

# ACADEMIC POLICIES AND PROCEDURES

## ADVANCED PLACEMENT

Incoming students may be granted academic credit on the basis of tests administered by the College Board Advanced Placement Program (AP), the College Level Examination Program (CLEP), and the International Baccalaureate (IB). Asbury College grants such credit only on the basis of original documentation and does not grant transfer credit for institutional examinations or credit given by other colleges or universities. Student should arrange to have original documents of AP, CLEP, and/or IB scores sent directly to the Office of the Admissions at Asbury College. Student score reports are not considered official.

A. **CLEP:** Asbury College does not recognize work done on the General College Level Examination Program given by CLEP but does recognize a number of the CLEP subject examinations as follows;

CLEP TEST	Minimum Score	Asbury Course(s)	Credit granted
American Government	50	PS 101	3
American Literature	50	ENG 261	3
Analyzing and Interpreting Literature	50	ENG 230	3
General Biology	55	BIO 100, 101	4
Calculus	50	MAT 181	3
College Algebra	50	MAT 111	3
English Composition with Essay	50	ENG 110	3
English Literature	50	ENG 231	3
French Language	50	FRN 201	3
French Language	66	FRN 201, 291	6
German Language	50	GER 201	3
German Language	66	GER 201, 251	6
Human Growth and Development	50	ED 230	3
Introductory Psychology	50	PSY 100	3
Introductory Sociology	50	SOC 100	3
Precalculus	50	MAT 112	3
Principles of Macroeconomics	50	ECN 273	3
Principles of Microeconomics	50	ECN 272	3

Spanish Language	50	SPN 201	3
Spanish Language	66	SPN 201, 291	6
U.S. History I: Early Colonizations to 1877	50	HIS 201	3
U.S. History II: 1865 to the Present	50	HIS 202	3
Western Civ I: Ancient Near East to 1648	50	HIS 101	3
Western Civ II: 1648 to the Present	50	HIS 102	3

B. **IB:** Asbury College recognizes the International Baccalaureate program and grants credit on an individual basis to students submitting appropriate scores on these examinations.

C. **AP:** Asbury College grants credit for the following College Board Advanced Placement examinations:

Examination	Minimum Score	Asbury Course(s)	Credit Granted
Art Studio 2D	3	ART 111	3
Art Studio 3D	3	ART 112	3
Art Studio Drawing	3	ART 123	3
Art History	3	ART 251	3
Biology	3	BIO 100, 101	4
	4	BIO 161, 162	8
Calculus AB	3	MAT 132	3
	4	MAT 181	4
Calculus BC	2	MAT 132	3
	3	MAT 181	4
Chemistry	3	CHE 121	4
	4	CHE 121, 122	8
Chinese	3	CHN 102, 201	6
	4	CHN 102, 201, 151	9
Computer Science	3	CSC 121	4
Comparative Gov/Pol	3	PS 301	3
Economics/Micro	3	ECN 272	3
Economics/Macro	3	ECN 273	3
English (Lang/Comp)	3	ENG 110	3
	4	ENG 151	3
English (Lit/Comp)	3	ENG 110 or 230	3
	4	ENG 151, 230	6
Environmental Science	3	BIO 217, 219	4
European History	3	HIS 102	3
	4	HIS 101, 102	6
French	3	FRN 102, 201	6
	4	FRN 102, 201, 291	9
German	3	GER 102, 201	6
	4	GER 102, 201, 251	9
Government/Politics	3	PS 101	3
	5	PS 201	3
Human Geography	3	GEO 211	3

Latin	3	LAT 102, 201	6
	4	LAT 102, 201, 202	9
Music Theory	3	MTH 111, 121	3.5
Physics B	3	PHY 201	4
	4	PHY 201, 202	8
Physics C Mech	3	PHY 211	5
Physics C E & M	3	PHY 212	5
Psychology	3	PSY 100	3
	5	PSY 100, 110	6
Spanish	3	SPN 102, 201	6
	4	SPN 102, 201, 291	9
Statistics	3	MAT 232	3
U. S. History	3	HIS 201	3
	4	HIS 201, 202	6
World History	3	HIS 350	3

### **ADVISING**

All students are assigned an academic advisor. For new students this assignment is based upon indicated field of interest. Once a student chooses a major the academic advisor will be a faculty member in that department. The role of the academic advisor is to aid students in the choice of courses as well as to provide general guidance. The academic advisor should normally be the person of first recourse for a student who needs help in any area of adjustment to college life. In addition, students may seek help from the Office of Student Development for personal matters or from the Office of the Associate Academic Dean for academic matters. Prior to each registration, all students must discuss a proposed schedule with a faculty advisor and obtain the advisor's signature to approve the class choices. The purpose of this personal attention is to help students make successful academic progress toward graduation. A form for requesting a change of advisor and/or major is available in the Registrar's Office.

