

This section contains the policies, procedures, and regulations that govern the academic programs at Anderson College. The policies are subject to change with suitable notice.

Students' Right of Appeal

If a student feels that he or she has been treated unfairly, capriciously, or arbitrarily in any academic decision affecting him or her, he or she may appeal the decision. 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* with the person who made it, presenting his or her views on the issue. 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 division head, the Vice President for Academic and Student Affairs, and finally the President. With regard to appeals related to academic policies, other than those of instructors in individual courses, begin with the Dean of Student Services. Each person to whom an appeal is made has five working days in which to make a decision and to communicate the decision to the student. Students should understand that mere unhappiness with a decision that affects them adversely is not grounds for an appeal. In order 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 College's policies.

Declaring a Major

Students may declare their intention to major in a certain area at any time during the freshman or sophomore years, but they must complete a Declaration of Major form (available in the Academic Services Office) before the beginning of the next term following the term in which they have earned 60 semester hours of credit. Some majors require certain courses at the freshman and sophomore levels; therefore, the sooner a student decides upon a major, the sooner he or she can begin to meet the requirements for that major.

Students may elect to have a minor if there are sufficient number of elective hours in their majors or if they are willing to take additional hours. Since the requirements in the minors vary according to discipline, students should make their selection as early as possible but certainly no later than the beginning of 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 Division Head. This must be signed by the appropriate persons and kept in the advising folder. 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.

Minors are offered in the following disciplines:

Art	Music
Business	Religion
Chemistry	Spanish
English	Speech
History	Theatre
Mathematics	

Application for Graduation— Graduation Information

Students must file an Application for Graduation with the Registrar's Office by the following deadlines:

Date of Graduation:

- August 2001 (No ceremony)
- December 2001 (Ceremony on December 21)
- May 2002 (Ceremony on May 11)

Application Deadline:

- April 27, 2001
- April 27, 2001
- September 21, 2001

Failure to meet the stated deadline may result in a delay in time of graduation.

All students eligible to graduate in December 2001 or May 2002 are expected to participate in the graduation ceremony conducted at the conclusion of the semester in which they complete graduation requirements. Students graduating in August 2001 are invited to participate in the December 2001 ceremony.

A graduation fee of \$25 is required and is payable at the time the application for graduation is submitted. Caps and gowns are to be ordered from the college Bookstore.

Clearing Financial Obligations Prior to Graduation

A student who has any indebtedness to Anderson College for tuition, fees, library fines, parking fines, disciplinary fines, room, board, or Bookstore charges will not be cleared for graduation, will not be permitted to participate in a commencement ceremony, will not receive a diploma, and will not receive a transcript until his or her financial obligations to the College have been fulfilled.

Transferring Credits to Anderson College

Credit for transfer work is given for transferable courses successfully completed at a regionally accredited college or university. Credits earned at non-accredited institutions, non-college parallel programs at technical colleges, and non-traditional programs will be evaluated for transfer on a case-by-case basis.

All courses transferred to Anderson College will be entered on the academic transcript. Grades on transfer work will not be computed in grade point average. The grade point average for graduation is based on all courses attempted at Anderson College and is reflected in the "GRAD" line on the transcript.

No more than 72 semester hours will be accepted toward a bachelor's degree in transfer from an institution that awards only the associate degree. A maximum of 40 semester hours will be transferred to count toward requirements for the associate degree.

Only courses in which a grade of C or higher has been earned are transferable to Anderson College.

Substitution of transfer courses for courses required in degree programs at Anderson College 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 College is obliged by accreditation standards to accept in transfer only courses that are considered equivalents of the courses in the College's approved Teacher Education Program. The Head of the Division of Education must approve all transfer courses that are to count in the education majors.

Transcripts of academic records of transfer students will be evaluated as soon as possible after the admissions process has been completed, and the students will be directed by the Admissions Office to make an appointment with the division head of their chosen major. The division head will advise the student of the courses that have been accepted in transfer.

Residency Requirement

Candidates for the bachelor's degree must complete a minimum of 36 semester hours' credit at Anderson College, including at least 15 semester hours' upper-division credit in the major. Thirty of the 36 that must be taken at Anderson College must be the last hours completed in the degree program. For associate degrees,

24 of the last 34 hours presented for graduation must have been earned at Anderson College.

