

## PROFESSIONAL STUDIES ADMISSION AND ACADEMIC REGULATIONS

### ADMISSION REQUIREMENTS

Shorter College accepts students for the Associate of Science (with concentrations in Business, Education, and Leadership), the Bachelor of Science in Business Administration, the Bachelor of Science in Management, the Bachelor of Science (major in Human Services), and the Bachelor of Science in

Education (major in Early Childhood Education) on the basis of their qualifications. Decisions for admission are based on previous academic records, meaningful work experience and recommendations of individuals qualified to judge the student's potential in a college setting. Shorter College seeks students who are mature and highly motivated.

### GENERAL ADMISSIONS CATEGORIES FOR UNDERGRADUATE STATUS

**Regular/Full** – students who have met admission requirements as previously stated.

**Conditional** – This is a full admission to the College with the requirement that certain prerequisite courses or other academic conditions be satisfied. The Admissions Committee reserves the right to adjust the conditions for the individual applicant in question.

**Provisional** – students may be admitted on a provisional basis pending receipt of all documentation. Students are admitted with the provision that the required documents are received and approved by Admissions no later than the end of the STDV 1000, 3000, EDUC 2800, EDUC 5000, LDSP 5000 or BUSA 5000 courses. Provisional students are not fully admitted, and will not receive federal or state-funded financial aid until the required documents are received and approved.

**Denied** – students may be denied admission for one or more of the following reasons:

1. Cumulative GPA below 2.00
2. Insufficient work experience.
3. Unsatisfactory letters of recommendation
4. Failure to meet the age requirement

Students who have been denied admissions may re-apply once the deficiencies have been corrected. Any student may make an appointment with one of the advisors at any campus to discuss options for making up the deficiencies.

### ACADEMIC RENEWAL

Undergraduate students seeking admission or readmission to complete a degree from Shorter College and who have been out of any post-secondary school for a period of at least five years may petition for Academic Renewal. If approved, Academic Renewal will initiate a new grade point average that

will be used to determine academic standing. This policy allows students a second chance to earn a degree.

1. Students must submit requests for Academic Renewal. The petition must include transcripts from all previously attended institutions. The petition may be submitted at the time of readmission but no later than the end of one calendar year following enrollment. The Academic Renewal GPA begins the semester of enrollment.
2. Students may be given Academic Renewal Status only once.
3. In calculating previous grades, only grades of C and above will be used to determine academic standing and eligibility for graduation; however, all course work remains on the transcript. Eligibility for graduation with honors and for certain financial aid programs will continue to be based on the student's cumulative GPA, not the academic renewal GPA. Any previous courses with grades of D, F, or WF must be repeated if they are required in the student's degree program.

### READMISSION TO PROGRAM

This policy applies to all students, whether voluntarily withdrawn from the program or withdrawn by the school for any reason for a period exceeding one course.

To be readmitted to a program, the student's account must be in good standing. Students must contact the Accounting Department to request a receipt indicating the current status of their account. Any required payments must be received before initiating the readmission process.

1. Students seeking re-entry must talk with an Academic Advisor to work out the specifics for readmission.

2. The application for re-entry must be received by Academic Services at least 30 days prior to start of class.
3. An application to re-enter any program may require the approval of the Undergraduate Admissions Committee, Graduate Admissions Committee, or the appropriate Dean. In determining whether or not to readmit a withdrawn student, several aspects will be considered: academic performance, class participation, learning team experience,

general attitude, exhibited behavior when previously enrolled, and any extenuating circumstances.

4. Academic Services will complete the necessary paperwork for readmitting the student and arrange for the placement of the re-entered student into a new cohort and study group.

Undergraduate applicants whose native language is not English must provide evidence of proficiency in English by scoring a minimum of 61 on the iBT (formerly TOEFL) within the past two years.

## ASSOCIATE OF SCIENCE

### ALPHA-A Admission Requirements

1. Proof of high-school graduation or GED certificate.
2. 0-29 semester hours of transfer credit from an accredited institution.
3. A minimum age of 21 years.
4. Current employment with a minimum of two years of significant full-time work experience in an occupation or endeavor related to the degree program.
5. Two letters of recommendation from persons qualified to judge the applicant's professional expertise, character and capacity for college-level study.
6. A cumulative grade point average of all attempted collegiate work of 2.0 on a 4.0 scale.
7. Students are required to complete the appropriate application and submit an application fee for acceptance into the undergraduate programs.

### ALPHA-B Admission Requirements

1. Proof of high-school graduation or GED certificate.
2. 30-49 semester hours of transfer credit from an accredited institution.
3. A minimum age of 21 years.
4. Current employment with a minimum of two years of significant full-time work experience in an occupation or endeavor related to the degree program.
5. Two letters of recommendation from persons qualified to judge the applicant's professional expertise, character and capacity for college-level study.
6. A cumulative grade point average of all attempted collegiate work of 2.0 on a 4.0 scale.
7. Students are required to complete the appropriate application and submit an application fee for acceptance into the undergraduate programs.

## BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION, BACHELOR OF SCIENCE IN MANAGEMENT, AND BACHELOR OF SCIENCE (HUMAN SERVICES)

### ADMISSION REQUIREMENTS

1. Proof of high-school graduation or GED certificate.
2. 50-90 semester hours of credit earned from an accredited college or university, professionally recognized college or university or a combination of college credit and credit earned through national testing programs, ACE military training evaluations, ACE-

PONSI professional training evaluations or documented learning evaluations.

3. A maximum of 90 credit hours may be accepted from a four-year college. A maximum of 66 credit hours may be accepted from a two-year college. A maximum of 30 semester hours may be accepted from a non-collegiate source.

4. A cumulative grade point average of all attempted collegiate work of 2.0 on a 4.0 scale.
5. A minimum age of 21 years.
6. Current employment with a minimum of two years of significant full-time work experience in an occupation or endeavor related to the degree program.
7. Two letters of recommendation from persons qualified to judge the applicant's professional expertise, character and capacity for college-level study.
8. Students are required to complete the appropriate application and submit an application fee for acceptance into the undergraduate programs.

## **BACHELOR OF SCIENCE IN EDUCATION (EARLY CHILDHOOD EDUCATION)**

### **ADMISSION REQUIREMENTS**

1. Proof of high-school graduation or GED certificate.
2. 50-90 semester hours of credit earned from an accredited college or university, professionally recognized college or university or a combination of college credit and credit earned through national testing programs, ACE military training evaluations, ACE-PONSI professional training evaluations or documented learning evaluations.
3. A maximum of 90 credit hours may be accepted from a four-year college. A maximum of 66 credit hours may be accepted

from a two-year college. A maximum of 30 semester hours may be accepted from a non-collegiate source.

4. A cumulative grade point average of all attempted collegiate work of 2.50 on a 4.0 scale.
5. Two letters of recommendation from persons qualified to judge the applicant's professional expertise, character and capacity for college-level study.
6. Students are required to complete the appropriate application and submit an application fee for acceptance into the undergraduate programs.

