

# Organization of the University

## ACADEMIC DEPARTMENTS

The undergraduate curriculum is housed in several departments, each responsible to an area Dean. Inquiries about a specific department should be addressed to the chair or director listed. Requirements for majors within a department are listed at the beginning of the description of each department.

### Arts and Sciences—David Strawn, Dean

Art and Design . . . . . Jim Skalman, Chair  
Biology . . . . . Kerry Fulcher, Chair  
Chemistry . . . . . Ken Martin, Chair  
Literature, Journalism,  
and Modern Languages . . . Hadley Wood, Chair  
Mathematics and  
Computer Science . . . . . Maria Zack, Chair  
Music . . . . . Paul Kenyon, Chair  
Philosophy and Religion . . . Michael Lodahl, Chair  
Physics and Engineering . . . Keith Walker, Chair

### Graduate and Continuing Education—

Darrel R. Falk, Dean

Graduate Business . . . . . Bruce Schooling, Director  
Graduate Education  
Mission Valley . . . . . Jo Birdsell, Director  
Bakersfield . . . . . Don Burnard, Director  
Arcadia . . . . . David Haney, Director  
Graduate Religion . . . . . Michael Lohahl, Director  
John Wright, Director  
Teacher Education . . . . . Chuck Downing, Chair

### Social Science and Professional Studies—

Rebecca A. Havens, Dean

Accountancy, Business,  
and Economics . . . . . Gene Shea, Chair  
Communication  
and Theatre . . . . . G. L. Forward, Chair  
Family and Consumer Sciences . . Kay Wilder, Chair  
History and Political Science . . . Linda Beail, Chair  
Kinesiology . . . . . Ted Anderson, Chair  
Nursing . . . . . Dottie Crummy, Chair  
Psychology . . . . . G. Michael Leffel, Chair  
Sociology and Social Work . . . David Barrows, Chair

## ACADEMIC GOVERNANCE

Point Loma Nazarene University is committed to broad-based participation in decision making as evidenced in the organization of the faculty and administration. Both groups serve, often with student members, on a wide range of councils and committees that deal with administrative and faculty areas of concern. Recommendations are brought to faculty meetings and/or to the administration through the Administrative

Cabinet. A complete listing of the committee structure is included in the *Faculty Handbook*.

In matters of curriculum, the various academic units (education, arts and sciences, and social science and professional studies) propose changes through the Academic Policies Committee, and then on to a general meeting of the faculty acting as a committee of the whole. The Provost provides general direction to these efforts with the assistance of the Associate Provosts. The Academic Affairs Committee of the Board of Trustees acts upon matters of policy relative to the academic program.

## Undergraduate Education

### The Curricula

It is the goal of the University to provide an education in the liberal arts tradition and in professional areas that balance a broadening experience in its General Education Program with the depth necessary to concentrate in one of the major programs.

The undergraduate curricula at Point Loma Nazarene University include a wide variety of programs. Majors from Accounting to Theatre are complemented by minors and credentials in many areas. The University also encourages and assists students who wish to study abroad. Many programs feature internships and practicum experiences. Off-campus cooperative programs also offer students the benefits of spending a part of their educational experience in nearby locations or on the other side of the globe.

## THE GENERAL EDUCATION PROGRAM

### Curriculum

The purpose of the General Education Program is to provide a common educational experience, to develop essential skills, and to provide broad cultural background for personal and professional growth.

The curriculum is listed under a four-fold division. This structure provides continuity with the Wesleyan approach to knowledge by emphasizing the human response as foundational to the developing, exploring, and seeking aspects of education. The divisions, although not mutually exclusive or all-encompassing, organize similar themes relevant to faith and learning. Each complements the others and, in each, conscious efforts are made to reveal connections, develop perspectives, and build synthetic thinking skills. These divisions are: Responding to the Sacred, Developing Cognitive Skills, Exploring an Interdependent World, and Seeking Cultural Perspectives.



Ocean Beach Pier

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### General Education Prerequisites

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Students are required to demonstrate basic competence in mathematics and writing based on standardized test scores. *Any remedial courses, numbered below 100, taken to satisfy competency requirements, are in addition to the 128 units required for graduation.*

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### General Education Requirements

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The specific requirements in the General Education Program, as established by the faculty, represent a broad-based experience in skills and ideas. The following selection of courses is designed to guide the student toward a liberalizing educational experience in the arts and sciences while allowing for substantial choice in the development of that education.

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## I. Responding to the Sacred

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*A study of Scripture and Christian heritage as foundational in the pursuit of knowledge and the development of personal values.*

Students transferring to the University for the first time with 57 or more units, none of which is in religion, take only five units in this category at Point Loma (three of which must be upper-division).

