

# ACADEMIC REGULATIONS

Southwest Baptist University provides graduate study programs in the College of Business and Computer Science, which offers the Master of Business Administration (MBA) and the Master of Business Administration with a Health Administration Concentration (MBA Health Administration); in the College of Education and Social Sciences, which offers the Master of Science (M.S.) in Education, the Master of Science (M.S.) in Educational Administration, the Master of Science (M.S.) in Education - Athletic/Activities Administration, and the Education Specialist in Educational Administration (Ed.S.); and in the College of Science and Mathematics, which offers the Doctor of Physical Therapy (D.P.T.). (See the Graduate Programs section of this catalog for program descriptions and detailed information.)

The Bachelor of Arts degree (B.A.), the Bachelor of Science degree (B.S.), the Bachelor of Science in Nursing degree (B.S.N.), the Bachelor of Music degree (B.M.), the Bachelor of Applied Science degree (B.A.S.), the Associate of Arts degree (A.A.), the Associate of Applied Science (A.A.S.), the Associate of Science in Nursing degree (A.S.N.), and the Associate of Science degree (A.S.) are granted by Southwest Baptist University. A Certificate in Theology is given to students completing the two-year theology program.

## Degree Requirements (General Regulations)

1. Students are eligible to graduate after fulfilling the requirements described in the academic regulations section of the catalog under which they first enroll at Southwest Baptist University. They have a seven-year period during which they may graduate under that catalog. If there are extenuating circumstances, the student may appeal to the Deans Council for a waiver. Otherwise, students have the option to choose any catalog subsequent to the one under which they entered.
2. Students must successfully complete at least one course at Southwest Baptist University during the academic year of the catalog selected for graduation.
3. Students who enroll in another college or university without prior permission of the Provost are considered to have withdrawn from Southwest Baptist University.
4. Students wishing to transfer work from another institution and not withdraw from Southwest Baptist University must obtain "Permission for a Transfer of Credit" from the Registrar's Office prior to enrolling in another institution.
5. Students must attain 7 chapel points or 1 point less than the number of fall/spring semesters enrolled as a full-time undergraduate at the Bolivar campus of SBU. (See the *SBU Student Handbook* for a detailed explanation of the chapel attendance policy.)
6. A student may not simultaneously pursue more than two undergraduate academic majors at Southwest Baptist University.

## Bachelor of Arts, Bachelor of Science, Bachelor of Applied Science, Bachelor of Music and Bachelor of Science in Nursing Degrees

To receive a Bachelor of Arts, Bachelor of Science, Bachelor of Applied Science, Bachelor of Music, or Bachelor of Science in Nursing degree, students must:

1. Complete all general education requirements.
2. Complete graduation requirements as established for the degree desired.
3. Complete an approved major and its required supporting work.
4. Complete at least 128 approved hours, of which 40 hours must be in upper division (3000-4000 level) course work (or its equivalent for the B.A.S. degree). No upper division credit will be granted for work taken in junior college(s), although the work may be counted toward the required total of 128 hours. Students may count no more than 4 credit hours of physical activity courses toward the 128-hour graduation requirement (except physical education, recreation and sports management majors). **HPE 1162 does not count as part of this 4 credit-hour limit.** No more than 40 hours in a single discipline (e.g., business, history or music) will be counted toward the Bachelor of Arts degree.
5. Complete 30 of the last 36 hours of the degree program as residence credit at an SBU degree-granting site that is accredited to offer the student's major. (The intention of this policy is to insure that the student's major-area courses will be principally completed at an SBU degree-granting site.)
6. At least one-half of a student's major must be completed at Southwest Baptist University. **NOTE: SBU will accept no more than 94 hours from other institutions toward a degree. No more than 64 semester hours of credit may be transferred from junior colleges.**
7. Earn an average of two grade points (2.00) for each credit hour's work attempted, including at least an average of two grade points (2.00) in the major (Note: Some majors require a GPA higher than 2.00 points for all course work in the major.) and including at least a two grade point average (2.00) in all work taken at Southwest Baptist University.

8. File at the Office of the Registrar an Intent to Graduate card on or before the date listed in the calendar prior to the proposed date of graduation. (Graduation fee must be paid before students are permitted to graduate.) Students who are eligible to graduate upon satisfactory completion of the final semester's work are required to attend commencement exercises. Only those students who actually complete all requirements will receive a diploma by mail.
9. Participate in the December or May commencement unless absence is approved by the Provost (or the Dean of St. John's College of Nursing and Health Sciences for the Springfield ceremony) prior to the ceremony. The reason for not participating in commencement must be explained in writing to the Provost (or the Dean of St. John's College of Nursing and Health Sciences) who will determine if the reason is valid and whether to grant or to deny permission to be excused from commencement.
10. Students completing graduation requirements in January or the summer may participate in the December commencement if they have no more than 6 hours to complete and upon approval by the College Dean. Students completing graduation requirements in the summer may participate in the May commencement if they have no more than 12 hours to complete (6 hours in June and 6 hours in July) and upon approval by the college dean. These students need to receive permission to walk early by submitting the Request to Walk Early form to their college dean. Student diplomas will be dated in the completion semester.