## **UNDERGRADUATE ACADEMIC POLICIES AND PROCEDURES**

### **PROFESSIONAL STUDIES ACADEMIC ADVISING**

Each student has been assigned to an academic advisor at his/her respective campus. These individuals are trained professionals who can provide students with all necessary information and assistance relative to their success in the educational program. Setting an appointment with an allows the advisor time to prepare all necessary materials and pertinent information for the advising session.

### **COURSE REGISTRATION**

When a student starts a curricular program at Shorter College through the Professional Studies Programs, the student is registered "lock-step" for all courses that form that particular curriculum. A student who finds it necessary to withdraw from the program, take a leave of absence, drop and/or add courses, change an address or telephone number, or change his/her name is required to contact his/her advisor and complete the required forms.

### **PREREQUISITE COURSES**

The first course in each component is a prerequisite for the remaining courses in that component. Other prerequisite courses are listed in

the Undergraduate Degree Curricula section. If a student does not successfully complete a prerequisite course by the designated deadline, he/she cannot continue with the cohort. The student must then retake the prerequisite course and earn the required grade. When a student is in this situation, it may become impossible for them to rejoin the original cohort. Students must work with their academic advisor to register for the next available section and to design a plan for re-entry.

### **STUDENT ADD/LEAVE OF ABSENCE/DROP/WITHDRAWAL PROCEDURE**

The student must complete the appropriate paperwork when altering his/her status in the program. Students should contact an Academic Advisor to begin either process. The forms must be signed by the student and the Academic Advisor to be considered complete. For courses to be added, full payment of the course or proper arrangement of Financial Aid to cover fees must be made at least one week before class starts.

### **ADD PROCEDURE**

Students may need to add classes with other groups in order to fulfill outstanding credits or to complete

classes to finish their degree program because of drops or unsuccessful completions. A student enrolled in the Bachelor's core may request to take an Associates course or a course in the other majors.

1. First, students must call or see an Academic Advisor to determine if the course to be added will appropriately fulfill academic requirements. Courses may be added only if space allows.
2. Next, to start the add process, the Academic Advisor will assist the student in contacting the Accounting office to arrange payment for the course being added. Payment for courses added outside of the normal program cannot be deferred, and student accounts must be in "good standing" in order to add a course. Payment can be handled by check or credit card. Payment must be received by Accounting no less than two weeks prior to the course start date. **Note:** Students should note on their check that this payment is for adding a course.
3. Academic Advisors will complete the Add process.
4. Academic Services will give a copy to the student and will electronically notify the Financial Aid and Accounting offices.
5. The student must take the add form to the first night of class to demonstrate to the course instructor that the course has been properly added.

### LEAVE OF ABSENCE (LOA) PROCEDURE

Students who find that they cannot take a scheduled course within their cohort calendar can submit a written request for a Leave of Absence to their Academic Advisor.

- Leaves of Absence must be requested in writing by the student before the first night of class for which the leave is requested.
- Leaves of Absence must be approved before a course begins. Any exceptions to this policy must be first approved by the Associate Dean of Students.
- LOA requests must include a valid the reason for the LOA.
- A single LOA may not exceed 60 calendar days.
- The student will not be charged for courses during the LOA. Accounting will reverse any charges associated with the LOA at the time the LOA is approved. If the LOA is not approved the student will be charged according to the refund policy below.
- In the case where a student has taken multiple Leaves of Absence, the total time out of

attendance combined cannot exceed 180 calendar day within a 12 month period.

- The LOA must be approved by the student's Academic Advisor or the Associate Dean of Students.
- LOAs will affect the timing of a student's financial aid. Disbursements dates will be delayed until successful completion of the entire payment period in the student's award.

If a student's Leave of Absence is not approved or the student fails to return to Shorter at the end of the approved LOA, the student is considered to be withdrawn from school. The last date of attendance prior to the LOA will be used when determining the start of a student's grace period.

Submitting an LOA request after the start of the course for which the LOA is requested becomes a course drop or withdrawal from the program if the student breaks the College's attendance policy, unless it is an unforeseen circumstance subject to the approval of the Associate Dean of Students. The written request must be received within 14 days of making the request for an unforeseen circumstance. Failure to return at the end of a scheduled Leave of Absence without notifying an advisor will result in a withdrawal from the program as outlined in the Unofficial Withdrawal policy.

### COURSE DROP PROCEDURE

Students who find that they cannot continue in a course must contact their Academic Advisor to officially withdraw from that course. The following grade and tuition charges will be assigned based on the number of class sessions a student attends in a course.

<u>Classes attended</u>	<u>Grade</u>	<u>Tuition charged</u>
0	no grade	0%
1	W	25%
2	WP	100%
3+	WF	100%

Those students who stop attending classes and do not notify the Academic Advisor to complete the drop form will be withdrawn from the program according to the policy for Unofficial Withdrawal (see below). Students who drop one course are expected to return with the following course, receive approval for an official LOA, or withdraw from the program.

### OFFICIAL WITHDRAWAL FROM THE COLLEGE

Official withdrawal from the College requires written notification from the student. A student leaving the College must formally withdraw by contacting his or her Academic Advisor to complete the necessary forms.

No refund of fees will be calculated until the withdrawal process is complete. Withdrawal grades are described above under course drop procedures.

The College reserves the right to request, at any time, the withdrawal of a student who does not maintain the required standard of scholarship, whose continued attendance would be detrimental to the student's health or the health of others, or whose behavior is out of harmony with the Christian philosophy of the College. For regulations regarding nonacademic or disciplinary suspension, see the Shorter College Professional Studies Student Handbook.

### **UNOFFICIAL WITHDRAWAL FROM THE COLLEGE**

Unofficial withdrawal from the College will be processed when a student has not completed proper Leave of Absence or drop procedures. Whenever a student is absent from scheduled courses for 29 days without official notification, the student will be withdrawn from the College.

### **CONCURRENT COURSE ENROLLMENT**

A normal load for students is one course at a time (four hours in class plus four hours in the learning team each week). Any concurrent enrollment will require the approval of an Academic Advisor. The Academic Advisor will work with students to determine the best opportunities for concurrent enrollment, considering each student's academic ability, job responsibilities, and family commitments.

The following policies will help in deciding whether or not to allow students to enroll in concurrent courses:

1. Students will not be allowed to take an overload during the first three courses in any component.
2. Students will not be allowed to take an overload during any of the ARP courses (BUSA 3050, BUSA 3550, BUSA 4050, BUSA 4700, MGNT 4800, or PSYC 4050) or during the time between BUSA 3050 and BUSA 3550.
3. Students with a Shorter College GPA of less than 3.0 will not be allowed to take an overload at any time.
4. Students may not take more than two simultaneous classes at any given time.
5. Students may not take an overload during any quantitative courses.
6. Students will not be allowed to take an overload in the graduate program.
7. Select Ministry Studies students may choose to take up to nine elective credit hours while simultaneously completing required courses in

the major. Students who choose to do so must have a cumulative grade point average of 3.5 and must receive permission from the Director of the Hugh F. Davis Center for Ministry Education prior to enrolling for the additional course.