CLEP, ACE Credits, and Correspondence Courses

A maximum of 24 semester hours' credit is given for formal education in the armed services using the recommendations of the American Council on Education. Credit earned through correspondence studies offered by an accredited college or university may be transferred to Anderson College. A maximum of 24 semester hours of CLEP credit may be applied toward a degree at the College. No credit is awarded for CLEP general examinations. For a list of CLEP tests, the course equivalents, and the minimum scores required for receiving course credit, please check with the Registrar's Office.

Credit by Examination (Course Challenge)

With the approval of the appropriate faculty member and division head, a student may receive credit for certain courses in the Anderson College curriculum by demonstrating mastery through an examination. The faculty member and the division head will make the judgment as to whether credit by examination is appropriate in a given course. Normally, such courses are those in which mastery of content is or can be judged primarily through a written examination. Earning credit through examination is not a right. It is an opportunity that may be granted under certain circumstances.

A student may not register to

receive credit by examination for an independent or directed study course, a course which he or she has audited, a course for which there is an acceptable CLEP examination, or a course in which he or she has previously earned a grade of D or F. Students wishing to receive credit by examination may not attend any classes in a course he or she intends to challenge.

After a student wishing to earn such credit has received permission from the faculty member and the division head, he or she must register for the examination during the registration period for the semester or summer term in which he or she intends to take the examination and must pay an examination fee of \$50. He or she should consult the faculty member early in the term to be informed of the content that will be covered on the examination and the standards by which the examination will be evaluated. However, the faculty member will not provide the student any instruction or other assistance beyond a description of the examination and a recommended list of readings.

In order to receive credit by examination, the student must pass the examination with a grade of C or higher. If a student successfully challenges a course, a notation of CR will be placed on his or her transcript indicating that credit has been awarded for the course. If the grade on the examination is below C, a notation of NC will be recorded indicating that no credit has been awarded. The semester

hours earned through credit by examination will count in the hours earned; however, since no grade is assigned, a student's grade-point average is not affected by a course challenge.

Anderson College Chapel Program

The Anderson College Chapel Program is a weekly worship service on Tuesdays at 9:30 a.m., during both fall and spring semesters. Our weekly chapel service is consistent with the denominational heritage of Anderson College and its purpose is to provide the faculty, staff and students an opportunity to worship together as a Christian community. Furthermore, chapel seeks to encourage spiritual growth and development for AC students and provide them with opportunities for leadership in worship. The chapel programs are arranged and directed by the Chapel Coordinator. Requirements for chapel attendance by students are found in the *Student Handbook*.

Second Degree Awards

Students desiring to earn two bachelor's degrees must complete at least 30 semester hours beyond the requirements for the first degree and must complete 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. Students who pursue both an associate and a bachelor's degree at Anderson College must apply for the associate degree at

the time they complete the requirements for it. The College will not confer both an associate and a bachelor's degree upon a student at the same time.

Double Major

Students who wish to pursue a double major or concentration must complete all of the general education and major requirements for both majors or concentrations. It is unlikely that a student could complete the requirements for a double major within the eight semesters normally required to earn a bachelor's degree.

Degree Designations on Diplomas

Diplomas from Anderson College will bear the degree earned, the major (where applicable), and the concentration (where applicable). The following is an example:

Bachelor of Science

Business: Management

The student's academic record (transcript) will also list the appropriate degree, major, and concentration.

Advanced Placement

Advanced Placement examinations on which a score of 3 or higher is earned will be accepted as equivalent credit to a course completed at Anderson College provided that an official copy of the score is received by the Registrar's Office. A student will receive credit earned (CR) on his or her transcript after the Registrar's Office receives an official score from the College Entrance Examination Board (CEEB). A student may receive a credit that is

equivalent to a full year's study in a specific subject.

Registration

Registration is the process of enrolling in classes for a semester or a summer term. Returning students may pre-register for classes at the end of each semester, working with their faculty advisors. New students will pre-register for classes during Summer Orientation or at other times set by the Registrar. Late registration will be completed during the Drop/Add period at the beginning of each term. The student must be in good financial standing in order to complete the registration process.