## Associate of Arts, Associate of Science, Associate of Applied Science, Associate of Arts in General Studies, Associate of Science in General Studies, and Associate of Science in Nursing Degrees

None of the associates degrees can be received in conjunction with a bachelor's degree. To receive any of these associates degrees from Southwest Baptist University, students must:

1. Complete all general education requirements as established for the degree desired.
2. Complete graduation requirements as established for the degree desired.
3. Complete at least 64 hours, of which no more than two are physical activity courses.
4. For the A.A. and A.S. degrees, complete at least 15 of the last 18 hours of the degree program as residence credit through one or more of the locations at which Southwest Baptist University offers degree work.
5. For the A.A.S. and A.S.N. degrees, complete at least 12 of the last 15 hours of the degree program as residence credit through one or more of the locations at which Southwest Baptist University offers degree work.
6. Earn an average of two grade points (2.00) for each credit hour's work attempted, including a two grade point average (2.00) in all work taken at SBU.
7. File at the Office of the Registrar an Intent to Graduate card on or before the date listed in the calendar prior to the proposed date of graduation.
8. Participate in December or May commencement unless absence is approved by the Provost (or the Dean of St. John's College of Nursing and Health Sciences for the Springfield ceremony) prior to the ceremony. The reason for not participating in commencement must be explained in writing to the Provost who will determine if the reason is valid and whether to grant or to deny permission to be excused from commencement.
9. Students completing graduation requirements in January may participate in the December commencement if they have no more than 6 hours to complete and upon approval by the College Dean. Students completing graduation requirements in the summer may participate in the May commencement if they have no more than 12 hours to complete (6 hours in June and 6 hours in July) and upon approval by the college dean. These students need to receive permission to walk early by submitting the Request to Walk Early form to their college dean. Student diplomas will be dated in the completion semester.

## Second Bachelor's Degree

(After first degree has been awarded)

A student who has earned a bachelor's degree from any accredited institution may be awarded a second baccalaureate degree from Southwest Baptist University by meeting the following requirements:

1. Complete at least 30 hours above the requirements for the first degree, 24 of which must be in residence at an SBU degree-granting site that is accredited to offer the student's major. No more than 3 of the 24 residence credits may be SBU correspondence courses.
2. Complete all requirements for the second degree, except general education requirements. **Note: If the first degree is a B.A.S. degree, any general education deficiencies must be completed.**
3. Complete requirements for the second major.
4. Complete BIB 1013, 1023, and SPF 2012, if the first degree was awarded at another institution.
5. Earn an average of two grade points (2.00) in all work taken for the second degree.

## SBU Recognitions

### Honor Roll

To be listed on the semester's honor roll, students must carry at least 12 hours of college work at Southwest Baptist University and earn at least a B (3.00 GPA), with no grade below C.

|                                    |                                |
|------------------------------------|--------------------------------|
| Trustees' List ..... 3.85 - 4.00   | Deans' List ..... 3.50 - 3.69  |
| President's List ..... 3.70 - 3.84 | Honor's List ..... 3.00 - 3.49 |

### Honors Graduation

Undergraduate students will graduate with honors according to the following GPAs. In order to be graduated with honors, students must have earned a minimum of 45 semester hours of credit at Southwest Baptist University prior to the semester of graduation.

|                 |               |
|-----------------|---------------|
| Summa cum laude | 3.850 - 4.00  |
| Magna cum laude | 3.700 - 3.849 |
| Cum laude       | 3.500 - 3.699 |

The GPAs at the end of the semester previous to the semester of graduation will be used to determine honor graduates for the commencement ceremony. The official honors notation will be made on transcripts after the final semester grades are in the Registrar's Office.

## Glossary of Academic Terms

### Credit Hour

Credits are usually based on the number of times a class meets each week. Courses vary in credit from one to six hours; however, there is a predominance of three credit hour classes. Each hour of credit represents the equivalent of one recitation period of 50 minutes per week or a laboratory period of 100 to 150 minutes each week per semester.

### Full-Time Student

To be classified as a full-time student during a semester, a student must carry a credit hour load of 12 semester hours.

### Faculty Advisor

Southwest Baptist University is characterized by an intense interest in the welfare of students and a concern that they formulate mature philosophies of life, define worthy educational-vocational objectives in keeping with their interests and abilities, and select from college resources that particular combination of studies and activities that most adequately contributes to their educational, vocational, emotional, social, and religious growth. Each incoming freshman is assigned a faculty advisor in the University Success Center. Other students are assigned faculty advisors based on the number of hours they have and their intended major. The advisor counsels and guides the student in planning course schedules and educational programs at SBU.

### Grading System

A grade represents an evaluation of a student's academic performance in a course and is determined by examinations and other criteria. Course grades are defined as follows: A, excellent; B, above average; C, average; D, minimum passing; F, failure; and I, incomplete. In certain courses, a grade of P (passing) may be given.

