

ACADEMIC PROCEDURES AND REGULATIONS

CONTENTS OF THIS SECTION

Enrollment

Registration

- Academic Advising
- Program of Courses
- Classification of Students
- Withdrawal

Grades, Credit, and Quality Points

- Grade-Point Average
- Grades of “W” and “T”
- Pass-Fail Option
- Institutional-Load Courses
- Transcript and Enrollment Verification
- Appeal of Grades
- Academic Renewal

Regulations Regarding Courses

- Independent Study, Tutorials, Internships
- Class Attendance
- Semester Examinations

Honor Code: *The Honor of the Hawk*

Optional Study Opportunities

- Transient Study
- Berry and Shorter Cross-Registration
- Gulf Coast Research Laboratory Affiliation
- Study Abroad

Requirements Outside of Courses

- Assessment Testing and Surveying
- Convocation Attendance

Academic Progress Regulations

- Dean’s List
- Academic Warning
- Academic Probation
- Academic Suspension
- Disciplinary Suspension

Graduation Requirements

Credit Hour and Grade Standards

- Special Grade Standards
- Completion Requirements
- Proficiency in Written Communication
- Minimum Residency Requirement

Majors

- The Major
- Declaring a Major
- Additional Credentials
- Minors
- Second Degrees and Majors

Special Degree Requirements

- Degrees in Music

Degrees with Honors

- Graduation with Honors
- The Academy of Aristaeus (Honors)

Posthumous Degrees

Professional Studies Admissions and Academic Regulations

- Undergraduate Admissions Categories
- Undergraduate Regulations and Procedures
- Associate Admissions Requirements
- Bachelor’s Admission Requirements
- Graduate Admissions Categories
- Graduate Regulations and Procedures
- MBA Admission Requirements
- MA Admissions Requirements

ENROLLMENT

REGISTRATION

All persons who plan to attend any course on a regular basis must complete formal registration. Those desiring to take courses for college credit or audit must register at the beginning of each semester or, in the case of continuing students, at the registration time the previous semester.

ACADEMIC ADVISING

A student normally confers with a faculty advisor to select courses which are then registered online.

Freshmen meet their assigned faculty advisors and register at Summit sessions during the summer prior to their first enrollment. If unable to attend a Summit session or enrolling for the first time in a semester

other than fall, a freshman will be assigned a faculty advisor prior to term registration.

Students enrolled as freshmen remain with the freshman advisor for the entire freshman year. After that, academic advising is arranged with a faculty member in the department or school of the student’s major. The Registrar and faculty advisor assist in arranging programs of studies, **but the student is responsible to become familiar with and fulfill all requirements for his or her degree.**

At least one Summit for Transfers session is conducted during the summer to facilitate transfer registration. Transfer students meet with an advisor from their prospective major field and register for classes at this session.

PROGRAM OF COURSES

Twelve to 19 credit hours constitute a normal semester course load. A program of 12 or more semester hours is considered full-time. Students, other than freshmen, who desire to carry more than 19 credit hours may make application to the Provost. There is an additional fee for credit hours over 19.

Changes (dropping or adding courses) may be made during the drop/add period with the approval of the faculty advisor and/or Provost. The duly approved forms must be filed in the Registrar's Office.

Withdrawal from courses may be done by the student after the drop/add period and until the last 10 class days of the semester. Proper forms must be filed in the Registrar's office to accompany any withdrawal. An automatic F will be given if a student is not properly withdrawn.

CLASSIFICATION OF STUDENTS

Shorter College officially recognizes four classes: freshman, sophomore, junior, senior. A student's classification is based wholly upon the record in the Office of the Registrar, and not upon the length of time in college or any other consideration.

- An admitted student who is registered for studies leading toward a degree is a freshman.
- A student who has earned 27 semester hours of credit and is registered for studies leading toward a degree is a sophomore.
- A student who has earned 60 semester hours of credit and is registered for studies leading to a degree is a junior.

- A student who has earned 90 semester hours of credit and is registered for studies leading to a degree is a senior.

WITHDRAWAL FROM COLLEGE

A student leaving the College must formally withdraw by obtaining the necessary forms from the Registrar, completing the forms with all required signatures, and filing the completed forms in the Office of the Registrar. Clearances must be obtained from the Financial Aid Office, the Business Office, the Residence Life Office, and the Library.

No refund of fees will be calculated until the withdrawal process is complete. Withdrawal becomes effective only when the form is signed by the Registrar.

Request for withdrawal from college after early registration but before the beginning of a term must be made in writing to the Registrar's Office.

Withdrawal grades are described under Non-Credit Grades below.

The College reserves the right to request, at any time, the withdrawal of a student who does not maintain the required standard of scholarship, or 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 Student Handbook.

GRADES, CREDIT, AND QUALITY POINTS

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

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

The designation H following a grade denotes a class taken for the Honors Program.

Except in cases of clerical error, a faculty member may not change a grade which has been forwarded to the Registrar's Office. Grades may only be changed as the result of an appeals process as described below.

GRADE-POINT AVERAGE

A student's academic grade-point average (GPA) is obtained by dividing the number of quality points earned by the number of credit hours scheduled (except grades of W, WA, P or S). In the case of transfer students, the Registrar computes a GPA based on transcripts of all college work attempted. For more information about transfer GPA, see Admission of Traditional Transfers.

A student will have a maximum of two repeats of a course to bring up a grade. The last grade will stand. All attempts are used in calculating the GPA.

NON-CREDIT GRADES

If a student withdraws during the first three weeks of a semester, a grade of W will be given. After the first three weeks of the semester and until two weeks before classes end, a grade of W or WF will be given by the faculty member, depending upon whether the student is passing or failing the course on the date of withdrawal. A grade of F will be given if a student withdraws from a course during the last two weeks of a semester. Proper forms must be filed in the Registrar's Office to accompany any withdrawal. An automatic F will be given if a student is not properly withdrawn.

A grade of WA may be assigned by an instructor when a student has failed to attend two-thirds or more class meetings, including both excused and unexcused absences.

An "incomplete" (grade of I) is given only when a deficiency exists in a relatively small portion of the course; it may be changed to the appropriate grade A, B, C, D, or F when the deficiency is removed. The instructor should file an Incomplete Grade Form in the Registrar's Office when assigning an I, clearly stating the requirements to be completed and a timeline for the student to submit the work to overcome the deficiency. This work must be completed within four months of the close of the semester examination period. At that point, the instructor will assign the grade the student has earned.

The grade of AU denotes a course taken as an audit. Auditors receive no credit, and they participate in the course at the option of the instructor.

INSTITUTIONAL-LOAD COURSES

Some courses bear institutional load credit only (i.e. ENG 0990/0991, MAT 0990). Credit hours for these courses count toward term totals, but they are not factored into the student's career totals.

PASS-FAIL OPTION

A limited number of courses may be taken on a Pass-Fail basis; this decision must be made within the first three weeks of the semester. This option allows one course per semester, or a total of eight courses for a degree, to be taken with a Pass-Fail grade. Only elective courses in a student's program are eligible for this option. For purposes of GPA, honors, and rank in class, credits earned under the Pass grade will be eliminated in the computation of final grade point averages.

The Pass-Fail option may not be reversed after the third week of the semester.

