circumstances. The appeal should be directed to the Office of the Senior Vice President for Academic Affairs.

ADDITIONAL POLICIES AND REGULATIONS

Academic Honesty

Students at Anderson University are expected to conduct themselves with integrity and to be honest and forthright in their academic endeavors. Just as academic honesty is vitally important to the value of a college education, academic dishonesty is a serious offense because it diminishes the quality of academic scholarship at Anderson University and defrauds society, the institution, faculty, and other students. Additionally, academic dishonesty undermines the well-being of those who may eventually depend upon one's knowledge and integrity. Anderson University encourages the imposition of strict penalties for academic dishonesty and does so in order to protect the integrity of the grading system and to affirm the importance of honesty, integrity and accountability in the University community. The policy on Academic Dishonesty is described in the Student Handbook. The forms of academic dishonesty addressed by this policy include plagiarism, fabrication, cheating, and academic misconduct.

Academic Load

The academic load is measured in terms of "semester hours." Students normally take 16 semester hours each term. This may consist of five to six different subjects. One tuition fee is charged to all full-time students, that is, those enrolled for 12-17 semester hours. The student taking more than 17 semester hours, excluding Theatre 101, 201, 301, 401, ROTC, MUP 120, 121, 122, 123, 125, 126, 127, 128, EDU 275, FYE 101, or HON 310, 410, is charged additional tuition. Some courses, such as applied music courses, require an additional fee regardless of the student's load. Depending upon one's grade-point average, a student may be advised to register for fewer semester hours than the normal load. Students with grade-point averages 3.0 or above may be permitted to exceed the normal semester-hour load. Students enrolled in 12 or more semester hours are considered full-time students. Resident students are required to be enrolled in at least 12 hours to retain the privilege of living in a university residence hall. Students who enter as conditionally admitted are limited to a maximum of 15 credit hours during the first semester.

Registration

Registration is the process of enrolling in classes for a semester or summer term. Current students may pre-register for classes following consultation with their faculty advisors. New students will register for classes during late spring and summer once they have been assigned to and consulted with their freshman advisor. Late registration will be completed during the Drop/Add period at the beginning of each term. A student must be in good academic and financial standing in order to complete the registration process. Any student not financially cleared will have their schedule removed at the beginning of the semester and will not be allowed to attend classes.

Adding and Dropping Courses

At the beginning of the semester, there is a three-day add/drop period.

No course can be added after the third class day for classes meeting three times weekly, or after the second class day for classes meeting twice weekly, or after the day preceding the second class day for classes meeting once weekly. Any course dropped during the first two calendar weeks does not appear on the student record, and the student is not charged for it. If a student does not attend class on the first scheduled class meeting without prior notification to the instructor, the student will be withdrawn from the class.

Classification of Students

Students are classified according to the number of semester hours earned, at the following semester-hour intervals:

Semester Hours Earned	Classification
0 - 29	Freshman
30 - 59	Sophomore
60 - 89	Junior
90 or above	Senior

Classification of TCR refers to students who are seeking initial teaching certification. "Special" is used for students renewing their teaching certification or adding on an additional endorsement. Students are also classified as either "resident" or "commuter" and as "part-time" or "full-time." Full-time students are those who are registered for 12 or more semester hours of course work during a semester. If a resident student drops below 12 semester hours, permission from the Dean of Student Services must be granted to remain in a university residence.

Course Numbering

Courses designated for different levels are numbered as follows:

100-level—Freshman; 200-level—Sophomore; 300-level—Junior; 400-level—Senior; 500-level—Graduate

Freshmen may not register for 300-400 level courses. Students classified as sophomores may not register for 400-level courses and may not register for 300-level courses without special permission from the instructor in the course and from the head of the division in which the course is listed. Students classified as juniors may register for any level course for which a prerequisite has been met.