### Grade Points

Each semester hour of credit is valued in grade points as follows: A, four points; B, three points; C, two points; D, one point; F, no points. P grades are not assigned grade points and are not considered in computing students' grade point averages. In order to graduate, students must earn an average of two grade points (2.0 - C average) for each credit hour attempted.

### Incomplete Grades

An incomplete (I) grade may be given when a student is doing passing work or has the possibility of earning a passing grade but is unable to complete all of the course requirements because of unusual circumstances acceptable to the instructor (e.g., illness or accident). In no case may an "I" be agreed to unless the student has completed at least 80 percent of the class. An "I" may not be used to permit a student to repeat a course or to improve a grade. The instructor must complete the Application for Incomplete Grade form and it must be signed by the instructor and submitted to the appropriate department chair and college dean for approval. The completed and signed form must then be filed in the Registrar's Office; additional copies of the form will be given to the student, instructor, academic advisor, and college dean. Requirements for completing the course and appropriate grade designations are to be specified on the application by the instructor.

**It is the responsibility of the student to complete satisfactorily all of the course requirements within one year. If the incomplete is not cleared within this specified time limit, the I will convert to an F.**

### **In-Progress Grades**

An In-Progress (IP) grade may be given for courses that usually require more than one semester to complete (e.g., readings, theses, internships, or practicum courses). Requirements for completing the course and specific completion dates are to be specified by the instructor on the application. The In-Progress Grade form must be signed by the instructor and submitted to the appropriate department chair and college dean for approval. The completed and signed form must then be filed in the Registrar's Office. Additional copies of the form will be given to the student, instructor, academic advisor, and college dean.

It is the responsibility of the student to complete satisfactorily, under the supervision of the instructor, all course requirements by the specified completion date. If the in-progress grade is not cleared within this time limit, the "IP" will convert to an appropriate letter grade based on the completed work. If there are extenuating circumstances beyond the student's control, the student may request a time extension through the special academic request process.

## **General Academic Regulations**

### **Audit**

A person who wishes to audit a course must have permission from the instructor and enroll as an auditor at the same time and under the same procedures as for credit. This status will permit the student to attend class but does not allow the student to take tests or have assignments graded by the instructor. A student may change from audit to credit or from credit to audit only during the time period when courses can be added. Persons who are not currently enrolled in the University must apply for admission in order to register as an auditor. (See Financial Information for cost of auditing a course.) **Note: When a student audits a course, no hours are earned and the course is not calculated in the total number of hours or GPA.**

### **Load Limit for Credit Hours**

In any semester, a student is limited to the number of credit hours that can be taken, according to the GPA. **This limit includes all college courses, correspondence or otherwise, being taken at SBU or elsewhere. If a student exceeds load limit restrictions, the University will require the student to reduce load hours.** The normal load for all students each semester is 16 credit hours, and the normal load for January, June, or July is 4 credit hours, provided students have a minimum cumulative GPA of 2.00. **First-semester first-year students are limited to 16 credit hours.** Other students may be permitted to enroll in additional hours with or without special permission, depending upon their GPAs, as stated below.

### **Additional Hours Without Special Permission**

Load limits without special permission include all college courses, correspondence or otherwise, being taken at SBU or elsewhere. Advisors will approve schedules with additional hours when the student's GPA range is one of the following:

| <b>Cumulative GPA</b> | <b>Fall/Spring</b> | <b>January/June/July</b> |
|-----------------------|--------------------|--------------------------|
| 2.50 - 3.00           | 18 hours           | 5 hours                  |
| 3.01 - 4.00           | 19 hours           | 6 hours                  |

(NOTE: More than 6 hours in a J-term is not permitted. More than 20 hours in a fall or spring semester is not permitted.)

### **Repeating Courses**

Courses taken at Southwest Baptist University for which the grade is F or D may be repeated only twice. Courses taken for which the grade is C can be repeated only once. Courses taken for which the grade is B cannot be repeated. Exception to the number of times a course can be repeated may be granted only by the Provost. **If the course is repeated at another college or university, approval must be received from the appropriate SBU department chair or the general education committee if it is a general education course. To ensure that the course will transfer, it is recommended that the student get the department chair's or general education committee's approval prior to enrolling in the course.**

### **Pass-Fail Option**

The pass-fail option is intended to encourage students in and provide them with opportunities to pursue specialized or outside interests without penalty or reduction in GPAs. This policy provides students with the opportunity for broadening their backgrounds and gaining knowledge in fields that might allow them to be more versatile and productive.

In order to take a course that is normally offered on a graded basis, the student must complete a Pass-Fail form and submit it to the Registrar's Office before the end of the period at the beginning of the semester to add courses. This form is to be signed by the student and the Registrar.

**NOTE:** Students should be aware that some universities, graduate schools, and professional schools do not accept credit for courses that have been assigned grades of P. Students would be advised not to take P/F courses if there is a possibility that the course might serve as a prerequisite for acceptance into a graduate, professional, or some other academic program.

