





Tabor College Undergraduate Studies

**ACADEMIC INFORMATION**

## GENERAL ACADEMIC INFORMATION

**Academic Advising.** Tabor College believes that academic advising should be a developmental process that helps students identify and clarify their interests, abilities, and life/career goals, and develop an educational plan for the realization of these goals. Advising begins at the time a student is fully accepted to the College with the assignment of a Freshman Advisor who has been trained to assist in the developmental process. At the end of the freshman year, students who have declared a major are assigned an advisor in their major field, while undeclared majors are assigned to an advisor skilled in the area of career exploration. To ensure compliance with financial aid regulations, students who reach junior status without declaring a major will not be allowed to register for the next term.

Students may request a change of advisor at any time by contacting the Registrar's Office. While the College provides a complete advising program to assist students, **responsibility for meeting degree requirements rests with the student.** It is also the responsibility of students to comply with any additional conditions for remaining in good standing for individual programs of study.

**Academic Calendar.** Tabor College Hillsboro has two regular semesters (fall and spring) with a four-week Interterm in January. The Interterm is an integral part of the academic year and there are no tuition refunds for students who elect not to participate or who enroll in an off-campus program that charges additional tuition. Students who are full-time in either fall or spring semester can receive up to four credits during interterm without additional tuition.

**Administrative Drop.** Students may be withdrawn from any course on the basis of excessive absences, according to the attendance policy for that course, or for chronic disruptive behavior in the classroom.

The following procedures will occur:

1. The instructor will send the student a written notice of intent to withdraw that student form the course, stating the reasons for taking this action. The Registrar, the Director of Retention and the advisor will be sent copies of this notice.
2. The Registrar's Office will notify the student and encourage dialogue between the instructor and the student, with the involvement of the student's advisor if possible. A period of one week is defined as a reasonable time frame for completion of this step. Ultimately, it is the student's responsibility to make efforts to correct the situation.
3. If these efforts prove to be unsuccessful, and upon recommendation by the Registrar and the concurrence of the Academic Dean, official withdrawal will occur. The student will be notified in writing of this action by an appropriate administrator. If the notice of intent was dated in the first nine weeks, the assigned grade will be a W; if the date was in the tenth week or beyond, a WP/WF will be assigned.

**Administrative Withdrawal.** If a student stops attending all classes for two consecutive weeks, the Registrar will initiate an Administrative Withdrawal for financial aid and student life purposes. The Registrar will send the student a registered letter encouraging him/her to withdraw from classes. The Financial Aid Director will compute a federal Title IV financial aid refund calculation based on Last Date of Attendance from the last class attended in order to determine the amount of financial aid, if any, which must be returned to the federal government. The student's federal aid may be pro-rated based on the date that the Administrative Withdrawal is processed. The student's charges and institutional aid will not be prorated. Students will not be dropped from their class(es) unless they initiate a withdrawal which will be encouraged in the letter sent to them from the Registrar.

**Auditing Courses.** Auditing a course gives students the opportunity to explore areas of interest without being subject to the demands of class activities or evaluation and grading. Auditors must receive permission from the instructor and pay the Audit Fee. Audit Petition Forms are available in the Registrar's Office. Students taking the course for credit will receive priority if seating is limited. All auditors will be assessed the Audit Fee per course regardless of enrollment in other courses for credit. Auditors who are not taking any other classes need to be admitted through the college as guest students prior to enrolling.

There is no requirement of auditors except regular attendance. Added participation, including graded evaluation, is at the discretion of the instructor. Auditors with regular attendance receive a final grade of AU on the transcript. No college credit is given for auditing and no requirements are met with an audit course.

Supervised studies such as independent studies, internships, and practica must be taken for credit. Auditing may not be appropriate for all courses, such as those designed to develop skills and those that are "hands-on" in nature.

Changes from audit to credit may be made until one week after midterm, 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 midterm as well. In both cases, the proper forms must be completed in the Registrar's Office.