### **APPEALS AND SUBSTITUTION PROCEDURE-ACADEMIC**

1. Students who have concerns about matters related to an academic course (class assignments, materials, procedures, or grades) should meet with the faculty member involved and then, if no resolution is achieved, with the chair of the department within which the faculty member teaches.
2. Students who have concerns about matters related to meeting general education core requirements and major or minor requirements should meet with the chair of the department which supervises that requirement. The Department Chair will review the matter, resolve it, and/or, if appropriate, make a recommendation to the Associate Academic Dean.
3. Issues not resolved at the Department Chair level (see #1 and #2 above) and issues related to broader institutional academic policies and procedures (such as advising, course selection, credit, registration, or degree requirements) should be referred to the Associate Academic Dean.
4. Students whose concerns are not resolved in conference with the Associate Academic Dean may file a written appeal. Letters of appeal should be addressed to

the Associate Academic Dean and should be filed within thirty days of the conference with the Associate Academic Dean.

5. The Associate Academic Dean will review the written appeal and if unable to resolve the matter to the satisfaction of the student, will refer the matter to the Academic Petitions Sub-committee of the Academic Policies and Curriculum Committee. The student will receive a decision in writing. The decision of the Academic Petitions Sub-committee will be considered final.

### **ATTENDANCE-CHAPEL**

Asbury College operates on a policy of required chapel attendance. Attendance records are kept from the first chapel with punctual and regular attendance expected.

1. Students are counted present only when sitting in their assigned seats. Permission to sit out of an assigned seat, for any reason, must be secured before the chapel period in the Office of the Chaplain. Students should not approach the chapel checker at the beginning of chapel for permission to sit elsewhere.

2. Six chapel absences per semester are permitted. Students are advised to save these for such unexpected or unforeseen situations as travel difficulties, bad weather, conflicting schedules, oversleeping, minor sickness, doctor or dentist appointments, job interviews, discretionary trips (such as weddings), and family responsibilities.

3. Disruptive behavior such as being tardy, studying in chapel, whispering, sleeping, eating, drinking, or other irreverent conduct is counted as a one-third absence.

4. In the case of: (a) hospitalization or serious illness (as determined by a physician), (b) institutionally approved group event or travel, (c) death or serious illness of family member, or (d) other unusual circumstance, a student may petition the Campus Chaplain to have such absences excused.

5. All students who are required to attend will be registered for chapel (0.25 semester hours each semester). Grades for chapel attendance will be recorded as follows:

- A 0 to 6.0 absences
- B 6.1 to 7.0 absences
- C 7.1 to 8.0 absences
- D 8.1 to 9.9 absences
- F 10.0 or more absences

Credits earned for chapel attendance will count toward the 124 hours required for graduation and will be included in the cumulative grade point average. Any student who earns an "F" will be placed on chapel probation for the following semester. Any student who earns a grade of "F" for two sequential semesters may be suspended from the college for one semester.

6. A student who exceeds 14 chapel absences may be suspended at the end of one semester without a period of probation.

7. Any last-semester senior who does not satisfy the chapel attendance requirement (i.e., earns an "F") must petition the Academic Petitions Sub-Committee concerning the right to graduate. Additional requirements (such as papers or

reviews) may be placed upon a student in order to meet the chapel attendance requirement prior to graduation.

8. Students are required to attend chapels according to the following pattern:

Academic Load	Attendance requirements
12 or more hours	3 chapels per week
8 - 11 hours	2 chapels per week
4 - 7 hours	1 chapel per week
less than 4	optional

9. Students who are parents of children living at home will be granted a reduction of one chapel per week. Forms for this purpose are available in the Office of the Chaplain, located in Fletcher-Early.

10. A student may appeal chapel suspension to the Academic Petitions Sub-Committee. Such written appeals should be addressed to the Campus Chaplain, who will refer them to the Academic Petitions Sub-Committee. The decision of the Academic Petitions Sub-Committee will be considered final.

11. Students with unique circumstances (e.g., student teaching, internship, work) may request special chapel consideration. Forms for this purpose are available in the Office of the Chaplain, located in Fletcher Early.

Notes:

1. Any last semester senior who is assigned additional work and completes that work successfully will be assigned a grade of "C".

2. Any student who has permitted absences adjusted for work, internship, or other responsibilities, will be handled on a pro rata basis.

### **ATTENDANCE—SUMMER CHAPEL**

1. Students who are living on campus and commuter students who attend morning classes on campus are required to attend chapel during the weeks that they are attending class.

