



School of Adult and Graduate Studies

**ADULT DEGREE ACADEMIC
INFORMATION**

CORE CURRICULUM PROGRAM

A liberal arts curriculum is composed of three major segments: Core Curriculum courses, major courses, and electives. Our Core Curriculum program is defined as those courses that the faculty of Tabor College consider to be essential for all students to take. It includes the courses that we believe are central to a Christian liberal arts education. Within this package, Tabor College attempts to communicate its primary distinctives and core values. A student who has successfully completed a degree at Tabor, including the Core Curriculum curriculum, will have been exposed to a number of issues and skills areas that represent important competencies for productive living as a citizen of society and the Kingdom of God. These include the following:

1. Uses effective communication skills in reading, writing, speaking, and authentic interpersonal relationships/dialogue.
2. Solves problems using critical thinking skills individually and in groups/teams.
3. Uses technology competently to gather, synthesize, and present information.
4. Demonstrates a critical understanding of the scientific method, inductive reasoning, and deductive reasoning.
5. Participates in activities and services with an enhanced awareness and respect of intercultural relationships in the global society.
6. Demonstrates an understanding of the nature and role of fine arts in society.
7. Summarizes the impact of historical perspective regarding events, ideologies, and values.
8. Articulates an understanding of the biblical core foundation of Christian faith.
9. Practices ethical behavior in personal, academic, competitive, and professional contexts.

Tabor College's distinctives as an institution of higher education center primarily on our heritage as a faith-centered, church-related liberal arts college. The overall commitment of Tabor College is to develop holistic collegiate-level competence, and a distinctly Christian lifestyle and world view. These attributes are developed through the curriculum as well as through student life activities. Our distinctives find expression in many places, including our Core Curriculum program:

Christ-centeredness. We try to both teach and live the commandment to love God and neighbor. Our aim is to see faith development occur in our students. Instruction in the classroom proceeds from a Christian/biblical world view, and students are encouraged to develop such a perspective for themselves.

Community. We live in an academic community at Tabor College, and desire to live as a community of faith as well. We support each other, and hold each other accountable for excellence, personal, and spiritual growth.

Competence. We strive for holistic education that includes intellectual, emotional, spiritual, physical, and relational dimensions.

Service. We stress the importance of serving Christ in all vocations, and provide service/learning opportunities for students.

Cross-cultural Sensitivity. We believe that students must be prepared to live and work in a diverse world.

The Core Curriculum program is further guided by a number of philosophical principles:

1. Our students should be generalists, well acquainted with the major ideas of human intellectual history.
2. Our Core Curriculum program should introduce students to a variety of disciplines, but within the framework of a unified vision and purpose.
3. We recognize the value of secular learning, and strive to learn God's truth wherever it may be found.
4. We believe that there are "ideals" to be pursued in life – namely, the way of Christ. We want our students to be free to become all that God intends them to be.
5. We believe that Christian maturity and citizenship are characterized by the ability to critique our culture, as well as seeking to develop Christian ways of viewing the world.

Core Curriculum Conceptual Framework

The Core Curriculum is based on the Tabor College Mission Statement and Philosophy.

Each graduate of Tabor College will demonstrate competencies as a result of the Core Curriculum. The Core Curriculum, including courses and experiences, is:

1. Broad in scope, covering a wide range of topics.
2. Dealing with worldviews, constructs, and concepts and their applications to the Christian life.
3. Interrelated, asking general questions within historical contexts and seeking meaningful connections across multiple areas of inquiry.
4. Descriptive about the nature of inquiry within any given discipline.
5. Outcomes-related, designed to develop or enhance the skills and knowledge identified by the faculty and other constituents as essential traits of a Tabor College graduate.
6. Characterized by principles of Christian theology and ethics from a Mennonite Brethren perspective within the core curriculum course content.
7. Community-focused, where students learn to listen to each other, respectfully critique ideas, and support each others' learning.
8. Respectful of all persons from different cultures and backgrounds, where students grow in their understanding of the increasing interdependence of people of diverse cultures throughout the world, including the United States.

Classification. Students enrolled in 12 or more credit hours are classified as full-time students; those with fewer than 12 hours are classified as part-time students. The following guidelines are used to determine class standing:

Freshman	meets all entrance requirements
Sophomore	24 credit hours completed

Junior	56 credit hours completed
Senior	88 credit hours completed

Course Numbers. Every course listed in the catalog is preceded by a number. The number indicates the level of difficulty of the course content.