**Changes in Registration.** Courses may be dropped or added during the first week of a semester. Any student who officially withdraws from a course from the second week through the ninth week of a semester will receive a W on the transcript. After the ninth week and up to the start of the examination period, a WP or WF will be given to represent the acceptability of performance up to the point at which the student withdraws. A WF will have the same effect on the GPA as an F. No course withdrawals will be allowed after the start of the final examination period.

**Class/Course Attendance.** While faculty employ multiple modalities to deliver instruction, all are intended to assist student mastery of subject matter. Success in this regard is dependent on a regular, sustained presence of students in the classroom however it is configured. Similarly, faculty are required to ensure a reliable "credit hour" regardless of modality consistent with the institution's Credit Hour Policy. As such, all course syllabi are to have clearly articulated standards for attendance as well as a schedule of activities that give evidence of how these activities appropriately span the semester or term. Therefore, the College has a required attendance policy and defines "excused absences" and "excessive absences" accordingly as follows:

**Excused Absences:** College-sponsored events (athletics, choir, band, field trips, and so on) that require students to miss class are to be as minimal as possible, bearing in mind the cumulative effect of such absences in an environment that promotes participation as part of the liberal arts experience. When absences are unavoidable, students have the responsibility of contacting their professor(s) in advance of the absence to determine what will be expected of them to meet their obligation as a member of the course/learning community. While faculty need not revise the standards of their course to accommodate out-of-class activities, neither are students to be penalized for absences related to college-sponsored activities within the mandated threshold noted below. It is understood that comprehension of course material may suffer due to absences. Regardless of absences, however, students are responsible for meeting the all course outcomes.

**Excessive Absences:** While the professor has the discretion of allowing a minimal number of absences within the context of their course, chronic or excessive

absences inherently erode the learning environment. The maximum number of absences – for any reason – is “three instructional weeks” (9 MWF sessions, 6 T/Th sessions). Professors have the option of initiating an Administrative Drop at any point prior to this mandated threshold, typically when unexcused absences total “one week” of instruction. The VPAA must approve all administrative drops. If the drop form is dated in the first nine weeks, the assigned grade will be a W; if the date was in the tenth week or beyond, a WP/WF will be assigned. In the event there is qualified post-season play, these additional absences are excused. Faculty must report attendance for each class session as soon as practical via the learning management system (eLearning) on the day that the class was in session.

**First Class Session Absences:** A student who does not show up for class on day one of the term will be dropped from the class unless arrangements have been made with the instructor.

Official recognition of college-sponsored activities will be made to the campus by either the Vice President of Academic Affairs (VPAA) or the Vice President of Enrollment Management and Intercollegiate Athletics (VP EM-IA) or their designee. The VPAA and the VP EM-IA have the right to limit or deny the “college-sponsored” designation to any out-of-class activity that interferes with the published course schedule; they also have the option of declaring “extenuating circumstances” as excused in the event of significant illness, family emergency, etc. Should a conflict arise related to a sanctioned absence that cannot be resolved through dialog between faculty and activity leader (coach, trip sponsor, etc.), the two vice presidents will intervene.

**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

Post-graduates and students who are not pursuing a degree are classified as special students.

**Course Cancellation.** Courses listed in the schedule are offered with the understanding that the College may cancel any course if conditions beyond the institution’s control make it impossible to offer it, or if enrollment in that course is insufficient to justify offering the course.

**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 Academic Dean is necessary for a student to take a course beyond his or her academic level. Courses marked with a “G” or “GC” meet Core Curriculum requirements.

**Course Repeats.** Grades earned at Tabor College may be improved only by repeating the same course for credit at Tabor College. Both grades will be recorded on the transcript, but only the last earned grade will be computed in the GPA. Students may repeat Tabor College courses elsewhere and the credit will be transferred, but the Tabor College GPA will not be impacted.

A student is awarded credit only once for each course. Repeated courses may affect athletic eligibility. See the Registrar’s Office for details.

A course that is repeated must be repeated in its entirety. Exceptions to this are courses with independent laboratory and lecture components; in such cases, either the lab or the lecture component may be repeated, with the final grade being based on the original formula for the course.