2. You will receive a P (passing) if you attend the appropriate number of chapel services and an N (not passing) if you do not. This will appear on your transcript as a part of your permanent record.

3. Probation: Any student who earns an "N" in summer chapel will be placed on chapel probation for the following semester.

### **ATTENDANCE-CLASS**

1. The class session is the primary integrating dimension of the educational process at Asbury College. Therefore the student is expected to attend class lectures and discussions as well as complete assignments and readings outside of class.

2. Specific attendance requirements for each course are determined by the instructor, and will be clearly stated in the course syllabus distributed on the first day of class. The instructor must provide a minimum of four unexcused absences for a MWF 3 credit-hour class; and three unexcused absences for a TR 3 credit-hour class. (One absence permitted in a 1 credit-hour course which meets once per week.) Performance oriented courses may include attendance requirements as part of the grade.

3. In the case of: (a) hospitalization or serious illness (as determined by a physician), (b) institutionally approved group event or travel, (c) death or serious illness of family member, or (d) other unusual circumstance, the Associate Academic Dean will issue an excused absence (with permission to make up work) to be presented to the instructor. Decisions regarding absences resulting from such circumstances as travel difficulties, bad weather, conflicting schedules, oversleeping, minor sickness, doctor or dentist appointments, job interviews, discretionary trips (such as weddings), and family responsibilities will be left to the discretion of the instructor.

4. A student who, for any reason, is absent more than five times the number of credit hours (i.e., one-third of the class sessions being defined as 15 absences for a three-credit class that meets three times per week; 10 absences for a three-credit class that meets twice per week; and pro rata) for the course will receive a final grade of "N" (no credit) except in the case where a student has a grade of "F". The student may appeal this action to the Academic Petitions Sub-Committee via the Office of the Associate Academic Dean.

### **AUDITING COURSES**

1. Students may sign up to audit a course during registration or during the Drop-Add period.

2. No credit hours or quality points shall be awarded for courses audited.

3. Only lecture—type courses or the lecture part of laboratory courses may be audited. Activity courses may not be audited (e.g., lab courses, computer programming, physical education, internships, recreation, ceramics, and studio art, world language).

4. Attendance is required.

5. Neither class discussion nor taking of examinations is permitted, except by special arrangement with the instructor.

6. If an auditor submits daily assignments, the instructor is not obligated to read or correct them.

7. A student may audit no more than one course per semester.

8. The instructor will assign a grade of "S" (satisfactory) or "U" (unsatisfactory) based on attendance and general cooperation.

9. There is no cost additional to regular tuition for a full-time student auditing a course. The cost to persons other than full-time students is \$40 per credit hour.

10. Prior to auditing any course a student must have been admitted to the college through the Office of Admissions.

11. In order to audit, there must be room in the class after regular enrollment has been completed. If there is a question, potential auditors should contact the Registrar's Office on the last day of drop/add.

### **AWARDING OF ASSOCIATES DEGREES**

A student who holds a bachelor's degree may not be awarded an associate's degree. A student may not be awarded a bachelor's degree and an associate's degree at the same commencement.

## **CHANGE OF GRADE**

Final course grades may be changed in the case of miscalculation of points. Re-evaluation of a student's work or late submission of work by a student are not, for example, normal grounds for changing a final course grade. Within 30 days of the beginning of the next academic term, an instructor may change a final course grade by filing the appropriate form with the Associate Academic Dean. This change must be approved by the instructor and the responsible department chair. After 30 days of the beginning of the next term, an instructor desiring to change a final course grade must file such a request with the Academic Petitions Sub-Committee. Decisions of the Academic Petitions Sub-Committee will be considered final.

## **CHANGES IN REGISTRATION AND WITHDRAWAL**

1. Students who find it necessary to make changes in registration must secure a drop/add form from the Registrar's Office and have it approved by the student's advisor. Students will not receive credit for courses in which they are not properly registered. After the end of the drop/add period the approval of the Associate Academic Dean is also required. A grade of "W" is recorded for a course dropped after the drop/add period and before the final date to drop a course. These dates are published in the academic calendar. There is no refund for tuition and/or fees for an individual undergraduate course which is dropped after the end of the drop/add period. Students are expected to make changes in person in the Registrar's Office.
2. Students not intending to return for the next regular semester should inform the Office of the Registrar.
3. Students who withdraw from the college are no longer Asbury College students and therefore enrollment elsewhere cannot be pre-approved. Students whose absence from the college exceeds two years become subject to all requirements in effect at the time of their re-admission.