Tests and Examinations

Students who have studied French or Spanish in high school and who make a satisfactory score on the language placement tests in those subjects are allowed to enroll in intermediate rather than beginning courses. These tests are used to determine the level at which students should begin the study of the disciplines covered by the tests. Transfer students are not given a test in English if allowed to transfer courses that are considered the equivalent of English courses that meet the University's general education requirements in these areas. Periodic tests and a final examination at the end of the semester occur in all classes. Final examinations are scheduled for all classes, and the examinations are given as scheduled. When a student is absent from a test or examination, the instructor for the course determines whether the student is to be allowed to make up the test or examination missed. The semester's work for a course ends when the final examination has been given.

Transferring Credits to Anderson University

Credit is given for transferable courses successfully completed (C grade or higher) at a regionally accredited college or university. Credits earned at non-accredited institutions, non-college parallel programs at technical colleges, and non-traditional programs are evaluated for transfer on a case-by-case basis. The University's policies do not allow the awarding of credit for other prior experiential learning. All courses accepted for transfer will be entered on the academic transcript. Transfer grades work will not be computed in grade point average. Transfer credit is awarded based on semester hours taken at the transferring institution. Quarter hours and other credits will be converted to semester hours. A maximum of 64 semester hours will be accepted toward a bachelor's degree in transfer from an institution that awards only the associate degree. Substitution of transfer courses for courses required in degree programs at Anderson University will be determined on a case-by-case basis. Maximum flexibility will be exhibited in determining the appropriateness of course substitution. In the Teacher Education Program, Anderson University is obliged by accreditation standards to accept only courses considered equivalents of the courses in the University's approved Teacher Education Program. The Dean of the College of Education must approve all transfer courses for education majors. Transcripts of transfer students will be evaluated as soon as possible after acceptance. Students will be directed by the Registrar's Office to make an appointment with the College Dean of their chosen major who will advise the student of the transfer courses that have been accepted.

Transient Course Work Policy

Students currently registered at Anderson University may apply to take courses at another institution while still enrolled at Anderson. It is the student's responsibility to ensure compliance with the institution's Residency Requirement. Students must complete a Transient Course Work Approval form prior to enrolling at another institution. Students who earn a grade of "D" or "F" at Anderson University may NOT repeat these courses at another institution. Additionally, a grade of "D" or "F" may not be transferred to Anderson.

International Baccalaureate

Anderson University will award academic credit to students who have earned grades of five or better in their higher-level subjects in the International Baccalaureate Diploma Program. No credit is awarded for subjects passed at the standard level. Students should have transcripts sent from the International Baccalaureate Program. The University Registrar, along with the appropriate College Dean, will evaluate individual courses for academic credit.

Credit by Examination

Advanced Placement. AP examinations with a score of 3 or higher will be accepted for credit at Anderson University provided that an official copy of the score is received by the Registrar's Office. A student's transcript will note credit earned (CR).

College Level Examination Program. CLEP is intended to reward college-level achievement without regard to how that achievement was attained. Only subject exams, essentially end-of-course tests developed for specific courses, are applicable to credit at Anderson University. Information and materials are available from the Office of Evening Admissions.

Course Challenge. With the approval of the appropriate faculty member and College Dean, a student may receive credit by demonstrating mastery through an examination. The faculty member and the College Dean must approve if credit by examination is appropriate in a given course. Earning credit through examination is an opportunity that may be granted under certain circumstances. A student may not receive credit by examination for an independent or directed study course, a course audited, a course with an acceptable CLEP examination, or a course in which a grade of D or F has been earned. Students desiring credit by examination may not attend any classes in a course related to the challenge. Upon approval, a student must register for the examination during the registration period and pay the examination fee. The student may consult the faculty member early in the term about the content of the examination and the standards by which it will be evaluated. However, the faculty member will not provide the student any instruction beyond a description of the examination and a recommended list of readings. Credit by examination is awarded for a grade of C or higher. An entry of CR will be placed on the transcript indicating that credit has been awarded. If the grade on the examination is below C, an entry of NC will be recorded. The semester hours earned through credit by examination will count in the hours earned, but a student's grade-point average is not affected by a course challenge.