### A. Biblical Foundations [2 courses; 5 units]

COURSE #	TITLE	UNITS
BIB 101	Old Testament History and Religion	2
BIB 102	New Testament History and Religion	3

### B. The Christian Tradition [1 course; 3 units]

COURSE #	TITLE	UNITS
CHU 395	The Christian Tradition	.3
OR		
THE 306	The Life of Holiness	.3

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## II. Developing Cognitive Abilities

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*A pursuit of personal awareness and skill development, focusing on the analytical, communication, and quantitative skills necessary for successful living in modern society.*

### A. Personal Development [1 course; 3-4 units]

COURSE #	TITLE	UNITS
PSY 101	Psychology of Personal Development	.4
<i>Required of all freshman and transfer students with fewer than 24 units. All others take:</i>		
PSY 103	General Psychology	.3

### B. Critical Thinking and Communication

[2 courses; 6-8 units]

COURSE #	TITLE	UNITS
WRI 110*	Freshman Composition	.5
OR		
WRI 120*	Honors in English Composition	.3
COM 100	Principles of Human Communication	.3

### C. Problem Solving [1 course; 3-5 units]

COURSE #	TITLE	UNITS
MTH 303	Problem Solving	.3
OR		
MTH 145	Calculus with Applications	.5
OR		
MTH 164	Calculus I	.4

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## III. Exploring an Interdependent World

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*An introduction to the natural and social sciences as tools for exploring the world, with emphasis on collecting and interpreting empirical data for both theoretical and practical purposes.*

### A. The Natural World [2 courses; one from each group, and at least one with a lab; 8-9 units]

*Biological Science [1 course from this group]*

COURSE #	TITLE	UNITS
BIO 101	Human Biology and Bioethics	.4
BIO 110	Cell Biology and Bio-Chemistry	.4
BIO 102	Environmental Biology	.4
BIO 130	Human Anatomy and Physiology	.4

*Physical Science [1 course from this group]*

COURSE #	TITLE	UNITS
CHE 101	Chemistry and Society	.4
CHE 110	Physical Science	.4
CHE 103	Intro to General, Organic, and Biological Chemistry	.5
CHE 152	General Chemistry I	.4
PHY 103	Earth Science	.4
PHY 110	Physical Science	.4
PHY 141	General Physics I	.4
PHY 241	University Physics I	.4

### B. Physical Fitness and Nutrition [2 courses; 2-4 units]

Any activity course numbered Physical Education 102-184 and one of the following:

COURSE #	TITLE	UNITS
PED 100	Fitness Through Movement	.1
PED 300	Optimal Health	.2
FCS 315	Personal, Family and Community Health	.3

## Undergraduate Education



**C. The Social World [1 course; 3-4 units]**

One of the following:

COURSE #	TITLE	UNITS
ECO 101	Principles of Economics I	3
ECO 102	Principles of Economics II	3
POL 101	Intro to Political Science	3
POL 190	The Politics of Race, Class, and Gender	4
SOC 101	Intro to Sociology	3
SOC 201	Cultural Anthropology	3

**IV. Seeking Cultural Perspectives**

*A survey of human endeavors from a historical, cultural, linguistic, and philosophical perspective, including developing critical appreciation of human expression—both artistic and literary.*

**A. The History of World Civilizations [2 courses; 6 units]**

COURSE #	TITLE	UNITS
HIS 110†	World Civilizations I	3
HIS 111†	World Civilizations II	3

**B. The Fine Arts [2 courses; 4-7 units]**

COURSE #	TITLE	UNITS
ART 100	Intro to Art	2
ART 102	Fundamentals of Art	3
MUT 100	Introduction to Music	2
MUT 321	Music History and Literature I	4
MUT 322	Music History and Literature I	4
TRE 101	Introduction to Theatre	2

**C. Philosophy [1 course; 3 units]**

COURSE #	TITLE	UNITS
PHL 201	Intro to Philosophy OR	
PHL 311	Ethics	3

**D. Literature [2 courses; 5-6 units]**

Two courses, at least one from Masterpieces.