### **A. WITHDRAWAL FROM A COURSE**

1. Undergraduates (enrollment for an entire semester)
  - a. A student who drops a class before the end of the official drop/add period will have the course cancelled and will not be charged for the course.
  - b. A student who drops a course after the end of the official drop/add period will be awarded a grade of "W" and will not receive a refund of tuition or fees.
  - c. A student who stops attending a class or leaves the college without giving official notice in the Office of the Associate Academic Dean receive an "F" for the uncompleted work for that semester.
2. Graduate and Achieve Students (enrolled by course)
  - a. A student who drops a class before the end of the official drop/add period will have the course cancelled and will not be charged for the course.
  - b. A student who drops a course after the end of the official drop/add period will be awarded a grade of "W" and not receive a refund of tuition or fees.
  - c. A student who drops a course on or before the second day of class will have the course cancelled and will not be charged for the course.

- d. A student who drops a class after the second day of class will be awarded a grade of "W" and not receive a refund of tuition or fees.
- e. A student may not drop a course after 2/3 of the class sessions have elapsed.
- f. A student who stops attending a class or leaves the college without giving official notice in the Office of the Registrar receive an "F" for the uncompleted work for that semester.

**B. WITHDRAWAL FROM THE COLLEGE**

- 1. Undergraduates (enrollment for an entire semester)
  - a. A student may withdraw from the college by completing the appropriate form in the Office of the Associate Academic Dean. A student who officially withdraws from the college after the end of the drop/add period is assigned the grade of "W" in all courses.
  - b. Tuition refund percentages for a student who withdraws from the college are described in the financial section of the Bulletin.
- 2. Graduate and Achieve Students (enrolled by course)
  - a. A student may withdraw from the college by completing the appropriate form in the Office of the Associate Academic Dean.
  - b. The academic and financial details of a student who withdraws from the college will be handled on a course by course basis as indicated above in paragraph A2.

**CLASSIFICATION OF STUDENTS**

Upon admission students are classified by the Registrar's Office into one of the following two categories:

**A. DEGREE-SEEKING:** A student who is proceeding towards the Bachelor of Arts or the Bachelor of Science at Asbury College. These students are classified each fall and spring according to the following criteria:

- 1. **FRESHMAN:** has met all admissions requirements
- 2. **SOPHOMORE:** has completed at least 30 semester hours, has completed ENG 110, and has met the MAT 100 requirement
- 3. **JUNIOR:** has completed at least 60 semester hours including PED 100
- 4. **SENIOR:** has completed at least 90 semester hours

**B. NON-DEGREE SEEKING STUDENTS:** Students in this category do not intend to earn a degree from Asbury College. There is a limit of two semesters of enrollment under this status. To continue in this status for more than two semesters or earn more than 12 semester hours will require special approval from the Associate Academic Dean.

5. **POST-BACCALAUREATE:** Student who holds a bachelor's degree and is earning further credits toward teacher certification or is seeking to complete and additional major subsequent to graduation.
6. **SPECIAL STATUS:**
  - a. Students who may not meet admissions requirements but have been admitted by special action of the Director of Admissions for a specific period of time
  - b. Students taking courses for personal interest and academic credit.
7. **VISITING:** Full-time students visiting, with permission, from another institution
8. **AUDITOR:** Attends non-activity classes for personal enrichment and not for academic credit. See audit policy under Academic Policies section.

### **COURSE NUMBERING**

Courses designed primarily for Freshmen, Sophomore, Junior, and Senior levels are grouped accordingly and are numbered respectively 100 to 199, 200 to 299, 300 to 399, and 400 to 499. Students should select courses within their classification. One course on the next level above their classification may be selected each semester. Some course numbers are restricted for special purposes: 391 courses are independent/directed studies; 393 courses are seminars with varying topics; 400 courses are research, 435 courses are internships; 475, 476 are senior seminars. Courses numbered 391, 400, and 435 (and some others) require the completion of a contract. In some cases, a course fee may be charged for some of these special purposes courses.

### **ENROLLMENT REQUIREMENTS**

Prior to registration and matriculation, each applicant must be designated as “finally accepted” by the Office of Admissions and must have submitted the following:

1. \$200 pre-tuition payment
2. Final official transcripts from all schools attended (the high school transcript must show the date the diploma was awarded)
3. Report of Medical History (including inoculations)
4. Handbook Affirmation Form.

### **EXAMINATIONS**

Students must take final examinations within the official final examination period. This period usually extends from Monday at 8 a.m. to Thursday at 5 p.m. of the final examination week. To apply for a change of examination time within this period, students should contact their instructors and the chair of the department within which the course in question is offered.

No examinations (including final exams) or tests may be given during the Wednesday-Friday of the final week of classes. All general education courses must have a final examination in the hour scheduled.