TRANSCRIPT AND ENROLLMENT VERIFICATION REQUESTS

Transcripts must be requested in writing with the signature of the student, not another party. A form is available in the Registrar's Office, or write to Office of the Registrar, Shorter College, 315 Shorter Avenue, Rome, GA 30165. **E-mail, FAX and telephone requests will not be honored.** The request must contain the full name the student used while enrolled at Shorter, the student's Social Security number and graduation date, with the full name and address of the organization which will receive the transcript. All requests must be prepaid with a basic fee of \$1.00 for regular service; fees for other services are listed in the Financial section.

Enrollment verification letters may be requested in person from the Registrar's Office free of charge. Shorter College has authorized the National Student Clearinghouse to provide degree and enrollment verification. National Student Clearinghouse may be contacted at:

Web: www.studentclearinghouse.org

Phone: (703) 742-4200

FAX: (703) 742-4239

Email: degreeverify@studentclearinghouse.org

Mail: National Student Clearinghouse; 13454 Sunrise Valley Drive, Suite 300; Herndon, VA 20171

APPEAL OF GRADES

A student may begin the grade appeals process by submitting a written statement of appeal to the Provost within two weeks after the grade is recorded. Upon receipt of the written statement, the Provost forwards the document to the professor who registered the grade. At this point, the appeals process has officially begun, and all procedures listed below must be completed within four weeks. A student who feels that he or she has received an unfair or incorrect grade in a course should do the following:

1. Discuss the problem with the professor who awarded the grade.
2. If step one does not resolve the issue, the student should obtain a Grade Appeals Form from the Provost's office.
3. The student should return to the professor and have the Grade Appeals Form initialed and dated.
4. The student should discuss the complaint with the department chair or the dean of the school.
5. If step four does not satisfy the complaint, then the student may discuss the grievance with the Provost.

If all the above steps fail to satisfy the student's complaint and the Provost determines that the evidence warrants further consideration, the Provost will appoint a panel of three faculty members to hear the complaint. All parties in the grievance process are obligated to hear both the student's complaint and the professor's answer. The decision of the panel is final, and any decision or recommendation of this panel will be reported to the Provost, the professor, and the student.

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.

The following general guidelines will apply to students seeking Academic Renewal status:

1. Students must submit requests for Academic Renewal in writing to the Provost or School

Dean. The petition must include transcripts from all previous institutions attended. 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 will continue to be based on the student's cumulative GPA. Any previous grades of D, F, or WF must be repeated if they are required in the student's degree program.
4. Only those students whose previous GPA was below 2.0, such that, without Academic Renewal, they could only be admitted under probation, are eligible for consideration for Academic Renewal.

REGULATIONS REGARDING COURSES

SPECIAL STUDY

Special Study includes the following: Independent Study (for students with excellent records only), Tutorial (catalog courses taken independently), and Internship or Field Work. Department chairs or deans of schools and the Provost must approve Special Studies.

Three further regulations govern tutorials:

1. A student may take no more than two tutorials at one time.
2. A student may take a maximum of four tutorials in a degree program.
3. A student earning a D or F in a regular classroom course may not repeat it as a tutorial.

An internship is a form of independent study combining field work in a student's academic discipline with academic activities. It allows the student to augment classroom learning by working in an organization away from the campus community. By completing suitable academic work under the direction of a faculty member, students may earn course credit for internships. Note: this definition excludes EDU 4211-4212, EDU 4221-4222, and EDU 4231-4232, all of which follow separate guidelines given by the State Department of Education.

The following regulations govern internships:

1. Faculty supervision includes advisement on choice of internship, contact with the work supervisor, and assignment of a written report.
2. Students must work in a career field off campus, unless special permission is given by the Provost.
3. Students must work a minimum of 33.3 hours per one hour course credit.
4. If the work is done in the summer, it must be done over a minimum period of eight weeks.

CLASS ATTENDANCE

Students are expected to attend regularly and promptly all classes and academic appointments. Making up all work missed because of absences is the responsibility of the student. Students should consult each class syllabus for specific attendance requirements. The syllabus for some classes may be available only online. Absence from the first class period before or after holidays will count as a double cut. A student who fails to attend at least two-thirds of the total class meetings (including both excused and unexcused absences) may be administratively withdrawn (WA) from a course.

SEMESTER EXAMINATIONS

Two series of examinations are held during the academic year at the end of each semester. Tests within the lecture hour may be held at any time during the session except that major tests may not be scheduled during the calendar week before final examinations.

A senior (student with 90 or more semester hours as of the end of the previous semester) who makes an F (or D in the major field) in a course required for the degree may retake the final examination once, provided that the course will not be offered again before the student's normal graduation date and that an approved substitution cannot be made. The repeat exam must be taken at a time designated by the faculty member, but no later than noon of the day following the close of regularly scheduled examinations.

A junior (student with 60 semester hours as of the end of the previous semester) who makes an F (or D

in the major field) in an upper division, (3000-4000 level) required course in the major sequence, may retake the final examination once, provided that the course will not be offered again before the student's normal graduation date and that an approved substitution cannot be made. The repeat exam must be taken at a time designated by the faculty member, but no later than noon of the day following the close of regularly scheduled examinations.

By order of faculty resolution, no student may be exempted from an end-of-semester examination or experience by any faculty member. No faculty member may hold an examination or experience at other than the scheduled time without the approval of the faculty member's Dean and the Provost. Students must complete examinations or experiences at the scheduled time except in an emergency as approved by the faculty member teaching the class in question, the Dean, and the Provost.

HONOR CODE: *THE HONOR OF THE HAWK*

PHILOSOPHY

Predicated upon the rigorous pursuit of liberal learning and the teachings of the Christian faith, the Shorter College community is dedicated to integrity in the pursuit of truth and honor in the building of community. Individual backgrounds and interests aside, as members of this community, we share a common commitment to keeping the high standards of honesty and honorable conduct required for this pursuit.

The Center for Academic Integrity (CAI) defines academic integrity as a commitment, even in the face of adversity, to five fundamental values: honesty, trust, fairness, respect, and responsibility. From these values flow principles of behavior that enable academic communities to translate ideals into action. An academic community flourishes when its members are committed to the five fundamental values. Integrity is built upon continuous conversations about how these values are, or are not, embodied in institutional life. As these conversations connect with institutional mission statements and everyday policies and practices, a climate of integrity is sustained and nurtured. Vigorous academic integrity policies and procedures, with faculty and student support, promote the learning process and the pursuit of truth. This also helps create a stronger civic culture for society as a whole (The Center for Academic Integrity. 1999. *The Fundamental Values of Academic Integrity*, p. 4).

[\[http://www.academicintegrity.org\]](http://www.academicintegrity.org)

In the hope, anticipation, and expectation that students engage the learning process in their quest for

Truth and knowledge, Shorter College adopts the five fundamental values set forth by CAI. To that end, Shorter College strives to empower students in the development of their character by providing an education within the context of a Christian environment. Shorter College seeks to establish a platform from which all students can succeed. Shorter College, therefore, sets forth the following standards from the CAI publication, *The Fundamental Values of Academic Integrity*, as the benchmark for the Shorter student. The same integrity that came with being known as a "Shorter girl" in the early days of the college is now found in being known as a "Shorter student." The Shorter College community assumes one is honorable and a person of integrity. It is the goal of this academic community to preserve and enhance that honor and integrity for those who walk these academic halls, as well as to provide avenues to demonstrate and teach those values to those within a student's sphere of influence while a student and as a graduate.