In regards to financial aid and Title IV funding in relation to the repeating of a course, the following applies:

- A failed course may be repeated as many times as needed until passed.
- A previously passed course (defined as D- or higher) may only be repeated once.
  - This includes even those courses in which a higher grade is required for the major.
  - This does not include courses designated as repeatable (e.g. ensembles, varsity athletics, etc.), as these are not restricted nor limited (unless designated otherwise) and, therefore, a student may repeat these courses as often as needed.
- If a student repeats a course previously failed and receives a passing grade, he/she may repeat the course one more time to try to achieve a higher grade.
- If a student withdraws before completing the course that he or she is being paid Title IV funds for retaking, that is not counted as the one allowed retake for that course. However, if a student passed a class once and then is repaid for retaking it and fails the second time, that failure counts as the paid retake and the student may not be paid for retaking the class a third time.

**Courses and Credits.** Tabor College defines a credit hour as the unit of academic credit representing approximately three hours of work per week by an undergraduate student throughout a 15 week semester – inclusive of the final examination period – or its equivalent in total work for courses of different duration. The complete policy may be requested via the Registrar’s Office.

Partial course credit may be allowed, providing the course lends itself to division into distinct learning units. The instructor, Division chairperson, and Academic Dean must approve such requests. If requests for reduced credits are received after the end of the first five weeks of the semester, no tuition refund or transfer will be allowed.

Students must be enrolled in courses in the term during which they earn the credit, for example:

- If all the work is done for a departmental project during one term, the student must register in that term.
- If an internship/practicum is done during more than one semester, the student should enroll in the number of hours s/he can complete during the term and then enroll again in another term.

- If an internship/practicum is done during the summer, the student must register for the summer term.
- If a department has a summer/fall internship of practicum in which the student meets regularly with someone in the department during the fall term and the summer experience is considered a prerequisite to the fall class, the student can receive credit in the fall above and beyond the normal full-time course load (i.e., student must be enrolled in 12 hours without the practicum).

***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, but will be considered attempted hours. (Note that a withdrawal can have an impact on Financial Aid. Please consult Financial Aid officer for specific input prior to withdrawal.)

***E-Mail.*** All students are provided a Tabor College e-mail account, which is the College's principal method of communicating important and time-sensitive information. ***All are expected to check the mail sent to this account on a frequent and consistent basis, and to respond to official communications in a timely manner.*** All are responsible for monitoring this account and for the consequences of missing important and time-sensitive messages.

In order to prevent misuse of the group e-mail system, students who wish to send an e-mail to all students should send it to the Student Life Office (kayleneu@tabor.edu) for approval and sending.

***Exceptions and Appeals.*** Students may request an exception to academic policies by filing a petition in the Academic Office. Students may appeal any decision related to academic policies by submitting a petition to the Vice President of Academic Affairs. The Student Appeals Committee will hear all such appeals and make a final decision (typically within ten business days of the receipt of the appeal).

***Extraordinary Circumstances.*** Students may experience extraordinary problems during a semester. Within one year of having completed such a semester, a student may petition the Academic Dean to be withdrawn retroactively from any class or classes taken during that semester. Any such petition will be processed by the Academic Policies 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.

***Grade Appeals.*** A final course grade may be appealed in the following manner:

1. 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 Academic Dean requesting a hearing before the Student Appeals Committee, providing specific details and all appropriate information.
3. If a hearing is granted, both the student and the instructor may 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.

All grade appeals must be initiated within three weeks of the end of the semester in which the disputed grade was given.

***Grade Changes.*** Grades at Tabor College are based on work submitted during the scheduled class sessions. Requests based on work done or turned in after the end of the

class term will be denied (unless an Incomplete had been issued). Care should be taken to ensure that all work has been turned in prior to the end of the submission of the grade. All faculty requests to change a grade after grades have been submitted must be approved by the Academic Policies Committee and must include a rationale.

**Grade Scale:**

A	=	4.0	B+	=	3.3	C+	=	2.3	D+	=	1.3
A-	=	3.7	B	=	3.0	C	=	2.0	D	=	1.0
			B-	=	2.7	C-	=	1.7	D-	=	0.7
									F	=	0.0

The GPA is calculated by dividing the number of grade points earned by the number of credit hours taken under the A-F grading option. The Tabor College GPA, which is shown on the transcript and is used for athletic eligibility and honors at graduation, is based on course work taken at Tabor College. Transfer hours are not computed into the Tabor College GPA.