## **GRADING SYSTEM**

The grades which are assigned to student performance in a particular course are listed below with their respective quality point values. Scholastic standing is defined as the ratio of total quality points to the total semester hour credits attempted, excluding transfer hours and non-graded credit hours (credit in a credit/no-credit course). For each hour of graded credit, quality points are assigned as follows:

Course Grade	Description	Quality Points
A	Excellent	4.00
A-		3.70
B+		3.30
B		3.00
B-		2.70
C+	Good	2.30
C		2.00
C-		1.70
D	Passing	1.00
F	Failure	0.00

The following grades are not counted in the calculation of the grade point average.

I	Incomplete
IP	In Process
W	Withdrew
P	Passing credit/no credit course
N	Not passing credit/no credit course
S	Satisfactory audit
U	Unsatisfactory audit

To remain in good academic standing, a student must maintain a 2.00 cumulative grade point average. To graduate, the student must complete a minimum of 124 semester hours of work with a sufficient number of quality points to make an average standing of 2.00 (the B.S. degree requires a 2.75 average) on all credits attempted at Asbury College. Some majors require more than 124 semester hours. Grades reports are issued at the end of each semester. Any perceived discrepancies must be reported to the Registrar's Office in writing within 30 days of the grade report.

## **HONORS IN SCHOLARSHIP**

Dean's List: "Dean's List" is noted on the semester grade record and the transcript of all students who have passed a minimum of 12 semester hours with a grade point average of 3.50 or higher. The 12 hours must be passed with a letter grade. A student with fewer than 12 hours of graded work is ineligible for this notation.

Graduation Honors: Students are graduated with honors (cum laude) if they attain a standing of 3.5 to 3.79, with high honors (magna cum laude) if they attain a standing of 3.8 to 3.96. A student who attains a standing of 3.97 will be graduated with highest honors (summa cum laude). To be eligible for graduation honors a student must have earned at least 62 semester hours of graded course work hours at Asbury College. Transfer credit and/or credit-no credit hours are not counted in calculating standing. Students who have met the scholarship standing as indicated but who do not meet the other requirements will be granted "honorable mention." A formal Academic Convocation is held at the end of Spring semester to honor academic achievement among the graduating Seniors.

### **INCOMPLETE GRADES**

A temporary grade of incomplete ("I") may be granted by the Associate Academic Dean in extenuating circumstances such as equipment breakdown or medical crisis. Needing more time is not a criterion for an incomplete. Faculty or students anticipating the need for an incomplete should contact the Associate Academic Dean during the last week of classes. Once an incomplete is granted, it is the student's responsibility to contact the instructor and make satisfactory arrangements to complete the outstanding work. A student who receives an "I" must complete the work by the respective deadline: February 10 (fall), July 10 (spring), September 10 (summer). A final grade of "F" will be recorded for students who do not complete the outstanding work by the deadline.

### **INDEPENDENT STUDY**

Independent study is defined as all non-classroom instruction for which credit is given with the exception of social work practicum and student teaching.

1. All independent studies must be completed under the control of an appropriately completed contract.
2. A student may register for an independent study by filing a contract, appropriately approved, with the Registrar's Office.
3. All independent studies will be subject to the same policies as regular classroom courses with reference to drop/add and submission of grades deadlines.
4. Registering for an independent study requires the approval of the faculty member, the advisor, the department chair, and the Associate Academic Dean.
5. After matriculation at Asbury College, students may not transfer more than 6 semester hours of independent study course work from another institution.

#### **WITH REGARD TO THE MAJOR OR MINOR:**

All independent study within the major or minor shall have specific prerequisites and maximum credits limitations.

#### **WITH REGARD TO ELECTIVE CREDIT:**

1. In addition to hours counting toward a major or minor, no more than 9 semester hours of the 124—128 semester hours required for a degree may be earned through independent studies with no more than 6 semester hours of any one prefix.
2. All independent study work on the 300 level presumes at least 12 semester hours of classroom instruction with the same prefix as a prerequisite.

3. All independent study work on the 400 level presumes at least 18 semester hours of classroom instruction with the same prefix as a prerequisite.
4. All students seeking to take independent study must be juniors and have a 2.75 grade point average.
5. A student may not take more than 3 semester hours of independent study outside the major or minor in any one semester.

### **INSTITUTIONAL CREDIT FOR WORLD LANGUAGE AND MUSIC THEORY**

Institutional placement examinations are administered each year by the World Languages Department. A degree-seeking student may apply for and be granted academic credit for any foreign language (101, 102, 201, 202 or 251 or 291) waived through this institutional placement procedure by meeting the following requirements:

1. Take the necessary departmental proficiency examination and receive a score qualifying for institutional placement.
2. Submit to the Registrar's Office an application for credit by the end of the semester in which the first language course is taken at Asbury College. A \$20.00 per hour processing fee will be posted to the student's account when the application is processed.
3. Earn at least a "C-" in that first course.
4. This world language option is only available for languages offered at Asbury College.
5. NOTE: Asbury College grants institutional placement credit only on the basis of original documentation and does not grant transfer credit for advanced placement or for institutional placement examinations given by other colleges or universities.