8. Any exceptions to these guidelines must be approved by the Associate Dean of Students or the appropriate School Dean.

### **GRADES AND TRANSCRIPTS**

A student's standing in any course is determined according to the following grading system:

A	90-100 percent	4 points/sem. hour
B	80-89 percent	3 points/sem. hour
C	70-79 percent	2 points/sem. hour
D	60-69 percent	1 point /sem. hour
F	Failure	0 points/sem. hour
P	Passing	
S	Satisfactory	
U	Unsatisfactory	
I	Incomplete	
AU	Audit	
W	Withdrawn	
WA	Administrative withdrawal	
WP	Withdrawn, passing	
WF	Withdrawn, failing	

Grades will not be issued to a student who has failed to make payment of the tuition for a course.

In accordance with the Family Educational Rights and Privacy Act, grades are confidential information. Under no circumstances will a grade be disclosed over the telephone. The student's official transcript is prepared by the Registrar's Office. The transcript will show the courses, grades, credits and terms of instruction for each course taken at Shorter and a summary of all transferred work.

Transcripts may be requested in person or on-line via the official Shorter College website.

### **INCOMPLETE GRADES**

Students who fail to complete all course requirements on a timely basis due to crisis circumstances or events may petition for the grade of "I" by completing an Incomplete Grade Contract. The policy/procedure is as follows:

1. Both the student and the instructor must sign and date the Incomplete Grade Contract form.
2. Incomplete grades will normally be awarded only if the student has one assessment, one

presentation, or one assignment to complete as a requirement for a final grade.

3. Incomplete grades will not be awarded in lieu of class attendance.
4. If the course is one of the Applied Research Project courses (i.e. BUSA 3050, BUSA 3550, BUSA 4050, BUSA 4700, MGNT 4800, PSYC 4050), the appropriate Dean's approval is also required.
5. One copy of the signed form must go to the Registrar with the course grade report at the end of the course. One copy goes to the student. One copy goes to the instructor.
6. The Incomplete Completion Date must be no later than ten weeks from the end of the course in which the Incomplete is granted.
7. If the incomplete work is not completed by the Incomplete Completion Date, a grade of "F" will be recorded as the final grade.
8. In cases of extreme hardship, the student may petition the appropriate School Dean for an extension of the completion date, provided such written request is received prior to the expiration of the original 10-week period.

## REPEATING COURSES

When courses with earned grades of D, F, or WF are repeated with a C or higher grade, the unsatisfactory grades and course attempts will be included in the calculation of the cumulative grade point average. The student's permanent record will retain all course attempts and grades. A course can not be attempted more than three times.

## GRADE APPEALS

Students should understand that evaluation in the form of grading is viewed as a contractual relationship between faculty member and student; and although students have the right to protest, actual changes in grades are both rare and at the option of the faculty member. The appropriate Dean will intervene only in extreme circumstances and, even then, only as an intermediary. Should a student believe there is concrete reason to protest a grade for a course, the student should begin the grade appeal process as described below:

1. Students must initiate the Grade Appeal Request within 30 days after receiving the final course grade.
2. The first step must be a face-to-face meeting between the student and the instructor (not via telephone or fax or e-mail). Most grade disputes should be resolved at this level. Both faculty and students are strongly encouraged

to make every attempt possible to resolve issues at this point. Students or instructors may request a neutral third-party observer provided by the college.

3. If the grade dispute is not resolved at the first step, the student must make a written request for a grade appeal. This request must be addressed to the Associate Dean of Students. There must be a valid reason for appealing a grade (not just disappointment with a grade). The appeal must include a statement of the facts (not just opinions and feelings), a written summary of all conversations with the instructor, and copies of any pertinent supporting documents.
4. Upon receipt of the written request from the student, the Associate Dean will request a response from the instructor.
5. The instructor's response must include a statement of the facts (not just opinions and feelings), a statement of why the instructor believes the grade should not be changed or a statement of the criteria for changing the grade, a summary of all conversations with the student, a copy of the grade detail sheet, a copy of the course syllabus, a copy of the course module, and copies of any other pertinent supporting documents. The instructor should double-check all calculations to be sure they are correct.
6. The Associate Dean will collect all documents and deliver them to the Chair of the Faculty Review Board. If there is a valid basis for a grade appeal, the Chair will convene the Faculty Review Board within a reasonable time period (preferably one week). If the Chair determines that there is not a valid basis for a grade appeal, that decision will be reported in writing to the Associate Dean, who will notify the student.
7. The Faculty Review Board will include three or more full-time faculty members. If three or more full-time faculty members cannot be appointed due to conflict of interest or absence, then adjunct faculty members teaching in an appropriate discipline may be substituted.
8. The Faculty Review Board will review all documents and rule on the grade appeal request. At its discretion, the Faculty Review Board may ask the student and instructor for additional clarification or explanations. Such requests will be handled through the Associate Dean. The student and instructor will not normally be asked to appear before

the Faculty Review Board.

9. The Faculty Review Board will report its decision in writing to the Associate Dean, who will notify the student of the decision.
10. In most cases, the decision of the Faculty Review Board will be final. In very extenuating circumstances, the student may send a written appeal of the decision to the appropriate School Dean. In such cases, the Dean's decision will be final.

## ACADEMIC INTEGRITY

Shorter College considers the principle of academic integrity to be essential to the functioning of the educational programs of the College. Violations of academic integrity are serious offenses, infractions of which can carry academic as well as disciplinary consequences.

Violations of academic integrity include, but are not limited to, cheating, plagiarism, and fabrication.

### *Cheating*

Students who cheat violate their integrity and the integrity of the College by claiming credit for work they have not done and for knowledge they do not possess. Examples of cheating include copying answers from another's test; permitting someone else to copy answers from one's own test; using books, class notes, or any other means or devices to obtain answers to a test question, when any such aid has been prohibited.

### *Plagiarism*

Plagiarism is the theft of someone else's ideas and expressions. The theft is the same, whether students copy verbatim or simply rephrase the ideas of another person without properly acknowledging or documenting the source. Students are expected to exercise great diligence and care to distinguish their own ideas and language from information derived from other sources. Whenever another person's ideas are used, such use must be documented with appropriate citation and reference to reveal the source and the extent to which that source has been used. Sources requiring appropriate acknowledgment include published primary and secondary materials, electronic media, and information and opinions gained directly from other people.

Examples of plagiarism include:

- copying words, sentences, or passages from a text, such as a book, magazine, newspaper, pamphlet, the paper of another, or a paper prepared by anyone other than the one who submits the paper, without indicating the source of those words, sentences, or passages;

- using quotations without copying them exactly, failing to punctuate them correctly, or giving credit for citations;
- paraphrasing or summarizing another writer's ideas, even if one does not quote the writer directly, without giving credit to the writer;
- failing to give adequate bibliographical information to the reader who may need to refer to the source the writer of the paper has used; and
- Using graphs, charts, tables, or other printed or visual aids without giving credit to the source from which they were taken.

### *Fabrication*

Fabrication is the intent to deceive members of the academic community through inventing information or creating the illusion of having acquired or mastered information. Fabrication can be recognized in these examples:

- listing references not used;
- citing information not taken from the source indicated;
- falsely claiming to have completed a clinical, internship, or field experience;
- inventing data, materials, or sources for academic assignments;
- taking a quiz or other examination for someone else or permitting someone else to be tested on one's behalf;
- submitting another person's work as if it were one's own (written, illustrated, tabulated, etc.);
- failing to do one's agreed-upon share or work in group projects.

