

# ACADEMIC POLICIES

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## TRANSCRIPTS

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A complete and official transcript is available at the Records Office upon graduation or withdrawal. By federal law, 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 free transcripts at no charge (except where a rush order is requested). Unofficial transcripts are available at the Records Office as well as on the Web.

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## CLASS SCHEDULES

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All class schedules are posted on the Web. The schedule of classes 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 insufficient enrollment 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 campus 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 a written report of the incident and the action taken with the program director. The director, after an examination of the event, will submit a report to the Vice Provost for Graduate Program Support. If he/she 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 program director then, if necessary, to the Vice Provost, and finally to the Graduate Studies Committee. 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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## 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 except by prior approval of the director of the program. In computing a student's maximum load, all courses being taken are considered.

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## ALTERNATE-YEAR OFFERINGS

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Some of the courses listed in this Graduate *Catalog* 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.

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## PREREQUISITE/COREQUISITE

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Some courses listed in this Graduate *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, permission 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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## TIME LIMIT FOR COMPLETION OF A GRADUATE DEGREE

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All requirements for the graduate degree and/or a credential must be completed within an eight-year period from the time of initial enrollment in the program. Transfer credit will be evaluated for acceptance by the program/location director.

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## DEPARTMENTAL RECOMMENDATION FOR DEGREE COMPLETION

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Prior to recommending a student for a degree, the Department will evaluate the student's:

- Knowledge base, including a capstone academic experience; and
- Grade-point average, writing, speaking, and other requirements.

The Records Office will review documents prior to graduation to assure that all requirements for graduation have been met.

All work taken toward a degree must be completed in full before graduation. Degrees are conferred only once a year at the close of the academic year.

A candidate who is deficient in meeting graduation requirements by an amount which could reasonably be earned in the Summer Sessions following, may be permitted to participate in the spring Commencement. The student will not receive a diploma, but will be publicly recognized as a summer graduate, and the fact will be indicated on the Commencement program. The diploma will be presented only upon satisfactory completion of all work for the degree.

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### **CURRICULAR EXCEPTIONS**

Occasionally, due to transfer credits or other acceptable reasons, an exception to Graduate *Catalog* requirements may be appropriate. For such considerations students may petition the Graduate Studies Committee. Decisions regarding exceptions will be made by this committee based upon the merit of each individual case.

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### **APPLICABLE CATALOG**

Students in continuous enrollment may elect to graduate under the curricular requirements of either: the Graduate *Catalog* for the year in which they entered the University; or the Graduate *Catalog* of a subsequent year. Those whose enrollment is not continuous (i.e. not enrolled for more than one semester) as regular students will be subject to the Graduate *Catalog* requirements for the year in which they re-enter the University or that of a subsequent year. A student may not combine requirements from two or more catalogs.

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### **COURSE NUMBERING SYSTEM**

- 300-399 Foundational lower-division courses open to post-baccalaureate and graduate students when approved by a director.
- 400-499 Upper-division courses open to post-baccalaureate and graduate students when approved by the director of the graduate program.
- 500-599 Post-baccalaureate courses taken by students in the Teaching Credential program.
- 600-699 Graduate courses open to students who hold a valid bachelor's degree.
- 700-799 Graduate courses open to students who hold a valid master's degree.

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### **COURSE LOADS**

Six semester units are considered a minimum full-time course load for a graduate student during one semester. For government financial aid, the full-time course load for post-baccalaureate students working on a teaching credential is twelve units. For institutional aid, it is considered

to be nine units. The minimum number of units to receive government aid is six.

The maximum course load for credential students during the entire summer is 15 units.

No student who is employed full-time may register for more than two courses of graduate credit in addition to accompanying field work in any regular semester.

The maximum graduate course load is twelve units. Overloads (over twelve units) may be carried with the written approval of the advisor and the program director.

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### **REGISTRATION AND USE OF UNIVERSITY FACILITIES**

Graduate study commonly involves periods of independent study. Students who have completed all course requirements for a degree often need to use a laboratory or other facilities to carry out required independent study or thesis research. For the protection of both the student and the University, any student using facilities or making use of the professional time of faculty members must be enrolled for credit.