### **INTEGRITY**

Academic integrity is an essential basis of the college community. Faculty and students share responsibility for maintaining mutual trust and integrity. Violations of such trust and specific acts of academic dishonesty will be subject to disciplinary action. It is the responsibility of every faculty member to make students aware of what constitutes honesty and dishonesty in academic work. Course syllabi should include a reference to the definitions of cheating and plagiarism and what penalties will occur if a student engages in either of these practices. Integrity issues will include notes, papers, examinations, computer disks, etc.

### **INTERNSHIPS**

Internships are available for academic credit through various departments. Students are required to register for an internship during the academic term within which the internship activity ends. Spring: internships finishing in January through May; summer: internship finishing in June through August; Fall: internship finishing in September through December.

## **LIBRARY FINES**

Outstanding overdue fees and charges for lost or unreturned library materials for which settlement has not been made will be submitted by the library to Students Accounts and the Associate Academic Dean. These assessments will be added to the student's financial account. Any appeal to the library charge should be made in writing on a special appeal form submitted to the library by the student. Copies of this appeal form will be submitted by the library to the Office of the Associate Academic Dean.

## **MAJOR AND MINOR FIELDS**

The requirements for graduation with any chosen major are listed in this Bulletin and on major sheets available in the Office of the Registrar. Fifty percent of the major and minor requirements must be taken at Asbury College. Any exceptions must be recommended by the Department Chair and approved by the Associate Academic Dean.

A form for requesting a change in major or minor is available in the Registrar's Office.

Major check sheets which show required courses in all major and minor fields are available in the Registrar's Office. Students are expected to declare a major by the beginning of the junior year (60 semester hours completed).

## **PASS/FAIL OPTION FOR SENIORS**

1. A senior with a cumulative grade point average of at least 3.25 may take up to 4 semester hours per semester on a pass/fail basis.
2. Courses under this option may not be in the student's major or minor department and may not be used to meet any major, minor, or general education requirements.
3. The decision to take a course pass/fail must be made by the end of the drop-add period and may not be subsequently changed.
4. The pass/fail student will be identified to the faculty member. The student must meet the same requirements as other students enrolled in the course.
5. The student will be awarded a grade of P, D, or F, with a grade of C- or better being recorded as a P.
6. A grade of P does not affect the g.p.a. A grade of D or F does affect the g.p.a.

## **PARTICIPATION IN STUDENT ACTIVITIES**

1. A student not meeting the standards of the academic progress scale may not:
  - a. Participate in inter-collegiate competition (athletic or other)
  - b. Participate in public programs (on or off campus) given by any Asbury College department, organization, or class (unless such participation is a clear academic course requirement)

## **ACADEMIC PROGRESS SCALE**

Semester hours attempted	Cumulative Grade Point Average
1 – 19	1.70

20 – 35	1.80
36 – 59	1.90
60 or more	2.00

2. Students are also expected to be in accord with the chapel attendance requirement (i.e., may not be on chapel probation).
3. In order to hold a student body office, a student must have a minimum cumulative grade point average of 2.50. For a class office, the g.p.a. requirement is 2.25.

### **PHYSICAL EDUCATION ACTIVITY COURSES**

No more than four semester hours of physical education activity courses (PE prefix) may apply toward graduation. No more than one (1) semester hour of PE credit may be taken in any one semester.

### **PROBATION, ACADEMIC PROGRESS, AND SUSPENSION**

1. The Registrar's Office has the responsibility to monitor progress for all students enrolled in the college. An academic progress scale outlines the expected grade point average for a student to remain in good academic standing based on the total number of credits attempted. Students who fail to meet the scale are subject to academic probation and/or academic suspension.
2. Some specific major programs within the college have additional minimum grade point averages to be admitted to those programs or to remain enrolled in them. Each academic department that has an additional gpa requirement will monitor the progress of students enrolled in the program and notify students of any problems related to the requirement, including the possibility that the student may be dropped from the program.
3. Academic progress toward the completion of a degree requires the meeting of minimal standards both in semester hours completed and in cumulative grade point average. The academic progress scale is as follows:

Cumulative Hours attempted	Cumulative Grade Point Average
1 – 19	1.70
20 – 35	1.80
36 – 59	1.90
60 or more	2.00

4. At the end of each semester, the academic progress of all students is reviewed. For these calculations, incomplete grades are ignored.
5. A student who does not meet the minimal standards of the academic progress scale will be placed on academic probation for one semester.
6. Any students who do not meet the standards of the academic progress scale at the end of the probationary semester will be subject to academic suspension for a period of one semester (not including summer).