Advanced Placement

AP/COURSE TEST (SCORES MUST BE 3, 4, OR 5)	ANDERSON UNIVERSITY EQUIVALENCE	ANDERSON UNIVERSITY HOURS
Biology	Bio 101 & Bio 102	8.0 hrs
Chemistry	Che 111 & Che 112	10.0 hrs
Computer Science (beginning fall 2008)		
• Score of 4 or better	CIS 2024.0 hrs	4.0 hrs
Econ-Macro	Eco 212	3.0 hrs
Econ-Micro	Eco 2113.0 hrs	3.0 hrs
Eng Lang/Comp	Eng 101	3.0 hrs
Eng Lit/Comp	Eng 101 & Eng 102	6.0 hrs
Environmental Science	Bio 200	3.0 hrs
European History	His 111 & His 112	6.0 hrs
French Language	Fre 101 & Fre 102	6.0 hrs
Mat Calc AB	Mat 140	4.0 hrs
Mat Calc BC	Mat 140 & Mat 190	8.0 hrs
Music Theory	Tested by Music Department	
US History	His 201 & His 202	6.0 hrs
US Government/Politics	PS 101	3.0 hrs
Psychology	Psy 101	3.0 hrs
Spanish Language	Spa 101 & Spa 102	6.0 hrs
Statistics	Mat 108	3.0 hrs

Studio Art/Drawing	Art Elective	3.0 hrs
Studio Art/General	Art Elective	3.0 hrs

CLEP (College Level Examination Program)

SUBJECT	MINIMUM SCORE	AU EQUIVALENCE	
English:			
American Literature Analyzing & Interpreting Literature	50	Eng 213/214	6 hrs.
Freshman Composition** (essay required)	50	Eng Lit Elective Eng 101/102	6 hrs. 6 hrs.
English Composition** (essay required)	50	Eng 101/102	6 hrs.
English Literature	50	Eng 101/102	6 hrs.
Foreign Languages:			
French, Level 1	50	Fre 101/102	6 hrs.
French, Level 2	62	Fre 101/102 Fre 201/202	12 hrs.
Spanish, Level 1	50	Spa 101/102	6 hrs.
Spanish, Level 2	63	Spa 101/102 Spa 201/202	12 hrs.
German, Level 1	50	Lang. Elec.	6 hrs.
German, Level 2	60	Lang. Elec.	12 hrs.
Social Science and History:			
American Government	50	PS 101	3 hrs.
US History 1	50	His 201	3 hrs.
US History 2	50	His 202	3 hrs.
Human Growth & Dev.	50	Psy 205	3 hrs.
Intro. Psychology	50	Psy 101	3 hrs.
Prin. Macroeconomics	50	Eco 212	3 hrs.
Prin. Microeconomics	50	Eco 211	3 hrs.
Intro. Sociology	50	Soc 101	3 hrs.
Western Civilization 1	50	His 111	3 hrs.
Western Civilization 2	50	His 112	3 hrs.
Business:			
Intro Business Law	50	Bus 351	3 hrs.
Prin. Management	50	Mgt 341	3 hrs.
Prin. Marketing	50	Mkt 331	3 hrs.
Financial Accounting	50	Acc 201	3 hrs.
Science and Mathematics:			
College Algebra	50	Mat. 101	3 hrs.
Biology	50	Bio. 101/102	8 hrs.
Calculus	50	Mat 113/114	6 hrs.
Chemistry	50	Che 111/112	10 hrs.

**Both tests may not be taken for credit at Anderson University. Student must select between similar tests.

Independent and Directed Studies

Students may take by independent study a course in the University curriculum with approval of the instructor, advisor, and College Dean. The student meets with the instructor individually and completes most of the course work through independent activities. A course that is being offered during a particular semester cannot normally be taken by independent study. Generally, a faculty member will not supervise more than six (6) semester hours of independent study concurrently. A directed study course may be offered when one or more students request a course which is not included in the curriculum of the University but which is appropriate to the mission and scope of the University.

Course requirements for independent study are the same as the requirements and learning objectives of the course when it is taught in structured classes. Independent study is approved only for students of high ability (generally requiring a cumulative GPA of 3.0 or higher) and motivation, inasmuch as it requires more time, concentration, and initiative for successful completion. A course in which a student has previously earned a grade of "D" or "F" may not be repeated through independent study. Tuition for independent and directed studies is not included in normal tuition charges (see Expenses section). Faculty, staff, and their dependents must pay the full amount of tuition charged for independent study or directed study courses.