1. Honesty

"An academic community of integrity advances the quest for truth and knowledge by requiring intellectual and personal honesty in learning, teaching, research, and service. Honesty is the foundation of teaching, learning, research, and service, and the prerequisite for full realization of trust, fairness, respect, and responsibility (CAI, *Fundamental Values*, p. 5). If the adage that one cannot lead where one has never been, then it extends to one cannot expect

honesty to be a trait found in society if honesty does not begin with the individual. “Cultivating honesty lays the foundation for lifelong integrity, developing in each of us the courage and insight to make difficult choice and accept responsibility for actions and their consequences, even at personal cost” (CAI, *Fundamental Values*, p. 5). “Promoting student moral development requires affirming shared values. More colleges are starting to focus on one value that goes to the heart of the academic enterprise: a commitment to honesty in the pursuit of truth (Gary Pavela, “Applying the Power of Association on Campus: A Model Code of Academic Integrity” (*Journal of College and University Law*, 24:1, p. 6).

2. Trust

“An academic community of integrity fosters a climate of mutual trust, encourages the free exchange of ideas, and enables all to reach their highest potential. People respond to consistent honesty with trust. Trust is promoted by faculty who set clear guidelines for assignments and for evaluating student work; by students who prepare work that is honest and thoughtful; and by schools that set clear and consistent academic standards and that support honest and impartial research” (CAI, *Fundamental Values*, p. 6). Shorter College, therefore, seeks to be consistent among all parties to foster an environment that engenders trust among all her participants. In the academy, trust is at the core of all our endeavors. Research findings are valid only to the extent the data that generated the findings is trustworthy, otherwise, the assertions and theories that hinge on the findings lack substantiation. As professors, we make certain assumptions about research findings. Should we not, therefore, make those same assumptions about our colleagues and our students?

3. Fairness

“An academic community of integrity establishes clear standards, practices, and procedures and expects fairness in the interactions of students, faculty, and administrators. Fair and accurate evaluation is essential in the educational process. For students, important components of fairness are predictability, clear expectations, and a consistent and just response to dishonesty. Faculty members also have a right to expect fair treatment, not only from students, but also from colleagues and their administration...A lapse by one member of the community does not excuse misconduct by another. Rationalizations such as ‘everyone does it’ or ‘the curve was too high’ do not justify or excuse dishonesty” (CAI, *Fundamental Values*, p.7). History is replete with civilizations that have made the horrible mistake of treating different peoples

differently. Whether it be the color of one’s skin, one’s cultural background, religion, or ethnicity in whatever form, society, in general, deplores preferential treatment for some and marginalization or an ignored presence of others. Within the Shorter academic community, the treatment of individuals by differing standards is not tolerated. The community strives to treat all as equals, respecting one another for each one’s uniqueness. How should we interpret fairness?

4. Respect

“An academic community of integrity recognizes the participatory nature of the learning process and honors and respects a wide range of opinions and ideas. To be the most rewarding, teaching and learning demand active engagement and mutual respect. Students and faculty must respect themselves and each other as individuals, not just as means to an end. They must also respect themselves and each other for extending their boundaries of knowledge, testing new skills, building upon success, and learning from failure. Students show respect by attending class, being on time, paying attention, listening to other points of view, being prepared and contributing to discussions, meeting academic deadlines, and performing to the best of their ability. Being rude, demeaning, or disruptive is the antithesis of respectful conduct. Members of the faculty show respect by taking students’ ideas seriously, providing full and honest feedback on their work, valuing their aspirations and goals, and recognizing them as individuals...Part of respecting people involves fair and honest treatment, and all of this supports an environment of trust” (CAI, *Fundamental Values*, p. 8). How then does mutual respect play out in the academy?

5. Responsibility

“An academic community of integrity upholds personal accountability and depends upon action in the face of wrongdoing. Every member of an academic community—each student, faculty member, and administrator—is responsible for upholding the integrity of scholarship and research. Shared responsibility distributes the power to effect change, helps overcome apathy, and stimulates personal investment in upholding academic integrity standards...At a minimum, individuals should take responsibility for their own honesty and should discourage and see to prevent misconduct by others” (CAI, *Fundamental Values*, p. 9)

Shared responsibility has many attributes and conducts itself in the face of adversity and selflessness without shifting shadow.

INTEGRITY

Defining integrity may be much more difficult than describing it. As this System is student-maintained, our agreement contains two parts: first that we personally adopt the standards of conduct as stated in the Honor Code; and second, that we deal responsibly with those of our peers who fail to do so. By holding one another accountable to this commitment, we ensure the integrity of our academic program and community. Our acceptance of this commitment allows us to enjoy an atmosphere of mutual trust and respect among our fellow students, faculty, and administration. The academic and social advantages therein are many: as students we are trusted to work independently; computer labs are available twenty-four hours a day; personal property is generally safe on campus; and one's word may be considered trustworthy, both on and off campus. It is our shared interest in preserving this atmosphere that motivates our commitment to the Honor System.

Privilege bears responsibility. Thus, we at Shorter are responsible for knowing the purpose, design, and procedures of our Honor System, and are required to exhibit honorable conduct in all areas of life: social as well as academic, off campus as well as on. It is solely through the consistency of this commitment that we may both trust and be trusted, respect and be respected, regardless of place or circumstance. Therefore, each of us is expected to do his or her full part in maintaining the integrity of that commitment at all times.

When we join the Shorter College community, we sign the Roll of Honor, and formally enroll under the pledge:

On my honor, I will abstain from all deceit. I will neither give, receive, nor use any unauthorized 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.

THE HONOR CODE

In the Shorter College Honor Code, students stipulate abstinence from all deceit and dishonorable conduct. Though many acts may at times be considered deceitful or dishonorable, students at Shorter College agree that lying, cheating, stealing, assault and vandalism are by definition dishonorable, and are therefore always in violation of the Honor Code.

A. Violations

There are four (4) categories of misconduct that pertain to the Code, and therefore fall under the purview of the Honor System. Shorter College's policy regarding academic integrity and dishonesty is found in three places: the Shorter College Student Handbook, the Faculty Handbook, and Shorter College Catalog. Other forms of misconduct fall under Student Life Regulations, the violations of which are handled administratively, as outlined in the Shorter College Student Handbook. In general, the four areas that under the purview of the Honor System include:

Academic dishonesty may take numerous forms, some of which are outlined below.

1. **Lying** is defined as any attempt to deceive, falsify, or misrepresent the truth.
2. **Cheating** is defined as the employment of or rendering of any unauthorized aid in any assigned work. These definitions, developed by the Educational Policies Committee, are found in the current Academic Integrity Policy printed in the Faculty Handbook and related Student Handbook.

Cheating On Tests/Quizzes

- Copying answers from another's test/quiz.
- Permitting someone else to copy answers from one's own test/quiz.
- Using books, class notes, or any other means or devices to obtain answers.
- Preparing answers/essays in advance and submitting these rather than work completed during the test/quiz time.
- Taking an exam or quiz for someone else or permitting someone else to be tested on one's behalf.

Cheating On Assignments

- Inventing data, materials, or sources for assignments.
- Submitting another person's work as if it were one's own, including take-home assignments, tests, research papers, etc.
- Falsely claiming to have completed a clinical, internship, or field experience.
- Failing to do one's agreed-upon share or work in group projects.

3. **Plagiarism** is defined as the presentation in one's own work of the words or ideas of another person without proper documentation.
- Copying words, phrases, sentences, or passages from a text (such as a book, magazine, newspaper, pamphlet, internet site, or work

prepared by anyone other than the one who submits the paper) without indicating the source of those words, sentences, or passages using the method required by the instructor.