*Masterpieces:*

COURSE #	TITLE	UNITS
LIT 201	Masterpieces of World Lit I	3
LIT 202	Masterpieces of World Lit II	3
LIT 203	Masterpieces of World Lit III	3
LIT 254	British Writers I	3
LIT 255	British Writers II	3
LIT 356	American Writers I	3
LIT 357	American Writers II	3

*Great Works:*

COURSE #	TITLE	UNITS
LIT 205	Great Works in a Literary Genre: The Novel	2
LIT 206	Great Works in a Literary Genre: Drama	2
LIT 207	Great Works in a Literary Genre: Poetry	2
LIT 208	Great Works in a Literary Genre: Short Story	2

**E. Foreign Language\*\* [2 courses; 8-9 units]**

One of the following sequences, all or part of which may be waived by examination:

COURSE #	TITLE	UNITS
SPA 101	Elementary Spanish I	4
SPA 102	Elementary Spanish II	4
GER 101	Elementary German I	4
GER 102	Elementary German II	4
FRE 101	Elementary French I	4
FRE 102	Elementary French II	4
BLA 205	Essentials of Hebrew I	4
BLA 206	Essentials of Hebrew II	4
BLA 207	Essentials of Greek I	3
BLA 208	Essentials of Greek II	3
BLA 337	Exegesis of Greek New Testament I	3

\*Transfer students may take Writing 115 (3), Writing 116 (2).

†Transfer courses in American Civilization taken before enrolling at Point Loma may substitute in this category.

\*\*Waived when English is not the student's native language.

**MAJORS**

Point Loma Nazarene University offers the Bachelor of Arts and Bachelor of Science degrees, with over 40 majors, some offering concentrations, and the Bachelor of Science in Nursing. See the Admissions section for lists of majors and concentrations currently offered by the University.

**MINORS**

Optional minors are offered in several departments. The minimal requirement is 16 units with a GPA of at least 2.000 taken over all courses required for the minor. At least nine units must be completed at Point Loma, and be in a discipline distinct from and not counted in the student's major. The upper-division requirement for the minor is 12 units. See the Admissions section for a complete list of minors offered at the University.

**TEACHING AND SERVICE CREDENTIALS**

Courses necessary to satisfy the requirements for the following teaching and service credentials are offered. The requirements presented in the Department of Teacher Education section are in addition to the requirements for the baccalaureate major.

- Single Subject with CLAD emphasis (Secondary) (Teacher Education)
- Multiple Subject with CLAD emphasis (Elementary) (Teacher Education)

## **PRE-PROFESSIONAL AND COOPERATIVE PROGRAMS**

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### **Engineering—Kenneth Aring, Advisor**

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Two options are open to students who wish to work toward a degree in some branch of engineering.

- Those interested in an electronics emphasis may earn a degree in Engineering Physics at this University (see Department of Physics and Engineering).
- For a professional degree in any branch of engineering, the student may take two years of basic course work at this University followed by a transfer to an engineering school.

Interested students may seek counsel from the Engineering advisor.

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### **Pre-law—**

#### **Dwayne Little and D. Michael McKinney, Co-Advisors**

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The Pre-Law program is designed to provide those considering legal careers with all the information and support they need to assist them with accomplishment of their goals. While most of the program centers on the concerns of those planning to attend law school, help is also available for those contemplating paralegal, government, and other law-related careers.

There is no “Pre-Law Major” as such, since the American Association of Law Schools and almost all ABA-approved law schools discourage such practices. Instead, the Point Loma program focuses on assisting students of any major with information on the best preparation for law school, including: the Law School Admissions Test, application procedures and strategies, internships, the bar exam, and practice and placement issues.

The Pre-Law program brings speakers to the University in small-group settings and provides a wide variety of programs. Guests include law school admissions officers, practicing attorneys, judges, and others involved in legal careers. In addition, the advisors (one a practicing attorney) provide individualized counseling for all Pre-Law participants. The advisors also administer an internship program through which selected Point Loma students are placed for a semester with the Curator’s Office of the Supreme Court of the United States. Students interested in any aspect of the Pre-Law Program should contact the advisors early in their academic career.

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### **Pre-medical/Pre-dental— Darrel R. Falk, Advisor**

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Students may prepare themselves for admission to medical and dental schools by pursuing a four-year program of study as suggested by the Pre-Medical Advisor. Medical and dental schools make no requirements regarding the choice of major for Pre-Medical students but encourage a broad liberal arts

background in the humanities, social and behavioral sciences, natural sciences, and mathematics. In addition to a bachelor’s degree, the specific requirements for admission into medical school include one year each of general chemistry, organic chemistry, biology, physics, and calculus.

A Pre-Medical Committee of the faculty follows the progress of each student and is available to advise the student and write recommendations when the student applies to medical school, usually at the beginning of the senior year. The Pre-Medical Program is designed to aid and encourage student candidates through a visiting speaker program, orientation meetings, suggestions in preparing for entrance exams, practice interviews, special experiences such as research opportunities, and critiques of application materials. Prospective students are advised that high grades and entrance exam scores are essential.