With the increasing ease of accessing information through the Internet, the concept of academic integrity shall also include issues of copyright and trademark violation, as well as the misuse or misappropriation of company-owned and protected materials. Any such practices are expressly prohibited.

## **Actions and Appeal**

Because breaches of academic integrity vary in degree and seriousness, actions taken against violations, in some cases, will be left to the discretion and judgment of the individual faculty member. If requested, the Associate Dean will serve as a mediator in any case.

When a faculty member discovers a violation of academic integrity, the student will be notified within ten academic days of the charge. The faculty member or designate and the student will then meet to discuss

the violation and the action that will be taken. Possible actions that can be taken include, but are not limited to, the following:

- Resubmission of an equivalent, but not identical exam, paper, project, etc.
- A grade of “F” or “zero” on the exam, paper, project, etc.
- A grade of “F” for the course.

For all serious and substantial violations of academic integrity, the faculty member will submit to the appropriate School Dean, in writing, a description of the violation. The Dean will appoint a Faculty Review Board to review the matter and recommend appropriate disciplinary action, including possible dismissal from the program. Offenses which are considered serious include, but are not limited to, intentional cheating, flagrant plagiarism, fabrication on a project, inappropriate use or possession of exams, etc. Decisions of the Faculty Review Board may be appealed, in writing, to the appropriate Dean.

Upon evidence of two serious violations of academic integrity, the student in question will be automatically dismissed from the school.

## OTHER FORMS OF CREDIT

Shorter College accepts credit for college-level courses in the following categories: Transfer Credit, Transient Credit, Examination, and Documented Learning.

### TRANSFER CREDIT

Transfer credit is evaluated at the point of the student’s admission to Shorter College. Only credits earned from regionally accredited institutions of higher education will be considered for transfer credit. Credit for transfer courses may be awarded only in subject areas within Shorter College’s regular curricular offerings and must be related to the student’s educational goals. The following specific criteria guide the evaluation of transfer credit:

1. Courses with grades of D will be accepted for transfer credit providing the applicant has a grade point average of at least 2.0. However, ENGL 1000, ENGL 1110, BUSA 1020, and ACCT 2010 equivalents require a grade of C or better for transfer credit.
2. Coursework with a grade of F or U will not be accepted for transfer credit.
3. A maximum of 3 semester hours for physical education activity courses will be accepted for transfer credit.
4. A maximum of 3 semester hours for computer application courses earned from

## HONOR CODE

Under the Shorter College Honor Code, students stipulate abstinence from all deceit and dishonorable conduct. Each student is asked to sign the Roll of Honor during the Introduction course, and formally enroll under the pledge:

On my honor, I will abstain from all deceit. I will neither give nor receive unacknowledged aid in my academic work, nor will I permit such action by any member of this community. I will respect the persons and property of the community, and will not condone discourteous or dishonest treatment of these by my peers. In my every act, I will seek to maintain a high standard of honesty and truthfulness for myself and for the College.

All academic work at Shorter College falls under the Honor System. Quizzes, tests, examinations, projects and papers to be graded must be accompanied by the pledge.

- regionally accredited institutions of higher education will be accepted for transfer credit.
5. Transfer credit may be granted in lieu of CINS 1750 only if such courses have been taken within the past five years at an accredited institution of higher education.
6. Transfer credit may be granted for courses in the Bachelor’s degree component only if such courses have been taken within the past five years at an accredited institution of higher education. If transfer credit is granted, the student must still complete the required number of semester hours of coursework in the BSBA or BSM component at Shorter College.
7. Courses listed in the ACE or PONSI guidebooks may be considered for transfer credit ONLY if they correspond to subject offerings within Shorter College’s regular curricular offerings.
8. A maximum of 90 semester hours may be accepted from a four year college. A maximum of 66 semester hours may be accepted from a two year college. A maximum of 30 semester hours may be accepted from non-collegiate sources.

## TRANSIENT CREDIT

Transient credit may be taken at other regionally accredited institutions of higher education during the student's enrollment at Shorter College. An Academic Advisor must give written approval for specific courses prior to the student's enrollment in transient coursework at another institution. Coursework taken for transient credit must receive a minimum grade of C to apply to the student's academic program.

## EXAMINATION

Students may take certain course examinations through the College Level Examination Program (CLEP) or the Defense Activity for Non-Traditional Education Support (DANTES). CLEP and DANTES tests are administered at testing centers throughout the Atlanta area. There is a fee for each examination administered. Shorter College currently offers DANTES testing opportunities. Examination credit is included in the 30-hour maximum for assessed credit that can be applied to the student's degree program.

## DOCUMENTED LEARNING

The documented learning portfolio provides the student the opportunity to petition for credit based on life and work experience. Documented learning credit is included in the 30-hour maximum for assessed credit that can be applied to the student's degree program.

A student interested in petitioning for documented learning credit should consult with his/her Academic Advisor to obtain a student's guide outlining the policies and procedures for presenting documented learning for credit. The student will then prepare his/her documented learning portfolio in the required format and submit it to the Associate Dean of Students for evaluation. All assessment of items submitted is completed by trained assessors whose knowledge and expertise qualify them to evaluate non-traditional learning.

The student's documented learning file is divided into three separate sections:

1. Résumé — an outline of personal, educational, military and employment background.
2. Academic records.
3. The Degree Requirements Evaluation form, which outlines credits accepted and credit requirements.

### *Professional Schools and Courses*

Students who have extensive professional training may be awarded documented learning credit from this section. This section includes workshops and seminars which were attended as a result of the student's job. Verification of completion, length of course and a course syllabus are required to document professional training. Credit is awarded on the basis of course content and length of course in contact hours as well as appropriateness of content.

### *Licenses, Certifications, Apprenticeships*

Credit for recognized licenses, certifications and apprenticeships may be awarded pending official documentation according to national guidelines established by the American Council on Education or evaluated by experts or organizations in the field of the learning petitioned.

### *Courses from Non-Accredited Colleges and Universities*

For courses on transcript from non-accredited colleges and universities which Shorter College did not accept in transfer, students may petition for course-by-course evaluation based on appropriate documentation. Documentation must include a course syllabus.

### *Privacy of the Documented Learning File*

Documented learning files will be reviewed only by those who have an official reason for doing so: the assessment staff, faculty evaluators and accrediting association members. Any data that might be made public will be generalized and will in no way be attributed to an individual unless the individual student has given a signed authorization. Students are advised not to include any materials that will violate the legal and moral rights to privacy of other individuals.

### *Documented Learning Fees*

Undergraduate students petitioning for documented learning are required to remit a processing deposit fee with the submission of their documentation. In addition, students will be charged a per credit hour fee for the transcription of assessed credit. Students are notified of the amount due when the evaluation is completed. Assessed credit fees will be billed after each evaluation is completed and are due within thirty (30) days from that date. Failure to pay within thirty (30) days will result in forfeiture of the credit.