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### **ADD/DROP POLICY**

**Adding a Class.** During the first two weeks of the semester students may add classes with the permission of the academic advisor and the course instructor.

Courses which begin or end at dates other than the beginning or end of the academic semester, may be added or dropped on a schedule with the same proportion as a regular semester course.

**Dropping a Class.** Students may drop a course through the first 50 percent of the period of offering; enrollment will be deleted from the student's permanent record. After that, a student with extenuating personal circumstances may request permission of the program director (local site director in the case of Education programs) to withdraw from the course. If approved, a "W" will appear on the transcript with no impact on the GPA. If the petition is not approved or not submitted, the grade of "WF" will be assigned or a letter grade in accordance with the grading policy noted in the syllabus as determined by the professor. Students will want to consider Refund and Transcript Implications when dropping a class. (See chart).

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### **TRANSFER CREDIT**

Students who transfer into a graduate program from another accredited institution may apply, with the approval of the program director, a maximum of six graduate semester units.

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**GRADES AND GRADING SYSTEM**


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**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. Except for the correction of an error, all traditional letter grades are final at the conclusion of a term. Once the degree has been posted on the student's official transcript, no change of grade action is allowed for courses leading to the degree. The grade of C is the lowest grade acceptable for graduate credit.

**[H] Audit.** The grade assigned when a course is taken as an audit course. A student wishing only exposure to a course may elect to audit the course. The student will register in the regular manner and pay the regular fees. Regular attendance at all class meetings is the responsibility of the student, but written assignments and examinations are not mandatory. A grade of H will be awarded for satisfactory attendance. A grade of F will be awarded for non-attendance. Courses audited carry no credit toward the grade-point average, toward graduation, or toward meeting professional requirements. Audit units count toward the student's course load, except in determining financial aid. Audits may be repeated for credit.

**[CR] Credit.** The grade utilized for designated courses which are graded 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.

**[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.

**[IP] In Progress.** A provisional grade used in certain courses which may extend longer than a semester. 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. The grade of IP (In Progress) is used

in connection with education courses that extend beyond one semester (Education 540, 550, 560, 570 and 580; Graduate Education 628, 638, 639, 642, 677, 682, 684, 683, 685, 686, 687, 689, 691, 698, 699, 795 and 796; Christian Ministries 612, 622, 632, 642, 652, 662, 672, 675, 682, 685, 690; Graduate Nursing 604, 605, 605L, 608, 608L, 610L, 611L, 612L and 613L; Graduate Religion 690, 699; Business 695.) The IP is assigned at the completion of the intervening term and is replaced with CR (Credit) when the student has completed the work. If the work is not completed within one calendar year from the end of the semester date of enrollment (two years for Graduate Education 687 and 796), the course will be computed into the grade-point average as an NC (No Credit). It is the student's responsibility to take initiative in completing the coursework during the one-year period.

**[NC] No Credit.** The grade recorded for all non-passing work in those courses graded on a Credit/No Credit basis. The "NC" grade has no grade-point value and no effect on the grade-point average.

**[W] Withdrawn.** This grade is recorded when a student doing passing work is given permission by the program or location director to drop a course after the first 50% of the course. In exceptional circumstances (i.e., personal and family emergency) a student may be granted a W after the half-way point.

**[WF] Withdrawn under failing conditions.** This grade is recorded when a student does not request permission or whose petition to withdraw from a class is denied after 50% of the class.

A grade of "WF" is considered the same as an "F" in calculating the grade-point average.

Courses in which grades of IP, W, AU, CR and NC are received are not included in determining the grade-point average.

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

A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F
4.0	3.7	3.3	3.0	2.7	2.3	2.0	1.7	1.3	1.0	0.7	0

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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 available at each location, is filed with the program director at each location and must be filed within one year from the end of the course in which the grade was given.

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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.

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 therefore be exceptionally careful about 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 class list.

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

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### WITHDRAWAL FROM THE UNIVERSITY

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Any student who wishes to discontinue attending the University must officially withdraw. If the student has no unpaid accounts or charges of misconduct, they are entitled to an honorable withdrawal. A student may initiate withdrawal from the University by completing a "Notice of Intent to Withdraw from the University – Graduate Programs" form online or by notifying their advisor or program assistant. In such cases a grade of "W" is given in those courses where the work was of passing grade at the time of withdrawal, if after the last day to drop deadline. For unsatisfactory work a grade of "WF" is given. A student withdrawing from all courses and from the university without notifying the appropriate personnel will be given a grade of "F" or "NC" in all registered courses. If there are no unpaid accounts, a transcript of record may be sent to another institution upon request.