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### **Pre-Physical Therapy and Allied Health –**

#### **Leon Kugler and Rebecca Flietstra, Co-Advisors**

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Students of various academic majors intending to attend physical therapy school must prepare adequately for the rigors of graduate school and groom themselves for the application process. Interested students will receive advisement on accredited programs, prerequisites, and admission standards. The advisors assist in internship placement, preparation for the application process including letter of recommendation decisions and the admission interview paradigm. Graduate Record Examination preparation strategies and course sequence advising are offered. Prospective students are advised that high grades and entrance exam scores are essential.

Interaction with professionals in the physical therapy and medical fields is encouraged through two or three clinical internship placements, the first of which occurs as early as the second semester of the sophomore year, the biannual distinguished lecture series, contact with the University sport team physician and original research leading to Graduation with Distinction honors. These interactions are beneficial to personal and pre-professional development and enhance the prospect of graduate school admission.

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### **AFROTC, AROTC, and NROTC Programs**

#### **Scott Shoemaker, Advisor**

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Two- to four-year programs in Air Force, Army, and Navy Reserve Officer Training Corps, are offered in cooperation with San Diego State University and the University of San Diego. Upon completion of the program and all requirements for a bachelor’s

degree, cadets are commissioned as second lieutenants in the Air Force, Army, and Marines, and as Ensigns in the Navy. In addition to the leadership courses listed on the admissions office website, all students are required to take a four to six-week Field Training Camp or cruise during the summer. Further information on these programs may be obtained from the ROTC advisor at Point Loma Nazarene University or from the Aerospace Studies Department, 619.594.5545, and the Military Science Department, 619.594.4943, at San Diego State University or the Department of Naval Science, www.acusd.edu/nrotc, at the University of San Diego.

## GRADUATION

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### Mathematics and Writing Competency

To graduate from Point Loma Nazarene University, a student must demonstrate competency in mathematics and writing by submitting an adequate SAT score as defined by faculty policy, by successfully challenging on a department placement examination or by completing the remedial course for establishing these competencies. These competencies must be met prior to junior classification.

*NOTE: All students must fulfill the composition requirement of the General Education Program, or its equivalent, prior to the junior year.*

### General Requirements

Undergraduate students all share certain general requirements for earning the baccalaureate degree (BA and BS). These include the following:

- Filing an application for admission to candidacy with the Records Office.
- Satisfactory completion of a total of 128 semester units (numbered 100 and above) with a cumulative grade-point average of 2.000.
- Satisfactory completion of the General Education Program.
- Completion of an approved program of study in a major area with a cumulative grade-point average of 2.000 unless otherwise stipulated.
- Residency at Point Loma during the final 24 units of study.
- Completion of all academic and institutional requirements.

**Candidacy for a Degree.** An application for admission to candidacy for a degree must be filed after the student has completed at least 92 semester units of work and has an approved program of studies. Although students may view an unofficial “degree audit” on the web, an official “Graduation Check” is conducted by the Records Office which subsequently communicates with the degree applicant regarding appropriate details.

**Residency.** Candidates for the baccalaureate degree must be in residence during the final 24 units applied toward the degree. A minimum of one-half of the upper-division units in the major also must be taken in residence. The Bible and Christian Ministries major with a concentration for the active minister, however, requires only that 24 units must be taken in residence—not the last 24 units.

**Semester Units.** A cumulative grade-point average of 2.000 is required for graduation. None of the 128 semester units required for the baccalaureate degree may include those taken at the remedial level (numbered below 100).

**The General Education Program.** Students must meet the stated requirements in the General Education Program, a broad-based liberalizing experience in the arts and sciences. Transfer students are responsible to make sure any course work done prior to admission to the University fulfills the categories that are unique to Point Loma.

**Completion of the Major.** All major programs of study are sanctioned by the Point Loma faculty and listed in detail in this *Catalog*. Of the units completed in a major, at least 24 must be taken at the upper-division level (numbered 300 and above). In addition, a minimum of one-half of the upper-division units in the major must be completed in residence. A 2.000 cumulative grade-point average is required for all academic majors. An academic minor, though available, is not a requirement for graduation.

**Completion of all Requirements.** Degrees are conferred once a year at the close of the spring semester. All work taken toward a degree must be completed in full before a student can participate in Commencement. Likewise, the awarding of a diploma is dependent on clearance by a variety of University offices, such as Residential Life, Student Accounts, and Ryan Library.