**Grading System.** Passing work is indicated on the transcript by the grades A, B, C, D, or CR. Failing work is indicated by the grades F and NC (No Credit). Students may choose one of two grading options for each course: (1) A, B, C, D, F, or (2) CR/D/NC. (Students receiving an A, B, or C will have CR entered on the transcript. Those receiving a D will have that grade entered; those receiving an F will have an NC entered.) Students are automatically on the first track (A-F) unless the appropriate form is completed in the Registrar's Office by the end of the add/drop period.

The CR/D/NC grade option is available only when either (a) the course is identified in the catalog course description as a course that is graded CR/NC or (b) the course is not counted in either the student's major or in the Core Curriculum program. If a student chooses the CR/D/NC option, he/she must do so before the add/drop period ends.

**Incompletes.** A grade of I (Incomplete) may be assigned to any student at the discretion of the instructor. Incomplete courses shall be completed and the work turned in to the faculty member according to the following schedule:

Semester of Incompletes	Completion Date
Fall	January 6 of that calendar year
Interterm	February 28 of that calendar year
Spring	June 30 of that calendar year
Summer	September 30 of that calendar year

If a grade for the incomplete course is not submitted to the Registrar within two weeks after the due date, the grade for the course shall default to the alternate grade submitted by the instructor at the time the incomplete grade was given (if no alternate grade was submitted, the grade will default to F). If the failure to submit a grade to the Registrar is the fault of the instructor, he/she must use the existing change of grade mechanism to address the problem.

Any request for an extension of the completion date must be made in writing by the student to the Academic Dean before the completion date.

**Prerequisites.** 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 course.

**Registration.** Students enroll in courses at scheduled registration periods during the year. A full load for each semester is 12-15 credit hours (4 for Interterm). This includes participation credit in sports, music, and drama activities. The traditional full-time tuition rate will be charged for this range. An overload rate per hour will be charged for credit

hours above 15. Additional hours should only be taken after careful consideration with an academic advisor. Students wishing to take more than 20 credits must receive approval from the Academic Dean.

**Services for Students with Disabilities.** Students with disabilities may be eligible for academic accommodations under the Americans with Disabilities Act (ADA). Accommodations for students with disabilities are made only in consultation with the Disabilities Advisor in the Student Success Office. Students desiring academic accommodations should contact the Disabilities Advisor, Erica Haude, to request accommodations and services. 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. The Tabor College ADA compliance officer is Jim Paulus Vice President of Student Life, Learning and Formation.

**Upper-Level.** 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
2. The quality of writing will be evaluated more rigorously
3. Work submitted is of a higher order of synthesis/integration
4. Assignments include applications of principles learned
5. Students are expected to work more independently

**Withdrawal from the College.** A withdrawal form must be signed by the Director of Student Financial Assistance, Student Success Counselor, Academic Advisor, Business Office Official, and V.P. of Student Life in order to properly clear student records. Withdrawal forms are available in the Registrar's Office. The completed forms are to be returned to the Registrar. Failure to comply will result in F grades being recorded for subjects in which the student is enrolled. (See supplementary financial information for refund information.)

## ACADEMIC INTEGRITY

Academic dishonesty is any act of cheating, fabrication, plagiarism, dissimulation, and any act of aiding and abetting academic dishonesty.

The following definitions are used for this policy.

1. **Cheating** is using or attempting to use unauthorized materials, information or study aids in any academic exercise. Examples: copying homework, copying someone else's test, using an unauthorized "cheat sheet," etc.
2. **Fabrication** is falsification or invention of any information or citation in any academic exercise. Examples: making up a source, giving an incorrect citation, misquoting a source, etc.
3. **Plagiarism** is representing the words or ideas of another as one's own in any academic exercise.
4. **Dissimulation** is disguising or altering one's actions so as to deceive another about the real nature of one's actions concerning an academic exercise. Examples: fabricating excuses for missing classes, postponing tests, or handing in late papers; turning in a paper for one class that was originally written for another class (when original work is requested); etc.
5. **Aiding and abetting** academic dishonesty is knowingly facilitating any act defined in 1-4.