7. The probationary standing may be cleared only with grade points earned at Asbury College. Students achieving the standard will be removed from probation.
8. A student who earns a grade point average of less than 1.0 (D average) in the first semester at Asbury College is subject to academic suspension at the end of that semester without a period of academic probation.
9. A student who does not pass at least 75% of semester hours attempted will be placed on academic probation without respect to cumulative grade point average. A student in this category who does not pass 75% of semester hours attempted during the probationary semester may be subject to academic suspension.
10. The academically suspended student is ineligible for re-admission to Asbury College until one semester has elapsed (not including summer).
11. A student who has been readmitted following a period of academic suspension, will remain eligible for continuing as long as his/her g.p.a. for each semester is 2.30 or better while carrying a minimum of 12 semester hours, even though his/her cumulative standing may be below the academic progress scale. Students re-admitted in this category may not enroll for more than 14 semester hours until they achieve satisfactory standing.
12. A student who is placed on academic suspension may appeal (in writing, to the Associate Academic Dean) to continue enrollment for the next semester. The appeal will be considered by the Petitions Sub-committee of the Academic Policy and Curriculum Committee of the Faculty. The student will receive a written response from the Chair of the Sub-committee. If permission to enroll is granted, the student's status becomes "suspended with permission to enroll" and no financial aid may be awarded.

### **PROFICIENCY STANDARDS AND REMEDIAL REQUIREMENTS**

1. All students are required to satisfy general education requirements in English Composition (ENG 110 or ENG 151) and Mathematics/Computer Science (MAT 120).
2. Prior to being admitted to these classes, students must demonstrate that they have met the ENG 100 and MAT 100 requirements.

If ACT/SAT English score is 21/500 or less, ENG 100 required

If ACT/SAT Mathematics score is 18/450 or less, MAT 100 required

### **REPEAT COURSE POLICY**

1. A student may repeat once any course in which a grade of "D" or "F" was received at Asbury College. The course must be repeated at Asbury College and in the same manner in which it was originally taken.
2. The higher earned grade in any repeated course will count in the computation of the cumulative point standing.
3. Credit hours in repeated courses will count only once.
4. Repeated courses will be so marked (R) on the permanent record.
5. Courses must be repeated in the same manner as originally enrolled.

## **RESIDENCE REQUIREMENT**

In order to meet the residence requirement a degree candidate at Asbury College must satisfy the following three criteria:

- A. Spend at least three sequential semesters (excluding summer) in residence, carrying a full academic load (at least 12 credits) per semester. For two of these semesters the student must be registered as a senior. All students must complete 12 out of the final 21 semester hours at Asbury College.
- B. Complete at least 50% of the chosen major and minor in residence.
- C. Complete a minimum of 49 semester hours at Asbury College (excluding Advanced Placement and institutional credit).

## **STUDENT ACADEMIC LOAD**

The normal academic load is 15-17 semester hours. A student may enroll for fewer than 12 or more than 17 in any given semester with the permission of the Associate Academic Dean on the basis of prior academic performance and/or cumulative grade point average. Students with a g.p.a. below 2.75 are not permitted to overload. No student shall be permitted to take more than 19 semester hours.

## **STUDENTS WITH DISABILITIES**

One of the goals of Asbury College is to provide an optimal opportunity for success for qualified students with disabilities without compromising the caliber of instruction or the self-confidence of the learner.

The Americans with Disabilities Act of 1990 prohibits discrimination against individuals with disabilities. Section 506 of the Rehabilitation Act of 1973 mandates that post-secondary institutions that receive federal monies provide "reasonable accommodations" for students with disabilities.

Students with a disability requiring accommodations must notify the Associate Academic Dean's Office. The Vice President for Student Development's Office will work with students who have a physical disability to make certain that appropriate and adequate accommodations are provided. The Coordinator for Learning Disabilities will work with students who have a certified learning disability to make certain that appropriate and adequate accommodations are provided. These accommodations may include such services as additional time on tests and exams; taping of classroom lectures; assistance with class scheduling and selection; tutoring services; personal counseling; and the encouraging of academic independence. The college offers a formal support program for students with learning disabilities through the course General Studies 110, Strategies for College Success.

## **SUMMER SCHOOL**

A four-week summer session is held on the Asbury College campus from mid-May through mid-June. Students may enroll for up to seven semester hours on campus and six hours through online study. Each year a summer school schedule is published in March. In addition, a number of online courses are offered. For more information on the summer school program, contact the Office of the Associate Academic Dean.