Students requiring attendance at Summer Sessions in order to meet all graduation requirements may not be deficient by more than 12 units and must be committed to and file a plan for meeting all requirements, as approved by the Associate Provost for Academic Administration.

### Bachelor of Science in Nursing Degree

The requirements for the Bachelor of Science in Nursing degree are the same as for the other baccalaureate degrees except that no foreign language is required and students may choose between a second literature course or a philosophy course. A larger concentration of work is required in the major field.

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## Second Baccalaureate Degree

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A second baccalaureate degree may be earned at Point Loma upon completion of a minimum of 32 units (24 of these in the major) in residence distinct from and beyond the number completed for the first degree. Twenty-four of these units must be at the upper-division level. All general education (if different from first degree), the additional major, and specific departmental requirements for the second degree must be met. Second degree candidates are eligible for honors at graduation and for the Dean's List but not for membership in Phi Delta Lambda. In no case will more than one degree be conferred upon a candidate at only one Commencement convocation. The second baccalaureate degree is distinguished from multiple majors within a first degree.

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## Graduation Honors

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**Honoris Causa.** The University occasionally grants honorary degrees to worthy recipients.

**Graduation Honors.** The University confers unofficial honors during the Commencement ceremony based on the cumulative grade-point average earned by the conclusion of the previous semester. Official honors, however, are calculated only after all course work is completed, including summer graduates. Honors are noted on the diploma as *Summa Cum Laude* (highest honors), 3.900 and above; *Magna Cum Laude* (high honors), 3.700 to 3.899; and *Cum Laude* (honors), 3.500 to 3.699. Official honors are based on the student's cumulative grade-point average at Point Loma (study abroad grades are not included in this calculation).

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## Graduation With Distinction

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During the senior year, a student who has demonstrated exceptional scholarship and capacity for serious and creative study or research may propose to graduate with distinction. With the guidance of a major professor, the student submits the results of an approved proposal to a committee and, if accepted, earns the honor of graduation with distinction. This honor is noted during Commencement. Criteria, qualifications and procedures are available in the office of Academic Affairs in Mieras Hall.

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## ACADEMIC POLICIES

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### Student Responsibility

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*The student is ultimately responsible for the fulfillment of all requirements for graduation in the Catalog in effect at initial enrollment.* Those who opt for a subsequent *Catalog*, however, must notify the Records Office and meet all requirements in that *Catalog*. Students who have not been registered for three or more

regular semesters come under the *Catalog* in effect at the time of reentry.

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## Course Load

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The normal academic course load is 15-17 units per semester, including any concurrent units on another campus. Students on academic probation are limited to 13 units per semester (a total of 9 in the summer). If a student in good academic standing finds it necessary to carry a load greater than the normal load, the maximum number allowed is determined by the student's grade-point average. Students may, in consultation with the Associate Provost for Academic Administration, assume a course overload according to the following table:

<i>Minimum GPA</i>	<i>Maximum Load</i>
2.500	18 units
2.750	19 units
3.000	20 units

One semester unit represents an hour of class per week. Three hours of laboratory are equivalent to one hour of class. Two hours of preparation are normal for each hour of class. Transfer work on the quarter system converts as three units equal to two semester units.

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## Transcripts

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A complete and official transcript is available at the Records Office upon graduation or withdrawal. Requests for transcripts must be in writing. Transcripts may not be released to anyone other than the student except by written authorization. Students are entitled to one free transcript. Subsequent transcripts are available for a nominal fee. Unofficial transcripts are available at the Records Office as well as on the web.

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## Academic Calendar

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The academic year at Point Loma is divided into fall and spring semesters of 16 weeks, followed by two five-week summer sessions and one three-week session. A complete listing of important dates is found in the *Catalog* as well as on the Web. In addition, the University posts on its web site several class schedules during the year that contain information about course offerings, tuition and fees, and other details pertinent to these terms of study.

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## Class Schedules

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All class schedules are posted on the Web. The schedule of classes, complete with final examination times, is available each spring for the following year's classes. Also, in the spring a Summer Sessions schedule of classes is posted. The University reserves the right to cancel any class with fewer than ten students and make necessary changes in its schedule and programs.

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## Academic Honesty

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The Point Loma Nazarene University community holds the highest standards of honesty and integrity in all aspects of University life. Academic honesty and integrity are strong values among faculty and students alike. Any violation of the University's commitment is a serious affront to the very nature of Point Loma's mission and purpose.

Academic dishonesty is the act of presenting information, ideas, and/or concepts as one's own when in reality they are the results of another person's creativity and effort. Such acts include plagiarism, copying of class assignments, and copying or other fraudulent behavior on examinations.