### Procedural Guide for Dealing with Academic Dishonesty

The instructor shall determine if the infraction is intentional or unintentional.

1. If unintentional, the instructor shall deal with the infraction at his/her discretion. The instructor may choose to use the system created for intentional infractions.
2. If intentional, the following procedures will guide the response:
  - a. The instructor shall:
    - Impose the appropriate sanction and inform the Academic Dean via the Academic Integrity Incident Report.
  - b. The Academic Dean shall:
    - Keep a record of reported infractions and sanctions.
    - Place the student on academic probation effective immediately. This shall be understood as a full semester's probation.
    - Notify the instructor if the incident reported is not the student's first infraction.
    - Verify that the appropriate sanction has been imposed based on the following schedule:
 

Offense 1: fail the assignment, potential of a one letter grade reduction of course final grade (professor's discretion as posted in syllabus), and complete academic integrity remediation session(s) with either - or both - the Academic Dean or Dean of Student Life.

Offense 2: fail the course.

Offense 3: immediate suspension from the College for the remainder of the semester and one additional full semester with transcript notation that suspension is for academic dishonesty. Suspended students are not guaranteed re-admittance.

Offense 4: dismissal from the College with no right to appeal.

      - Notify the course instructor, advisor, head coach and/or activity sponsor of sanction(s) with copy of this letter placed in the student's permanent record.
3. With the exception noted above, students have the right to appeal any charge of academic dishonesty.

***Academic Integrity Appeals.*** A charge of academic dishonesty may be appealed in the following manner:

1. The student may initiate an appeal by writing to the Academic Dean requesting a review of the incident, providing specific details and all appropriate information.
2. The Academic Dean will request relevant materials from the professor(s).
3. The Co-chairs of the Student Appeals Committee will review all materials to determine whether or not to convene the Student Appeals Committee for formal action. This preliminary opinion will be based on the documentation submitted alone. If the request for appeals is denied, the student would retain the option to file a final grade appeal.
4. If convened, the committee will render its opinion by majority vote. The judgment of the committee is final. One copy of the committee decision will be kept in the student's permanent file; copies will also be given to both the student and the instructor.

All academic integrity appeals must be initiated within three weeks of the infraction notification. If convened, the Appeals Committee will meet within ten business days of receipt of the appeal.

## SATISFACTORY ACADEMIC PROGRESS

The following criteria represent satisfactory academic progress at Tabor College for all students:

1. A passing grade in 67 percent of courses attempted each semester;
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.

## ACADEMIC PROBATION/SUSPENSION/DISMISSAL

If the minimum criteria for Satisfactory Academic Progress (SAP), as defined above, are not met, the student will be placed on academic probation for the following semester and will be restricted to 13 credit hours (in addition to TC102) and will be required to complete the terms of academic probation as follows:

Students either entering on Academic Probation or returning students placed on probation are required to complete the following each semester of probation:

- Weekly meetings with a mentor assigned by the Student Success office
- Disclosure of class attendance, grades received, and hours spent studying (additional documentation may be required by mentor)
- Fulfill conditions of Probation contract—see Student Success office
- Complete TC102 with a CR grade\*

\* TC102 is not required of students beyond their first semester of Academic Probation unless two (2) or more years have lapsed since first attendance. All other requirements apply.

The Academic Dean will assess each student on probation at the end of the probationary semester and will take one of three actions for students who are completing their first probationary semester:

If Satisfactory Academic Progress has occurred, the student will be removed from academic probation.

If Satisfactory Academic Progress still has not occurred and if the student complied with the probation contract, the student will be placed on probation for a second probationary semester.

If Satisfactory Academic Progress did not occur and the student failed to comply with the probation contract, the student will be suspended.

