



ANDERSON UNIVERSITY

Academic and Christian Discovery

ACADEMIC POLICIES HANDBOOK

**ANDERSON UNIVERSITY
ACADEMIC POLICIES HANDBOOK**

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ACADEMIC POLICIES COMMITTEE STRUCTURE

Membership: Fifteen members, including nine faculty members, three full-time undergraduate students, Representative of the Registrar's Office, one college dean and the Vice President of Academic Affairs.

The faculty members serve for three-year terms, with four faculty members elected from the College of Science and Humanities and two members elected from each of the other colleges--each selected by members of that college. In addition, one at-large member will be elected by the entire faculty. The students are elected by the Anderson University Student Organization for one year terms and may be re-elected for one additional term.

Responsibilities: The committee is charged with the formation of academic policy. It is empowered to review existing policies, recommending changes when needed, and to initiate studies and research related to the academic program. The committee shall receive and act upon actions of the Curriculum Committee which involve substantial change in the scope of a department or program, changes in the proposed curricular requirements for graduation, and additions and deletions of majors, programs or departments. In matters involving substantial curricular change or alteration of policy or graduation requirements, it shall forward its recommendations to the faculty for concurrence. In every case its actions are subject to review by the total faculty. The committee shall elect three persons not of its membership, with no two from the same college, to the Appeals Committee. The committee would normally elect one member to the Appeals Committee each year, the elected member to serve a three-year term. The committee shall elect annually a chair and secretary. Minutes of the committee shall be distributed to each faculty member. The committee typically meets monthly during the academic year.

REPRESENTATION ON OTHER FACULTY COMMITTEES

GRADUATE COUNCIL

The chair of the Academic Policies Committee serves a three-year staggered term on the Graduate Council.

Responsibilities: The Graduate Council is charged with the formation of academic policy for graduate programs. It is empowered to establish policy; to review existing policies; and to initiate studies and research related to graduate academic programs. It is also charged with the maintenance and review of the graduate curriculum. Its actions are subject to review by the total faculty.

TEACHER EDUCATION COMMITTEE

The Director of the Liberal Arts Program will serve on the Teacher Education Committee.

Responsibilities: The committee serves as an advisory group on matters related to teacher education programs and serves as an appeal body in cases of grievances related to the policies and practices of the teacher education program.

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1.0 ATTENDANCE POLICIES

1.10 RESIDENCE REQUIREMENTS

To earn a degree from Anderson University, students must be in residence at the university for the last 24 hours applicable to the degree. Under some circumstances, and with special permission, a maximum of six hours of the final 24 hours may be taken elsewhere. Contact the registrar's office for information.

1.20 CLASS ATTENDANCE

Effective learning in a university requires the active involvement of both students and faculty. Students are expected to attend all classes unless prevented by extenuating circumstances. Inasmuch as students are responsible for the learning that may develop from both in-class and out-of-class experiences, they should anticipate absences for good cause (such as varsity athletic trips, field trips, music, drama, and debate trips) and advise their instructors of such absences as far in advance as possible. Any absence from a class results in a loss of learning for the student. It is the student's obligation to personally notify the individual course instructor(s) about any absence, in advance if possible. *Students may be directly penalized only after the number of absences exceeds the number of class meeting hours per week.* Where a student misses more than the number of classes stated above, the course instructor has the discretion to allow for the completion of missed work and to determine how such work will be evaluated, including possible penalties.

The individual instructor is responsible for setting the specific course policy for each class regarding: make-up work, sanctions for missed classes, missed course examinations, laboratory session, field experience, class presentations, and special class events. Whatever specific policy a given instructor adopts for a class should be clearly documented in the course syllabus and reviewed with students at the beginning of the semester. **Adopted by the faculty February 21, 1995**

1.30 ACADEMIC LEAVE OF ABSENCE

Anderson University offers undergraduate students who are in good standing, as defined by AU's academic policy, and who are not subject to disciplinary action, the opportunity to request an academic leave of absence.

Leave of Absence Policy —The Leave of Absence Policy applies to students who are pursuing a degree from Anderson University but leave the university for a semester to participate in a study abroad program, internship, or practicum which is not done with an AU matriculation. The leave of absence also applies to students who, due to circumstances beyond their control such as the need to care for ill parents or the onset of a personal illness, must suspend their enrollment in classes for a semester. A leave of absence is typically granted for one semester but can, depending upon the specific circumstance, be granted for a full academic year, if the student intends to return to Anderson University for the completion of a degree. To qualify, students must be in good academic and financial standing and must complete the required application forms.