A faculty member who believes a situation involving academic dishonesty has been detected may assign a failing grade for a) that particular assignment or examination, and/or b) the course. The faculty member will file with the appropriate dean and the department chair a written report of the incident and the action taken. The area dean, after an examination of the event, will submit a report to the Provost and the Vice President for Student Development. If either of these administrators believes other disciplinary action should be taken, consultation between the faculty member and the administrators will determine the resulting discipline.

The student or students involved in the academic dishonesty may appeal the action by talking first to the department chair, then, if necessary, to the area dean, and finally to a committee of the following: an area dean of the student's choice, the Associate Provost for Academic Administration, the Provost, and the Vice President for Student Development. The appeal decision reached by this committee is final. If a grade of "F" is received in a course due to academic dishonesty, the student may not withdraw from the course nor can the course be dropped to remove the "F" grade.

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## Class Attendance

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Regular and punctual attendance at all classes in which a student is registered is considered essential to optimum academic achievement. Therefore, regular attendance and participation in each course are minimal requirements to be met. There are no allowed or excused absences except when absences are necessitated by certain University-sponsored activities and are approved in writing by the Provost.

Whenever the number of accumulated absences in a class, for any cause, exceeds ten percent of classes (this is equivalent to one and one-half weeks of a 16-week semester course), the faculty member sends a written report to the Associate

Provost for Academic Administration which may result in de-enrollment. If more than 20% (three weeks of a semester-long course) is reported as missed, the student will automatically be de-enrolled. If the date of de-enrollment is past the last date to withdraw from a class, the student will be assigned a grade of "F" or "NC."

Absences are counted from the first official meeting of the class regardless of the date of the student's enrollment. A student who registers late must monitor carefully regular attendance during the remainder of the semester. Registered students who neither attend the first class session nor inform the faculty of their desire to remain on the class roll may, at the request of the instructor, be dropped from the roll.

Exceptions to the foregoing attendance regulations due to extenuating circumstances may be granted only by appeal to the Associate Provost for Academic Administration. Students should consult the syllabus of each course for specific applications of and elaborations on the above attendance policy.

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## Examinations and Reports

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Examinations may be deferred due only to illness or because of other equally valid conditions over which the student has no control. Faculty report to administration as early as possible any student who, for any reason, is in danger of failing a course. Those students whose work is falling below a "C" average are referred to counselors. Mid-semester grades are made available to students, and grades of "D" and "F" are reported to the Associate Provost for Academic Administration and the Associate Dean of Students/Academic Advising for follow-up interventions.

## GRADING

Traditional letter grades (A, B, C, D, F) including plus and minus grades are used to indicate the level of scholarship earned for each course. Once the degree has been posted on the student's official transcript, no change of grade action is allowed.

**[CR] Credit.** The grade utilized for designated courses which are graded only on a Credit/No Credit basis. Courses graded Credit are counted toward a student's total number of units but have no grade-point value and no effect on the grade-point average.

**[NC] No Credit.** The grade recorded when non-passing work (a grade of "F") is done in a course by a student during the first semester of the freshman year. A maximum of 12 units, excluding any Program Quick Start (PQS) credits, may be assigned "NC" during this first freshman semester. This grade is also recorded for all non-passing work in those courses graded on a Credit/No

Credit basis and for those courses taken on a Pass/No Credit basis. The “NC” grade has no grade-point value and has no effect on the grade-point average.

**[F] Failure.** The grade given for unsatisfactory performance in a course where an “NC” is not applicable. If the course taken at this University is repeated here, the “F” remains on the permanent record, but only the higher grade earned for the course is computed in determining the grade-point average. See Repeated Courses.

**[H] Audit.** The grade assigned when a course is taken as an audit course. Audit courses do not count as units or as grade points. Tutorial or special fee classes, such as private lessons, may not be audited.

**[I] Incomplete.** A grade of Incomplete is given for work which has been completed partially in a satisfactory manner, but which, for valid reasons such as illness or death in the family, is not finished. The grade of “I” is to be given only on the basis of extraordinary circumstances clearly beyond the student’s control.

The grade of “I” is regarded as a deficiency grade and may be removed by the assignment of additional work to make up the deficiency; or, in cases where the “incomplete” is assigned because of inability to take a final examination, by a special examination. A grade of “I” must be made up, if at all, by the end of the next regular semester. Until made up, a grade of “I” is considered as “F” in determining the student’s grade-point average, and eligibility for financial assistance and intercollegiate competition.