Academic Load

The academic load of college students is measured in terms of "semester hours." The student normally takes 16 semester hours each semester. This usually consists of five to six different subjects. One tuition fee is charged to all full-time students, that is, those enrolled for 12–18 semester hours. The student who takes more than 18 semester hours, excluding Art 190-191, 290-291, 390-391, Theatre 101, 201, 301, ROTC, or Music 120, 121, 122, 123, 124, 125, 126, 127, 134, 135, 144, 145, is charged additional tuition. Some courses, such as applied music courses, require an additional fee regardless of the student's load.

Depending upon his or her grade-point average, a student may be advised to register for fewer semester hours than the normal load. Students with high grade-point averages (3.0 or higher) may

be permitted to register for more than the normal semester-hour load.

Students enrolled in 12 or more semester hours of course work are classified as full-time students. Resident students are required to be enrolled in at least 12 hours of course work in order to retain the privilege of living in a college residence hall.

Students who enter as either “conditionally admitted” or as participants of the College Opportunity Program are limited to a maximum of 15 credit hours during the first semester of enrollment.

Teacher Education Program Policies

Students must be admitted into the Teacher Education Program **one full semester** prior to the semester in which they are enrolled in student teaching.

Students who already hold a bachelor’s degree and are seeking to fulfill requirements for certification as teachers must adhere to the same regulations as degree-seeking students. In order for these students to be recommended by the South Carolina Department of Education for certification by Anderson College, they must meet the following requirements:

Those seeking certification in early childhood, elementary, and special education must complete at least 30 semester hours in professional education courses, including student teaching, at Anderson College. Students seeking certification in art, biology, English, math, music, physical education, social studies, or Spanish must complete a program at Anderson College in the teaching

field and in professional education courses, including student teaching, prescribed by the Director of Teacher Education and the appropriate division head. The prescribed program must include a minimum of 30 semester hours earned at Anderson College.

Students pursuing programs leading to certification as teachers are responsible for creating and maintaining a professional portfolio, that will be submitted at predetermined intervals. Students completing their student teaching experience will submit their completed portfolio for review by college supervisors involved in the student teaching experience.

Pending approval from the State Department of Education, a student may elect to become prepared to be a Special Education teacher with Learning Disabled students.

In-service teachers may elect to add certification to their current certificate in any of the State-approved programs. See the Director of Teacher Education for details.

Requirements for admission to and retention in the Anderson College Teacher Education Program include the following:

- 1) passing score on all three parts of the State’s Basic Competency Exam (Praxis I);
- 2) completed application for admission to the Teacher Education Program;
- 3) credit for 60 semester hours with a cumulative 2.5 GPA;
- 4) evidence of emotional and physical ability to carry out the tasks of teaching;
- 5) successful completion of an interview with members of the Teacher Education Committee;

- 6) a grade of "C" or higher in ENG 101, 102, SPE 102, EDU 111, and EDU 195;
- 7) a cumulative 2.5 GPA to remain in the Teacher Education Program and to be recommended for certification following graduation;
- 8) a teacher candidate portfolio that has passed with a satisfactory rating.

Any student whose GPA falls below 2.5 after being admitted to the Teacher Education Program will be placed on probation for one semester. No student will be placed in student teaching if the grade point average is below 2.5. During this semester, he or she will be permitted to register for professional education courses except for student teaching. If the student's GPA falls below 2.5 for two consecutive semesters, he or she will be removed from the Teacher Education Program, will not be permitted to register for any additional education courses, and must apply for readmission to the Teacher Education Program, following the same process as initial admission, including an interview. The student may appeal his or her suspension following the policy as outlined on page 128 of the Anderson College catalog, with the exception that the appeal must be initiated with the Director of Teacher Education rather than the Dean of Student Services.

Students pursuing teacher certification may not register for professional/upper-division education courses or any upper division methods or teaching practicum courses until they have been admitted to the Teacher

Education Program.

A student who is admitted to the Teacher Education Program must complete all requirements listed in the Teacher Education Handbook before starting student teaching.