Students may enroll in one P/F course per semester under the following conditions:

1. Courses taken under the P/F option cannot be used to satisfy general education (except those taken as credit by examination), major, minor, professional education, pre-professional, or graduation requirements. P/F grades may be given in internships, field experiences, and ICS mission trips.
2. Honors classes cannot be taken on a P/F basis.
3. Students can make changes from graded to P/F or from P/F to graded only during the period in which courses may be added.
4. Students earning grades of A, B, or C in courses for which they were enrolled on a P/F basis will receive a P; those receiving a D or F will receive an F for the course.
5. A P grade will not affect the GPA; however, an F will adversely affect the GPA as do F's in graded courses.
6. The P/F option is not available for the repeating of courses for which students have received letter grades.
7. Instructors are not informed of students enrolled in their courses on the P/F basis. Final grades are converted to this system in the Office of the Registrar.

### **Declaring an Academic Major**

Students admitted to the university should select an academic major during their second semester at SBU. At this time they will be assigned an advisor in their major. Those who are undecided on a major will be advised by the faculty in the University Success Center who initially advise all entering freshmen. Some academic majors have competitive, limited enrollment and/or specific requirements which must be met before acceptance into the program. Program requirements are listed by major in other sections of this catalog.

### **Changing an Academic Major**

Students may change their majors by obtaining the Request for Changing/Adding/Deleting a Major/Minor form from the office of the dean of the college in which the new major resides. The form is signed by both the student and an appropriate faculty member. If approval for the change of major is given, the student takes the request form to the office of the dean of the college in which the new major resides for final approval.

### **Credit Check – Degree Audit**

When students accumulate between 70 and 80 credit hours, they must request a credit check from the Registrar. Students pursuing an associate degree must request a credit check between 30 and 35 credit hours. A credit check reveals the number of semester hours completed, the number of hours and courses currently enrolled in and the courses needed to complete graduation requirements. The accuracy of the credit check is determined and signed by the major department chairman, the advisor, the dean, and the Registrar. Students with double majors and/or minors must have the department chair of each department sign the form.

### **Final Examinations**

All students are required to take final examinations. Final examinations are scheduled during the last week of each semester. In the event of unusual circumstances, students may request to take an examination at an alternate time. Such requests must be presented to the instructor of the course and the dean of the college in which the course is taught. (See Special Fees.)

A student who has three or more final examinations on the same day can change a final exam to an alternate time without cost. It is recommended that the middle final exam be changed. This is handled through the instructor of the course and the office of the dean in whose college the course resides.

### **Attendance**

Every course taught at Southwest Baptist University shall have an attendance policy that is part of the course syllabus. To receive the most benefit from course work, the student is expected to attend all class sessions.

- If attendance is used as a part of the student's grade for the course, the syllabus shall contain an explanation of the rationale for the attendance component of the grade and the consequences of an absence.
- The attendance policy shall conform to the provisions of the *Southwest Baptist University Catalog* and *Student Handbook* regarding absences for Illness, Family Emergency, University Sanctioned Event, or Extraordinary Circumstances Beyond the Control of the Student but Deemed Excusable by the Instructor.
- Students shall be allowed to make up each assignment/test missed for one of these reasons with an assignment/test of equal value and equal course content.
- Performance-based, group sensitive, and other such courses dependent upon restrictive performance attendance, restrictive scheduling, and time issues (such as clinical certification requirements) cannot offer separate make-up

assignments and will necessarily maintain more strict policies regarding the attendance component and its effect on the final grade.

- Exceptions to this policy must be approved by the Dean of the appropriate college.

### Reporting Absences

Students should first attempt to communicate directly with their instructors regarding class absences. The following procedures exist for the purpose of enabling students to obtain official documentation in cases where absences are due to illness, family emergency, or a University-sanctioned activity.

1. **ILLNESS.** Upon the first day of return to class, the student is required to provide the instructor with written verification of illness by the director of health services or from a practicing doctor or nurse. In the event that a student is absent for three or more days, the student should contact the Office of Student Life (417-328-1885). The Office of Student Life will notify the Office of the Provost. The Office of the Provost will notify the appropriate faculty members.
2. **FAMILY EMERGENCY.** A family emergency consists of a death in the family, a serious illness of a family member, a serious accident involving a family member, or some other family crisis. A student who finds it necessary to be away from campus and absent from class due to a family emergency should contact the Office of Student Life (417-328-1885) who will notify the Office of the Provost. The Office of the Provost will notify the appropriate faculty members.
3. **UNIVERSITY-SANCTIONED ACTIVITY.** The student is responsible for insuring that the instructor is notified by the sponsor or coach regarding the activity. The instructor should be notified prior to the class absence, and the student is responsible for all make-up work prescribed by the instructor.

### Changes of Enrollment

The time for enrollment in classes is limited to the first seven class days of each semester. International students and those students returning from active military duty may enroll in classes during the first two weeks of each semester. Classes may be added during the first two class days of the Winterfest term and four-week summer terms or during the first four class days of the eight-week summer term.