Grade Point Average

The GPA is computed by dividing the total number of grade points earned by the total number of semester hours attempted, excluding repeats of courses in which the grade of "D" or "F" has been earned. A student's transcript shows two different calculations of the grade-point average: (1) the designation "Grad" includes only courses numbered 101 or higher and is used to determine eligibility for Dean's List, graduation honors, admission to teacher education, and graduation; (2) the grade-point average designated on the transcript as "CUM" reflects grades earned in courses numbered 100 or below (developmental or remedial courses), as well as all other work completed at Anderson University. Academic probation and suspension are determined by this calculation of the grade-point average.

Right of Appeal

If a student perceives treatment to be unfair, capricious, or arbitrary in any academic decision, then such a decision may be appealed. Appeals must be initiated within one month of the date of the decision or action being appealed. The student should first appeal the decision in writing to the person who made it, stating appropriate rationale for reconsideration. If the matter is not resolved, the student may then appeal the decision in writing to the next highest authority. In matters related to courses, the line of appeal is the instructor in the course, then the College Dean, and finally the Senior Vice President for Academic Affairs. Each person to whom an appeal is made has five working days in which to communicate the decision to the student. Students should understand that mere unhappiness with a decision is not grounds for an appeal. For an appeal to have merit, there must be some evidence that the student has been treated inappropriately with regard to the administration of the University's policies.

Grading System

The grades appearing on the transcripts of students at Anderson University are as follows:

Letter Grade	Description	Value
A	Excellent	4
B	Good	3
C	Average	2
D	Passing	1
CR	Credit	0
NC	No Credit	0
F	Failing	0
P	Passing	0
I	Incomplete (A student requested grade)	0
W	Withdrew	0
NR	No report by instructor	0
X	Audit, no credit	0
UA	Unsatisfactory Attendance	0
UG	Unsatisfactory Grade	0
UB	Unsatisfactory Attendance and Grade	0

Both “I” and “NR” are temporary grades. The grade designation “I” is a student-requested grade and is not assigned otherwise. “NR” is a designation that may appear when a grade is not reported by the instructor. This is a temporary grade and will be changed to a permanent grade by the instructor at the earliest opportunity. Grades of “I” and “NR” are not computed in the grade point average.

Each student is responsible for keeping a personal record of grade reports and total credits earned.

Early Academic Alert

In an effort to target students who encounter academic difficulty in the early weeks of each semester, and to alert the students of their difficulties, professors assign temporary grades. These grades are symbolized by “UA” (Unsatisfactory Attendance), “UG” (Unsatisfactory Grades), and “UB” (both attendance and grades are unsatisfactory).

Incomplete Grades

The grade of incomplete must be requested by the student when some circumstance beyond the student’s control prevents the completion of all course requirements on time. The student makes the request in writing to the instructor, who must approve the request before a grade of “I” can be assigned. The Request for an Incomplete Grade Form must be completed and turned-in to the Registrar’s Office prior to the end of the last day of classes for the term or semester. A student may not receive an incomplete grade simply because of failure to complete the requirements for a course where there are not extenuating circumstances. The course work must be completed, and the final grade reported, within thirty days following the end of the academic term in which the “I” was requested.

Otherwise, a failing grade will be recorded. Students requesting an extension of this time must seek approval of the faculty member. A final grade report is not sent to students after finishing an incomplete but is reflected on the student's transcript to which the student has digital access. Incomplete grades that are not completed in a timely fashion will be converted to an "F" at the end of the following semester.

Pass/Fail Option

To encourage students to broaden their academic program Anderson University has established a policy whereby students, under certain circumstances, may register for a limited number of semester hours credit on a pass/fail basis.