Because of the complexity and length of the *Teacher Education Program*, the College cannot guarantee that all students will be able to get all of the courses they will need in eight semesters. Therefore, attendance at summer school or at one or more additional semesters might be necessary for some students.

Upon successful completion of all state requirements for initial certification, the teacher candidate is viewed as a program completer and is recommended for initial certification to the South Carolina State Department of Education.

If a student who has been admitted to the Teacher Education Program later decides not to seek certification or is deemed unqualified to be recommended for certification or does not complete student teaching with a grade of "C" or higher may be allowed to earn a degree in his or her major with the understanding that he or she will not be recommended as a program completer by Anderson College for certification by the South Carolina State Department of Education. The student must sign a waiver specifying his or her understanding that he or she will not be recommended by Anderson College for certification.

A student who has been admitted to the Teacher Education Program and who does not successfully complete student teaching (or who

elects not to take the course) will be required to complete all other courses listed on the Individual Program Worksheet as well as a sufficient number of elective hours to achieve the total number of hours required in the degree program. If he or she earns a “D” in student teaching, this grade may count in determining the total number of hours earned for the degree; but he or she will not be recommended for certification.

Only under unusual circumstances will a student who earns a “D” or an “F” in student teaching be permitted to repeat the course. A decision to permit a student to repeat the course will be made only if there is consensus among the faculty who have taught the student in professional education courses that he or she possesses the skill, knowledge, and motivation necessary for successfully completing student teaching.

If a student cannot complete student teaching because of illness or other extenuating circumstances, he or she may be assigned an incomplete grade and permitted to complete the course in a subsequent semester. The Director of Teacher Education must approve a request for an incomplete grade in student teaching.

A student will be allowed to withdraw from student teaching by following College policy for withdrawing from courses.

Policy Regarding Students Who Are Seeking Teacher Certification Only

Students who are seeking a teaching certificate must meet all of the

College, state, regional, and national standards that traditional students are required to meet. All students must be formally admitted into the Teacher Education Program and must meet the standards that are published in the College catalog. Candidates must complete the following:

1. present official transcripts from an accredited degree-granting college or university;
2. have their transcript(s) reviewed by the Director of Teacher Education and the Coordinator of the Program in which the student is seeking a credential to teach;
3. have in the permanent file a signed statement from the Director of Teacher Education and the Coordinator of the Education Program to indicate an agreement with the program of study; and
4. must be accepted into the Teacher Education Program after meeting all admission guidelines as outlined in the catalog.

An Individual Program Worksheet will be kept on file by the Director of Teacher Education. The Director will serve as the advisor for each of these candidates until the candidate is admitted into the program. At this point the student will become the responsibility of the Program Coordinator for the area in which the student is seeking certification to teach.

The student is responsible for presenting course descriptions of any courses taken at other institutions not accepted in transfer so that a determination may be made as to the correlation of program requirements

and any additional course transfer(s). The decision will be made by the Director of Teacher Education in consultation with Program Coordinators.

Should the student not have the required 2.5 GPA with the undergraduate degree, the student may take an additional 12 hours of general education courses to establish a 2.5 GPA at Anderson College. The courses will be determined by the Director of Teacher Education and the Program Coordinator.

Policy for Length of Time Between Completion of Coursework and Student Teaching

A student who has all coursework completed toward a teaching degree or teaching certification may have up to four semesters from the time of completion of coursework to enroll in student teaching. To enroll, the student must receive permission from the Director of Teacher Education.

After the fourth semester, the following conditions for student teaching must be met: (1) Permission from the Director of Teacher Education and the Teacher Education Committee, and (2) meet the requirements of the current catalog for the education area in which certification is being requested.

Developmental Courses

Students who need to improve their academic skills in order to succeed in college-level courses are provided developmental classes in English and mathematics. These classes provide the information and skills necessary to perform satisfactorily in college-

level courses in these subjects. A writing placement test, in addition to SAT and/or ACT scores and high school achievement, is used to identify students needing the special courses. Students who are placed in one or more of these courses may require longer than the normal period to complete the academic program at Anderson College.