- Using quotations without copying them exactly or failing to punctuate them correctly with quotation marks and internal punctuation in the text itself.
- 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 (for example, page numbers).
- Using charts, graphs, tables, or other printed or visual aids without giving credit to the source.
- Citing information not taken from the source indicated.
- Inventing information or sources.

4. **Failure to enforce the Honor Code** is defined as any act of omission that permits violations of the Honor Code to occur or to go unreported.

All students enrolling at Shorter College are bound not only to abstain from the above, but also encouraged to report such acts committed by fellow students. When events of a questionable nature occur, the professor has the responsibility to determine if the intent to deceive is present in the infraction. If so, the matter is forwarded to the Honor Council. Otherwise, the professor handles the matter in accordance with the stated policy in their syllabus. It is the responsibility of each student to communicate that information promptly to the Honor Council. Determining whether a violation has occurred is the responsibility of the Honor Council. Failing to report such events amounts to the toleration of dishonor in the community and shall itself be considered a violation of the Honor Code.

Students' obligation to the Honor Code is not confined to the boundaries of the College campus, but extends to conduct in the larger community. All student conduct in an academic setting in the city of Rome and in Floyd County shall be subject to the Code, as well as conduct in other locations, that bring discredit upon the College. Academic programs facilitated and events sponsored or sanctioned by the College, whether on or off campus, shall also operate under the Honor Code. Among other programs and events, this shall include study abroad, athletic trips, academic field trips, and events or retreats held by recognized student organizations of the College.

B. Pledged Work

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 - "On my honor, I pledge that I have neither given, received, nor used any unauthorized aid on this assignment." - followed by an act of student acknowledgement, usually a signature.

"Unauthorized aid," is understood to mean aid that has not been authorized as acceptable by the professor, or aid that has been employed in the completion of the assignment, but not so acknowledged by the student. Credit shall not be awarded for unpledged work or for work that does not include the pledge in full. Students should remember that each professor designates what constitutes authorized and unauthorized aid for each assignment, as well as determines whether the intent to deceive is present in the infraction.

C. Normal Penalties

The normal penalty for a first violation of the Honor Code that involves cheating or lying to gain academic advantage in a course is an F in the course. The normal penalty for a second violation of the Honor Code is suspension from the College for the semester of the infraction, and a grade of F assigned to all courses. The student must then petition the college for readmission the following semester. If the student violates the Honor Code again, permanent expulsion from the College may be required.

THE HONOR COUNCIL

A. Responsibilities

The Honor Council is charged with investigating and hearing alleged violations of the Honor Code and determining whether violations have occurred. Upon determining such violations, the Council is empowered to impose appropriate sanctions, up to and including expulsion from the College. The Honor Council is responsible for assisting in the education of new students concerning the Honor System and for the annual publication of *The Honor of the Hawk*. Every three years, beginning in the fall of 2005, the Honor Council, with the assistance of the Provost of the College, shall conduct a full review of the System, recommending reforms appropriate for its upkeep.

B. Membership

The Honor Council consists of up to eighteen (18) student members: nine (9) seniors, six (6) juniors, and three (3) sophomores. The Council, in order to fill any council openings, solicits applications for Council membership each Spring and selects up to three (3) members from each of the freshman, sophomore, and

junior classes to begin service at the beginning of the next year. Care is taken to ensure that Honor Council membership is representative of all aspects of campus life. Student members of the Honor Council normally serve until the end of their fourth year on campus; they are expected to remain on campus through exams each semester for hearings.

The President of the Honor Council may ask for the resignation of any student member when there is evidence that his or her behavior threatens the integrity of the Council. If the member in question refuses to resign, the entire student membership of the Council shall be called to consider the matter. Ten (10) student members shall constitute a quorum, and a two-thirds ($\frac{2}{3}$) vote is required to remove a student from the Council. If a seat becomes vacant for any reason, the Honor Council shall appoint a student from the appropriate class to fill it. Six (6) members appointed annually by the Provost represent the faculty of the College on the Honor Council as non-voting members. One faculty member, designated by the others as a coordinator, schedules two (2) faculty members to sit for each hearing. Faculty members do not have a vote, but do have a voice in the proceedings. Faculty members may ask questions, help guide discussion and deliberation, and provide order and assistance in conjunction with the President of the Honor Council.

The Provost is a member, ex officio, of the Honor Council.

C. Leadership

The Executive Committee of the Honor Council shall consist of the Honor Council President, Vice President, and the Secretaries of the Council, with the Provost serving as an advisor. The Executive Committee shall conduct the initial investigation of possible Code violations, and is responsible for the activities of the Honor Council, including the training of Honor Council members and the designing of an orientation and education program for new students.

The President of the Honor Council shall call and preside over all meetings of the Executive Committee, hearings, and meetings of the full Council. He or she shall appoint assistants for the defense of students charged, shall coordinate the selection of members before hearings, and shall review the minutes of each hearing. The President of the Council must be of junior or senior standing, with at least one year of Council experience.

The Vice President shall aid in the execution of Council affairs. In the absence of the President, the Vice President shall preside over any meeting of the Executive Committee, hearing, or full meeting of the Council. For any hearing over which he or she

presides, the Vice President shall also assume responsibility for appointing assistants for the defense of students charged, coordinating the selection of members before hearings, and reviewing minutes. The Vice President must be of junior or senior standing, with at least one year of Council experience.

The Secretaries of the Honor Council shall be responsible for keeping minutes of hearings, for maintaining files of past hearings, for the official correspondence of the Council, and for the financial affairs of the Council. They shall also coordinate the soliciting and considering of applications for membership each spring. The President for each ensuing year is selected in the spring by majority vote of the current Honor Council student membership. His or her name is then submitted in Student Government elections for confirmation by the student body. After the election of the incoming President, the Council must select an incoming Vice President and two Secretaries by majority vote. Elected officers shall assume their responsibilities with the installation of new members each spring.

PROCEDURES

Note: In extraordinary circumstances the President of the College, in consultation with the Provost and the President of the Honor Council, may find it to be in the best interest of the College to forego the usual Honor Council procedures. In such instances the President will determine a just means for handling such extraordinary circumstances. When alternative measures are employed for the resolution of student misconduct, students shall retain the same rights otherwise granted under the Honor System.

A. Reporting a Violation

Students who have violated the Honor Code are encouraged to self-report by contacting the Honor Council or the Provost's office. When students, faculty members, or administrators suspect a student of having violated the Honor Code, they should encourage that student to self-report. The matter must also be brought to the attention of the Honor Council and the Provost, regardless of whether the suspected student reports himself or herself. A list of Honor Council members is provided in the back of the Honor of the Hawk book, along with contact numbers and e-mail addresses for Honor Council officers. Honor Council members are prepared to consult with students who have concerns, but who are uncertain how to proceed.

B. Investigations

Participants

The Executive Committee of the Honor Council and the Provost shall conduct preliminary investigations into reported violations. Two student members of the Committee must be present at all times to constitute a quorum, and the vote of two members is required to convene an Honor Council hearing. In the event that any of its student members are unavailable, the remaining student member(s) may appoint another Honor Council member to fill the necessary role on an interim basis.