000-099	These courses are not applicable to a degree
100-199	Recommended for freshmen
200-299	Recommended for sophomores
300-399	Recommended for juniors
400-499	Recommended for seniors
500-599	Graduate Level, open to undergraduate students by special permission
600-699	Graduate Level, open to holders of a bachelor's degree, subject to prerequisites

Students are not limited to courses matching their year in college. A freshman may take a junior level (300) course if prerequisites have been met, but should not be surprised to find the content more difficult than in a 100-level course. In some cases, special permission from the instructor or the Provost Academic Affairs is necessary for a student to take a course beyond his or her academic level.

SATISFACTORY ACADEMIC PROGRESS

For full-time students, the following criteria represent satisfactory academic progress at Tabor College:

1. A minimum of ten hours completed each semester enrolled;
2. A semester GPA of 1.70 or higher; and
3. A cumulative resident GPA with these minimums:

Semesters completed	Cumulative Resident GPA
1-2	1.70
3-4	1.80
5-6	1.90
7 or more	2.00

Students who fail to meet all three criteria will be subject to academic probation or suspension.

Extraordinary Circumstances. Students may experience extraordinary problems during a term. Within one year of having completed such a term, a student may petition the Provost of Academics to be withdrawn retroactively from any class or classes taken during that term. Any such petition will be processed by the Adult Graduate Studies Committee. The petition should include clear and documented evidence. Retroactive withdrawal will be granted only under exceptional circumstances, such as extraordinary medical problems. If retroactive withdrawal is granted for any course, the grade for the course will be changed to RW. The effect of such a grade on the student's GPA will be the same as that of a W.

Services for Students with Disabilities. Students with disabilities may be eligible for academic accommodations under the Americans with Disabilities Act. Accommodations for students with disabilities are made only in consultation with the Disabilities Advisor.

Students desiring academic accommodations should contact the Disabilities Advisor to request accommodations and services and report their disability to the instructor within the first two weeks of class. After appropriate documentation of disability is obtained, the Disabilities Advisor will determine reasonable academic accommodations based on the disability and will assist the student in obtaining these accommodations for courses.

Effect of Withdrawal on GPA. A WF has the same effect on the GPA as an F. Grades of W, WP, and RW are not computed in the GPA.

ACADEMIC ADVISING

Tabor College School of Adult and Graduate Studies believes that academic advising should be a developmental process that helps students to identify and clarify their interests, abilities, and life/career goals, and to develop an educational plan for realizing these goals. While the college provides a complete advising program to assist students, the ultimate responsibility for meeting degree requirements rests with the student.

REGISTRATION FOR CLASSES OUTSIDE OF THE DEGREE PROGRAMS

Students who desire to enroll in classes outside the degree programs must contact Student Services and complete an enrollment form (tuition and book fees will be charged at the appropriate rate for the class taken out of program).

CHANGES IN REGISTRATION/REFUND POLICIES

To withdraw enrollment from a module or STEPS class, a student must complete and sign a Student Status Form. A withdrawal fee will be assessed for each withdrawal. Because withdrawal may jeopardize financial aid due to federal and state government regulations, students are advised to consult with the Office of Student Financial Assistance about their particular situation *before* withdrawing. Tuition and book fees will be charged as previously described in Refund Procedures. The student becomes responsible for 100% of charges associated with an individual class at 50% of course schedule.

Academic credit will be given for modules completed up to the point of withdrawal. A non-punitive grade of *W* will be recorded on the transcript for withdrawals which occur between the start and the midpoint of a course. If the last date of attendance falls after the midpoint of a course, a grade will be assigned.

For policies related to withdrawing from a program or re-admission, see Withdrawal from a Program in this section of the catalog.

UPPER-LEVEL CREDIT

Courses offered at the 300-level or above are defined as upper level. The following criteria differentiate upper- from lower-level credit:

1. Standards for the quality of work submitted are more stringent. The quality of writing will be evaluated more rigorously.
2. Work submitted is of a higher order or synthesis/integration.
3. Assignments include applications of principles learned.
4. Students are expected to work more independently.

ACADEMIC INTEGRITY

Academic dishonesty is any act of cheating, fabrication, plagiarism, dissimulation, abuse of resources, forgery of academic documents, or sabotage, and any act aiding and abetting academic dishonesty.

Sanctions for violations of academic integrity will be determined by the Vice President of Academic Affairs, the AGS Dean, and the Department Chair. Students shall have the right to appeal the decision by means of the same procedures used for grade appeals. At the student's request, the Vice President of Academic Affairs shall call a meeting of the AGS Appeals Committee.