These courses, which are numbered 100 or below, do not count toward graduation. However, grades earned in these courses count in the computation of the student's grade-point average. They also count in determining full-time status and in eligibility to participate in intercollegiate athletics.

Tests and Examinations

All students who enter Anderson College as first-time college students are given a test in English (writing). Those required to take this test do so because they earned below a certain score on the Verbal SAT and/or the English section of the ACT. This test determines whether a student should be placed in a developmental course in English. Students who wish to enroll in music or chemistry must take placement tests in those subjects. Students who have studied French or Spanish in high school and who make a satisfactory score on the 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 they are allowed to

transfer courses which are considered the equivalent of English courses that meet the College’s general education requirements in these areas.

Students stand periodic tests in all classes and stand a final examination at the end of the semester. The 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. Absences caused by a student’s representing Anderson College in some activity sponsored by the College are excused, and the work missed for such activities may be made up. It should be noted that an excused absence merely allows a student to make up the work missed. It does not remove the absence from the student’s attendance record.

The semester’s work for a course ends when the final examination has been given.

Grading System

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

Letter Grade	Value	Grade Point
A	Excellent	4
B	Good	3
C	Average	2
D	Passing	1
CR	Credit	0
NC	No Credit	0
F	Failing	0
I	Incomplete– A student- requested grade	0
P	Pass	0

W	Withdraw– A student- requested grade	0
NR	No report by instructor	0
X	Audit, no credit	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 which may appear in the event 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 his or her 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. The Registrar’s Office will, at no charge, give a student a copy of his/her record to consult.

Pass/Fail Option

To encourage students to broaden their academic program by registering for electives they might wish to take but instead avoid for fear of hurting their grade-point average, Anderson College has established a policy whereby students, under certain circumstances, may register for a limited number of semester hours’ credit on a pass/fail basis.

Guidelines:

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 requirement in their major on a pass/fail basis. 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.

Procedures:

Students who wish to register for a course on a pass/fail basis record this option on their registration form at the time of pre-registration or registration. 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 Registrar records the grade of P 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, but the grade does not count in the computation of the grade-point average. Likewise, the grade F in a pass/fail course, while it is recorded on the student's transcript, is not computed in the grade-point average and obviously does not increase the number of credit hours earned.

Grade Changes

Once a grade has been reported to the Registrar's Office, it may be changed by the instructor only to correct a computational error; and such changes must be approved by the head of the division in which the course is listed. If a student feels that a grade he or she receives has been assigned unfairly, prejudicially, or capriciously, he or she may appeal the grade. The appeal must be presented in the following order: the instructor who assigned the grade, the head of the division in which the course is listed, the Academic Dean, and the President. However, a decision to change a grade in such cases can be made only by the Academic Dean or the President.

Grade Point Average

The grade point average 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 three different calculations of his or her grade-point average:

- (1) The grade-point average designated as "AC" includes only those grades earned in courses numbered 101 or higher and is used to determine eligibility for the Dean's List, honors at graduation, admission to the Teacher Education Program, and graduation.
- (2) The grade-point average designated on the transcript as "CUM" reflects grades earned in courses number 100 or below (developmental or remedial courses), as well as all other work completed at Anderson College. Academic probation and suspension are determined by this calculation of the grade-point average.

Grade Reports

Grades are reported to students regularly. At the middle of the semester, the student receives a written grade report. The mid-semester grade report is a progress report to the student, and it does not become a part of the student's permanent record. At the end of the semester, grade reports are mailed to the address to which the students have requested that they be sent. Any changes in name, address, or other information must be reported to the Registrar's Office. If a grade report has not been received through the mail within a month after the end of a semester, the student should contact the Registrar's Office.

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. A student may not "take" an incomplete grade simply because he or she has not completed 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.

If the student requests an extension of this time, he may receive an extension depending upon the approval of the faculty member.

Incomplete is a temporary grade and will be changed to a failing grade if the work for the course is not completed within thirty days.

A final grade report is not sent to students after finishing an incomplete. The student may consult either the course instructor or Registrar for the final grade.