## PROFESSIONAL STUDIES UNDERGRADUATE ACADEMIC STATUS

### PROBATIONARY STATUS

A student will be placed on academic probation if his or her cumulative GPA falls below 2.00 at any time during the program of study. Academic probation will be removed when the student achieves a satisfactory cumulative GPA of 2.50 within the next three courses at Shorter College. Even though courses accepted from other institutions prior to enrollment may count toward graduation requirements, they will not be used for the purpose of removal from probation.

### ACADEMIC SUSPENSION

Academic suspension will result if a student fails to meet requirements to remove academic probation within the probationary period of three consecutive courses. Suspended students are not eligible for re-admission until six months have passed. In such cases, a formal application must be submitted in accordance

with the admissions procedures of Shorter College. In addition, the applicants should explain the reason for the academic deficiencies, the manner in which the intervening time has been spent and why the applicant should be given favorable consideration for readmission.

### ADMINISTRATIVE STOPS

A student who has two grades of incomplete (“I”), two grades of failure (“F”), or a combination of one incomplete (“I”) and one failure (“F”) at one time on an academic record will not be able to continue in the program until both grades of “I” and/or “F” are satisfactorily removed or retaken.

Note: Academic Renewal GPA is used to determine academic status for students admitted under Academic Renewal.

## GRADUATION

### DOUBLE DEGREES

Students occasionally want to know how to receive two different degrees at the same time from Shorter College. To obtain a first degree at Professional Studies, a student must accumulate a minimum of 126 hours of credit. To obtain a second degree at Professional Studies on the same level (i.e., first and second undergraduate degrees), a student must accumulate a minimum of 33 additional hours (total of 156 hours minimum), which must include all the unique courses to the second degree program. Courses that fulfill requirements for one degree are not counted toward the requirements for the second degree.

### PROFICIENCY IN WRITTEN COMMUNICATION

Educational Goal III of Shorter College states that curriculum and the educational environment “ensures that students reach the levels of skill in written and oral communication...necessary to take full advantage of college coursework and that they continue to exercise and enlarge these skills.” To that end Shorter College has required students to pass the Junior English Exam; however, the Liberal Arts Council has voted to abolish the Junior English Exam. Effective written communication at Shorter College will now be measured using two criteria, for students entering June 1, 2008 or after.

1. Students must successfully complete an end of course grammar/composition exam at the

end of ENGL 1110. Students who do not successfully complete the exam will retake ENGL 1110. A grade of 60 on the exam constitutes passing.

2. Recognizing that each academic discipline may have writing styles that are specific to the discipline, each academic department will select a course or courses in which to assess students’ written communication and will create a rubric to use in assessing written work. Each academic discipline will determine what constitutes proficiency, as well as the requirements of any remediation program. Academic departments assume the responsibility to require remediation of all upper level students who do not meet the proficiency standards established by the academic department. Shorter College’s Writing Center should be a part of any remediation process, and students must demonstrate proficiency in written work assigned by the academic department once remediation has occurred. Academic departments should be aware that transfer students who completed the freshman English sequence at another accredited institution may be at a greater risk for remediation.
3. Each academic department will have on file in the Provost’s office, Registrar’s office, and the respective Dean’s office the following:

- a. The designated courses,
  - b. A brief description of the types of written work required, and
  - c. A copy of the rubric.
4. Appropriate assessment data will be on file with the respective Dean.

Cum laude.....3.50-3.749  
 Magna cum laude....3.75-3.874  
 Summa cum laude...3.875-4.00

### POSTHUMOUS DEGREES

In the event of a student's death after completion of his or her BSBA, BSE, BS, BSM, MA or MBA or MEd component, a member of the student's family will be invited to accept the diploma during commencement exercises. In order to receive a posthumous degree, the student must have completed the BSBA, BSE, BS, BSM, MA, MBA, or MEd component or be within fifteen credit hours of graduation, and expected to graduate.

### GRADUATION WITH HONORS

Candidates for a bachelor's degree, who throughout their college career maintain high academic standing in all attempted collegiate work, and who have not at any time been suspended, may receive recognition on their diplomas in one of the three degrees of honor:

## GENERAL ADMISSIONS CATEGORIES FOR GRADUATE ADMISSION STATUS

**Regular/Full** – students who have met admission requirements as previously stated.

**Probationary**--This Category is for applicants who do not meet all the admissions requirements, but who in the opinion of the Graduate Admissions Committee demonstrate the potential for successful completion of a Shorter graduate program. This is a full admission to the College with the requirement that an academic condition be satisfied. Students on probationary admission in the School of Business must earn a grade of B or better in the first four classes of the MBA or MA program (the Introduction to Graduate Studies course does not count as one of the four).

**Conditional** – This is a full admission to the College with the requirement that certain prerequisite courses or other academic conditions be satisfied. The Admissions Committee reserves the right to adjust the conditions for the individual applicant in question.

**Provisional** – students may be admitted on a provisional basis pending receipt of all documentation. Students are admitted with the provision that the required documents are received and approved by Admissions no later than the end of the EDUC 5000, LDSP 5000 or BUSA 5000 courses. Provisional students are not fully admitted, and will not receive federal or state-funded financial aid until the required documents are received and approved.

**Denied** – students may be denied admission for one or more of the following reasons:

1. Cumulative GPA below 2.75 during the last 60 hours of undergraduate work.
2. Insufficient work experience.
3. Unsatisfactory letters of recommendation
4. Failure to meet the age requirement

Students who have been denied admissions may re-apply once the deficiencies have been corrected. Any student may make an appointment with one of the advisors at any campus to discuss options for making up the deficiencies.

### Readmission to Program

This policy applies to all students, whether voluntarily withdrawn from the program or withdrawn by the school for any reason for a period exceeding one course.

To be readmitted to a program, the student's account must be in good standing. Students must contact Accounting Department to request a receipt indicating the current status of their account. Any required payments must be received before initiating the readmission process.

1. Students seeking re-entry must talk with an Academic Advisor to work out the specifics for readmission.
2. The application for re-entry must be received by Academic Services at least 30 days prior to start of class.
3. An application to re-enter any program may require the approval of the Undergraduate Admissions Committee, Graduate Admissions Committee, or the appropriate Dean. In determining whether or not to readmit a withdrawn student, several aspects will be considered: academic performance, class participation, learning team experience, general attitude, exhibited behavior when previously enrolled, and any extenuating circumstances.

Academic Services will complete the necessary paperwork for readmitting the student and arrange for the placement of the re-entered student into a new cohort and study group.

## MASTER OF BUSINESS ADMINISTRATION

To be eligible for admission to the MBA program, students must meet the following admission requirements, evidenced by submitting the following documents in an admission portfolio for evaluation:

### Academic Performance

1. A baccalaureate degree from a regionally accredited college or university with an undergraduate GPA of at least 2.75 for the last 60 hours attempted.
2. Official transcripts from all institutions attended.
3. Demonstration of the ability to perform graduate work in the areas of Accounting, Finance, Economics, and Quantitative Methods. This can be demonstrated by satisfactory completion of the MBA Tutorial, undergraduate courses, CLEP or DAN TES exams.
4. Candidates with an insufficient undergraduate GPA may submit the results from the GMAT to bolster their application. For those students who submit the GMAT, the following

formula shall apply:  $\text{GPA} \times 200 \text{ points} + \text{total GMAT score}$  must equal 1000 points.