The academic records of students granted an academic leave of absence remain in an active status. While on academic leave of absence, the student retains the right to use some campus facilities such as the AU library, student counseling services, and career services.

Due to Visa restrictions, international students may not be eligible for this academic leave.

February 16, 2010

1.40 CHAPEL-CONVOCATION

Chapel-convocation meets every Tuesday and Thursday. It is an important setting in which the student body gathers regularly for worship, enrichment, and community-building. Speakers include campus personalities and guests from across the nation. Students participate in music and worship leadership. Because of its unusual significance to campus life, attendance is required of all full-time students.

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2.0 SCHEDULE AND REGISTRATION POLICIES

2.10 ACADEMIC ADVISING

The primary purpose of academic advising is to assist students in their pursuit of meaningful educational programs which will assist them in identifying and fulfilling their goals, including career considerations. Ultimately, it is each student's responsibility to plan for and meet all graduation requirements. Advising assists students in:

- understanding the university's commitment to the effective development of body, mind, and spirit in the context of the liberal arts;
- understanding the university's support services available to them;
- understanding the university's policies and procedures;
- making decisions based on available information; and
- examining their progress toward the realization of their goals.

Furthermore, advising assists the institution in program and policy development or modification by providing information gained from the advisor/student relationship. Thus, the institutional goals for academic advising are to assist students in:

- effective development of body, mind, and spirit;
- incorporation of the liberal arts in life planning;
- clarification of life goals;
- development of suitable educational plans;
- selection of appropriate courses and/or educational experiences;
- evaluation of progress toward established goals;
- use of university support services;
- development of decision-making skills;
- reinforcement of student self-direction; and
- re-evaluation of life goals and educational plans.

Following admission to the university, students may register by coming to the campus to receive personal assistance in curriculum orientation and scheduling and registration of courses. This advising process assists students in immediate as well as long-range course planning and approves their class schedules for each semester or term.

Faculty mentors serve as advisors after students matriculate and until they declare a major, after which the chair or a professor in the department in which students plan to do their major work will be their advisor.

Advisors assist students in choosing required courses of study and planning their class schedules. Although students are directly responsible for meeting graduation and other requirements, they are urged to consult frequently with their advisors concerning the best procedures and sequences in registration. Students should work with their advisors in monitoring their progress toward their degrees. If students' grades are low in any grading period, they are urged to consult with their advisors relative to proper remedial steps.

2.11 ACADEMIC LOAD

A full-time academic load is 12-17 hours. ***December 7, 1999***

Upon approval from their school dean, students with records of above average academic performance may register for additional hours. Summer school terms, international opportunity, or transfer work may not be used to establish a semester GPA. The number of hours taken each semester is dependent upon a student's cumulative GPA or the GPA as determined at the end of the previous semester.

- Students with 3.25 GPA may register for 18 hours.
- Students with 3.50 GPA may register for 19 hours.
- Students with 3.75 GPA may register for 20 hours.

These guidelines also apply to students who have earned 52 or more hours, and whose cumulative GPAs at the time of registration meet the stated standards. The factors of previous academic achievement, type of courses to be taken, and demands of employment must also be recognized.

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2.12 COURSE REPETITION POLICY

Students may repeat courses for which they received a D+ or lower by simply re-enrolling in the same institutional courses. If students wish to repeat courses for which the departmental captions or numbers have changed, they must petition the university registrar. Furthermore, students may repeat courses for which they received a C- or above by petitioning the dean of the college in which each course is offered to grant an exception. The following rules apply in all cases:

- Students may repeat any given course a total of only two times during their academic careers.
- A withdrawal (W) grade counts as an attempt, but it does not change the previous grade.
- All previous grades received will remain on students' academic records.
- Only the most recent grade received will be used in calculating GPA.
- Credit hours earned toward graduation will be counted for only the most recent course taken.

This policy does not apply to Anderson University credit by examination or transfer credit. The course repetition policy does not apply to courses taken at other colleges or universities and transferred to Anderson University.

2.13 AUDITING A COURSE

As a means of enrichment to the student, Anderson University recognizes the following ways of auditing a course:

I. Occasional class visitation: A student may wish to visit a class to hear a lecture and/or a discussion on a given topic. The instructor's consent is the only necessary requirement.

II. Auditing one course without fee: Any student registered for 12-17 hours who has a satisfactory academic record may wish to attend an additional class on an Informal Audit or Recorded Audit basis.