Grades in Major Courses

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

Repetition of Courses

Students may only repeat a course in which they previously earned a grade of "D" or "F." A course can be repeated only at Anderson College.

A course 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 Academic Dean.

In order to assure that academic records will accurately reflect the effects of repeating a course, students are required to complete the necessary form in the Registrar’s Office. This notification must be presented by mid-semester of the term during which the course is being repeated.

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.

Classification of Students

Students are classified according to the number of semester hours they have earned, according to 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 enrolled in associate degree programs are classified according to the intervals described above, except that the classification goes no higher than Sophomore, regardless of the number of hours earned.

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. Any student registered for fewer than 12 hours is considered part-time. Resident students must be full-time students. If a resident student drops below 12 semester hours, he or she must receive permission from the Dean of Student Services to remain in a college residence.

Academic Probation

Students must meet the following minimum requirements in order to avoid being placed on academic probation:

For each semester in which the number of semester hours attempted are:	*The minimum cumulative grade-point average earned must be:
12–25	1.3
13–25	1.4
26–38	1.5
39–51	1.6
52–64	1.7
65–77	1.8
78–90	1.9
91 or above	2.0

*as reflected in the “CUM” line

Academic Suspension

If a student fails to meet the above minimum requirement for two consecutive semesters, he/she will be suspended from Anderson College 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 College. 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 he or she has attempted 12 semester hours of course work.

A student who, in two consecutive semesters, does not complete at least 60 percent of the course work for which he/she is registered, will be placed on quantitative academic probation regardless of his/her grade point average. If he/she fails during a third consecutive semester to complete at least 60 percent of the course work for which he/she is registered, he/she will be suspended. This policy applies to part-time as well as full-time students who receive federal funds.

Satisfactory Academic Progress

Students are considered to be making satisfactory academic progress unless or until they are suspended from Anderson College

for failure to meet the minimum academic requirements for two consecutive semesters, as described in the previous sections entitled "Academic Probation" and "Academic Suspension."

Suspension Appeals and Eligibility for Financial Aid

Any student who has been suspended may appeal in writing to the Dean of Student Services to have the suspension set aside. 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 some 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 will not necessarily be considered as making satisfactory progress and may not have their eligibility for financial aid reinstated. However, under certain circumstances, the Dean of Student Services may determine that a student readmitted after being suspended is making satisfactory progress and is therefore eligible for financial aid. Students who are readmitted following suspension are not entitled to institutional or federal financial aid until such time as the Dean of Student Services determines that the student is making satisfactory academic progress.

Readmission Following Suspension

Students are suspended for one semester. The 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 College. If a student wishes to enroll at Anderson College following the period of suspension, he/she must apply for readmission through the Admissions Office. Decisions regarding readmission will be based on evidence supporting the probability that the readmitted student will be able to complete the academic program at Anderson College. Students readmitted following suspension will be admitted on academic probation.

If a student suspended from Anderson College completes one or more courses at another institution during the period of suspension and is later readmitted to Anderson College, the course or courses taken during the period of suspension may not be transferred to Anderson College.

If a student has had an academic suspension set aside through a successful appeal or has been readmitted after being suspended, he/she will continue on academic probation during the subsequent semester. At the end of this semester of probation, a student must achieve a grade-point average that will allow him/her to be removed from probation or be suspended for a second time. Readmission following a second suspension is not likely and would be granted only under unusual circumstances.

Continuing Enrollment

Students who intend to reenroll in the college in the next semester are required to file with the Admissions Office a Confirmation of Intention to Enroll by April 1 for the following fall semester and by November 1 for the following spring semester. If the student is in good academic standing with the college, his or her continued enrollment is approved.

Interruption of Enrollment

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

Academic Honesty and Dishonesty

Students at Anderson College 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 College 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 College 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 College community. The policy on Academic Dishonesty is described in its entirety under the section of the *Student Handbook* dealing with academic regulations and policies. The forms of academic dishonesty addressed by this policy include plagiarism, fabrication, cheating, and academic misconduct.

Class Attendance Regulations for Semester Classes

Enrollment in a course obligates the student not only for prompt completion of all work assigned but also for punctual and regular attendance. It is the student's responsibility to be informed concerning all assignments made. Absences, whether excused or unexcused, do not absolve him or her from this responsibility.