SATISFACTORY ACADEMIC PROGRESS

Financial aid is provided by Tabor College and the U.S. Department of Education. Federal regulations require the College, as a recipient of Title IV aid, to have a statement defining Satisfactory Academic Progress (SAP). The statement is published below. Failure to meet the standards will result in a loss of financial aid and may result in suspension from the College. Students should be aware of the following information regarding federal financial aid.

AGS programs consist of varying numbers of terms. Within any given enrollment period, there may be up to two loan disbursements.

To be eligible for student financial aid, students must be enrolled at least part-time. AGS students enrolled in 6 hours per term are considered to have part-time student status. A student is also required to make Satisfactory Academic Progress. The following criteria represent Satisfactory Academic Progress in order to maintain financial aid eligibility:

1. Continual enrollment toward degree completion
2. Successful completion of a module with no more than two retakes
3. No more than two consecutive failures of program modules
4. A resident cumulative GPA with these minimums:

At the program's midpoint-1.9 or higher

Near the program's conclusion-2.0 or higher, and 1.70 or higher in the major (C- is 1.7)

At the 1/4 or 3/4 completion point, it is the fact of enrollment, rather than the additional matter of GPA, which needs to be confirmed. GPA must be checked at the midpoint of the program. SAP for students who qualify for federal financial aid but who are not enrolled in one of the baccalaureate programs will be determined by the Tabor Director of Student Financial Assistance on a case-by-case basis.

GENERAL ACADEMIC PROBATION/SUSPENSION GUIDELINES

Probation

A student will be placed on academic probation if any of the following is true:

1. They have not accomplished a resident cumulative GPA of 1.9 or higher at the midpoint of the program.

2. They are found to be in violation of the standards of academic integrity. (See section on Academic Integrity)
3. They are admitted under the Conditional Admission Status.

A probationary period will last for three classroom modules. If, at the end of the first probationary period, Satisfactory Academic Progress has not been achieved, the student will be placed on academic probation for an additional three modules. However, those admitted to the program conditionally, become subject to suspension after the first probationary period (see below). Probationary status requires that the advisor and student discuss the course load and other issues related to academic success. Verifying that this discussion has taken place is documented in the student's file.

Suspension

Any one of the following is grounds for suspension from enrollment:

1. Failure to achieve Satisfactory Academic progress by the end of a second probationary period
2. Failure to achieve a resident cumulative GPA of 2.0 or higher by the end of the program
3. Three consecutive failures
4. Failure to achieve a C- or better in a particular program module after enrolling in that module three times
5. For those admitted under the Conditional Admission Status, failure to achieve a C- or better, without any incompletes, during the first three enrolled modules

Re-admission

1. A student who chooses to leave the College under probationary status will be subject to the same status upon return to Tabor.
2. A student who leaves the College under academic suspension is not eligible for re-admission for one calendar year. The student may apply to the AGS Dean for re-admission. If re-admission is granted, the student will automatically return under probation and will have three modules to meet a minimum cumulative GPA of 1.9 for those modules.

Appeals of Suspension

To appeal a decision of academic suspension, a student must indicate this intention in writing to the Vice President of Academics and Student Development within 30 days of the date of notification. This letter should state the reasons for such an appeal. The appropriate committee will review the appeal and render judgment on the decision to dismiss. The Committee's decision is final, and the student will be notified in a timely manner in writing of the decision.

ADMINISTRATIVE WITHDRAWAL

Students may be withdrawn from any course or program on the basis of excessive absences, according to stated attendance guidelines, for disruptive behavior, or for having a student account that is not in an acceptable payment status.

ATTENDANCE

Regular class attendance is essential for success in college courses. Even when work is made up, students miss important discussions and explanations when absent. Nevertheless, students may need to miss class because of illness, personal and family emergencies, unavoidable employment obligations, and in rare cases, inability to get to class because of dangerous weather conditions.

The following policies apply to these absences:

1. If a student misses more than *30 percent of class hours* during the module or class, regardless of the reason, she or he will automatically have to retake the module and may be administratively withdrawn from the program or class.* The allowances list below are based on four-hour sessions. Longer sessions will require a recalculation of absences allowed.

Allowances include for a:

- 9 session-module 3 absences OR 12 hours and 0 minutes
- 8 session-module 2.4 absences OR 9 hours and 36 minutes
- 7 session-module 2 absences OR 8 hours and 24 minutes
- 6 session-module 2 absences OR 7 hours and 12 minutes
- 5 session-module 1.5 absences OR 6 hours and 0 minutes
- 4 session-module 1 absence OR 4 hours and 48 minutes
- 3 session-module 1 absence OR 3 hours and 36 minutes
- 2 session module 2 hours and 24 minutes

*Extenuating circumstances to this policy will be reviewed on a case-by-case basis. The student must submit a written request to the instructor for a reprieve from retaking the module. The instructor will forward the request to the AGS Dean and provide a recommendation as to whether the student's request should be approved or denied. The AGS Dean and appropriate academic representative will make a decision, providing documentation of the decision to the student and the student's file.