## **TRANSFER CREDITS EARNED ELSEWHERE**

Students currently enrolled and desiring to earn credits at another institution to apply toward graduation from Asbury College must receive approval from the Associate Academic Dean at Asbury prior to enrolling. The college is not obliged to transfer courses for which prior approval has not been secured.

1. Courses must be taken through a regionally accredited institution in the US.
2. The student must provide catalog descriptions for the other school's courses.
3. The student must have at least a 2.0 GPA to receive a letter of good standing.
4. The student must not have exceeded the limit for transfer credits (prior to and during enrollment at Asbury) which is 60 credits from community colleges/two-year institutions or 75 credits from four-year institutions.
5. The maximum credits that can be taken during summer sessions is 12 credits.
6. Permission to take courses elsewhere during regular fall/spring semesters is limited. The student must be registered at Asbury for at least 15 credit hours (both fall and spring). Hours taken elsewhere do not count towards full-time status at Asbury.
7. For graduating seniors, only 9 hours of a student's final credits may be completed elsewhere.
8. Departmental approval may be required to take upper level major/minor courses elsewhere. For an Asbury degree a student must complete 50% of their major/minor coursework at Asbury College.
9. A course must have earned a letter grade of C- or better to transfer.
10. Courses are transferred for credit only; the grades will not be included in the GPA at Asbury College.
11. Credits taken as quarter hour credits transfer by a factor of (x 2/3) when converted to semester hours.
12. The student is responsible to request a final transcript from the other school. An official transcript must be mailed directly to the Asbury College registrar's office. Hand-delivered transcripts are not accepted as official. Seniors cannot graduate until official transcripts for courses elsewhere have been received and processed.

## **TRANSCRIPT EVALUATION**

All transcripts, whether high school or college, must be sent directly from that institution to the Admissions Office of Asbury College. Hand-carried transcripts may be used for evaluation; however, they are NOT acceptable as final, official transcripts.

### **1. HIGH SCHOOL**

Transcripts are evaluated on a four-point scale [A (4.0), B (3.0), C (2.0), D (1.0), F (0.0)]. The cumulative point standing based on this evaluation must be 2.50 or above.

Variation from this scale is granted only when the transcript specifies a different evaluation. Weighted averages are taken into account for admission and for scholarships.

## 2. COLLEGE

Transcripts are evaluated on a four-point scale [A (4.0), B (3.0), C (2.0), D (1.0), F (0.0)]. The cumulative point standing based on this evaluation must be 2.50 or above.

## 3. TRANSFER CREDITS

a. Credit hours are transferred. Grades and grade point average do not transfer. Courses with grades below a "C-" do not transfer. Courses which are graded under a pass-fail system are not accepted for transfer without official validation that the minimum passing grade is "C-". After admission to Asbury, a student's cumulative grade standing is computed only on credits earned at Asbury College.

b. A maximum of 75 semester hours of transfer credit from a regionally accredited four-year institution (student must complete at least 49 semester hours at Asbury College), or a maximum of 60 semester hours of transfer credit from a two-year college or a regionally unaccredited institution (student must complete at least 64 semester hours at Asbury College), will be accepted by Asbury College towards degree requirements. In the case of a regionally unaccredited institution, the courses must match specific courses listed in the Asbury College Bulletin.

c. Asbury College will not accept transfer college credits taken more than two years prior to graduation from high school.

d. In order to transfer credit, a grade of "C-" or better must have been earned in the individual course. A combination of transfer credits from regionally and non-regionally accredited institutions may not exceed 75 semester hours. Grades for transfer courses are not used when determining a student's cumulative grade point average at Asbury College.

e. Students who have completed at least 12 semester hours at another institution after high school graduation are considered transfer students.

## **TRANSCRIPT POLICY**

1. Transcripts of a student's academic record are issued by the Office of the Registrar. A transcript may be requested in person or by mail. Telephone requests will not be accepted. To make a request in person, a transcript request form must be completed in the Transcript Office. Mail requests must include the student's name at the time of attendance (as well as all subsequent names used), date of birth, social security number, last quarter/semester of attendance at Asbury, present home address, and the name and address of where the transcript is to be sent. **OFFICIAL TRANSCRIPTS WILL BE ISSUED ONLY AFTER ALL FINANCIAL OBLIGATIONS TO THE COLLEGE ARE PAID.**

2. A request for a transcript must bear the signature of the individual whose permanent record is involved. If the name is typed or printed, the request will not be honored. This policy is in compliance with the Family Educational Rights and Privacy Act of 1974 (Buckley Amendment). Due to these confidentiality and legal restraints, transcripts will not be faxed.