Absence from more than three times the number of scheduled class sessions per week, whether excused or unexcused as judged by the instructor, is excessive, and the student will receive a grade of "F" unless the student requests a withdrawal or an incomplete, according to the policies stated in this catalog and the *Student Handbook*.

The individual instructor may choose to require higher standards than those described above. Each instructor's attendance policy will be published at the beginning of each semester as a part of the course syllabus. It is of particular importance that a student be aware of scheduled college events that will require class absence and plan accordingly.

When a student exceeds the number of absences permitted by an instructor, the instructor will notify the Registrar that the grade of "F" is to be recorded for the student; and the student will be dropped from the course roll.

The College issues an official leave of absence to students who represent the College in college-sponsored activities which make it necessary for them to be absent from class. Sponsors of such activities must have prior administrative approval for each anticipated absence of students. The leave of absence does not permit a student to miss more classes than are allowed by the attendance policies of the institution and the instructor. It merely allows him or her to make up the work missed. When an instructor deems an absence to be excused, the student must, within three days of his/her return to class, make arrangements with the instructor to make up the work missed.

If a student thinks that the faculty member's attendance record is in error, or if there are extenuating circumstances that warrant a reconsideration of the instructor's decision, then an appeal may be made. The student should first discuss the matter with the instructor in question. If the issue is not resolved, the next level of appeal is the division head and then the Dean of Student Services, the Academic Dean, and finally, to the President. The student should continue to attend class and complete assignments until the appeal process has been resolved.

Withdrawal From Courses

Beginning May 15, 1998, students at Anderson College will be permitted to withdraw from no more than 15 semester hours of course work from the date of their admission to the College through the date of their graduation. Students enrolled at the College before that date will be permitted to withdraw from no more than 15 semester hours beyond the number of hours from which they had withdrawn prior to May 15, 1998. This regulation applies to the summer sessions as well as the regular semesters.

Transfer students will be permitted to withdraw from the following number of semester hours of course work at Anderson College depending on the number of hours that are transferred in:

Hours transferred	Maximum number of hours from which students may withdraw
0-29	15
30-59	12
60-89	9
90 or above	6

If a student withdraws from one or more courses during the first two weeks of the semester but does not withdraw officially from the College, those courses will not count in the number of withdrawals permitted and will not appear on the student's record for the semester.

Students who officially withdraw from a course on or before mid-term grades are due will receive a grade of "W." This date is published in the College catalog. It is the student's responsibility to submit a course

withdrawal form, signed by his or her advisor and by the instructor, to the Registrar's Office by the deadline for withdrawing from courses. If a student withdraws from a course after the deadline, the grade of "F" will be recorded for the course unless the student can prove highly extenuating circumstances causing the late withdrawal. In such a case, the instructor may give approval for the student to receive the grade of "W."

If a student exceeds the number of absences permitted in a course before the deadline for withdrawing from courses, the instructor will notify the Registrar's Office that the student is to be withdrawn from the course and given a grade of W. This grade will count toward the maximum number of withdrawals the student is allowed. If a student exceeds the number of absences allowed in a course after the deadline for withdrawing from courses, he or she will be withdrawn from the course by the professor and a grade of F will be recorded for the course.

There is no refund of tuition for full-time or part-time resident students who withdraw from one or more courses anytime 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 Information section of this catalog.

Withdrawal From the College

Students may withdraw from the College by contacting the Dean of Student Services and following the procedure for official withdrawal. The official withdrawal date will be the last day a student attends classes.

When a student officially withdraws from the College, provided the withdrawal date is on or before the day mid-term grades are due, he or she receives the grade of "W" in each course in which the student is registered. If the student fails to follow the procedure for official withdrawal or if the withdrawal date is after the date mid-term grades are due, the grade of "F" is assigned for all courses in which he or she is registered. If a student's withdrawal from College after the deadline is caused by extenuating circumstances, he or she may appeal to the Dean of Student Services for approval to receive the grade of "W" in his or her courses.