2. Regardless of the reason for the absences, students are not excused from completing the work they missed, and whenever possible should make arrangements in advance for the completion of all work missed.
3. Each instructor has the right to establish his or her own attendance policy within the guidelines of this policy. At the beginning of each module, the instructor will clearly explain the attendance policy for the class in the course syllabus.
4. Make-up assignments for most absences are determined by the instructor teaching the module.
5. The instructor has authority to establish additional procedures regarding tardiness and early departures.

The instructor will record attendance at each class, and the Dean or designee will monitor attendance records. Attendance records are essential to comply with regulations established by both the Veteran's Administration and H.E.W. for recipients of V.A. benefits or Federally Insured Student Loans.

AUDITING COURSES

Students may audit a course by paying the current audit fee per credit hour. No credit is given for such a course. Changes from audit to credit may be made until one week after midpoint of the class, with the consent of the instructor, and if the student has done the required class work. Credit to audit changes may be made until one week after the midpoint as well. In both cases, the Student Status Form must be completed in the Student Services Office. Audit entries on transcripts may be withdrawn if a student discontinues class attendance. Courses requiring skills such as word processing, applied music, or art may not be audited. Students must check with instructors regarding level of participation.

COURSE COMPLETION POLICY

1. Grades at Tabor College are based on work submitted during the term of enrollment. For grading purpose students are expected to submit assignments by the final assignment due date for each course.
2. Instructors are required to submit grades no later than two weeks after the last class session.
3. In the event of extenuating circumstances (defined as situations beyond the student's control), the student may request an extension by submitting a request *directly to the instructor prior to the date that grades are due*. If the instructor deems that the request is warranted, an incomplete grade will be submitted and the student will be given additional time (normally four weeks from the last class session) to complete the assignment(s). Instructors must have *received* the assignments by the due date listed on the incomplete contract. (*Student and instructor are responsible for writing the Incomplete Contract.*) The contract will be filed in the Student Services Office.
4. The instructor will indicate an Incomplete grade on the Final Grade by putting an I in the column titled "Final Grade". The alternate grade is the grade that the student will earn if no additional work is submitted to the instructor is recorded on the Incomplete Course Contract Form.
5. If a grade for the incomplete course is not submitted by the instructor to the Student Services Office within two weeks of the due date listed on the incomplete contract, the grade for the course shall *default to the alternate grade* submitted by the instructor at the time the incomplete grade was given. (If the failure to submit a grade to the Student Services Office is the fault of the instructor, he/she must use the existing change of grade procedures to address the problem.)
6. A student is allowed only one incomplete grade at a time. This restriction will be monitored by the Student Services Office. If a second *Incomplete Contract* has been written, it will become void if the previous incomplete grade has not been brought to resolution, and the alternate grade will become the final course grade.

COURSE REPEATS

Grades earned at Tabor College may be improved only by repeating the same course for credit at Tabor College, or by obtaining credit by examination from Tabor. Both grades will be recorded on the transcript, but only the last earned grade will be computed in the resident GPA. Students may repeat elsewhere courses taken at Tabor. The credit will be transferred, but the Tabor College resident GPA will not be affected. A course that is repeated must be repeated in its entirety. A student is awarded credit only once for each

course. A maximum of two repeats is allowed for program modules. A student will be charged each time a course is retaken.

GRADE CHANGES

Grades are based on work submitted during the scheduled class sessions. All faculty requests to change a grade must be approved by the Adult and Graduate Studies Committee and must include a rationale. Requests based on work done or turned in after the end of the class session will be denied (unless an incomplete grade had been issued).

GRADE APPEAL STEPS

A final course grade may be appealed in the following manner:

1. After the confirmation from student services that no processing errors were made, the student should seek to resolve the situation with the instructor.
2. If this is not possible, the student may initiate an appeal by writing to the Vice President of Academics and Student Development, requesting a hearing before the AGS Appeals Committee, providing specific details and all appropriate information. The Vice President of Academics and Student Development will take the appeal to the Committee.
3. If a hearing is granted, both the student and the instructor will attend.
4. By majority vote, the Committee will render its opinion, in the form of a written recommendation, to both the student and the instructor. While the judgment is final in terms of further appeals, it serves only as a recommendation for the faculty member involved. One copy of the Committee opinion will be kept in the student's permanent file; copies will also be given to both the student and the instructor.