Procedure

- a. Any information received or discovered by a member of the Honor Council that would indicate a possible Honor Code violation is to be communicated immediately to the President, or in the absence of the President, to the Vice President.
- b. Immediately upon reception of such information by the Executive Committee, an investigative team may be appointed from the Honor Council membership. This team, composed of one or two student council members, shall act as a neutral agent, gathering what information is available concerning the possible violation, and reporting to the Executive Committee.
- c. Upon receiving the report of the investigative team, the Executive Committee may decide to call a meeting. The purpose of this meeting shall be to determine whether information surrounding the report is sufficiently indicative of an Honor Code violation to merit an Honor Council hearing. The student(s) involved in the possible violation shall have an appointed assistant, and shall have the option of attending this meeting to address the report.
 - i. Should the Committee find information sufficient to merit a hearing, a written statement shall be provided to the Provost including the student's name and the charge to be made.
 - ii. Should the Committee find information insufficient to merit a hearing, the report shall be dismissed, no record made in Honor Council files, and disclosure of the matter shall be a right reserved solely to the student(s) in question.

C. Charges

Should the Executive Committee find information sufficient to merit a hearing before the Honor Council, the accused student shall be provided written

notice of the date, place and time of the hearing, along with a description of the violation in question. Unless otherwise agreed upon by the accused student(s), hearings shall be convened no sooner than seventy-two (72) hours, and no later than five (5) days following the delivery of this written notice, excluding holidays which may occur during the semester. Requests to change the date, time, or place of the hearing shall be ruled upon by the Executive Committee.

D. Student Rights

Before proceedings take place, the President of the Council must be certain that any student charged understands that he or she has the following rights:

1. To be assisted in the defense by an appointed member of the Honor Council;
2. To be further assisted in the defense by a student of his or her choosing;
3. To call and to question witnesses; (In extraordinary circumstances where the Executive Committee deems it necessary to shield a witness, he or she may be questioned by way of a third party);
4. To testify on his or her own behalf, and to refuse to answer questions.

E. Hearings

Note: Between academic semesters and during the summer months, it may be impractical for the Honor Council to conduct hearings. At such times, the Provost of the College, in consultation with the President of the Honor Council, may appoint an Ad Hoc Judicial Committee, consisting of available students, faculty and administrators. Such a committee, when employed, shall reflect as much as possible both the proportions and membership of the Honor Council, and shall bear the same authority and responsibilities.

Participants

- a. In Honor Council hearings, the President or Vice President of the Council shall preside, with one Secretary serving to record minutes. Investigating members of the Executive Committee shall be ineligible to sit as voting members of the Council.
- b. For any hearing, the presiding officer shall arrange for seven (7) student members of the Honor Council to be in attendance, at least three (3) of whom are seniors, two (2) of whom are juniors, and one (1) of whom is a sophomore, with the remaining member to be selected from any class. In addition, the President shall notify the coordinating faculty representative, who shall provide two (2) faculty representatives for the

hearing. Any member of the Council who is a witness to the possible violation, or who has demonstrable bias against or toward the person charged, shall be ineligible to sit on the hearing for that case.

- c. The Provost shall be present for all academic cases. He or she shall be available for consultation during hearings, but shall have no vote.
- d. The investigative team, which began investigating the case during the initial inquiries of the Executive Committee, shall serve during the hearing to present the facts of the case as determined during that investigation. This person or team shall introduce and summarize the circumstances of the case, and may present documents, statements, and witnesses before the Council.
- e. The student charged may be accompanied by his or her appointed assistant, and any other student he or she may have selected to help in the defense. These assistants may speak for the student charged, and may present documents, statements, and witnesses before the Council.
- f. Prior to the hearing, a list of expected witnesses shall be provided to the presiding officer by each party. Witnesses shall be excluded from the hearing until called, and shall be instructed by the presiding officer not to discuss the case among themselves or with anyone but (1) the person designated to present the information surrounding the offense, or (2) the student's representatives. Character witnesses are normally called during the penalty phase of the hearing, but may be called earlier at the discretion of the President.
- g. Once called during the hearing, each witness shall be sworn in and reminded by the presiding officer of his or her pledge to uphold the Honor System of the College. Following this reminder, the calling party, the opposing party, and finally the Council itself may question the witness. When the Council is satisfied and no further questions are forthcoming, the witness shall be dismissed from the hearing room.
- h. The presiding officer is responsible for maintaining order in the hearing. In the interest of time, he or she may limit the number of witnesses called by either party, and may rule that certain information or testimony is irrelevant to the case at hand. He or she shall also rule on requests for recess. Decisions made by the presiding officer may be overturned by majority vote of the Council.
- i. Hearings shall be closed to the public, unless the student charged makes a written request for an open hearing twenty-four (24) hours prior to the

set date and time. In the event of an open hearing, the presiding officer shall have authority to impose reasonable rules for the number of non-participants in attendance, and for their selection. He or she may also remove from the hearing any person whose behavior proves distracting or inappropriate.

Procedure

Finding Phase

- a. To begin each hearing, the presiding officer shall read the specification of the charge aloud, and shall verify that the student charged received notification at least seventy-two (72) hours in advance of the hearing. The student charged shall then be asked to declare whether he or she did or did not violate the Honor Code.
- b. If the student declares that he or she did violate the Honor Code, the presiding officer shall move immediately to the procedures for the penalty phase of the hearing.
- c. If it is declared by the student that he or she did not violate the Honor Code, the presiding officer shall recognize the investigation team selected for the case. This team shall begin by introducing the circumstances of the case and may at this time submit to the Council any written statement or other relevant document. Sworn witnesses may also be called to speak in support of such information.
- d. Following the presentation of witnesses by the investigative team, the presiding officer shall recognize the student charged. The student or the student's representatives may then make an introductory statement, present relevant documents, and call witnesses to support his or her declaration.
- e. Following the presentation of witnesses by the student charged, the presiding officer shall call for summary statements from each side, beginning with the statement of the student charged. At the conclusion of these statements, all parties shall be asked to withdraw from the room so that deliberations of the Council may begin. Deliberations shall be closed to all but voting members of the Council, with the exception of the presiding officer.
- f. The presiding officer shall instruct the Council that its decision must be based solely upon the information received during the hearing. Discussion may then take place. If the Council feels that more information is required, deliberations may be temporarily

adjourned, and the hearing reconvened for questioning of parties or witnesses. At the end of discussion, the presiding officer shall call for a vote by secret ballot. The votes of six (6) members of the Council shall be required in order to find that the student has violated the Honor Code.

- g. Following deliberations, all parties are called back into the hearing room, and the presiding officer announces the finding.
 - If the committee finds that the student has not violated the Honor Code, the case shall be closed, and all records of the hearing destroyed.
 - If the committee finds that the student is found responsible for having violated the Honor Code, the hearing shall continue into the penalty phase.

Penalty Phase

- a. If it is declared by the student charged, or found by the Council through deliberation, that he or she has violated the Honor Code, then the student will have the opportunity to make statements, present information, and call witnesses in mitigation before the Council. Character witnesses may also be called at this time.
- b. Following statements, evidence, and witnesses presented by the student, the investigation team shall be called upon to present further information, or to address misleading statements made in mitigation. If character has been offered as cause for mitigation, the Provost may also be called upon at this time to provide relevant disciplinary or academic records. After offering the student the opportunity to respond to this information, the presiding officer shall clear the room of all but voting members of the Council, and deliberations shall begin.
- c. The purpose of deliberations during the penalty phase shall be to determine whether information presented in mitigation is significant enough to merit less than the normal penalty. The presiding officer shall remind the Council that normal penalty for a first violation of the Honor Code is an F in the course. The penalty for a second violation is an F in all course and suspension from the college for one semester. The student may petition the college for readmission after the one semester suspension. Should a student have a third violation that occurs after readmission, the student is assigned an F in all courses and permanent expulsion from the

college. Discussion may then take place. At the end of discussion, the presiding officer shall call for a vote by secret ballot. Six (6) votes are required in order to deviate from the normal penalty.