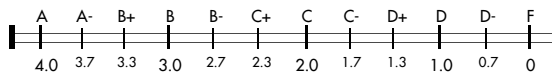
**[IP] In Progress.** A provisional grade used in certain courses which may extend longer than a semester (EDU 402, 405, 411 and 415). The grade of “IP” carries no grade points, and is replaced by the letter grade earned when the requirements for the course are properly completed. A grade of “IP” must be changed at the end of the next regular semester (summer is not a regular semester). If the course is not completed, the “IP” will be changed to an “F.”

**[P] Pass.** The grade given when a passing grade is earned in an elective course selected by the student for grading on a Pass/No Credit basis. See Pass/No Credit Option.

**[W] Withdrawn.** This grade is recorded when a student doing passing work is given permission by the Associate Provost for Academic Administration to drop a course after the deadline to drop classes. **Normally, withdrawal from a course past the deadline is only possible due to personal and family emergencies.**

**[WF] Withdrawn under failing conditions.** This grade is recorded when a student officially withdraws from a course after the last date to drop and when the work is below passing at the time. A grade of “WF” is considered the same as an “F” in calculating the grade-point average.

**Grade Points.** Letter grades are converted to numerical equivalents for computation according to the following scale:



The grade-point average is computed for each student. A satisfactory grade-point average is necessary for continuance and for graduation.

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### Pass/No Credit Option

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An undergraduate student may elect to take a course on a Pass/No Credit basis under the following circumstances:

- Completion of at least 24 semester units;
- Not more than one such course per semester;
- A maximum of 12 units toward graduation to be elected for such courses;
- The course selected must be an elective—not applied toward a requirement, or a required professional course (for credential); and
- The student must indicate the “Pass/No Credit” election by the last day to add classes, with the approval of the student’s academic advisor, and may not change the basis of registration for this course thereafter.

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### Course Grade Appeal

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It is the responsibility of the faculty to evaluate student performance and assign grades. The University has established a course grade appeal policy, however, that may be used when a student believes the syllabus was not followed in the grade calculation or if it is thought that grading was done in a capricious and arbitrary manner. The appeal policy does not include student dissatisfaction with a grade based on the faculty member’s professional judgment. A Course Grade Appeal Form is available from the Associate Provost for Academic Administration and must be filed within one year from the end of the course in which the grade was given.

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### Repeated Courses

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Courses passed with a “C” or above may not be repeated (except for certain courses so designated). However, students desiring to raise an unsatisfactory grade (any grade lower than “C”) in a course taken at this University may repeat the course. If this is done, each grade will appear on the transcript but the lower grade (only one) will not be used for grade-point calculations. Students receiving veterans’ benefits may not be eligible for benefits when repeating courses. Further information regarding authorization of benefits for repeated courses may be obtained in the Student Accounts Office.

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## Classification of Students

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Regular undergraduate students are those who pursue, or are entitled to pursue, one of the regular programs leading to graduation with the bachelor's degree.

Part-time undergraduates are those who, for adequate reasons, are permitted to register for fewer than 12 units per semester.

Special students are those who take elective courses not leading to a degree.

The classification for undergraduate students is as follows:

<b>FRESHMAN</b>	0-24 units
<b>SOPHOMORE</b>	25-56 units
<b>JUNIOR</b>	57-88 units
<b>SENIOR</b>	89 units

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## Academic Standing

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**Normal Progress.** At the conclusion of the fall and spring semesters, the academic progress of all undergraduate students is reviewed by the Associate Provost for Academic Administration. Those who maintain the minimum required grade-point average are in satisfactory scholastic standing and as such are making progress toward a degree. To remain free of academic probation, students must earn a minimum cumulative 2.000 grade-point average. During their first semester of academic work, first-time freshmen must earn at least a 1.800 GPA, regardless of the number of units taken.

**Unsatisfactory Progress.** Point Loma takes seriously a student's inability to make satisfactory progress toward the goal of a degree. The University works with students placed on academic probation to create links between them, faculty advisors, the Office of Student Development, and other support programs. Policies concerning students on academic probation are administered by the Associate Provost for Academic Administration.

*NOTE: Students who receive federal, state, or veterans' aid must meet certain qualitative and quantitative standards of academic progress. As a result, it may be possible for a student to be on academic probation at the University but be ineligible for federal, state and veterans' aid. Additional information on PLNU's financial aid satisfactory progress policy is available in the PLNU Financial Aid Office.*

**Academic Warning.** Students whose semester or session GPA is below acceptable standards receive a letter of Academic Warning.

**Academic Probation.** Students whose cumulative GPA falls below standards are placed on Academic Probation. Students on probation are required to carry a restricted course load of 13 units (a total of 9 in the summer). Probationary students who fail to earn a 2.000 session GPA the following semester are disqualified from continuing at the University.