Students have a period of 30 days from the day grades are issued by the Registrar's Office to question the accuracy and completeness of the grade report. The academic record, after that, will be considered final. Students appealing a grade for a Tabor College Hillsboro course may appeal through the approved School of Traditional Liberal Arts appeal procedure.

GRADE MINIMUMS

1. A student must obtain a C- or better for any course that is listed as a prerequisite before being allowed to enroll in the subsequent courses.
2. All courses in the major must have a grade of C- or better to count toward the major.
3. A resident cumulative GPA of 2.0 or greater is required to graduate.

LIFE-LEARNING PAPER APPEAL PROCESS

The appeal process is to be enacted for those unusual cases when a student feels that her or his Life-Learning Paper has not been evaluated fairly. This process will not be initiated until after the second rewrite and must begin within 30 days of the evaluation.

The first level of appeal will be to the original evaluator. This will be in the form of a petition requesting the credit and giving the rationale. The evaluator will either grant or

deny the petition request. If the petition request is denied, the appeal will go to the AGS Dean. The Dean will have two options: (1) agreeing with the original evaluator; (2) sending the paper to a different evaluator for a second opinion. If the paper goes to a second evaluator, it will be sent as an original with no indication that it is an appeal. The credit determination from this evaluation will be considered final.

WITHDRAWAL FROM A PROGRAM

To withdraw enrollment from a program, a student must notify the Student Services Office and complete a Tabor College – Student Status Form indicating program withdrawal. A withdrawal fee will be assessed. Withdrawal from a program may jeopardize financial aid because of federal and state government regulations. Students are therefore advised to consult with the Office of Student Financial Assistance about their particular situation before withdrawing from the program.

Academic credit will be given for modules completed up to the point of withdrawal from the program. For modules partially completed, and for policies related to withdrawal from a course. (See Changes in Registration under Academic Information in this section of the catalog.)

RE-APPLYING

To re-enter a program, a student must re-apply. There is a \$125 processing fee due with the re-application.

ACADEMIC PROBATION/SUSPENSION/DISMISSAL

If the minimum criteria for academic progress, as defined above, are not met, the student will be placed on academic probation for the following semester. If, at the end of the first probationary semester, satisfactory academic progress still has not occurred, the student will again be placed on academic probation for the following semester. At the end of the second probationary semester, if the criteria for satisfactory academic progress have not been met, academic suspension will result. No student may have more than two probationary semesters at Tabor College.

Those admitted on probation are limited to 12 hours per semester until they achieve “satisfactory academic progress” as defined above. Those not admitted on probation, but placed on probation while enrolled at Tabor are strongly encouraged to limit themselves to 12 hours. A procedural hold is placed on a student’s registration for the subsequent semester. Completing the registration requires that the advisor and student discuss the course load and other issues related to academic success.

Academic Suspension indicates that the student may reapply after an absence from the college. Academic Dismissal indicates that the student can never be re-admitted.

Exceptions:

1. Any student who achieves a semester GPA of at least 2.30 for ten or more completed hours will be allowed to remain at the institution for the subsequent semester regardless of the cumulative GPA.
2. A student who has been admitted to the College on academic probation will be subject to suspension after two semesters of attendance, unless satisfactory academic progress criteria have been met.

3. Any student who is currently or has ever been on probation whose semester GPA is 1.00 or below will be dismissed from the College.

Re-Admission

1. A student who chooses to leave the College under probationary status will be subject to the same status upon return to Tabor College.
2. A student who leaves the College under academic suspension may apply to the Vice President of Academics for re-admission after the satisfactory completion of at least one semester of successful coursework at another institution. If re-admission is granted, the student will automatically return under probation and will have one semester to meet minimum criteria for academic progress.

Appeals

To appeal a decision of academic suspension, a student must indicate in writing to the Vice President of Academics this intention within two weeks of the date of notification. This letter should state the reasons for such an appeal. The Adult and Graduate Student Appeals Committee will review the appeal within ten days and render a judgment on the decision to dismiss. Students will be notified in a timely manner as to the decision of the appeal. If an appeal is not resolved before Interterm begins, the student may stay through Interterm. The Committee's decision is final, and the student will be notified in writing of that decision.