Students who withdraw from College may be eligible for partial refund. Refer to the Financial Information section of this catalog for the refund schedules.

Dropping and Adding Courses

At the beginning of the semester, there is a three-day drop/add period. Any course dropped during the first two calendar weeks does not appear on the student record, and the student is not charged for it. There is a fee for dropping or adding any course after registration. No course can be added after the third class day for classes that meet three times weekly, after the second class

day for classes that meet twice weekly, or after the day before a once-a-week class meets for the second time.

If a student does not attend class at all during the first two weeks of the academic term without prior agreement with the instructor, the student will be withdrawn by the instructor during the third week. The instructor will also withdraw a student from a course if and when he or she exceeds the number of absences allowed in the course, and a grade of "F" will be recorded.

Financial and Academic Responsibility

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

Dean's List

Students of outstanding academic achievement are recognized each term by inclusion on the Dean's List. These are full-time students who have a term grade point average of 3.5 or better. Grades in courses number 100 or below are not calculated in the determination of eligibility for the Dean's List as reflected by the GPA on the "AC" line.

Graduation Honors

Anderson College follows the practice of graduating students with honors and conferring suitable awards to graduates of

high accomplishment. During the commencement exercises, three categories of awards are made 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 bears the name of a former President of the College, Dr. Annie Dove Denmark. Students named to this honor represent the highest Anderson College tradition 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 their achievement appears on their diploma. The graduation program and diploma designate honor graduates of high academic attainment using the following Latin phrases: *Cum Laude*—with praise—3.5 to 3.74 grade-point average; *Magna Cum Laude*—with great praise—3.75 to 3.94; *Summa Cum Laude*—with highest praise—3.95 to 4.00. Grades in courses number 100 or below are not calculated in the determination of eligibility for graduating with honors.

Student Records

Anderson College maintains the following records. (1) Academic records are maintained in the Registrar's Office. (2) Admissions

records are transferred from the Admissions Office to the Academic Services Center upon a student's enrollment. (3) Advising records are maintained by faculty advisors and by the Director of Academic Services. The Advising Record, which is the permanent record, contains the following items: admissions application, grade reports, 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. These are not accessible to the student. (9) Disciplinary records are maintained in the Student Services Office and kept for five years beyond the student's initial enrollment at Anderson College.

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 College 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 his or her campus and home address.

In keeping with the provisions of the Federal Education Rights and Privacy Act of 1974, the College will not issue transcripts or other personally identifiable records of a student without the student's written consent, except as indicated below:

- (1) Anderson College 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.
- (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 College without written consent unless the College is instructed to withhold such information from the public. Items of public information are name, address, telephone listing, parents' names, date of birth, religious affiliation, field of study, participation in officially recognized activities and sports, weight and height of varsity athletes, dates of

attendance, degrees and awards received, and previous educational institutions attended. Any student who does not want this information released by the College must communicate this preference in writing to the Registrar by the end of the first week of classes each semester.

Special Policy for Students Receiving Veterans Administration Benefits

Students who receive VA benefits are subject to special rules with regard to academic probation and course withdrawal. These rules are imposed by the governmental agency. 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 College 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 made necessary by extenuating circumstances. The VA Benefits Program is administered by the Registrar's Office.

Independent and Directed Studies

Students may take by independent study a course in the College curriculum with approval of the instructor, advisor, and division head. 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 College but which is appropriate to the mission and scope of the College.

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 full-time tuition charges. The tuition is assessed on the basis of whatever per credit hour is being charged at the time the independent study or directed study course is offered.

Faculty, staff, and their dependents must pay the full amount of tuition charged for independent study or directed study courses.

Course Numbering

Courses designated for different levels are numbered as follows:

- 100-level —Freshman
- 200-level —Sophomore
- 300-level —Junior
- 400-level —Senior

Students classified as 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 400-level course for which they meet the prerequisite. Students pursuing the A.A. degree may not register for 300–400-level courses.

Requests for Transcripts

Students may request a copy of their academic record (transcript) by filling out a “Transcript Request Form” in the Registrar’s Office. The first transcript is free, and all others are \$3.00 each. Transcripts will not be released for any individual who has any indebtedness to Anderson College.