A. Informal Audit: Infrequent attendance of a class with no course obligation. Although formal registration is not required, the student must have the written consent of the instructor. Permission forms are available in the Registrar's Office. No record is made of the audit on the student's permanent record card.

B. Recorded Audit: Regular attendance with normal course obligations for the purpose of having the audit recorded on the student's permanent record card. In this situation, the student should follow these procedures:

1. Register as an audit using the Schedule of Classes form or Change of Schedule form, signed by the advisor.
2. Adhere to attendance regulations.
3. Complete sufficient work of "C" quality or better in order to have the audit recorded.
4. Changes of schedules to or from an audit must be done no later than the end of the 5th week of the semester.

The course will be recorded on the student's permanent record card as an audit if the above conditions are met, and the student does satisfactory work in the course. If the above conditions are not met, the instructor will notify the Registrar's Office and no record of the audit will be made.

III. Auditing with payment of fee: A student who does not meet the specific requirements as outlined above may, upon payment of the per semester hour audit fee, audit a course as outlined under "A" or "B" of item II above.

As a means of enrichment for students, opportunities for auditing courses related to their vocational pursuits or special interests are provided. Students may audit a course with payment of an audit fee. Students may change their registration to or from audit through the end of the fifth week of the semester.

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2.14 READING COURSES

Reading courses allow students to do course work without having to attend scheduled class sessions. A student wishing to complete a reading course should meet with the professor to discuss course expectations as articulated in a course syllabus. Work is then done independently, preferably with scheduled assignments due throughout the specified time frame. Reading courses are available only for classes that are appropriate for this type of study. Normally, reading courses should be taken only in the summer. Reading courses will follow the institution's withdrawal and refund policies. Refunds will be based upon the official beginning and withdrawal dates, and then only when contact is made with the director of summer school. To be eligible for reading courses, a student must have a cumulative GPA of 2.50 or higher. For courses not listed in the *Schedule of Classes*, the instructor, the chair of the department in which the course is lodged, and the director of summer school must sign reading course petitions. For any further questions regarding summer reading courses, contact the director of summer school.

2.15 TRANSFER OF CREDIT FROM OTHER INSTITUTIONS

The university registrar's office will evaluate and determine the applicability of all college credits to be transferred from other institutions. Students who transfer a substantial number of hours from other institutions are required to complete at least 50 percent of their majors, minors, or professional fields at Anderson University. This will afford the university the necessary student contact for graduation approval and for institutional recommendation. ***December 9, 1997***

Generally, credit is accepted without condition for courses with a grade of C- or above from traditional institutions holding regional accreditation. Students should consult with the registrar's office concerning policy on acceptance of credit from non-traditional institutions and institutions not holding regional accreditation. Up to 12 hours for correspondence courses from traditional institutions holding regional accreditation may be accepted.

GPA is figured only on work completed at Anderson University. Grades for courses from other institutions do not transfer in.

All students with citizenship in a country other than the United States who wish to transfer credit to Anderson University are required to pay a \$150 transfer evaluation fee.

Transfer courses may be considered applicable to the liberal arts requirement for advanced writing competency (writing intensive) if either the transcript indicates that the course was counted toward the other institution's advanced writing requirements which meet or exceed Anderson University requirements (see advanced writing competency/writing intensive requirements in the Liberal Arts Program section in this catalog), or the student can produce a syllabus that clearly shows how the course satisfies Anderson University requirements.

2.16 TRANSFER OF CREDIT — CURRENT STUDENTS

Students currently enrolled at Anderson University must obtain permission from the university registrar to take courses elsewhere if they intend to transfer that course work to Anderson University. Courses need to be taken at a regionally accredited college or university on the semester system, not at a technical or vocational school.

Before completing the request form, a schedule of classes from the other institution should be consulted to verify the availability of desired courses. A catalog description from the other institution is required to determine the applicability of the intended course work toward the liberal arts or specialization requirements. Students who have a declared major need departmental approval as well as approval from the university registrar.

A final grade of C- or above must be earned. No credit points will be recorded for transfer credit since semester and cumulative GPAs are figured on Anderson University work only. Grades for courses from other institutions do not transfer in. The Anderson University Course Repetition Policy requires that the same institutional course be repeated to adjust the GPA, therefore, the repetition policy does not apply to transfer credit.