GRIEVANCES

Grievances are defined as "formal articulations of an unjust act or policy" occurring under the authority of Tabor College. The nature of a "grievance" infers a moral obligation by Tabor to right a wrong. Student grievances may be formally submitted in writing to the Vice President for Student Life, Learning and Spiritual Formation, the Provost, or the President. These grievances, depending upon their nature, will either be processed by the Student Appeals Committee or by an ad hoc grievance committee appointed by the President.

Grievances and formal complaints are reported to accreditors in a privacy-protected format to shield the identify of the complainant.

NOTIFICATION OF RIGHTS

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the College receives a request for access.

Students should submit to the Registrar, Vice President of Academics and Student Development, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.

Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic, research, or support staff position (including law enforcement personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Directors; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Tabor College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

DIRECTORY INFORMATION PUBLIC NOTICE

At its discretion, the College may provide Directory information in accordance with the provisions of FERPA to include: student name, local and permanent address, e-mail address, telephone number, date and place of birth, major field of study, photograph, dates of attendance, anticipated graduation date, degrees and awards received, most recent previous educational institutions attended by the student, participation in officially recognized activities and sports, weight and height of members of athletic teams, and student classification. STUDENTS MAY WITHHOLD DIRECTORY INFORMATION BY NOTIFYING THE REGISTRAR IN WRITING WITHIN TWO WEEKS AFTER THE FIRST DAY OF CLASS OF THE FALL OR SPRING TERM.

ACADEMIC HONORS

Dean's List. A student is eligible for the Dean's List based on the following grade point averages:

Honors	3.50-3.699
High honors	3.70-3.849
Highest honors.....	3.85-4.00

To be named to the Dean's List, a student must enroll in and complete a minimum of 10 graded hours on grading option (1) (see Grading System in the Academic Information section of this catalog) with no incomplete or No Credit (NC) grades (including Convocations) by the end of the semester. The 10-hour condition may be waived for those involved in semester-long placements (e.g., practica, internships, etc.).

Graduation Honors - To encourage scholarship and recognize successful college work, the faculty has established the Honors at Graduation system based on 56 or more **letter graded hours** (also called GPA hours) at Tabor as follows:

Cum Laude	3.50-3.699
Magna Cum Laude	3.70-3.849
Summa Cum Laude	3.85-4.00

Transfer students who do not meet the 56-hour minimum requirement will be considered for honors according to the following policy:

1. A cumulative college GPA will be calculated using all credit hours taken at regionally-accredited institutions including hours taken at Tabor. Credit earned that was not considered degree credit will be excluded. If the cumulative GPA meets the criteria, the student will be awarded honors. However, honors will not be granted for a cumulative GPA higher than that earned at Tabor College.

GRADUATION REQUIREMENTS

Catalog Validity. Students ordinarily meet the graduation requirements which are in effect at the time they enter Tabor College, but they may choose to meet the requirements of any subsequent catalog, provided ALL requirements of that catalog are met. In all cases, in order to be allowed to graduate under a given catalog, students must complete the requirements within six years of the issue date of that catalog.

Bachelor of Arts Degree. To qualify for the Bachelor of Arts degree a student must complete a minimum of 124 semester hours. In addition to satisfying the Core Curriculum requirements, a student must also meet those of the major field. At least 40 semester hours, a minimum of 16 in the major, must be taken in courses numbered 300 or above. All courses in the major and minor must have a grade of C- or higher. A resident cumulative grade point average of 2.0 is required for graduation.

Students who graduate with an A.A. degree and continue on for a B.A. degree must complete all requirements for the B.A. degree unless they stop out for a period of three years or longer. They will then be considered in the category of a transfer student.

Transfer students must complete at least 30 hours in residence and complete a minimum of 12 hours in the major at Tabor College to be eligible for graduation. Twenty of the last 30 or 40 of the last 60 hours must be earned in residence. Residency requirements for students in the Undergraduate Adult degree programs will be satisfied with the completion of the regular courses in the programs. No student may earn more than 30 hours by correspondence.

Students will be allowed to earn a maximum of eight hours of credit in varsity athletics and musical ensembles which may apply to the 124-hour degree requirement. If more than eight hours are required for the major or combination of majors, such can be provided by petition. The same eight-hour maximum will apply to transfer students. By the same token, students will be allowed to earn a maximum of four hours of credit in varsity athletics and musical ensembles if graduating with the A.A. degree.

Bachelor of Science Degree. The Bachelor of Science degree is awarded only for the Undergraduate Adult Degree programs.

Bachelor of Science in Nursing Degree. The Bachelor of Science in Nursing degree is awarded only in the Undergraduate Adult Degree model.