The following guidelines apply: (1) Students must have earned at least 60 semester hours of credit and have earned at least a 2.5 GPA in order to register for courses on a pass/fail basis; (2) Students may register for no more than 12 semester hours of credit on a pass/fail basis in their degree program; (3) Students may not register for more than one pass/fail course in a given semester or summer term; (4) Students may not register for any general education requirement or major/minor requirement on a pass/fail basis, as only electives may be taken on a pass/fail basis; (5) Students must have satisfied all prerequisites for a course for which they register on a pass/fail basis or have the permission of the instructor to enroll in the course; (6) Students who have registered to take a course by pass/fail may not change this decision after the date of financial responsibility; (7) Students who wish to repeat courses in which they earned the grade of D or F may not register to take them on a pass/fail basis.

The following procedures are to be followed: Students who wish to register for a course on a pass/fail basis should obtain the Pass/Fail Option Checklist from Anderson Central, and return it to the Registrar before the date of financial responsibility. Instructors are informed of students in their classes who are taking courses pass/fail. Students complete all requirements for a pass/fail course, including the final examination. Instructors report the grade a student earns in the course. The grade of P is recorded for students who earn an A, B, C, or D, or the grade of F for students who earn a failing grade. Courses taken on a pass/fail basis count in the computation of hours earned for courses in which a passing grade is earned. The grade of P does not count in the computation of the grade point average, but the grade of F is computed in the grade point average.

Grade Changes

Once a grade has been recorded, it may be changed only by the instructor to correct a computational error; and such changes must be approved by the Dean of the College in which the course is listed. If a student feels that a grade received has been assigned unfairly then the grade may be appealed. The appeal must be presented in writing within one month in the following order: the instructor who assigned the grade, the Dean of the College in which the course is listed, and finally the Senior Vice President for Academic Affairs. However, a decision to change a grade in such cases can be made only by the Senior Vice President for Academic Affairs.

Grade Reports

Students may view their grades by using the University's online resources.

Dean's List

Outstanding academic achievement is recognized each term by inclusion on the Dean's List. Full-time students who have a term grade point average of 3.5 or better are eligible for this

recognition. Grades in courses numbered 100 or below and incompletes are not calculated in the determination of eligibility for the Dean's List.

Graduation Honors

Anderson University follows the practice of graduating students with honors and confers three categories of recognition to outstanding students.

First, the President's Award is presented to a member of the graduating class who best exemplifies a balance between campus leadership, citizenship, scholastic aptitude, Christian commitment, and concern for fellow students. Second, during the awarding of diplomas, members of the graduating class are named to membership in the Denmark Society, which honors former President Annie Dove Denmark. Students named to this honor represent the highest Anderson University ideal in leadership, campus citizenship, scholarship and Christian character. Finally, students who successfully complete the Honors Program are recognized in the graduation program, and a notation of this achievement appears on the diploma. The graduation program and diploma designate honor graduates of high academic attainment using the following Latin phrases: Cum Laude, 3.50 to 3.74 GPA; Magna Cum Laude, 3.75 to 3.94 GPA; and Summa Cum Laude, 3.95 to 4.00 GPA. Grades in courses numbered 100 or below are not calculated in the determination of eligibility for graduating with honors.

Repetition of Courses

Students may only repeat a course in which they previously earned a grade of "D" or "F." A course must be repeated only at Anderson University and may not be repeated more than twice. Students may not repeat Education 484/495, 494/495, 495 or 496 without permission from the Director of Teacher Education and the Senior Vice President for Academic Affairs.

Even though a student may repeat a course to improve a grade-point average, all grades earned remain on the transcript. However, the highest grade earned for a course will be used in computing the grade-point average.

Satisfactory Academic Progress

Full-time students are considered to be making satisfactory academic progress unless they fall below standards for minimum scholastic attainment, as described below.