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2.17 INDEPENDENT STUDY

Independent study allows students to do individual work on projects or topics of special interest to them under the supervision of faculty members, but is not included in the regular catalog offerings. Topics are chosen in consultation with faculty members and are usually topics in students' major fields of study. To be eligible, students must qualify under one of the following:

- **Upper-Division:** Juniors or seniors with cumulative GPAs of 3.00 or higher who have completed 12 hours in the subject area (if the independent study is in the major). Department chair's and instructor's permission required.
- **Lower-Division:** Students with cumulative GPAs of 3.00 or higher or whose background is determined to be adequate by the department chair and instructor in the field of study. Department chair's and instructor's permission required.

Transfer students may pursue independent study if they qualify under either of the above. Students may schedule a maximum of 8 hours of independent study applicable to a major, 4 hours to a minor, and no more than 4 hours in a given semester.

2.18 INSTITUTIONAL EXAM

Anderson University recognizes the need for student advancement according to ability and achievement. Therefore, students who are competent in a given subject by reason of their particular background or experience outside the university classroom may choose to receive credit by institutional examination. Examinations are to be taken prior to enrollment in the next level course. Not all courses, however, are appropriate for credit by institutional examination.

Results from Anderson University institutional examinations, the Advanced Placement Program of the College Board, and a limited number of hours or courses from the College-Level Examination Program of the College Entrance Examination Board are considered for purposes of advanced standing or advanced placement.

Students must earn a grade of C- or above in the Anderson University institutional examinations to receive credit for the courses. Satisfactory-unsatisfactory (S-U) grading option is available as well as regular letter grades. Graduating seniors must have examination results on file in the registrar's office by April 1 of their graduation year.

2.19 ADVANCED PLACEMENT

Advanced placement and/or credit may be earned through placement examination. The four examinations Anderson University recognizes are the Advanced Placement Program of the College Board, the College Level Examination Program (CLEP), the Cambridge International Examinations (GCE A level), and the International Baccalaureate Program, subject to approval by the department. Credit received by examination is tuition-free and applies toward the requirements for graduation.

2.20 HONORS STUDY

Honors study at Anderson University varies by department. In general, such study may take the form of advanced placement, institutional credit by examination, special sections in some courses, certain reading courses, tutorials, seminars, and individual study.

In some instances honors study begins at the freshman and sophomore levels, particularly advanced placement and special sections. Seminars and individual study are usually implemented at the junior and senior levels. Special reading courses and tutorials may be taken at either level. At any level, the primary purpose of honors study is not acceleration but enrichment, in both scope and depth. Students considering honors study should consult their advisors or the university registrar. For more information on honors study at Anderson University, see the Honors Program section under Courses of Instruction in this catalog.

Revised Guidelines and Procedures for checking Departmental Honors, April 8, 1997

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2.21 WITHDRAWAL FROM COURSES

Official withdrawal from all courses must be completed by interview with the dean of students. The official date of withdrawal will be the date the contact is made. In extenuating circumstances, students may initiate complete withdrawal from all courses by phone or letter to the dean of students. The official withdrawal date should be the date such contact is received by the dean of students.

Students desiring to drop courses may do so through their assigned academic advisors. Students are required to present the registrar's office with change-of-schedule forms noting the changes and their advisors' signatures.

Questions concerning the policy for complete withdrawal should be directed to the dean of students. Questions regarding adjustment for reducing the number of hours should be directed to the registrar's office. *(10 week withdrawal date approved on February 4, 1997)*

2.22 UNIVERSITY INITIATED WITHDRAWAL

The faculty assigns "WF" at any time before the tenth week of the semester, or by the dean of students whenever it is deemed appropriate. It is assigned either when a student has stopped attending classes without officially withdrawing, or when a student is withdrawn for disciplinary reasons. For purposes of grade point average calculation "WF" is equivalent to "F."

2.23 TRANSCRIPTS

Students wanting transcripts of their university work must present written requests to the registrar, giving at least one week's notice. A fee of \$3 is to be included with the request. All financial obligations to the university must be arranged to the satisfaction of the business office before transcripts will be released. Transcripts may be ordered online at www.anderson.edu/registrar.

3.0 SCHOLASTIC POLICIES

3.10 ACADEMIC INTEGRITY

Anderson University seeks to support and promote qualities of academic honesty and personal integrity and regards cheating, plagiarism and all other forms of academic dishonesty as serious offenses against the University community. Such offenses will be dealt with in an appropriate manner.