### Withdrawing from (Dropping) a Class

Students may, with the approval of the advisor, discontinue (drop) any class for which they are registered. To do so, students are to procure a Drop/Add a Class form from the Office of the Registrar or their advisor, secure the signature of their advisor and the instructor of the course they are dropping, and return the form to the Office of the Registrar. Discontinuing a course will affect students' records as follows. Students who officially withdraw from a course before the end of the tenth week of class meetings (before the end of 60% of class meetings for shorter terms) will receive a W (withdraw while passing) grade for the course. After the end of the tenth week of class meetings (after the end of 60% of class meetings for shorter terms), students who withdraw from a course they are failing will receive an F grade for the course. After the end of the tenth week of class meetings (after the end of 60% of class meetings for shorter terms), students who withdraw from a course they are passing will receive a W grade for the course. Discontinued attendance of a class without securing a drop form does not constitute an official drop and will result in students being charged for the course and receiving a grade of F. An incomplete (I) grade is given only if circumstances beyond the student's control prevent completion of required course work during the semester. If the work is not satisfactorily completed within one year, the Incomplete (I) converts to an F. Students dropping a course will be charged \$25.00 per dropped class after the change of enrollment period.

### Withdrawing from School

If a student withdraws from school after the tenth week of classes, a W (withdraw while passing) grade will be assigned in all courses in which the student is passing the course as of the date of withdrawal, and an F grade will be assigned in all courses in which the student is failing as of the date of withdrawal.

### Administrative Withdrawal

If a student misses four or more consecutive class periods in all of his or her classes without having notified the University, the following procedure will be followed:

1. The student will be summoned by the Dean of Students.
2. The student will be encouraged to attend class.
3. Failure of the student to attend classes may result in the student being administratively withdrawn from his or her class schedule.
4. If the student is administratively withdrawn, then he or she will no longer be allowed to live in the dorm.
5. If the last date of attendance is prior to the last day to drop without penalty, the student who is administratively withdrawn will be given W's in all courses.
6. If the last date of attendance is after the last day to drop without penalty, the student who is administratively withdrawn will be given W's in all courses that were being passed and F's in all courses that were being failed.

7. Any student who has been administratively withdrawn for two semesters will have to apply for special permission to be readmitted to Southwest Baptist University.

## Academic Standing

Students are encouraged to plan their course loads in order to complete approximately one-fourth of the graduation requirements each year. However, because the abilities and the rates of progress of students vary, the following categories are delineated for assisting students in developing a reasonable academic and extra-class load.

| Class Standing | Credit Hours | Minimum Institutional Cumulative GPA |
|----------------|--------------|--------------------------------------|
| Freshman       | 0-29         | 1.60                                 |
| Sophomore      | 30-63        | 1.77                                 |
| Junior         | 64-95        | 1.90                                 |
| Senior         | 96           | 2.00                                 |

1. Only degree-seeking undergraduate students will have their academic progress reviewed after every regular semester.
2. Students under a notice of probation, special guidance, academic difficulty, or academic review who improve their statuses due to their Winterfest or Summer grades will be notified by the Provost.
3. Academic Review is a classification that will be given to degree-seeking undergraduate students classified as Freshman who have attempted less than 12 semester institutional hours and whose institutional cumulative GPA is less than 2.000. Once the student has attempted 12 or more institutional hours they will be reviewed like all other students. Students on Academic Review may enroll in a normal load for the next semester. Special restrictions may be placed upon subsequent course loads, if the student's academic progress does not improve.
4. Credit hour restrictions may be waived under special circumstances as determined by the advisor and approved by the Provost.
5. For students to be in acceptable academic standing in order to represent SBU in extra-class activities, they must achieve academic standings that are at or above the special guidance level for their class standing.
6. Students who are not in good standing will receive notification from the Provost at the end of each semester.

**NOTE: Institutional GPA is the normal criterion used in determining academic progress. In order to graduate from Southwest Baptist University, a student must earn an average of two grade points (2.0) for each credit hour's work attempted, including at least an average of two grade points (2.0) in the major (Note: Some majors require a GPA higher than 2.0 points for all course work in the major.) and including at least a two grade point average (2.0) in all work taken at Southwest Baptist University.**

| Credit Hour Restrictions          |   |   |   |
|-----------------------------------|---|---|---|
| Part-Time Students                |   |   |   |
| Class Standing                    | Institutional G.P.A.  | Academic Standing   | Semester Hour Limit                                       |
| Freshman<br>(12-29 credit hours)  | 1.600 - 1.999<br>1.000 - 1.599<br>Less than 1.000<br>No discernible improvement | Academic Difficulty<br>Special Guidance<br>Probation<br>Dismissal | 10 semester hours<br>8 semester hours<br>6 semester hours |
| Sophomore<br>(30-63 credit hours) | 1.770 - 1.999<br>1.300 - 1.769<br>Less than 1.300<br>No discernible improvement | Academic Difficulty<br>Special Guidance<br>Probation<br>Dismissal | 10 semester hours<br>8 semester hours<br>6 semester hours |
| Junior<br>(64-95 credit hours)    | 1.900 - 1.999<br>1.600 - 1.899<br>Less than 1.600<br>No discernible improvement | Academic Difficulty<br>Special Guidance<br>Probation<br>Dismissal | 10 semester hours<br>8 semester hours<br>6 semester hours |
| Senior<br>(96 credit hours)       | 1.800 - 1.999<br>Less than 1.800<br>No discernible improvement                  | Special Guidance<br>Probation<br>Dismissal                        | 8 semester hours<br>6 semester hours                      |