### Business Performance

1. A current resume documenting at least three years of relevant full-time work experience.
2. Two letters of recommendation from employers, instructors or others in a position to evaluate the applicant's ability to handle graduate work in business administration.
3. A personal statement of objectives emphasizing how the completion of the MBA degree would affect the applicant's professional performance and career goals.
4. The applicant may include any additional supporting documents that would help the admissions committee in determining the potential success of the applicant.

Final acceptance into the program will be at the discretion of the Graduate Admissions Committee, and its assessment of the candidate's potential to complete the program.

\*Applicants whose native language is not English must provide evidence of proficiency in English by scoring a minimum of 79 on the iBT (formerly TOEFL) within the past two years.

## MASTER OF ARTS – MAJOR: LEADERSHIP

To be eligible for admission to the MA program with a Leadership major, students must meet the following admission requirements, evidenced by submitting the following documents in an admission portfolio for evaluation:

### Academic Performance

1. A baccalaureate degree from a regionally accredited college or university with an undergraduate GPA of at least 2.75 for the last 60 hours attempted.
2. Official transcripts from all institutions attended.
3. Demonstration of the ability to address a relevant organizational issue by completing an essay in which the applicant will address a relevant leadership issue.
4. Candidates with an insufficient undergraduate GPA may submit the results from the GMAT to bolster their application. For those students who submit the GMAT, the following

formula shall apply:  $\text{GPA} \times 200 \text{ points} + \text{total GMAT score}$  must equal 1000 points.

### Business Performance

1. A current resume documenting at least three years of relevant full-time work experience.
2. Two letters of recommendation from employers, instructors or others in a position to evaluate the applicant's ability to handle graduate work in leadership.
3. A personal statement of objectives emphasizing how the completion of the MA degree would affect the applicant's professional performance and career goals.
4. The applicant may include any additional supporting documents that would help the admissions committee in determining the potential success of the applicant.

Final acceptance into the program will be at the discretion of the Graduate Admissions Committee,

and its assessment of the candidate's potential to complete the program.

**\*Applicants whose native language is not English must provide evidence of proficiency in English by scoring a minimum of 79 on the iBT (formerly TOEFL) within the past two years.**

## MASTER OF EDUCATION – MAJOR: CURRICULUM AND INSTRUCTION

To be eligible for admission to the M.Ed. program with a Curriculum and Instruction major, students must meet the following admission requirements, evidenced by submitting the following documents in an admission portfolio for evaluation:

1. A baccalaureate degree from a regionally accredited college or university with an undergraduate cumulative GPA of at least 2.50.
2. Official transcripts from all institutions attended.
3. GRE or MAT score from within five years of date of application.
4. Two recommendations from individuals who can attest to the candidate's qualifications.

5. Acceptance of the candidate's application to the program by the Education Graduate Committee.
6. Teaching certificate in field.
7. Acceptance of the Code of Ethics for Educators by the Georgia Professional Standards Commission.

Final acceptance into the program will be at the discretion of the Education Graduate Admissions Committee, and its assessment of the candidate's potential to complete the program.

**Applicants whose native language is not English must provide evidence of proficiency in English by scoring a minimum of 79 on the iBT (formerly TOEFL) within the past two years.**

## GRADUATE POLICIES AND PROCEDURES

### PROFESSIONAL STUDIES GRADUATE ADVISING

Each student has been assigned to an academic advisor at his/her respective campus. These individuals are trained professionals who can provide students with all necessary information and assistance relative to their success in the educational program. Setting an appointment with an advisor allows time for the advisor to prepare all necessary materials and pertinent information for the advising session.

### COURSE REGISTRATION

When a student starts a curricular program at Shorter College through the Professional Studies Programs, the student is registered "lock-step" for all courses that form that particular curriculum. A student who finds it necessary to withdraw from the program, take a leave of absence, drop and/or add courses, change an address or telephone number, or change his/her name is required to contact his/her advisor and complete the required forms.

### PREREQUISITE COURSES

The first course in each component is a prerequisite for the remaining courses in that component. Other prerequisite courses are listed in the Undergraduate Degree Curricula section. If a student does not successfully complete a prerequisite course by the designated deadline, he/she cannot continue with the cohort. The student must then retake the prerequisite course and earn the required grade. When a student is in this situation, it may become impossible for them to rejoin the original cohort. Students must work with their academic advisor to register for the next available section and to design a plan for re-entry.

### STUDENT ADD/LEAVE OF ABSENCE/DROP/WITHDRAWAL PROCEDURE

The student must complete the appropriate paperwork when altering his/her status in the program. Students should contact an Academic Advisor to begin either process. The forms must be signed by the student and the Academic Advisor to be considered complete. For courses to be added, full

payment of the course or proper arrangement of Financial Aid to cover fees must be made at least one week before class starts.

### ADD PROCEDURE

Students may need to add classes with other groups in order to fulfill outstanding credits or to complete classes to finish their degree program because of drops or unsuccessful completions. A student enrolled in the Bachelor's core may request to take an Associates course or a course in the other majors.

1. First, students must call or see an Academic Advisor to determine if the course to be added will appropriately fulfill academic requirements. Courses may be added only if space allows.
2. Next, to start the add process, the Academic Advisor will assist the student in contacting the Accounting office to arrange payment for the course being added. Payment for courses added outside of the normal program cannot be deferred, and student accounts must be in "good standing" in order to add a course. Payment can be handled by check or credit card. Payment must be received by Accounting no less than two weeks prior to the course start date. **Note:** Students should note on their check that this payment is for adding a course.
3. Academic Advisors will complete the Add process.
4. Academic Services will give a copy to the student and will electronically notify the Financial Aid and Accounting offices.
5. The student must take the add form to the first night of class to demonstrate to the course instructor that the course has been properly added.

### LEAVE OF ABSENCE (LOA) PROCEDURE

Students who find that they cannot take a scheduled course within their cohort calendar can submit a written request for a Leave of Absence to their Academic Advisor.

- Leaves of Absence must be requested in writing by the student before the first night of class for which the leave is requested.
- Leaves of Absence must be approved before a course begins. Any exceptions to this policy must be first approved by the Associate Dean of Students.
- LOA requests must include a valid the reason for the LOA.
- A single LOA may not exceed 60 calendar days.
- The student will not be charged for courses during the LOA. Accounting will reverse any charges

associated with the LOA at the time the LOA is approved. If the LOA is not approved the student will be charged according to the refund policy below.

- In the case where a student has taken multiple Leaves of Absence, the total time out of attendance combined cannot exceed 180 calendar day within a 12 month period.
- The LOA must be approved by the student's Academic Advisor or the Associate Dean of Students.
- LOAs will affect the timing of a student's financial aid. Disbursements dates will be delayed until successful completion of the entire payment period in the student's award.

If a student's Leave of Absence is not approved or the student fails to return to Shorter at the end of the approved LOA, the student is considered to be withdrawn from school. The last date of attendance prior to the LOA will be used when determining the start of a student's grace period.