Cheating or academic dishonesty is defined as the deception of others about one's own work or about the work of another. Examples of cheating include but are not limited to:

1. Submitting another's work as one's own or allowing another to submit one's work as though it were his or hers.
2. Failure to properly acknowledge authorities quoted, cited, or consulted in the preparation of written work (plagiarism).
3. The use of a textbook or notes during an examination without permission of the instructor.
4. The getting or giving of unauthorized help on assignments.
5. Tampering with experimental data to obtain a "desired" result or creating results for experiments not done (dry labbing).
6. Tampering with or destroying the work of others.
7. Submitting substantial portions of the same academic work for credit or honors more than once without permission of the present instructor.
8. Lying about these or other academic matters.

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Students who are guilty of such academic violations can expect to be penalized. An instructor whose definition of cheating may differ from that stated above has the responsibility and obligation to so inform the student, in writing, at the beginning of the course. Those instructors who fail to do so have no basis for disciplinary action in instances of purported student dishonesty outside of the above provisions.

In all instances of academic dishonesty, instructors are urged to discuss the incident with the student and, if necessary, refer them to the Dean of Students office for more extensive counseling.

The course instructor shall have the authority to deal with instances of academic dishonesty within the framework of the following guidelines.

1. Faculty members must report any student who has violated the policy on academic integrity to the Vice President for Academic affairs. Following two reports against a particular student, action will be initiated under provisions of the judicial code and may lead to dismissal of the student from the University.
2. The maximum assessable penalty for a first offense shall not exceed double the original value of the assignment plus no option to make up the work in question.
3. Alternate courses of action may include, but are not limited to, the following:
 - a. Work may be redone for full or partial credit.
 - b. Alternate assignments may be given for full or partial credit.
 - c. Work may not be redone and no credit will be given for that particular assignment.

Students who, in the judgment of the instructor, have committed a serious act of academic dishonesty are to be reported to the Vice President for Academic Affairs. Following two such reports against a particular student, action will be initiated under provisions of the judicial code and may lead to dismissal of the student from the University.

The student has the right to appeal actions under this policy through the regular channels as established by the grade appeal process.

Grounds for appeal are:

1. insufficient evidence of dishonesty;
2. penalties assessed in excess of those allowed under the above guidelines; or
3. provisions of grade appeal cited in the Student Handbook.

In all instances of academic dishonesty, instructors are urged to counsel offenders and, if necessary, refer them to the Vice President for Academic Affairs for more extensive conversations.

3.11 ACADEMIC STANDING

To be in good academic standing, students must maintain the following standards:

HOURS EARNED GPA

1-29	1.6
30-59	1.8
60 or more	2.0

February 17, 2004

3.20 ACADEMIC PROBATION

Students may be dropped from the university at any time when excessive class absences or academic performance indicates inability or unwillingness to achieve normal progress toward a degree.

Typically, however, students not in good academic standing are placed on academic probation for a maximum of two consecutive semesters.

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In general students on academic probation may not participate in any extracurricular activities. The vice president for academic affairs or the vice president for student life has the final authority over the conditions placed upon students on academic probation. **December 11, 2001**

All students on academic probation are expected to develop and sign an academic support contract with the director of educational support services before attending classes. The academic support contract may include, but is not limited to, such items as study assistance, limits on work commitments, housing, course load, and class attendance.

Students not achieving acceptable standards are barred from returning to Anderson University for a period of at least one semester. Students who are readmitted, after having been barred once, are expected to attain a 2.00 current GPA in their next 12 hours and must continue to achieve or make substantial progress toward the stated minimal standards in order to continue. If they are barred again, it will be for at least two years. Any subsequent readmission will be regarded as a final opportunity to continue studies at Anderson University.

The vice president for academic affairs may request the barring appeals committee to review and make recommendations regarding cases when necessary. Extenuating circumstances may justify the continuation of students whose cumulative grade point average falls below the stated standards.

1. The Vice President for Academic Affairs will provide an **academic probation report** to the Academic Policies Committee each semester. This report will provide information concerning the number and progress of students on academic probation, and present, if appropriate, recommendations for changes in probation policy.
2. A barring appeals committee, comprised of one college dean, one faculty designate, and one student life staff member will be appointed by the Vice President for Academic Affairs to hear all barring appeals and requests for exemption from those policies concerning academic probation as stated in the Student Handbook or the Anderson University Catalog.

Additional academic policies are found in the current issue of the Catalog.

3.21 ACADEMIC PENALTY FROM STUDENT SUSPENSION

In the instance of a student suspension from classes resulting from institutional disciplinary action, academic work missed as a result of that suspension may not be completed prior to, during or after the stated period of suspension.