Any student who has not been registered for two regular semesters, is not completing any current In Progress (IP) coursework, and has not officially withdrawn will be administratively withdrawn from the University. In any case of withdrawal from the University, the student must readmit to resume taking classes.

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### EXAMINATIONS

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Examinations may be deferred only on account of illness or because of other equally valid conditions over which the student has no control.

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### MINIMUM GRADES REQUIRED

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Except as indicated below, all students admitted to a master's degree program must maintain a grade-point average of 3.000 (B) or better as a condition of remaining in the program.

*Note: Students in M.A. program in Education have one probationary semester if their cumulative GPA falls below 3.000. After that, if the GPA does not reach this level, they will be dismissed.*

- The minimum acceptable grade-point average for Master of Ministry students is 2.750.
- The minimum acceptable grade-point average for Educational Specialist students is 3.000.
- The grade-point average is computed on all courses taken since admission to graduate study. Courses accepted as transfer credit are not used in computing the grade-point average.
- A low grade earned in a graduate course may not be raised by repeating the course. It is advisable for the student to repeat such a course, but in this case, both grades will be used in computing the grade-point average.
- The Vice Provost for Graduate Program Support reserves the right to deny or to revoke admission to a program for any graduate student who receives unsatisfactory grades.

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### APPEALS PROCESS

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A student who wants to appeal a decision shall set forth in writing the request and the basis for it.

The appeal shall be made in the following order:

- The course professor
- The program coordinator
- The program location director responsible for student's academic area.
- The Vice Provost for Graduate Program Support
- The Provost

Decisions may be appealed ten working days after postmark date of the semester's grade report or ten working days after decision is postmarked. The University is committed to responding within ten working days following the receipt of an appeal.

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### READMISSION

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Students who have been admitted to graduate study but who have withdrawn from the University (or were administratively withdrawn) must apply for readmission. Students who have completed a graduate degree or credential program and wish to begin a new graduate program must apply for readmission and meet the program standards.

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**INTERNATIONAL STUDENTS**

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In addition to admission requirements, international students must submit an Affidavit of Support and a score on the Test of English as a Foreign Language (TOEFL) of 550 (213 on the computer-based exam) or International English Language Testing System (IELTS) Band 6. A student from a non-English speaking country who has received a bachelor's degree from an American college or university and has demonstrated proficiency with the English language need not submit a TOEFL score.

Further information on the TOEFL may be obtained by writing to Test of English as a Foreign Language, Box 899, Educational Testing Service, Princeton, New Jersey 08540.

International students planning to enter in the fall semester should submit all application materials and test scores by the first business day in June. Students planning to enter in the spring semester should submit all application materials and test scores by the first business day in October.

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**THESIS REQUIREMENTS**

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The purpose of a thesis is to give students experience in carrying out the kind of research they may expect to be doing throughout their professional careers. A thesis involves investigation of primary sources. It may involve a reexamination or reevaluation of primary sources which others have already studied in an effort to confirm or revise the conclusions of others. It may involve a new program of testing and analyzing procedures or methods. In any event, it is intended to demonstrate the student's ability to work independently on a problem, to demonstrate wide familiarity with the literature in the field of the program, to demonstrate command of the techniques and principles of research, and to demonstrate ability to form valid generalizations from the data used.

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**ONE MASTER'S DEGREE**

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Only one Master of Arts degree may be taken at Point Loma Nazarene University. Any exception to this policy must be approved in advance by the Graduate Studies Committee and the Vice Provost of Graduate Program Support.

## **COURSE OFFERINGS AND DESCRIPTIONS**

The faculty of Point Loma Nazarene University annually reviews curricular proposals through its committee structure. The following section is a summary of approved graduate-level programs and course descriptions. The listing of course descriptions does not imply that they are offered in a given academic year. Students should contact their respective academic departments and the Web for specific information on current offerings. Programs are also subject to change.