Submitting an LOA request after the start of the course for which the LOA is requested becomes a course drop or withdrawal from the program if the student breaks the College's attendance policy, unless it is an unforeseen circumstance subject to the approval of the Associate Dean of Students. The written request must be received within 14 days of making the request for an unforeseen circumstance. Failure to return at the end of a scheduled Leave of Absence without notifying an advisor will result in a withdrawal from the program as outlined in the Unofficial Withdrawal policy.

### COURSE DROP PROCEDURE

Students who find that they cannot continue in a course must contact their Academic Advisor to officially withdraw from that course. The following grade and tuition charges will be assigned based on the number of class sessions a student attends in a course.

<u>Classes attended</u>	<u>Grade</u>	<u>Tuition charged</u>
0	no grade	0
1	W	25%
2	WP	100%
3+	WF	100%

Those students who stop attending classes and do not notify the Academic Advisor to complete the drop form will be withdrawn from the program according to the policy for Unofficial Withdrawal (see below). Students who drop one course are expected to return

with the following course, receive approval for an official LOA, or withdraw from the program.

#### **OFFICIAL WITHDRAWAL FROM THE COLLEGE**

Official withdrawal from the College requires written notification from the student. A student leaving the College must formally withdraw by contacting his or her Academic Advisor to complete the necessary forms.

No refund of fees will be calculated until the withdrawal process is complete. Withdrawal grades are described above under course drop procedures.

The College reserves the right to request, at any time, the withdrawal of a student who does not maintain the required standard of scholarship, whose continued attendance would be detrimental to the student's health or the health of others, or whose behavior is out of harmony with the Christian philosophy of the College. For regulations regarding nonacademic or disciplinary suspension, see the Shorter College Professional Studies Student Handbook.

#### **UNOFFICIAL WITHDRAWAL FROM THE COLLEGE**

Unofficial withdrawal from the College will be processed when a student has not completed proper Leave of Absence or drop procedures. Whenever a student is absent from scheduled courses for 29 days without official notification, the student will be withdrawn from the College. Course

#### **CONCURRENT COURSE ENROLLMENT**

A normal load for students is one course at a time (four hours in class plus four hours in the learning team each week). Any concurrent enrollment will require the approval of an Academic Advisor. The Academic Advisor will work with students to determine the best opportunities for concurrent enrollment, considering each student's academic ability, job responsibilities, and family commitments.

The following policies will help in deciding whether or not to allow students to enroll in concurrent courses:

1. Students will not be allowed to take an overload in the graduate program.
2. Any exceptions to this guideline must be approved by the Associate Dean of Students, the Program Director, or the appropriate School Dean.

#### **GRADES AND TRANSCRIPTS**

A student's standing in any course is determined according to the following grading system:

A	90-100 percent	4 points/sem. hour
B	80-89 percent	3 points/sem. hour
C	70-79 percent	2 points/sem. hour
D	60-69 percent	1 point /sem. hour
F	Failure	0 points/sem. hour
P	Passing	
S	Satisfactory	
U	Unsatisfactory	
I	Incomplete	
AU	Audit	
W	Withdrawn	
WA	Administrative withdrawal	
WP	Withdrawn, passing	
WF	Withdrawn, failing	

Grades will not be issued to a student who has failed to make payment of the tuition for a course.

In accordance with the Family Educational Rights and Privacy Act, grades are confidential information. Under no circumstances will a grade be disclosed over the telephone. The student's official transcript is prepared by the Registrar's Office. The transcript will show the courses, grades, credits and terms of instruction for each course taken at Shorter and a summary of all transferred work.

Transcripts may be requested in person or on-line via the official Shorter College website.

#### **INCOMPLETE GRADES**

Students who fail to complete all course requirements on a timely basis due to crisis circumstances or events may petition for the grade of "I" by completing an Incomplete Grade Contract. The policy/procedure is as follows:

1. Both the student and the instructor must sign and date the Incomplete Grade Contract form.
2. Incomplete grades will normally be awarded only if the student has one assessment, one presentation, or one assignment to complete as a requirement for a final grade.
3. Incomplete grades will not be awarded in lieu of class attendance.
4. If the course is one of the Capstone courses (BUSA 6900 or LDSP 6810), the appropriate Dean's approval is also required.
5. One copy of the signed form must go to the Registrar with the course grade report at the end of the course. One copy goes to the

student. One copy goes to the instructor.

6. The Incomplete Completion Date must be no later than ten weeks from the end of the course in which the Incomplete is granted.
7. If the incomplete work is not completed by the Incomplete Completion Date, a grade of "F" will be recorded as the final grade.
8. In cases of extreme hardship, the student may petition the appropriate School Dean for an extension of the completion date, provided such written request is received prior to the expiration of the original 10-week period.

## REPEATING COURSES

When courses with earned grades of D, F, or WF are repeated with a C or higher grade, the unsatisfactory grades and course attempts will be included in the calculation of the cumulative grade point average. The student's permanent record will retain all course attempts and grades. A course can not be attempted more than three times.

## GRADE APPEALS

Students should understand that evaluation in the form of grading is viewed as a contractual relationship between faculty member and student; and although students have the right to protest, actual changes in grades are both rare and at the option of the faculty member. The appropriate Dean will intervene only in extreme circumstances and, even then, only as an intermediary. Should a student believe there is concrete reason to protest a grade for a course, the student should begin the grade appeal process as described below:

1. Students must initiate the Grade Appeal Request within 30 days after receiving the final course grade report from the Registrar.
2. The first step must be a face-to-face meeting between the student and the instructor (not via telephone or fax or e-mail). Most grade disputes should be resolved at this level. Both faculty and students are strongly encouraged to make every attempt possible to resolve issues at this point. Students or instructors may request a neutral third-party observer provided by the College.
3. If the grade dispute is not resolved at the first step, the student must make a written request for a grade appeal. This request must be addressed to the Associate Dean of Students. There must be a valid reason for appealing a grade (not just disappointment with a grade). The appeal must include a statement of the facts (not just opinions and feelings), a written

summary of all conversations with the instructor, and copies of any pertinent supporting documents.

4. Upon receipt of the written request from the student, the Associate Dean will request a response from the instructor.
5. The instructor's response must include a statement of the facts (not just opinions and feelings), a statement of why the instructor believes the grade should not be changed or a statement of the criteria for changing the grade, a summary of all conversations with the student, a copy of the grade detail sheet, a copy of the course syllabus, a copy of the course module, and copies of any other pertinent supporting documents. The instructor should double-check all calculations to be sure they are correct.
6. The Associate Dean will collect all documents and deliver them to the Chair of the Faculty Review Board. If there is a valid basis for a grade appeal, the Chair will convene the Faculty Review Board within a reasonable time period (preferably one week). If the Chair determines that there is not a valid basis for a grade appeal, that decision will be reported in writing to the Associate Dean, who will notify the student.
7. The Faculty Review Board will include three or more full-time faculty members. If three or more full-time faculty members cannot be appointed due to conflict of interest or absence, then adjunct faculty members teaching in an appropriate discipline may be substituted.
8. The Faculty Review Board will review all documents and rule on the grade appeal request. At its discretion, the Faculty Review Board may ask the student and instructor for additional clarification or explanations. Such requests will be handled through the Associate Dean. The student and instructor will not normally be asked to appear before the Faculty Review Board.
9. The Faculty Review Board will report its decision in writing to the Associate Dean, who will notify the student of the decision.
10. In most cases, the decision of the Faculty Review Board will be final. In very extenuating circumstances, the student may send a written appeal of the decision to the appropriate School Dean. In such cases, the Dean's decision will be final.