3.30 CLASSIFICATION OF STUDENTS

Class identification at Anderson University is determined as follows:

- **Freshmen:** Students who have completed fewer than 24 hours of college credit.
- **Sophomores:** Students who have completed 24-51 hours of college credit.
- **Juniors:** Students who have completed 52-87 hours of college credit.
- **Seniors:** Students who have completed 88 or more hours of college credit.
- **Lower-Division Students:** Freshmen and sophomores.
- **Upper-Division Students:** Juniors and seniors.
- **Part time:** Students carrying 1-11 hours.
- **Special:** Audit, guest students, and high school students.
- **Special Music:** Children or adults who are taking music lessons but are not doing academic work at the university level.

3.40 DEAN'S LIST

Full-time students (enrolled in 12 or more hours) who earn semester GPAs of 3.50 to 3.99 qualify for the Dean's List. Full-time students who earn perfect 4.00 semester GPAs qualify for the Dean's List with the additional honor of "Special Distinction."

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3.50 GRADES, HOURS, AND CREDIT POINTS

An “hour” is course work equivalent to one class hour per week for a semester. A “credit point” is a measure of the quality of work performed. Credit points are figured only on work completed at Anderson University.

Grade reports are issued by the registrar’s office in the following terms:

- A, A-** Achievement of superior quality in course objectives.
- B+, B, B-** Achievement of excellent quality in course objectives.
- C+, C, C-** Achievement of average or somewhat above average quality in course objectives.
- D+, D** Basically unsatisfactory achievement but of sufficient quality to meet minimal requirements.
- F** Clearly unsatisfactory or below minimal achievement of course objectives.
- I** Incomplete. Allows completion of delayed work by written agreement between instructor and student. Must be filed with the registrar before grades are processed; becomes F at the end of the fifth week of the following semester if not completed.
- IP** In progress.
- NR** Faculty did not record a grade.
- W** Withdrew.
- WF** Withdrawn failing.
- S** Work completed at C- level or above.
- U** Work completed at D+ level or below.
- CR** Work completed at a satisfactory level.
- NC** Work completed at an unsatisfactory level.

Students may withdraw from courses during the first five weeks without having notation on their transcripts; they may withdraw with a recorded W after the fifth week but no later than the end of the tenth week. Students may change their registration to or from S/U during the first five weeks of the semester. No withdrawals or changes in registration are permitted after the tenth week.

Plus/Minus Grading System approved March 16, 1999

CREDIT POINTS PER HOUR:

- A = 4.00 • B- = 2.67 • C- = 1.67
- A- = 3.67 • C+ = 2.33 • D += 1.33
- B+ = 3.33 • C = 2.00 • D = 1.00
- B = 3.00

No credit points are given for courses bearing grades of CR, NC, S, U, F, I, W, or WF. The credit point index is the ratio of the number of credit points earned to the number of hours attempted (excluding CR, NC, S, U, and W). No credit points are issued for transfer courses.

Mid-semester grades are available to all students online. Final semester grades are based on the work of the entire semester, which includes examinations and evaluations throughout the course.

3.60 GRADE APPEAL

Students believing there is adequate reason for grade reconsideration should consult the instructor who taught the course. If the question about the grade is not satisfactorily resolved, students should consult the appropriate college dean regarding procedures for further consideration. This procedure must be initiated by students no later than 30 days after grades have been issued.

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3.65 PROCEDURE FOR STUDENT APPEAL OF GRADES OR OTHER GRIEVANCES CONCERNING EVALUATION POLICIES OR PROCEDURES

Students may at times believe themselves to be subject to unfair academic evaluation. Students who have any such grievances have the right to make an appeal and to receive a fair hearing.

Grievances may result, for example, from receiving a lower semester grade than one expected in a class or from the belief that a given instructor failed to exercise caution against the possibility of grading bias ("halo effect"), did not follow stated evaluation policies or procedure, was negligent in the proctoring of examinations, failed to specify necessary course prerequisites, set up unrealistic standards, was careless in such matters as guarding the security of tests, used unreliable and invalid evaluation procedures, or failed to follow guidelines regarding violations of academic integrity.