**Continuance on Academic Probation.** Students who are on probation and earn at least a 2.000 during the current session, but whose cumulative GPA is below 2.000, may be continued on academic probation. These students are under the strict supervision of the Office of the Associate Provost for Academic Administration.

**Academic Disqualification.** Students who are disqualified may not apply for readmission until after one regular semester.

**Veterans and Progress Toward a Degree.** Any students receiving veterans' benefits who fail to maintain normal progress because of attendance, poor grades, or by reduction of course load are responsible for notifying the Financial Aid Office so that it may notify the Veterans Administration. If withdrawal from the University occurs, veterans' benefits will be terminated as of the date of termination of enrollment. Grades of "NC" and "F" are reported to the Veterans Administration, and the student may be liable for repayment of benefits received.

**Athletic Eligibility.** Academic performance must be adequate in order for athletes to participate in intercollegiate athletics. The Faculty Athletic Representative certifies the eligibility of each player, and coaches insure that only eligible students participate.

**Withdrawal from the University.** Any student who has no unpaid accounts or charges of misconduct is entitled to an honorable withdrawal. In such cases a grade of "W" is given in those courses where the work was of passing grade at the time of withdrawal. For unsatisfactory work a grade of "WF" is given. A student withdrawing without permission will be given a grade of "F" with the notation of withdrawal without permission. If there are no unpaid accounts, a transcript of record with a statement of academic status may be sent to another institution upon request.

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## Registration Limitations

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**Concurrent Enrollment.** A registered student may not transfer credit for a course taken concurrently at another institution if a similar course is offered at the University at any time during the academic year except by prior approval of the Associate Provost for Academic Administration. Forms for such transfer of credit are available in the Records Office. Course approvals are highly recommended for work taken during the summer while the student is not in attendance at this University. In computing a student's maximum load, all courses being taken are considered.

**Community College Transfer Limitations.** After 70 academic units have been earned at the 100-level or above, including AP, CLEP and those units registered for in the current semester, no work may be transferred to Point Loma Nazarene University from a community college. All courses transferred to PLNU from a community college are, by definition, at lower-division level and may not be counted as upper-division equivalents.

**Curricular Exceptions.** Any petitions for academic exceptions to stated *Catalog* requirements and policies must be presented to the Associate Provost for Academic Administration. A petition which is denied may be appealed to the Academic Policies Committee, whose ruling is final.

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### Academic Honors

**Dean's List.** Each semester the Provost recognizes honor students who have achieved a grade-point average of 3.500 or higher in at least 12 units of work during the previous semester. The Dean's List is posted on the University web site.

## COURSE OFFERINGS AND DESCRIPTIONS

The faculty annually reviews course offerings and descriptions. A thorough examination by academic departments takes place on a five-year cycle of Program Review. The following pages contain a complete listing of requirements in University academic programs.

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### Course Numbering

Each course is assigned a number. The letters represent the department or discipline; the three digits designate the course and indicate its level as follows:

<i>Course Number</i>	<i>Classification</i>	<i>Level</i>
097-099	Remedial	Pre-university
100-199	Freshman	Lower-division
200-299	Sophomore	Lower-division
300-399	Junior	Upper-division
400-499	Senior	Upper-division

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### Special Designations

Courses shaded and marked **GE** meet requirements in the General Education Program. Those marked **WS** are offered in the Women's Studies minor.

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### Remedial Courses

Remedial courses are those pertaining to skills that the University may reasonably expect a general student to possess upon entry to the University, or courses pertaining to those skills that are required for university-level work. **These courses do not apply to total units required for graduation.**

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### Alternate-year Offerings

Many of the courses listed in this *Catalog*, particularly those at the upper-division level, are offered on alternate years. The University reserves the right to withdraw courses and to make changes in its class schedule and academic program as necessary.

Those courses which are normally offered in 2003-2004 and odd-numbered years are designated "Alt\*." Those courses which are normally offered in 2002-2003 and even-numbered years are designated "Alt+."

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### Prerequisite/Corequisite

Some courses listed in this *Catalog* stipulate either a prerequisite or a corequisite. A *prerequisite* is a condition or requirement that must be fulfilled prior to enrolling in a course, such as a specific student classification, consent of the instructor, or another course. A *corequisite* refers to a condition or a requirement that must be met prior to or concurrent with enrollment in a course.

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### Quad Courses

A limited number of concentrated offerings is available. These so-called Quad classes are eight weeks in length, two times during each of the sixteen-week fall and spring semesters.