

# ACADEMIC POLICIES

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 Office of Records 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 re-entry.

## 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:

Minimum GPA	Maximum Load
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 Office of Records 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 Office of Records as well as on the Web. Expedited processing of transcripts is available for a fee.

## Academic Calendar

The academic year at PLNU 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 has the option of filing a written report to the Vice Provost for Academic Administration which may result in de-enrollment, pending any resolution of the excessive absences between the faculty member and the student. If more than 20 percent (three weeks or longer in a semester-long course) is reported as missed, the faculty member may initiate the student's de-enrollment from the course without advance notice to the student. 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." There are no refunds for courses where a de-enrollment was processed.

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 are responsible to consult the syllabus of each course for specific applications of and elaborations on the above attendance policy.

NOTE: Ultimately, students are solely responsible for their registrations and any financial implications.

## **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 the Academic Support Center. 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 Director of Academic Advising for follow-up interventions.

## **Grading**

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. The "CR" grade is also assigned to units earned through Advanced Placement (AP). This grade cannot be used for on-line courses completed after matriculation at Point Loma.

### **[NC] NO CREDIT**

The grade recorded when non-passing work (a failing grade) is done in a course by a non-transfer student during the first semester of the freshman year. A maximum of 12 units, excluding Advanced Placement (AP) credits that may technically change the student's classification to sophomore standing, may be assigned a grade of "NC" during the first semester of the freshman year at PLNU. Transfer students who have earned more than 12 units at another college or university, and LEAP students entering with conditional status, are not eligible for the provision of the "NC" grade. 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, has no effect on the grade-point average, and yields no earned credits. This grade cannot be used for on-line courses completed after matriculation at Point Loma.

### **[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 Office of Records). 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. **Withdrawal from a course past the deadline is only possible due to personal and family emergencies beyond the student's control.**

**[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**

Point Loma Nazarene University recognizes the place of non-traditional delivery systems in education and has developed policies and procedures to guide students in this regard. On-line and/or hybrid courses utilizing technology-mediated instruction are also strictly controlled by the university's regional accrediting body. Consequently, the following guidelines regulating the transfer of such courses to the university both define the boundaries for distance learning modalities and protect the integrity of Point Loma's deeply held commitments to the learning environment.

**Policies:**

1. As academic units with a non-traditional delivery, on-line courses must be approved prior to enrollment in those courses and are limited to 12 semester units over the student's total degree program.
2. On-line credits submitted to PLNU for approval must be offered by a regionally accredited institution of higher learning (the Western Association of Schools and Colleges, the Northwest Commission on Colleges and Universities, North Central Association of Colleges and Schools, Southern Association

of Colleges and Schools, Middle States Association of Colleges and Schools, New England Association of Schools and Colleges).

3. The course must apply to comparable degree programs at the home institution in which it resides.
4. The approval of on-line courses must always be on a case-by-case basis.
5. Students requesting consideration of an on-line course in transfer must submit an Academic Policy Petition, together with a hard-copy print-out of the course description and syllabus.
  - o If the course is to satisfy a major/minor requirement, then approval must be obtained from the department chair/school dean in which the course is required.
  - o If the course is to satisfy general education requirements, approval must be obtained from the department chair/school dean in which the content resides.
6. Following action from the appropriate department chair/school dean, the petition is submitted to the Vice Provost for Academic Administration for final evaluation.
7. All on-line courses must be graded by traditional methods (letter grades). Courses graded credit/no-credit will not be accepted.
8. Proctoring of examinations must be arranged and paid for by the student, as PLNU faculty/staff are not obligated to perform such tasks.
9. On-line course approved by PLNU must be completed within twelve months of enrollment.

#### **Procedures:**

1. Students interested in taking an on-line course should pick up an Academic Policy Petition at the Office of Records.
2. Students should check with the appropriate department chair/school dean for program specific guidelines for an online course.
3. Students should take the completed petition along with a course description and syllabus to the appropriate department chair/school dean as stated in the policy.
4. If approval is given, the completed petition should be taken to the Vice Provost for Academic Administration for final evaluation.
5. If final approval is given the student may enroll in the course.
6. The official transcribed course grade must be submitted to the PLNU Office of Records within twelve months of enrollment in the course.

#### **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.

This option is not available for courses taken by on-line delivery, after matriculation at Point Loma.

#### **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.

#### **Transfer from Non-Accredited Institutions**

Normally, units presented in transfer from an institution that is not accredited by one of the major regional agencies are not accepted, including Bible colleges and proprietary schools. Students may petition a limited number of such courses, not to exceed 24 semester units, by the established petition process to the appropriate academic department and schools, through the Vice Provost for Academic Administration. Petitions are accepted for consideration only after satisfactory completion (2.000 or higher) of at least 12 units at PLNU.

#### **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.

If a PLNU course graded with a "C-" or lower is repeated successfully at another institution (higher than a grade of "F"), the PLNU units are added to the unit total that is required for graduation. A notation on the transcript of record states that the repeated units are not applied to graduation totals.

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:

FRESHMAN	0-24 units
SOPHOMORE	25-56 units
JUNIOR	57-88 units
SENIOR	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 minimum 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. Students who are on academic probation, or those who are not cleared by the Office of the Dean of Students, are not eligible to participate in study abroad programs.

#### **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 to continue at the university may not apply for re-admission until after at least one regular semester. In order to be considered for re-admission, they must file an official transcript showing a GPA of 2.000 or higher.

#### **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. A faculty athletic representative certifies the eligibility of each player, and coaches ensure that only eligible students participate. Athletic eligibility conforms to NAIA policies.

#### **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 is 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 Office of Records. 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.

### **Transferring Units while Enrolled at the University**

After matriculation at PLNU, students who wish to augment their experience with coursework from another accredited institution must obtain written approval from the Office of Records prior to registering. In this process, coursework designed to meet PLNU requirements in the academic major requires additional approval of the respective department chair or school dean.

### **Academic Honors**

#### **DEAN'S LIST**

Each semester the Office of the President 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.