The following procedure outlines the steps to be taken by a student (or group of students) in making appeals and the manner in which complaints will be handled:

1. A student who has a grievance is normally expected, first, to attempt to resolve the issue through consulting with the instructor with whom the grievance exists. This should be done during the semester at the time the grievance occurs unless it is in reference to the semester grade, final examination, or grades or other information not known to the student before the end of the semester. In the latter instances, the consultation with the instructor should occur no later than 30 days after the aggrieved student receives notice of the semester grades. A student who is some distance from campus and no longer within the community at this time may consult with the instructor by telephone or by letter. It is conceivable that on occasion extenuating circumstances may be such that it would not be feasible or advisable for the student to register a complaint with the instructor. In such unusual circumstances, the student may present the grievance directly to the dean of the appropriate college (the one in which the course was offered) as outlined in paragraph two.
2. A student who is unable to reach a satisfactory agreement with the instructor, or one who for reasons stated above has not conferred with the instructor, may then file a petition (in person or by letter) with the dean/director of the appropriate college/school requesting a review of the complaint. Such petition is to be filed within 15 days following the discussion with the instructor or, if the contact has been by letter, 15 days following the receipt of the instructor's reply. In filing said petition, the student must state the grievance clearly, indicate the date or dates on which the instructor was consulted, and give a brief statement as to his/her interpretation of the outcome of this discussion.
3. Upon receiving a petition for review of a grievance, the dean/director involved may seek additional information from the student (through interview or by letter) in an attempt to understand as fully as possible the nature of and the justifications for the complaint. The dean then will confer with the faculty member and may talk with both the faculty member and student together.
4. If the dean/director involved is unable to resolve the issue to the satisfaction of the student, that dean/director will request the Chair of the Appeals Committee to call a meeting of the committee for its consideration of the case. The committee will review all the information available to the dean involved and will give a hearing to the student and also to the instructor. The committee may consult with other students who are or were in the same course and also with the departmental chair or other faculty members in the department of the instructor against whom the complaint is registered.
5. When the Appeals Committee has made a thorough review of the case and has reached a decision about the grievance presented, it shall make its decision and recommendations known, in writing, to the student making the complaint, to the instructor against whom the complaint is filed, to the dean involved, and to the Vice President for Academic Affairs. If it is the conviction of the committee that the complaint is either partially or totally justified, the committee may make whatever recommendations appear appropriate to the instructor regarding reassessment of past performance or readjustment of future procedures. If a semester grade is in question, the committee may recommend to the instructor that a change of grade be considered. In unusual circumstances the Vice President for Academic Affairs may initiate such a change if the faculty member will not do so and there appear to be compelling reasons for such action. **(Adopted by Academic Policies Committee September 18, 1984)**

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3.70 CREDIT/NON-CREDIT GRADING

Some courses are offered only as credit, non-credit. As such, they appear in the master schedule of classes with a CR/NC registration. The hours taken are credited toward graduation but will not be considered in determining the grade point average.

3.80 SATISFACTORY/UNSATISFACTORY GRADING

In addition to registering for courses on a regular-grade basis, students also have the option of registering on a satisfactory-unsatisfactory (S/U) basis.

The S/U option seeks to facilitate intellectual exploration in search of a major, in support of a major, or in pursuit of a personal interest; to offer the flexibility of a grading process which most appropriately relates to the objectives of a particular course; and to provide an opportunity, without grade point consideration, for students to assess their own interests and abilities. This encourages greater communication between students and faculty concerning the meaning of evaluation.

Conditions for taking classes satisfactory-unsatisfactory are:

- Choosing the S/U option is always at the student's discretion.
- S/U options are limited to 12 hours for the student's entire college career and a maximum of 4 hours taken S/U in any one semester.
- No liberal arts courses taken to meet liberal arts requirements may be taken S/U.
- No courses in the academic major or minor or teacher certification programs may be taken S/U once the major or minor or program has been declared.
- If a student subsequently elects to major in a discipline in which a course had been graded satisfactory, that course, but no other such courses, may be counted in the major or minor.
- S signifies a grade of C- or better, and U a grade lower than C-.
- Courses taken on the S/U basis will not be considered in determining GPA.

Students should consult their advisors, or the chair of the department in which they major, regarding the desirability of taking courses S/U. The end of the fifth week is the last day for making a change in registration to or from S/U.

3.90 GRADE POINT AVERAGE

Grade point average (GPA) is computed by dividing the total number of credit points accumulated in courses for which a grade of A, A-, B+, B, B-, C+, C, C-, D+, D, F, or WF has been assigned by the total number of hours attempted in those courses. Courses for which a grade of IP, S, U, CR, NC, W, or NR has been assigned are not included in computing the GPA.

When the course is repeated, only the hours and credit points for the latest grade assigned for that course is counted in the total hours attempted and total credit points.