Cumulative semester hours attempted at AU and/or transferred	Minimum Cumulative GPA
1 - 12	1.5
13 - 25	1.6
26 - 38	1.7
39 - 51	1.8
52 - 64	1.9
65 or above	2.0

Academic Probation and Suspension

Students must meet the above minimum requirement to avoid being placed on academic probation. If a student fails to meet the above minimum requirement for two consecutive semesters, it will result in suspension from Anderson University for a period of one semester. The calculation of grade-point averages to determine academic probation and suspension is reflected in the "CUM" line on the student's transcript and includes all courses numbered 100 or below as well as all other courses completed at Anderson University. Calculations to determine the status of students with regard to probation and suspension are done only at the conclusion of the fall and spring semesters and not following summer sessions. The record of a part-time student is not analyzed with regard to determining satisfactory academic progress until 12 semester hours of course work has been attempted.

Suspension Appeals and Eligibility for Financial Aid

Any student suspended may appeal in writing to the Senior Vice President for Academic Affairs. The appeal must be submitted within two weeks from the date on the letter notifying the student of the suspension. To have an appeal seriously considered, a student must present pertinent information to justify granting the appeal. In order to remain eligible for financial aid, students must be judged to be making satisfactory academic progress. Students who successfully appeal an academic suspension and are allowed to enroll the following semester are not necessarily considered to be making satisfactory progress and may not have their eligibility for financial aid reinstated. Students who are re-admitted following suspension are not entitled to institutional or federal financial aid until such time as the Senior Vice President for Academic Affairs determines that the student is making satisfactory academic progress.

Re-enrollment Option for Students Academically Suspended After Spring Semester

Any student who is academically suspended from Anderson University after the spring semester is offered the opportunity to attend summer school at Anderson University for the purpose of improving his/her grade point average to the level which is required for continued enrollment in the fall term. **The student is strongly advised to consult with his/her academic advisor, the Registrar, or the Office of Academic Affairs to determine the grades needed in the summer in order to qualify for continued enrollment in the fall.**

The student may enroll in May or June summer sessions for this purpose. **Note: The student must enroll in Anderson University summer sessions. Summer school studies at other institutions will not satisfy this offer.** Please note that courses taken at other institutions while the student is under academic suspension will not be accepted at Anderson University. The June session begins in late May, and summer school applications should be in by that date.

The offer of attending summer school for the purpose of improving his/her grade point average represents the student's primary opportunity to gain continued enrollment in the fall semester. The only exception to this is that appeals for reinstatement without summer study will be heard in the event of a student being unable to attend summer school due to circumstances beyond his/her control. However, academic suspension is permanently noted on a student's academic record here at Anderson University and removed only in the event an institutional error has been made.

Re-admission Following Suspension

The one semester period of suspension is defined as beginning after the last day of the semester during which the student received suspension and continuing until the first day of the semester the student is eligible to begin a new semester at Anderson University. If a student wishes to enroll at Anderson University following the period of suspension, an Application for Admission must be submitted to the Admissions Office. Decisions regarding re-admission will be based on evidence supporting the probability of successful completion of the academic program at Anderson University. Students re-admitted following suspension are admitted on academic probation. Courses completed during the period of suspension may not be transferred to Anderson University. At the end of this semester of probation, a student must achieve a grade-point average for removal from probation or be suspended a second time. Re-admission following a second suspension is not likely and would be granted only under unusual circumstances.

Academic Forgiveness

Former Anderson University students who have broken enrollment due to poor academic performance may apply for Academic Forgiveness at the time of application for readmission. The following conditions apply:

- Academic Forgiveness would apply to prior work taken at Anderson University only
- Student must have had a GPA below 2.0 at time of prior attendance
- Student must have been away for at least 5 years
- After admission to the University, student would submit application for Academic Forgiveness to the Office of Admissions or Evening Admissions
- All applicants for Academic Forgiveness would be marked as conditional admits
- Student must complete 15 hours with at least a 2.5 GPA
- Once hour and GPA requirement is fulfilled, work will be marked as Academic Forgiveness work and treated like transfer work – no course in which a grade of D was earned will be given credit; grades will continue to appear on transcript, but not computed into GPA and marked as “forgiven”.
- Academic Forgiveness will apply to all prior coursework taken at Anderson University; student may not select certain courses.
- Any student applying for and being granted Academic Forgiveness will not be eligible for honors at graduation.