## ACADEMIC INTEGRITY

Shorter College considers the principle of academic integrity to be essential to the functioning of the educational programs of the College. Violations of academic integrity are serious offenses, infractions of which can carry academic as well as disciplinary consequences.

Violations of academic integrity include, but are not limited to, cheating, plagiarism, and fabrication.

### *Cheating*

Students who cheat violate their integrity and the integrity of the College by claiming credit for work they have not done and for knowledge they do not possess. Examples of cheating include copying answers from another's test; permitting someone else to copy answers from one's own test; using books, class notes, or any other means or devices to obtain answers to a test question, when any such aid has been prohibited.

### *Plagiarism*

Plagiarism is the theft of someone else's ideas and expressions. The theft is the same, whether students copy verbatim or simply rephrase the ideas of another person without properly acknowledging or documenting the source. Students are expected to exercise great diligence and care to distinguish their own ideas and language from information derived from other sources. Whenever another person's ideas are used, such use must be documented with appropriate citation and reference to reveal the source and the extent to which that source has been used. Sources requiring appropriate acknowledgment include published primary and secondary materials, electronic media, and information and opinions gained directly from other people.

Examples of plagiarism include:

- copying words, sentences, or passages from a text, such as a book, magazine, newspaper, pamphlet, the paper of another, or a paper prepared by anyone other than the one who submits the paper, without indicating the source of those words, sentences, or passages;
- using quotations without copying them exactly, failing to punctuate them correctly, or giving credit for citations;
- paraphrasing or summarizing another writer's ideas, even if one does not quote the writer directly, without giving credit to the writer;
- failing to give adequate bibliographical information to the reader who may need to refer to the source the writer of the paper has used; and

- using graphs, charts, tables, or other printed or visual aids without giving credit to the source from which they were taken.

### *Fabrication*

Fabrication is the intent to deceive members of the academic community through inventing information or creating the illusion of having acquired or mastered information. Fabrication can be recognized in these examples:

- listing references not used;
- citing information not taken from the source indicated;
- falsely claiming to have completed a clinical, internship, or field experience;
- inventing data, materials, or sources for academic assignments;
- taking a quiz or other examination for someone else or permitting someone else to be tested on one's behalf;
- submitting another person's work as if it were one's own (written, illustrated, tabulated, etc.);
- failing to do one's agreed-upon share or work in group projects.

With the increasing ease of accessing information through the Internet, the concept of academic integrity shall also include issues of copyright and trademark violation, as well as the misuse or misappropriation of company-owned and protected materials. Any such practices are expressly prohibited.

### *Actions and Appeal*

Because breaches of academic integrity vary in degree and seriousness, actions taken against violations, in some cases, will be left to the discretion and judgment of the individual faculty member. If requested, the Associate Dean will serve as a mediator in any case.

When a faculty member discovers a violation of academic integrity, the student will be notified within ten academic days of the charge. The faculty member or designate and the student will then meet to discuss the violation and the action that will be taken. Possible actions that can be taken include, but are not limited to, the following:

- Resubmission of an equivalent, but not identical exam, paper, project, etc.
- A grade of "F" or "zero" on the exam, paper, project, etc.
- A grade of "F" for the course.

For all serious and substantial violations of academic integrity, the faculty member will submit to the appropriate School Dean, in writing, a description of the violation. The Dean will appoint a Faculty

Review Board to review the matter and recommend appropriate disciplinary action, including possible dismissal from the program. Offenses which are considered serious include, but are not limited to, intentional cheating, flagrant plagiarism, fabrication on a project, inappropriate use or possession of exams, etc. Decisions of the Faculty Review Board may be appealed, in writing, to the appropriate Dean.

Upon evidence of two serious violations of academic integrity, the student in question will be automatically dismissed from the school.

### **HONOR CODE**

Under the Shorter College Honor Code, students stipulate abstinence from all deceit and dishonorable conduct. Each student is asked to sign the Roll of

Honor during the Introduction course, and formally enroll under the pledge:

On my honor, I will abstain from all deceit. I will neither give nor receive unacknowledged aid in my academic work, nor will I permit such action by any member of this community. I will respect the persons and property of the community, and will not condone discourteous or dishonest treatment of these by my peers. In my every act, I will seek to maintain a high standard of honesty and truthfulness for myself and for the College.

All academic work at Shorter College falls under the Honor System. Quizzes, tests, examinations, projects and papers to be graded must be accompanied by the pledge.

## **SATISFACTORY ACADEMIC PROGRESS**

### **GRADE POINT AVERAGE**

Graduate students are expected to earn a GPA of at least 3.0 (on a 4.0 scale) in the graduate program. While graduate students may occasionally earn a grade lower than a B, this may not occur more than two times during the pursuit of a graduate program at Shorter College. The following probation and suspension procedures will apply to all Shorter College graduate students.

### **ACADEMIC WARNING**

Any time graduate students receive a grade less than B, they will receive a letter of warning from Academic Services. Advisors will receive copies of all warning letters issued and will be required to contact the student to discuss any ramifications of the warning letter as well as the cause of the low grade. The second time a student earns a final course grade lower than a B in a graduate course, the student will be given a letter of warning stating that the next grade below B in any graduate course will result in academic suspension from the graduate program.

### **PROBATIONARY STATUS**

Whenever a student's cumulative graduate GPA drops below 3.0, that student will be placed on academic probation and advised of the consequences of this action. Students will not be allowed to graduate while on probation. Probationary status may be removed by passing approved graduate courses with grades sufficient to raise the student's cumulative GPA to a minimum 3.0. Graduate students may petition to the Faculty Review Board for permission to repeat a

maximum of two graduate courses for credit if necessary to raise their GPA to 3.0 in order to graduate. Only courses in which the student previously earned a grade below B may be retaken for credit. All grades received for graduate work attempted at Shorter College will be used in determining the student's cumulative GPA.

### **ACADEMIC SUSPENSION**

Any graduate student who earns three final course grades below B in graduate coursework will be dismissed from further graduate study at Shorter College and will not be eligible for readmission as a graduate student. The student may appeal this suspension by submitting a letter to the Faculty Review Board describing the circumstances which resulted in the suspension and stating a valid basis for the appeal.

### **TRANSFER CREDIT**

On a case-by-case basis, Shorter College may accept courses for transfer credit within the graduate program. For courses to be acceptable for transfer credit, the course content must be deemed equivalent and compatible with the appropriate graduate curriculum, the student must have earned a B or better in the course, and the course must be from a regionally accredited institution of higher education. The appropriate Chair, Graduate Studies will evaluate the course content for all courses offered for transfer credit. If transfer courses meet these criteria, the Registrar is authorized to accept a maximum of six credit hour courses for transfer credit.