### Full-Time Students

| Class Standing                    | Institutional G.P.A.  | Academic Standing   | Semester Hour Limit   |
|-----------------------------------|---|---|---|
| Freshman<br>(12-29 credit hours)  | 1.600 - 1.999<br>1.000 - 1.599<br>Less than 1.000<br>No discernible improvement | Academic Difficulty<br>Special Guidance<br>Probation<br>Dismissal | 15 semester hours<br>14 semester hours<br>12 semester hours |
| Sophomore<br>(30-63 credit hours) | 1.770 - 1.999<br>1.300 - 1.769<br>Less than 1.300<br>No discernible improvement | Academic Difficulty<br>Special Guidance<br>Probation<br>Dismissal | 15 semester hours<br>14 semester hours<br>12 semester hours |
| Junior<br>(64-95 credit hours)    | 1.900 - 1.999<br>1.600 - 1.899<br>Less than 1.600<br>No discernible improvement | Academic Difficulty<br>Special Guidance<br>Probation<br>Dismissal | 15 semester hours<br>14 semester hours<br>12 semester hours |
| Senior<br>(96 credit hours)       | 1.800 - 1.999<br>Less than 1.800<br>No discernible improvement                  | Special Guidance<br>Probation<br>Dismissal                        | 14 semester hours<br>12 semester hours                      |

#### Appeals Procedure for Academic Probation and Dismissal

A student desiring to appeal the academic standing designation of probation or dismissal should send a letter to the Office of the Provost. The appeal letter must clearly state and explain:

- a. Any unexpected, unavoidable, or otherwise extenuating circumstances that prevented the student from attaining or maintaining necessary academic progress.
- b. What has been done by the student to prevent further academic difficulties.

The Deans Council will review appeals within the last two weeks before each semester begins. Appeal letters for the fall semester must be received at least two weeks prior to the beginning of the semester. The Provost will preside at the review session. The chairperson of the Academic Advisory Committee will provide background information for each student's appeal. The student may be invited to attend the review session. A final decision by the Deans Council will be made in closed session. The student will be told at the review session when and how he/she will be notified before the first day of classes. The Deans Council may uphold the original decision or rescind the original decision and specify the academic standing placed upon the student. The advisor of the student, the chairperson of the Academic Advisory Committee, and the student will be notified of the decision of the Deans Council.

## Academic Policies

#### Academic Integrity (adopted by the Faculty Senate November 3, 2000)

Class C violations consist of unacceptable moral or ethical behavior, serious law violation(s), serious damage to property, or behavior that is harmful (or potentially harmful) to self, others, or the University. Therefore, the following class C violations are considered potentially dismissible offenses, depending on the severity of the incident.

1. Violation of federal, state, or local laws.
2. All forms of academic dishonesty such as plagiarism, cheating, and violation of the computing resources policy. The computing resources policy appears in the *SBU Student Handbook* under Services for Students.
  - a. Plagiarism:
    - (1) Using the ideas or writings of another as one's own;
    - (2) Appropriating passages or ideas from another and using them as one's own, as defined in the *American Heritage Dictionary of the English Language, New College Edition* published by Houghton-Mifflin, 1980.
      - i. Examples of plagiarism include, but are not limited to:
        - (1) Using ideas, words or phrases, and/or wholesale scripts from another's work without proper acknowledgment.
        - (2) Submitting the same work in two courses without the written permission of each instructor.
      - ii. Additional examples of plagiarism may be found in the textbooks for English Composition I and II.

- b. Cheating:
- (1) To deceive by trickery;
  - (2) To mislead;
  - (3) To practice fraud; and/or
  - (4) To act dishonestly, as defined in the *American Heritage Dictionary of the English Language, New College Edition* published by Houghton-Mifflin, 1980.

Examples of cheating include, but are not limited to:

- i. Collaborating without authorization.
- ii. Presenting work done by another as one's own, either in part or in whole.
- iii. Altering a paper or other evaluation instrument after the grade has been assigned for the purpose of misrepresenting the student's performance.
- iv. Enlisting another person to take one's evaluation procedure.
- v. Using prohibited sources of information for examinations or other testing procedures.
- vi. Knowingly providing any unauthorized assistance to other students.
- vii. Falsifying or changing information concerning academic achievement.
- viii. Facilitating any act that promotes academic dishonesty, including the withholding of information concerning the academically dishonest conduct of another.

#### **ACADEMIC DISHONESTY SANCTIONS**

Academic dishonesty is a Class C offense and is subject to faculty sanctions, and disciplinary sanctions falling under the Dean of Students and should be reported to the Dean of Students using the Academic Infraction Form. Faculty sanctions may include any of the following sanctions, or sanctions approved and included in the course syllabus:

- (1) Denying or reducing credit for an assignment or examination.
- (2) Requiring additional assignments and/or examinations.
- (3) Lowering the student's course grade.
- (4) Issuing a failing course grade.
- (5) Recommendations for further actions that are recorded on the Academic Infraction Form routed to the Dean of Students.