Financial and Academic Responsibility

A student is financially and academically responsible for all enrolled classes at the end of the second week of classes for each fall and spring semester. This policy does not apply to summer sessions or to other special terms.

Interruption of Enrollment

Students whose enrollment at Anderson University is interrupted for one or more semesters must apply for re-admission. If re-admitted, they come under the curriculum and regulations stated in the catalog in effect at the time of their readmission.

Class Attendance Regulations for Semester Classes

Enrollment in a course obligates the student to attend regularly. Absence for any reason from more than 20% of scheduled class sessions will result in failure of the course. The instructor will record an “F” for the student unless the student successfully completes the process for withdrawal prior to the last day to withdraw. If a withdrawal is approved the grade of “W” will be recorded by the Registrar. Each instructor, however, may set higher attendance policy standards than those described above.

Students who miss classes representing Anderson University in officially sponsored activities are granted an excused absence. Excused absences may also be granted for extenuating circumstances beyond the student's control, provided the instructor is given appropriate documentation and the Office of Academic Affairs is notified. All excuses are subject to instructor review; if approved, the student must, within 3 calendar days of returning to class, make arrangements with the instructor to make up the work missed. The excused absence does not exempt the student from the attendance policy but does allow the student to make up the work missed during the absence.

All students are required to attend the first scheduled day of classes and labs. Students who cannot attend the first class are responsible for contacting the instructor prior to the first class meeting to indicate their intent to remain in the class. If a student does not attend the first class meeting or make contact with the instructor, the instructor will notify the Registrar and the student will be dropped from the roll. Students should check their transcript online periodically to affirm the enrollment for each semester or term is accurate.

Withdrawal from Courses

Students may withdraw from no more than 15 semester hours of course work from the date of their admission to the university through the date of their graduation. This regulation applies to the summer sessions as well as the regular semesters and terms. Withdrawals allowed for transfer students are permitted based on the number of hours that are transferred to Anderson University:

Hours transferred	Maximum number of hours allowed for withdrawal
0-29	15
30-59	12
60-89	9
90 or above	6

If a student withdraws from one or more courses within the first ten class days or officially withdraws from the university, those courses will not count in the number of withdrawals permitted and will not appear on the student's record for the semester. It is the student's responsibility to submit a course withdrawal form, signed by both his/her advisor and instructor, to the Registrar's Office by the deadline (designated each semester by the Registrar's Office) for withdrawing from courses. If the student's request to withdraw exceeds the maximum number of hours allowed, the request will be denied by the Registrar's Office and the student will remain enrolled in that course and receive a grade based on his/her performance. The Registrar's Office will notify the student, advisor and instructor of the denial of that request. If the student withdraws from a course after the deadline, the grade of "F" will be recorded from the course unless the student can demonstrate extenuating circumstances. Students may appeal to the Senior Vice President of Academic Affairs for consideration of such circumstances.

If a student exceeds the number of absences allowed in the course after the deadline for withdrawing from courses, the student will receive the grade of "F" for the course. There

is no refund of tuition for full or part-time resident students who withdraw from one or more courses during the semester. Part-time non-resident students enrolled in the fall or spring semester are eligible to receive partial refund of tuition if they officially withdraw from one or more courses before the deadline specified in the Financial Aid section of the catalog.

Withdrawal from the University

The University recognizes that certain situations may necessitate withdrawal from the University. This process for official withdrawal begins with the Center for Student Success. A grade of "W" or "F" may be assigned depending on the date of official withdrawal. If the student fails to follow the procedure for official withdrawal or if the withdrawal date is after the deadline, the grade of "F" is assigned for all courses registered. If a student's withdrawal from the University after the deadline is caused by extenuating circumstances, it may be appealed to the Senior Vice President for Academic Affairs for approval to receive the grade of "W." Students who withdraw from the University may be eligible for partial refund. Refer to the Financial Information section of this catalog for the refund schedules.

Temporary Student Leave

After providing support documentation, consulting with, and receiving approval from the professional university staff in the Student Development Division of the university, a student may request a Temporary Student Leave. A student might seek a Temporary Leave for any of the following reasons: childbirth, military service, physical health, or mental health. Temporary Student Leave allows a student to return to the university within one year without having to reapply or change catalogs. Students making this request must be currently in good academic standing at the university. Requests for Temporary Student Leave will not be processed after classes have ended for a term or a semester.