- If the normal penalty is to be imposed, deliberations are adjourned.
 - If the Council decides to deviate from the normal penalty, a lesser penalty must be designed. Discussion shall continue until a single penalty is agreed upon, or until alternative penalties are designed and voted upon. Six (6) votes shall be required for the selection of a lesser penalty.
- d. Following deliberations, all parties are called back into the hearing room, and the presiding officer announces the penalty. The student is advised that he or she may appeal the finding and/or the penalty to the Appeals Board, and the hearing is then adjourned. In the absence of an appeal, the accused is informed by Provost when and how the penalty is to be carried out.

A note on penalties: In the event of a suspension or expulsion, college fees including tuition and board will be partially refunded, the amount to be based upon the proportion of days remaining in the term from the day the suspension or expulsion was initially imposed as a penalty. There will be no refund after the ninth week of the term of enrollment. Delays in the implementation of the penalty resulting from an unsuccessful appeal will not affect the amount refunded.

THE APPEALS BOARD

A. Responsibilities

The Appeals Board will accept for consideration three types of appeal: (1) those questioning a finding of guilt, (2) those requesting a change in penalty, and (3) those citing a procedural error that may have affected the outcome of the case. Only the accused student or the investigative team may appeal a decision. Decisions that find a student not responsible for having violated the Code are not eligible for appeal.

The Appeals Board is not empowered to change the penalty imposed by the Honor Council. If the Board upholds a student's appeal, the case will be remanded to the Honor Council. Grounds for remanding a case are left to the discretion of the Board, but shall be communicated to the Honor Council. Faculty members who wish to appeal a decision by the Honor Council may do so and shall follow the same procedure as students.

B. Membership

The Appeals Board consists of six (6) faculty members nominated by the Provost's Office, one of whom serves as chairperson and convener. For any appeal, student representation is elected from those members of the Honor Council who did not participate in the original hearing of the case. The presiding officer of the Honor Council and the Provost are members, *ex officio*, of the Board, available for consultation, but with no vote. Members of the Appeals Board are to be available for duty through the end of the examination period of each semester so that Ad Hoc Appeals Committees need not be formed.

PROCEDURES FOR APPEALS

Note: In the event an appeal must be heard between semesters or during summer months, the President of the College, in consultation with the Chair of the Appeals Board, may appoint an Ad Hoc Appeals Committee. Ad Hoc Appeals Committees shall reflect as much as possible both the proportions and membership of the Appeals Board, and shall bear the same authority and responsibility.

A. Petition for Appeal

A petition for an appeal must be submitted in writing to the Provost's office, or to the Chair of the Appeals Board within forty-eight (48) hours of the decision of the Honor Council. The petition must state the nature of the appeal (i.e., an appeal of finding, of penalty, or of procedure), and should explain its grounds. When the petition is accepted for consideration, the Chair will attempt to convene the Appeals Board within forty-eight (48) hours of its acceptance.

B. Hearing of Appeals

Participants

- a. For any appeal, the Chair of the Appeals Board shall arrange for seven (7) voting members of the Board to be in attendance, consisting of four (4) faculty and three (3) student members. Any member of the Board who is a witness to the case, who was a participant in the original hearing, or who has demonstrable bias against or toward the appellant, shall be ineligible to sit on the appeal for that case.
- b. The Provost shall be present for appeals. They shall be available for consultation by the Appeals Board, but shall have no vote.
- c. The presiding officer of the original Honor Council hearing shall be present for any appeal, and shall be available for consultation by the Appeals Board, but shall have no vote.

- d. The accused, his or her assistants, and the investigation team will be notified of the time and place of the appeal hearing at least twenty-four (24) hours in advance. These persons must appear in person before the Appeals Board.
- e. Witnesses who testified at the original hearing may appear at the request of the Appeals Board. Witnesses shall be excluded from the hearing until called, and once called shall be reminded of their pledge to uphold the Honor System of the College. During appeals, witnesses are brought into the room individually as needed, and may be questioned only by the Chair or members of the Board. Once the Board is satisfied and no further questions are forthcoming, witnesses shall be dismissed from the hearing room.
- f. The Chair of the Appeals Board is responsible for maintaining order in the hearing of appeals. He or she shall conduct the hearing by recognizing participants who wish to address the Board or by recognizing Board members who wish to question participants or witnesses. The Chair may rule that certain information or testimony is irrelevant to the appeal at hand and shall rule on requests for recess. Decisions made by the Chair may be overturned by majority vote of the Board.
- g. Hearings before the Appeals Board are closed to the public.

2. Procedure

- a. After the arrival of all voting Appeals Board members and prior to calling additional parties into the room, the Chair may call the presiding officer of the Honor Council to present a written summary of the original case as heard before the Honor Council. At this time, the presiding officer of the Honor Council also may be asked to clarify or explain that summary.
- b. Once the summary has been presented, and when the Board is ready, the Chair shall call the student, his or her assistants, and the investigation team into the room. The Chair shall open the hearing by recognizing the person making the appeal, or his or her representative, for an elaboration of the argument(s) contained in the petition for appeal.
- c. The Chair may then recognize other participants who wish to be heard, or any Board member who wishes to ask questions of a participant or a witness. Although questioning witnesses may evoke some new testimony not heard in the original hearing, the primary purpose of such questioning shall be to clarify points of contention. However, the Appeals Board may decide that new testimony is significant enough to warrant a new hearing by the Honor Council. Five

(5) of the seven (7) votes shall be required for such a decision.

- d. When members of the Appeals Board agree that all relevant information has been obtained, the Chair shall clear the room of all but voting members of the Board, and deliberations shall begin. In deliberations, the Chair may allow discussion to take place. Following discussion, a vote shall be called. Five (5) of the seven (7) votes shall be required to uphold an appeal and to remand the case to the Honor Council.

C. Final Appeals

If an appeal is denied by the Appeals Board, the accused may make a formal appeal to the President of the College. If the President agrees to consider the appeal, he or she has the authority to: (1) allow the outcome to stand, (2) remand the case to the Honor Council, or (3) set aside the verdict. When remanding a case or setting aside a verdict, the President would make the grounds for that decision known to the Honor Council and the Appeals Board. The decision of the President, or of the Honor Council in the case

of a remand, is final and shall not be reconsidered in the absence of compelling new evidence.

AMENDING THE CODE

The Honor Council in consultation with the Provost and Shorter College legal counsel shall have jurisdiction over amending the Code. As situations arise that necessitate changing the Code, the secretaries shall keep a record of those incidents. At the end of each Spring term, the Honor Council shall meet to discuss whether any or all of the cases require an immediate change to the Code. If a change is deemed necessary by a 75% vote of the Honor Council, the Code shall be changed. If a change is not deemed necessary, those records shall be kept for a period of three years to ascertain whether those case types are of a repeating nature and warrant a change to the Code. Every three years, the Honor of the Hawk shall be completely updated and shall be the sole document for administering the Honor Code of Shorter College.

OPTIONAL STUDY OPPORTUNITIES

TRANSIENT STUDY

Students may elect to take a limited number of courses at another institution, usually during the summer. The advisor should be consulted. A transient letter must be sent from the registrar to the chosen college. It will contain permission to study specific courses and the way these courses will be credited to the student's record. A minimum grade of C must be earned on each course. Transient letters will only be granted to students who are in good academic and financial standing with the college. Transiency does not break a student's affiliation with Shorter College or establish permanent admission to the host institution.