#### **Grade Appeal Policy**

In a case in which a student has a grievance regarding a final course grade, the student should first attempt to resolve the matter with the instructor. If the grade dispute is not resolved at this level, the student may initiate a formal written appeal with the following provisions and/or guidelines:

1. Only the final overall course grade may be appealed. The student may not appeal any one individual test or assignment grade.
2. No one may substitute personal judgment for that of the instructor in regard to the quality of the student's work; therefore, evidence must be shown of any deviation from established procedure that adversely affects the student in the assignment of the letter grade for the course.
3. The appeal must be initiated within one calendar year from the day the final grades were due for that term, as specified in the catalog for that school year.
4. Any grade appeal must be submitted in writing using the Grade Appeal form obtained from the Registrar's Office.
5. The formal appeal begins when the student presents the Grade Appeal form to the instructor for his/her signature.
6. The chain of appeal is:

##### **For Undergraduate (U) Courses**

- a. Course Instructor .....(by conference, but must be documented)
- b. Department Chairperson ..... (by conference, but appeal must be in writing)
- c. College Dean ..... (by conference, but appeal must be in writing)
- d. Grade Appeal Panel ..... (formal hearing, but appeal must be in writing)

##### **For Graduate (G) Courses**

- a. Course Instructor .....(by conference, but must be documented)
- b. Graduate Program director ..... (by conference, but appeal must be in writing)
- c. Graduate Dean ..... (by conference, but appeal must be in writing)
- d. Grade Appeal Panel ..... (formal hearing, but appeal must be in writing)

The first three of the above stages should occur within 20 school days of the initiation of the appeal. Both the student and the instructor are required to meet with the department chairperson (U) or graduate program director (G) and the appropriate dean for those respective conferences. Witnesses may be called to support any evidence presented. If, at either conference level, all parties agree to a grade change, the instructor of the course will complete and sign the Change of Grade form, which is then sent directly to the Registrar.

If the instructor of the course is the department chairperson (U) or graduate program director (G), the student may elect to initiate the formal appeal directly to the appropriate dean. If the instructor of the course is a dean, the formal appeal is normally initiated with the department chairperson (U) or graduate program director (G), but the appeal then goes directly to the Grade Appeal Panel. In unusual cases in which the course is taught by the dean, the student may elect to take the grade appeal directly to the Grade Appeal Panel, effectively bypassing the appropriate department chairperson (U) or graduate program director (G) and the appropriate college dean.

Any request for a review by the Grade Appeal Panel should be made within 20 school days of the most recent appeal decision. Extenuating circumstances, especially during the summer months, may prolong this part of the grade appeal process. This request is made by taking the Grade Appeal form to the Office of the Provost. The Provost will send the form and any related written statements to the Chair of the Academic Advisory Committee.

7. The Grade Appeal Panel is to consist of three faculty members selected at random from the current Academic Advisory Committee; however, faculty members from the department or college being affected are not to be members of the panel. If the grade appeal is for a graduate level course then a member of the graduate council will also serve on the Grade Appeal Panel in lieu of one member of the Academic Advisory Committee. The chairperson of the panel is to be selected at random from the panel chosen. The Grade Appeal Panel will meet in closed session after the formal hearing for further discussion as necessary. The Grade Appeal Panel will make its final recommendation to the Provost by simple majority secret ballot.

Both the instructor and the student should be prepared to appear before the Grade Appeal Panel to present their cases formally. Witnesses may be called to support any evidence presented. A faculty member from the department affected may be called to answer any procedural questions.

The instructor and the student will appear separately before the Grade Appeal Panel to present their cases formally. Additional parties attending the hearing will be limited to those who were witnesses to any pertinent events or can provide first-hand testimony of the essential facts of the case. In addition, a faculty member from the instructor's department may be called to answer any questions related to the standard operating procedures of that department. At the discretion of the chair, the panel may separately recall either the student or the instructor to clarify any discrepancies in their respective testimonies. In extenuating circumstances, as determined by the current chairperson of the Academic Advisory Committee, previous chairpersons of the Academic Advisory Committee may be called upon to serve on the Grade Appeal Panel.

**NOTE: This is the highest level of appeal. No further appeal is possible.**

8. The recommendation of the Grade Appeal Panel will be forwarded to the Provost for action, with the understanding that there will be no grade change without the explicit recommendation of the Grade Appeal Panel. If the grade is changed, the Provost will complete and sign the Change of Grade form, which will be sent directly to the Registrar.
9. All of the appeal decisions are to be made within 24 hours of the conference or hearing. The results of the grade appeal will be put in writing and sent to the student and the instructor within two school days. The Change of Grade form will be sent directly to the Registrar. The entire grade appeal process should be completed within 60 school days of its initiation.
10. An initiated formal appeal that is withdrawn may not be resubmitted.
11. Confidentiality is maintained at all times in accordance with the Family Educational Rights and Privacy Act.