Associate of Arts Degree. To qualify for the Associate of Arts degree, a student must complete a 64-hour program of study, which is comprised of Core Curriculum courses, disciplinary courses, and electives. The College offers A.A. degrees in Liberal Arts (see below) and Office Management. (See Office Management in the Programs of Study section.) At least 30 credit hours, including the last 10 credit hours earned toward this degree, must be completed in residence at Tabor College. A resident cumulative grade point average of 2.0 is required for graduation.

For the A.A. in Liberal Arts, the 16 hours of disciplinary emphasis must be from one department approved by the Academic Policies Committee and must be passed with a grade of C- or higher. Students must work closely with their advisors in the selection of both disciplinary and elective courses.

Master of Business Administration Concentration in Accounting. This degree requires 38 hours of course work in accounting and management. The degree is designed for persons interested in pursuing accounting as a profession. The classes are offered at the Tabor College Wichita facility. Details of this program are available in the Tabor College School of Adult and Graduate Studies Catalog.

Application for a Degree. Application for a bachelor's degree from Tabor College must be made in the Registrar's Office at least six weeks prior to the date that the degree is to be conferred.

Meeting Requirements for a Second Degree. Persons who have already earned a bachelor's degree and wish to earn a second degree must meet the following degree requirements:

1. Complete a minimum of 30 additional semester hours of credit at Tabor College to establish residency.
2. If the first degree was earned at Tabor College, at least half of the 30 hours must be earned at Tabor College.
3. Earn a minimum cumulative grade point average of 2.00.
4. Complete the Core Curriculum requirements for the degree sought.
5. Complete the requirements of a major field of study.

Conferral of Degree. Diplomas will be issued to students upon completion of their degree requirements, full payment of tuition, fees and all additional charges, and after approval of the faculty and Board of Directors in February, May, or October. Students approved to receive their degrees at any of these three times are encouraged to participate in Commencement in May. Master's level graduates will be hooded at the first Commencement exercise following degree conferral. The Registrar will notify graduates of the deadline for indicating their intention to participate in Commencement.

Commencement. Participation in the Commencement exercise is defined as a privilege in that it symbolizes completion of a course of study at Tabor College. Students who have completed degree requirements are eligible to participate. In addition, undergraduate students who have obtained a GPA of 2.00 and are deficient nine hours or fewer (four or fewer for A.A. degree-seeking candidates), or who have all requirements met except for

the teachers' clinical experience block, may participate in Commencement providing they have a plan approved by their advisor and the Registrar to complete all requirements. Graduate students must have all requirements completed prior to participation in Commencement.



GRADUATION POLICIES

APPLYING TO GRADUATE

An Application for Degree Form must be submitted to the Registrar's Office at least six weeks before the date the degree is to be awarded. Diplomas will be issued to students upon completion of all requirements and after approval of the faculty and Board of Directors in February, May, or October.

WHO MAY PARTICIPATE IN COMMENCEMENT EXERCISES?

Participation in the Commencement exercise is defined as a privilege in that it symbolizes completion of a course of study at Tabor. Students who receive their degrees in May are encouraged to participate in the Commencement program for the conferral of the degree. Students who had degrees conferred earlier in the year are eligible to participate in the symbolic awarding of degrees at the Commencement exercise. In addition, students may participate in the May Commencement if:

- at that time they have obtained a GPA of 2.0,
- they have no more than nine hours of deficiencies at the time of Commencement and an approved plan to complete the deficiencies,
- AGS students' only remaining requirements are program modules which are scheduled to be completed **during the summer term** immediately following Commencement and the students are not repeating the modules.

The plan must be approved by the Student Services Advisor and the Registrar.

WHAT IS COUNTED IN THE NINE-HOUR DEFICIENCY LIMIT?

1. Any hours not graded or graded Incomplete at the time of Commencement.
2. Life-learning papers and PSTs for which the evaluation is not complete.
3. Any hours not documented as being enrolled or completed either at Tabor or another institution (If a student has provided a copy of the registration for a course(s) at another institution in a semester which ends prior to Commencement, it will not be counted toward the 9-hour limit).
4. Any credit hours that will be taken following Commencement.

DEADLINES FOR GRADUATING STUDENTS

1. Life-Learning Papers and PSTs must be submitted by *December 1* for students planning to graduate in May.
2. The approved deficiency plan must be submitted to the Registrar's Office by *March 15* in order to be approved by the faculty and Board prior to Commencement.
3. Official transcripts for transfer courses taken elsewhere prior to Commencement must be received *by noon on Monday prior to Commencement* in order to receive a diploma at Commencement. Students should fill out a transcript request form prior to the end of the semester at the college attended.