BERRY AND SHORTER CROSS-REGISTRATION

Full-time students above the freshman level may elect to take a course at Berry College free of charge during the fall and spring semesters. The student must pay any course-specific fees. The student must be in good standing and meet all prerequisites for the course. He/she may take one course per semester (up to 4 hours credit) with a maximum credit of 18 semester hours over the entire program. Courses excluded are "capstone courses," internships or practica, student teaching, and graduate courses. Application forms and complete regulations are

available in the registrar's office. Summer courses will be taken on a transient basis.

GULF COAST RESEARCH LABORATORY AFFILIATED COURSES

Shorter College is affiliated with the Gulf Coast Research Laboratory (GCRL) located in Ocean Springs, Mississippi, which is operated by the University of Southern Mississippi. By the terms of the agreement, courses taken there during the summer will be accepted as electives toward a major in Biology or Environmental Science/Conservation Biology. A student interested in these marine science courses must obtain the permission of his or her advisor, department head, and the GCRL coordinator. Credit may be earned by transiency or by Shorter College field course.

GRANTING CREDIT FOR STUDY ABROAD

Students are encouraged to begin their planning early for study abroad. Though the normal time for students to study abroad is sophomore level and above, it is recommended that the process begin with discussions during the freshman year with the student's adviser and with the Director of International Programs. During this time assistance can be given in helping the student decide on the best locations for study in his/her major field.

Acceptance for study abroad is based on a number of factors, including recommendations regarding ability, character, and motivation, and recommended minimum 2.4 GPA.

The student preparing for study abroad should take the following steps:

1. Discuss plans with the Director of International Programs and the adviser or major professor.
2. Obtain from the Director of International Programs information about deadlines and required paperwork.
3. Confer with the advisor or major professor to select courses that are needed in his/her curriculum and those that might be adequate

substitutes for required courses on the home campus.

4. Complete the appropriate application for the host institution and the necessary paperwork.
5. Work closely with the Director of International Programs to ensure that all paperwork has been completed according to the stated deadlines.

Each of the institutions abroad with which Shorter College has formal agreements provides listings of faculty, their credentials, and course descriptions. These help to determine proper courses and credit to be awarded.

REQUIREMENTS OUTSIDE OF COURSES

ASSESSMENT TESTING AND SURVEYING

Shorter College's commitment to its mission and goals requires conducting regular evaluations of progress in achieving those goals. Testing and surveying of students at matriculation, during studies, and after completion of studies is an essential part of this evaluation program. In addition, students may expect to be asked to cooperate in various surveys, interviews, focus groups, and other data-collection efforts conducted by the Office of Institutional Planning and Research.

Since the goals of Shorter College are directed to the education of the whole person, their achievement can be measured only by evidence concerning the whole person. To protect confidentiality of data, the Office of Institutional Research never releases personal information about individuals and, wherever possible, avoids attaching names to personal data during analysis.

CONVOCATION ATTENDANCE

All students may be required to attend special convocations during the academic year. Seniors must attend the following occasions in cap and gown: Fall Convocation, Baccalaureate Service, Commencement, and other designated convocations.

The annual Celebrate Shorter! Day recognizes students for their academic and leadership achievements. Those students whose work over their entire college career has entitled them to a place on the Dean's List are recognized. New members of Alpha Chi and Alpha Sigma are recognized, as are recipients of major scholarship awards. At the heart of the day's activities is a student-led Symposium, featuring presentations in various academic disciplines.

The year's recipients of the Teaching Excellence and Campus Leadership Award and the President's Award for Excellence in Teaching and Scholarship are announced at Commencement.

ACADEMIC PROGRESS REGULATIONS

DEAN'S LIST

Any full-time, degree-seeking student who earns a minimum GPA of 3.5 on 12 credit hours or more (without any grades of "Incomplete") for a semester will be placed on the Dean's List for that semester.

ACADEMIC WARNING

Any freshman who has failed to achieve a 2.0 GPA during the first semester of full-time enrollment will be given an Academic Warning. This notation will appear on the student's first semester transcript. Unlike Academic Probation, the warning imposes no restrictions on the student's activities. However, the

student will be limited to fourteen hours of course work in the second semester of the freshman year.

ACADEMIC PROBATION

Probation and suspension regulations apply to any student enrolled for half time or more.

A student is placed on Academic Probation at the end of any semester in which the student's GPA of all hours attempted (cumulative GPA) is below 2.0. A transfer student is placed on Academic Probation if the GPA of all hours attempted at previous institutions is below 2.0 according to Shorter College standards. Total hours attempted consist of all hours for which the student receives a grade (including all

hours with grades of F and WF). Grades of I, W, WA, and P are not included in hours attempted. A transfer student who was placed on Academic Probation or Suspension at the college last attended will enter Shorter College on Academic Probation. That probation will be lifted when the student's cumulative GPA reaches 2.0.

Except as the result of required class work in a course in which the student is registered for credit, a student on academic probation is not eligible to miss classes more than the allowed number of cuts or to participate in any extracurricular activity.

Even though courses accepted from other institutions may count toward graduation requirements, they may not be used for purposes of removal from probation or suspension.

ACADEMIC SUSPENSION

A student will not be subject to suspension from the College for academic deficiencies until he or she has been enrolled for two or more semesters. A student will be considered enrolled for any semester in which he/she received a grade other than W or WA.

A student who has been enrolled in two or more semesters may be suspended from the College if his or her cumulative GPA is below that required for the designated number of semesters or the equivalent in college.

Semesters in College	Min. GPA to Avoid <u>Probation</u>	Min. GPA to Avoid <u>Suspension</u>
1-2	2.00	1.40
3-4	2.00	1.67
5-6	2.00	1.75
7 or more	2.00	1.85

A student who has been on Academic Probation for three consecutive semesters will be subject to suspension from the College.

A student will not be suspended from the College for academic reasons if he or she earned an average of 2.0 or higher on all hours attempted for the last semester in residence, provided he or she earned a minimum of 12 hours credit for fall or spring semesters, or 6 hours for the summer session.

Upon receiving a first academic suspension, a student will be ineligible to enroll at the College for a minimum of one semester.

After a second academic suspension, only through written appeal to the Provost and the Academic Policies Committee can permission to return to the College be granted. This appeal must be received 30 days prior to the registration date of the semester the student wishes to enter. A minimum of one calendar year must elapse before a student on second suspension may be readmitted.

No student will be readmitted after his or her third suspension.

A readmitted student will have two semesters, or one semester and a summer term, to reestablish the required grade point average. The student must be enrolled full-time during these periods.

DISCIPLINARY SUSPENSION

Students may also be suspended from the College for disciplinary reasons. When a student receives a disciplinary suspension, he or she is automatically withdrawn from all courses, and faculty will assign grades of W or WF depending on the student's academic status at the time of withdrawal. For other rules regarding disciplinary suspension, see the Shorter College Student Handbook.

GRADUATION REQUIREMENTS

While the distribution of credit hours varies for the different degrees, all have the following constituent elements: 1) a general education core, 2) a major field, 3) a group of related or supportive courses, and 4) electives.

The list of candidates for graduation, after approval by the faculty, shall be recommended to the President and Board of Trustees for the conferring of degrees.