Students seeking a Temporary Student Leave will complete a Withdrawal Form in the Center for Student Success where a professional staff member(s) will be designated as the clearance contact for the student to return to campus.

When the student believes he/she is ready to return to campus, the student must request an interview with the designated staff member. Following the interview and review of supporting documents, the staff member will determine the student's readiness for return to campus. If the staff member(s) supports the student's return, the staff(s) member will notify the student's advisor that clearance has been granted, and the student may begin the registration process.

Students who are initially denied the Temporary Student Leave or who are denied a request for return to campus may appeal that decision to the Vice President for Student Development who will assemble a review committee from the professional staff and faculty.

Requests for Transcripts

Students may request a copy of their academic record by filling out a "Transcript Request Form" in Anderson Central. Official transcripts are \$10.00 each. Transcripts will not be released for any individual who has any indebtedness to Anderson University. Unofficial transcripts are available online.

Student Records

Anderson University maintains various student records. (1) Academic records are maintained in the Registrar's Office. (2) Admissions records are transferred from the Admissions Office to the appropriate College Dean/advisor upon a student's enrollment. (3) Advising records are maintained by faculty advisors. The Advising Record, which is the permanent record, contains the following items: admissions application, transfer evaluation records, advisor anecdotal records, Individual Program Worksheet, and other related information. (4) Alumni records are maintained in the Alumni Office. (5) Financial records are maintained in the Business Office. (6) Financial Aid records are maintained in the Financial Aid Office; financial statements of parents are not accessible to students. (7) Medical records are maintained by the Health Center. (8) Personal counseling records are maintained by the Student Services Office and are not accessible to the student. (9) Disciplinary records are maintained in the Student Development Office and kept for four (4) years beyond the student's initial enrollment at Anderson University. (10) Disability documentation and records are maintained in the Center for Student Success and kept for seven (7) years after the student's last date of attendance.

The records listed above, except those specified as inaccessible, may be reviewed by the student. In some instances, a written request may be required, but in no instance will the University wait longer than forty-five (45) days to provide access to the record. The student may be charged a maximum of ten cents per sheet for photocopies of the records. If there is a disagreement between the student and the custodian of the records that cannot be resolved in informal discussion, a hearing will be scheduled within forty-five (45) days of receipt of the student's written request. The hearing will be conducted by a person who is appointed by the Chairman of the Faculty and approved by the student. The results of the hearing will be transmitted in writing to the student and mailed to the campus and home address.

In keeping with the provisions of the Federal Education Rights and Privacy Act of 1974, the University will not issue transcripts or other personally identifiable records of a student without the student's written consent, except as indicated below: (1) Anderson University officials will have access to the records; (2) Grade reports may be mailed to parents of dependent children if the Registrar is instructed to do so by the student; (3) Records may be released in connection with a student's application for, or receipt of, financial aid; and (4) Certain state and federal officials have legal access to the records.

Information About Students Considered Public Records

Certain items are considered to be public information and may be released by the University without written consent unless the University is instructed to withhold such information from the public. Items of public information are name, address, telephone listing, parents' names, date of birth, field of study, participation in officially recognized activities and sports, weight and height of varsity athletes, dates of attendance, recognitions, degrees and awards received, and previous educational institutions attended. Any student who does not want this information released by the University must communicate this preference in writing to the Registrar by the end of the first week of classes each semester.

Policy for Students Receiving Veterans Administration Benefits

Students who receive VA benefits are subject to special governmental rules with regard to academic probation and course withdrawal. Recipients of VA benefits may not be certified

for such benefits for more than one semester of academic probation. In some instances, the student may be eligible to continue as a student of the University without the VA benefits. Recipients of VA benefits who withdraw from a course after mid-semester will receive a grade of "F" for the course unless the withdrawal was due to extenuating circumstances. The VA Benefits Program is administered by the Registrar's Office.