DIPLOMAS

Diplomas will be given at Commencement to those students who have *all* requirements completed and grades submitted by Thursday before Commencement unless the student has a balance on his/her account.

Diploma *covers* will be given to everyone participating in Commencement, but the *signed diploma* will be withheld for students who have any deficiencies (e.g., an Incomplete in a course, transfer courses not documented, grade below C- in the major, etc.), and for students whose account is not paid in full. For those students who participate in Commencement but don't receive a diploma, their degrees are conferred at the end of the month in which all requirements are completed. Diplomas are mailed at the beginning of the month following the degree conferral.

If degree requirements are NOT completed within one year of Commencement and the student later completes requirements, the student will need to submit a Diploma Order Form with the appropriate fee if a diploma is desired.

GRADUATION HONORS

To encourage scholarship and recognize successful college work, the faculty has established the Honors at Graduation system based on 56 or more *letter-graded hours* (also called GPA hours) at Tabor: Cum Laude, 3.50-3.699; Magna Cum Laude, 3.70-3.849; and Summa Cum Laude, 3.85-4.00.

Students who have a resident GPA at the appropriate level for honors at the time of Commencement will be recognized with honors at Commencement provided they are enrolled in enough hours in the subsequent summer term to reach the 56-hour threshold. Commencement honors are not considered official. Official honors will not be recorded for the student until their degree is earned and all requirements for honors are met. Honors will be calculated according to the following policy:

1. The GPA will be computed based on all credit hours (excluding non-degree credit) from all regionally-accredited institutions attended. If both previous work and Tabor College work fulfill the requirements, the student will be awarded honors.
2. Honors will not be granted for a cumulative grade point average higher than that earned at Tabor College.

TRANSCRIPTS AND GRADE VERIFICATION

Student transcripts indicate the month in which degree requirements are completed. Transcripts may be requested one week after the completion of the semester. One complimentary transcript is issued to students upon the student's request. Thereafter, each transcript is \$3 payable with the transcript request. It is recommended that official transcripts be sent directly from Tabor College to schools, employers, agencies, etc. Transcripts issued directly to students will carry the notation "issued to student." Transcript requests and/or grade verification requests must be in writing (by fax or mail) to the Office of the Registrar and contain the following:

- Student's name at the time of attendance
- ID or Social Security Number
- Date last attended Tabor College
- Names and addresses of where the transcripts are to be sent

- Student's signature

If specific terms or specific course grades are to be included, that information should be noted so that the transcript is not sent before the data is posted to the record. All tuition and fees must be paid in full before a transcript may be released.

Enrollment verification requests must be made in writing to the Registrar's Office and will include the same information as transcript requests. Verification of enrollment is from beginning to ending dates of class registration.

COMPLETION DEADLINES

After the completion of the specific program's modules, a student has 12 months to complete all requirements for the Bachelor's degree. With the expiration of 12 months, the student will be classified as *inactive*. To be reinstated to *active student status*, one must petition and pay a \$125 fee. Also, the student must agree to retake all courses in the major in which the student earned below a C- grade (including any incomplete grades). The cost of courses will be at the current tuition rate.

Any student who has been out of school for more than one year from the last day of class and desires to return to active status may need to meet graduation requirements for the academic year in which the student returns to active status.

Reinstated active student status will last for six months, providing there is positive evidence that progress is being made toward graduation. A student must be classified as active in order to graduate. If no evidence of progress is demonstrated, the student will return to inactive status.

PORTFOLIO

Portfolio credits (LLPs and PSTs) must be completed within the *12-month* deadline for active enrollment in the College (see Completion Deadlines above).

ACADEMIC CALENDAR 2008-09

Fall Term

Sept. 1	Confirmation of Registration and Financial Settlement for Fall
Sept. 1	Evening Classes Begin (unless otherwise noted in the academic calendar on tabor.edu or the Registration Guide)
Sept. 2	Day Classes Begin
Sept. 8	Academic Convocation
Oct. 3-5	Homecoming
Oct. 12	RN-BSN Nursing Pinning Ceremony 3:00 p.m.
Nov. 25	Thanksgiving Vacation Begins – 10 p.m.

Spring Term

Jan. 2	Confirmation of Registration and Financial Settlement for Spring
Jan. 5	Evening Classes Begin
Jan. 6	Day Classes Begin
Apr. 10	Good Friday-School Closed
May 22	RN-BSN Nursing Pinning Ceremony 7:00 p.m.
May 23	Commencement – 10:00 a.m. AGS Graduates Luncheon – TCH Cafeteria – 11:15 a.m.