## Enrichment Opportunities

### Independent Study

In order to enrich the curriculum and challenge capable students to develop research abilities, each department offering a major provides opportunity for independent study for university credit in areas not studied as part of the regular curriculum. Students are enrolled in independent study according to these guidelines:

1. Independent Study (4991-3) is to be designed to broaden students' knowledge in their major fields by providing directed individual research or study in areas not covered in catalog courses.
2. These studies are limited to juniors and seniors who have at least a 2.75 GPA in their major field.
3. At least one-half of the course work required for a major must be completed prior to enrolling for an independent study course.
4. A maximum of three semester hours may be earned by independent study in any major field.
5. Students have full responsibility for initiating (in consultation with the supervising professor) the proposal for continuing the study and for completing all work for the course.
6. As a part of the application process, the student must do preliminary planning and complete an Independent Study Proposal form.

7. The Independent Study Proposal form must have the approval of the project supervisor, the department chairperson, and the college dean.
8. Students may enroll in an Independent Study course within the regular enrollment period at the beginning of the semester and only after the Independent Study Proposal has been approved.

### **International Studies Program**

The International Studies program is built on the supposition that every full-time student should be presented with the opportunity to have an international education experience. This is in keeping with Southwest Baptist University's mission statement of "preparing students to be servant leaders in a global society." The program provides opportunities for faculty and students to teach and study abroad and at home. The program welcomes international students to become an integral part of the Southwest Baptist University campus family. The University encourages all students to share in promoting cultural, educational, and social exchanges.

SBU offers opportunities for one or more semesters of study overseas or at other locations within the United States. Overseas study is taken at universities in the host country, and all arrangements for tuition, fees, and credit are managed through SBU.

For most programs, a student must have completed two years of university-level study, have a GPA of 2.75, and have completed English Composition II or Honors English. If the language of the host country is other than English, students must have sufficient command of the language to benefit from lectures or be enrolled in a language instruction program in the host country. Courses to be taken overseas must be approved by the major advisor and the Director of International Studies. All courses must be taken for letter grades and will be posted to the student's transcript once the student requests a registrar-to-registrar transcript. Fees are paid through Southwest Baptist University.

### **Consortium for Global Education**

Nearly 50 private U.S. colleges and universities have come together in a consortium to assist in the development of international education. Working both individually and in small groups, CGE member institutions have established an estimated 300 partnerships with some of the world's most prestigious universities in 80 different countries. The programs range from extended, two-way exchanges of students and faculty to summer programs for intensive study of culture and foreign language, seminars in economic development, delegation site visits, and brief conferences and symposiums for institutional representatives. Consortium members have a commitment to international education, service, and sharing. CGE encourages geographic diversity in its outreach through university programs. (For more information contact the Office of International Studies.)

### **Council for Christian Colleges and Universities**

As an institutional member of the Council for Christian Colleges and Universities (CCCU), SBU students have a variety of additional study opportunities. These include the American Studies Program, Australia Studies Centre, China Studies Program, Contemporary Music Center, Latin American Studies Program, Los Angeles Film Studies Center, Middle East Studies Program, Oxford Summer Programme, Russian Studies Program, Scholars' Semester in Oxford, Washington Journalism Center, and Uganda Studies Program. While some of these programs are not directly sponsored by the Council, oversight for each is guided by at least 10 participating colleges within the Council membership. (For more information contact the Office of International Studies.)

### **Other International Programs**

(For more information contact the Office of International Studies.)

### **Fulbright Scholar Program**

The Fulbright Scholar Program makes grants to U.S. citizens and nationals of other countries. These grants are provided for a variety of educational activities, primarily university teaching, advanced research, graduate study, and teaching in elementary and secondary schools. Grants for foreign nationals are available through the bi-national commission/foundation or U.S. embassy in the country of citizenship. The Fulbright Scholar-in-Residence Program also provides opportunities for U.S. host institutions to sponsor visiting lecturers. (For more information contact the Office of International Studies.)

## ATHLETIC ADVISING INFORMATION

### NCAA Eligibility Requirements

- Must earn 24 hours a year. Summer courses count in the previous year's total. (Credits earned in summer 2010 count toward the 24 hours required from the 2009-10 year.)
- Of those 24 hours, 75% (18 hours) must be earned during the regular academic year – Fall, January, Spring.
- A student must earn a minimum of 6 hours credit the previous semester to be eligible.
- GPA requirements
  - After first year – 1.80
  - After second year – 1.90
  - After third & fourth years – 2.00

### Developmental Courses

- Developmental course (Pre-Algebra, Intermediate Algebra and English Skills) hours only count toward hours for NCAA eligibility in a student's first year of college. If a student needs developmental courses, the following should be considered to help ensure the student meets the NCAA hour requirements:
  - It may be best to not enroll a student in more than one developmental course per semester.
  - In many cases, a student enrolled in a developmental courses would need to be enrolled in at least 15 hours (12 countable + 3 developmental).