By vote of the faculty on December 2, 1993, no student will be allowed to march with a class or participate in any way in the graduation ceremony until all requirements are met.

All financial obligations to the College must be cleared before graduation. This includes library fines, all other fines and fees collected by the Business Office, and the graduation fee.

CREDIT HOUR AND GRADE STANDARDS

For any degree, a candidate must have earned a minimum of 126 semester hours. Some degrees require hours above the minimum.

In order to graduate, a student must have a minimum cumulative 2.0 GPA. Some degree programs require a GPA above the minimum. All candidates must file an application for graduation with the Registrar early in the first semester of their senior year and meet with the faculty advisor or the Registrar to check progress toward completion. It is the students' responsibility to see that all general and special requirements for their respective degrees have been met.

The minimum acceptable grade in a junior-senior course required of or applied to the major or minor is C. No courses numbered 1000-1999 which meet general education requirements may be counted

toward the major or the minor. It is expected that the degree will include a minimum of 42 semester hours at 3000 level or above, and that the major sequence will include 24 semester hours in the major discipline. Transfer students must take at least 12 semester hours at 3000 level or above in the major at Shorter, and at least 6 hours in a minor.

Eight semester hours of activity credit in Health and Physical Education is the maximum allowed either to count toward the degree or to be registered for the entire college career. Not more than two semester hours of activity may be registered in a given semester. Not more than two semester hours of transfer activity credit per year may be counted toward the degree.

All Health and Physical Education courses except HPE 1010 function as one activity course each for the above purposes.

SPECIAL GRADE STANDARDS

In addition to the above, certain degree fields have further requirements:

Business (B.B.A. and B.S. in Economics)

All required ACC, BUS, ECO, and MAT courses must be passed with a C or better. All prerequisites must be passed with an acceptable grade before the next level may be registered.

Education (B.S.E.)

For acceptance into the program, ENG 1010, 1020, and EDU 2900 must be passed with a C or better; a 2.50 GPA and a passing grade on PRAXIS I are required. A passing grade on PRAXIS II is required for student teaching and graduation.

English and Foreign Languages (B.A.)

A minimum grade of C must be earned in ENG 1010 and 1020 or ENG 1030 and 1040.

Secondary Education

For acceptance into the program, ENG 1010, ENG 1020, and EDU 2900 must be passed with a C or better, and a 2.50 GPA and a passing score on Praxis I are required. A 2.50 GPA, with no grade lower than a C in courses in the teaching field, and a passing score on Praxis II, are required for certification.

Music (all degrees)

A minimum acceptable grade of C is required in all music courses within a student's degree program, including all applied music and music activities.

Natural Sciences

All required Mathematics and Natural Sciences courses above 1000 level must be passed with a C or better.

COMPLETION REQUIREMENTS

MINIMUM RESIDENCE REQUIREMENT

Thirty-three (33) of the last forty-five (45) semester hours prior to graduation must be taken at Shorter College. At least 12 upper level hours (3000-4000 level) in the major and, if a minor is chosen, at least 6 upper level hours in the minor must be taken in residence.

Any courses taken elsewhere – while a student at Shorter College – must be approved in advance by the Registrar to guarantee transfer and proper application to the student's program of study. A grade of "C" or higher is required for transient course credit.

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 ENG 1010. Students who do not successfully complete the exam will retake ENG 1010. 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.

MAJORS

THE MAJOR

In contrast to the breadth of study provided by the general education requirements, the major provides a degree of mastery in a particular field of study. A major consists of a course sequence of at least 42 semester hours with a minimum of 24 hours in one discipline. Interdisciplinary majors consist of 12-18 semester hours in a primary area and 9-12 hours in each of two additional selected areas, and related work to total 42 hours, as approved by a major advisor. Total major sequence requirements are

designed by the departments offering the majors, and requirements, which vary by degree and discipline, are described in the Catalog under discipline headings.

DECLARATION OF MAJOR

A copy of the major program approved by the student's advisor shall be on file in the Office of the Registrar no later than the first semester of the senior year. Students may change their majors at any time upon request, but late changes could easily result in extending the period of time required to complete a degree.

ADDITIONAL CREDENTIALS

MINORS

Minors may be earned in most disciplines. A minor consists of at least 18 semester hours in a discipline, with specific requirements set by the department or school offering the minor. With the approval of the student's major advisor, a related minor may apply as the required related courses on an academic major.

SECOND DEGREES AND MAJORS

A student pursuing two degrees from Shorter College will earn a minimum of 30 semester hours and 60 quality points in the second degree beyond the

requirements for the first degree, with any additional general education and all major field requirements satisfied. A second major within the same degree does not require a minimum number of additional hours, only the necessary courses to complete the additional major. With program approval, the second major may apply as the related work required of the first major.

A second degree carries a different letter designation. Students with an undergraduate degree from another accredited institution who seek a (second) degree from Shorter College will be treated as transfer students.

SPECIAL DEGREE REQUIREMENTS

All specific requirements for each degree and major are listed on its page in the Degree Descriptions section.

DEGREES IN MUSIC

The following degrees are offered in the Music Department at Shorter College:

- Bachelor of Music, with majors in Voice, Piano, Piano Pedagogy, Organ, Music Education and Church Music
- Bachelor of Fine Arts, with majors in Musical Theatre and Musical Theatre Direction
- Bachelor of Arts, with a major in Music

Shorter College is a member of the National Association of Schools of Music. Requirements for

graduation are in accordance with the published regulations of that body.

Although it carries no academic credit, satisfactory recital attendance is a requirement for graduation. Grading for recital attendance will be Satisfactory/Unsatisfactory. Most music majors must attend 80% of all scheduled recitals to receive the grade S; any student attending less than 80% of all recitals will receive the temporary grade U. U's must be removed the following term by recital attendance in excess of the 80% requirement of that current term until the deficiency from the previous term is satisfied. Most degree programs require that a full-time music major be enrolled in recitals for four years or each semester enrolled at Shorter. See specific requirements in the Catalog under Degree Programs.

DEGREES WITH HONORS

GRADUATION WITH HONORS

Candidates for a bachelor's degree, who were not granted academic renewal, who during their college course maintain high academic standing, and who have not at any time been suspended, may receive recognition on their diplomas in one of the three degrees of honors: (1) *cum laude*, (2) *magna cum laude*, (3) *summa cum laude*. Students who have a career cumulative GPA of 3.5 – 3.749 will receive their diplomas *cum laude*; students who have a career cumulative GPA of 3.75 – 3.874 will receive their diplomas *magna cum laude*; students who have a career cumulative GPA of 3.875 – 4.0 will receive their diplomas *summa cum laude*.

THE ACADEMY OF ARISTAEUS

The Academy of Aristaeus is the Shorter College Honors Program which provides enriched academic experiences for extremely able and highly motivated students.

In order to receive an Honors Certificate upon graduation, a student must meet the requirements listed below. Students who complete the Honors

requirements described below will be recognized at the graduation ceremony.

Honors Requirements

Students will complete interdisciplinary colloquia (HON 2000, 3000) with a grade of B or better.

In the senior year, students will satisfactorily, in the judgment of the honors faculty, complete a two-semester research project or undergraduate thesis (HON 4500, 4510).

Before graduation, students will complete advanced work in at least four of their regular courses, the majority of which should be from their major. All such honors courses are designated by a special code which will appear on the student's transcript.

POSTHUMOUS DEGREES

In the event of a student's death during his or her final term of study, 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 been in the final semester of study – or within 15 credit hours of graduation – and expected to graduate.