The following example shows how semester GPA and cumulative GPA are calculated:

Course Hours Attempted Grade Credit Points

ENGL 1110 3 C 6.00

SOCI 2010 3 B 9.00

BIOL 2210 4 A- 14.68

PSYC 2000 3 D 3.00

HIST 2030 3 F 0.00

Semester Total 16 32.68

Previous Semesters 27 74.00

Cumulative Total 43 106.68

Semester Credit Points 32.68 Cumulative Credit Points 106.68

Hours Attempted ÷ 16 Hours Attempted ÷ 43

Semester GPA = 2.04 Cumulative GPA = 2.48

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4.0 GRADUATION POLICIES

4.10 GRADUATION PROCEDURES

Application for graduation should be made in the spring preceding the senior year. Applications must be on file in the registrar's office by the following designated deadlines to allow sufficient time for processing:

- May 1 for December graduates
- Sept. 15 for May graduates
- Oct. 1 for August graduates

Students normally will meet the requirements of their matriculation catalog. Students wishing to use their graduation catalog in effect at the time of graduation to meet degree requirements must request an official change of catalog. A student's catalog expires 10 years after matriculation. If a catalog has expired, the requirements of the graduation catalog must be met. In matters of course standards, prerequisites, eligibility to continue, and other academic policies, students are subject to the regulations and procedures of the current academic year.

To graduate, students must be in good standing with the university and must have financial arrangements satisfactorily made with the business office. All incomplete grades must be removed, all institutional examination results recorded, and transfer credits from other institutions must be in the registrar's office by April 1 of the graduation year. The university reserves the right to remove students from participation in commencement based on academic deficiencies and/or disciplinary actions as defined by the dean of students at any time. Petitions to graduate in absentia must be filed with the university registrar at least 60 days before the commencement exercises.

4.20 GRADUATION HONORS

Students earning cumulative GPAs of 3.70 or above will be graduated cum laude; 3.80 and above, magna cum laude; and 3.90 and above, summa cum laude. Such honors are open only to students who have earned the qualifying GPA with a minimum of 60 hours at Anderson University. Students also may earn honors in the departments in which they do their major work. A student must attain a 3.00 GPA in all courses, a 3.50 GPA in all courses taken in a department, and must fulfill the specific departmental requirements. Annually, each department may have at least one student receiving departmental honors; the maximum number receiving honors is approximately 10 percent of the graduates in the department. Departmental and institutional honors are open only to students pursuing bachelor's degrees and are awarded after all work for the degree is completed.

6.0 MISCELLANEOUS POLICIES

5.10 TWO DEGREES CONCURRENTLY

Students who wish to earn any two degrees (B.A., B.M., B.S.N., or B.S.) concurrently must accumulate 30 semester hours of credit beyond the 124 credit hours required for the first degree. In addition, they must fulfill the Liberal Arts requirements for both degrees and the requirements for majors in each degree program. *December 4, 2007*

5.20 ACADEMIC FORGIVENESS

Students who are returning to Anderson University after an absence of 5 years or more may request academic forgiveness if they have left the university with unsatisfactory academic progress, meaning a G.P.A. of less than 2.0. The Academic Forgiveness Policy (AFP) applies to non-degreed, undergraduate students only. The following stipulations apply.

- Academic forgiveness can be claimed only one time; once granted, it is irreversible.
- For the purpose of figuring future G.P.A., all courses with a grade of C or better are accepted for credit and grades. All courses with C- or lower remain on the transcript with AFP notation, but no credit is earned.
- Before the transcript is reset and the G.P.A. is recalculated, a student must complete 12 hours at AU earning a C or better in all classes.

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- After readmission, a student must earn a minimum of 24 hours at AU before graduation.
- To request academic forgiveness, a student will reapply through Admissions and then state in writing his or her case to the Academic Appeals Committee.
- A student must meet all major(s) and liberal arts requirements as outlined in the appropriate academic catalog.
- A student receiving academic forgiveness is not eligible to graduate with honors.

For purposes of implementation, though the policy is not grandfathered indefinitely in the past, students who have re-matriculated in Semester I 2007 or later may apply to initiate the policy.

Feb. 17, 2009

5.30 FINAL EXAM STATEMENT

In the event that a student has more than two (2) final examinations scheduled by the University Registrar for one day, that student has the opportunity to move one examination to a different day of finals week. Students must contact all faculty concerned at least two (2) weeks prior to the first day of finals week.

April 28, 2009