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## ACADEMIC POLICIES

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### Student Responsibility

*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.

### Course Load

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 Vice 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.

### Transcripts

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. Unofficial transcripts are available at the Records Office as well as on the Web. Expedited processing of transcripts is available for a fee.

### Academic Calendar

The academic year at Point Loma is divided into fall and spring semesters of 16 weeks, followed by two summer sessions. 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.

### Class Schedules

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.

### Academic Honesty

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 college 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 college dean, and finally to a committee of the following: a college dean of the student's choice, the Vice 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.

## Class Attendance

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 or longer in a 16-week semester course), the faculty member sends a written report to the Vice Provost for Academic Administration which may result in de-enrollment. If more than 20% (three weeks or longer in 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 Vice Provost for Academic Administration. Students should consult the syllabus of each course for specific applications of and elaborations on the above attendance policy.

## Examinations and Reports

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 Vice 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 Credit/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.

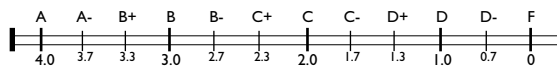
**[IP] In Progress.** A provisional grade used in certain courses which may extend longer than a semester (for a complete list of courses approved for the IP grade, students should contact the Records Office). The grade of "IP" carries no grade points, and is replaced by the letter grade earned when 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 Vice 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.

### Non-Traditional Delivery Credits

Credit earned through non-traditional delivery systems after matriculation to Point Loma Nazarene University must be approved in advance. All petitions for such credit must certify that 1) the institution offering the non-traditional course fully recognizes its own course at that institution, 2) the appropriate academic department at PLNU assures the content equivalency and transferability of the course, and 3) there is final approval of the Vice Provost for Academic Administration. In no case shall the number of units for these courses exceed 12 over the student’s total degree program.

### Pass/No-Credit Option

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 “Credit/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.

### Course Grade Appeal

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 Vice Provost for Academic Administration and must be filed within one year from the end of the course in which the grade was given.

### Repeated Courses

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.

### Classification of Students

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

### Academic Standing

**Normal Progress.** At the conclusion of the fall and spring semesters, the academic progress of all undergraduate students is reviewed by the Vice 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 Vice 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 Student Financial Services Office.*

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

**Academic Probation Alert.** Students whose cumulative GPA meets the minimum standard for academic good standing, but whose session GPA for two consecutive regular semesters falls below 2.000, are placed on alert status. While not technically on academic probation, these students are under the strict supervision of the Office of the Vice Provost for Academic Administration and are limited to a total of 13 units during the probationary period.

**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 Vice 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 Student Financial Services 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.

### Registration Limitations

**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 Vice 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.

**Transfer Limitations.** A combined maximum of 70 units may be transferred to PLNU from the following sources: community colleges, AP, CLEP, and IB. All such courses are, by definition, lower-division level.

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

### 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.

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### COURSE OFFERINGS AND DESCRIPTIONS

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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.

#### 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
500-599	Credential	Post-baccalaureate

#### 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.

### 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.**

#### 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. Students should contact individual departments to be certain when courses are offered.

#### 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.

#### 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.