At the end of the second probationary semester, if the criteria for Satisfactory Academic Progress have not been met and the student resident cumulative GPA is below 2.0, the student will be suspended. Students may not have more than two probationary semesters at Tabor College unless one of the following exceptions applies:

- 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 resident cumulative GPA.
- 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.
- Any student who is currently or has ever been on probation whose semester GPA is 1.00 or below will be suspended from the College unless their resident cum GPA is above 2.0.
- Students whose resident cum GPA is above 2.0 will not be subject to suspension even if they fail to achieve Satisfactory Academic Progress. However, they will remain on academic probation and may be subject to financial aid suspension.
- A student who has concurrent probations during a single term will be allowed to remain at the institution for the subsequent semester, provided no other probations exist in the student's record.

Academic Suspension indicates that the student may reapply for admittance after a minimum of one full semester absence from the College. Academic Dismissal indicates that the student can never be re-admitted.

**Notification of parents, advisors, and coaches and/or activity sponsors.** When a student is placed on/continues on academic probation or is suspended/dismissed from the College, parents or guardian (if the student is dependent), the advisor(s), head coach and/or activity sponsor will be notified in writing.

#### **Re-Admission.**

1. A student who chooses to leave the College under probationary status will be subject to the same status and stipulations upon return to Tabor College.
2. A student who leaves the College under academic suspension may submit a letter of request to the Academic Dean for re-admission after the satisfactory completion of the terms of the suspension to include at a minimum improved academic readiness as demonstrated through successful completion of a minimum of 6 transferrable hours approved in advance. If re-admission is granted, the student will automatically return under probation and will have one semester to meet minimum criteria for academic progress.

**Satisfactory Academic Progress Suspension Appeals.** A SAP suspension may be appealed in the following manner:

1. The student may initiate an appeal by writing to the Academic Dean requesting a hearing before the Student Appeals Committee, providing specific details and all appropriate information.
2. By majority vote, the committee will render its opinion. The judgment of the committee is final. One copy of the committee decision will be kept in the student's permanent file; copies will also be given to both the student and the instructor.

All grade appeals must be initiated within one week of the final grade posting. The Appeals Committee will meet within ten business days of receipt of the appeal.

Students appealing a SAP suspension for a fall semester may enroll in and complete interterm regardless of the Appeals Committee action (interterm session GPA has bearing only on that session and the cumulative GPA).

## **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, Academic Dean, 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 that 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.

## **STUDENT RIGHT-TO-KNOW**

All post-secondary institutions that receive federal financial aid are required by the Department of Education to disclose the graduation rate for their students based on a cohort class of full-time freshmen who complete their degree within a six-year time period. This information is available in the Office of Enrollment Management and the Registrar's Office.

## **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 and

electronic images, 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 Chapels) by the end of the semester. The 10-hour condition may be waived for those involved in semester-long placements (e.g., practice, internships, etc.).

### *Graduation Honors*

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

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

Grade Point Averages are earned based on grades received and are not rounded for any purpose, including determining honors.

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

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.

### *Honors at Graduation – Associate of Arts Graduates*

Associate of Arts graduates with a cumulative GPA of 3.5 or higher will graduate “with distinction.”

### *Honors Chapel*

An Honors Chapel is held annually to give public recognition to students who have achieved a high level of excellence in the various activities of the academic community.

Each division presents awards to a select number of students for special recognition. The Dean's Scholar awards are also presented at this time based upon the following criteria: (1) cumulative resident GPA of 3.90-4.00 and (2) full-time student for at least two semesters preceding the semester in which the award is made. *Note:* Transfer students whose previous two full-time semesters were not at Tabor College must also have a cumulative GPA of 3.90-4.0 that includes previous work from all other institutions attended.



## GRADUATION REQUIREMENTS

### *Catalog Validity*

Students ordinarily meet the GE Core requirements that are in effect at the time they enter Tabor College. They will be required to meet the requirements of a major at the time they declare a major. Students can choose to meet the requirements of the GE Core from one catalog and the requirements of a major from a different catalog as long as all GE Core requirements are from one catalog and all major requirements are from one catalog. Students may always choose to follow a subsequent catalog but may not use a previous catalog. In all cases, in order to be allowed to graduate under a give catalog, students must complete the requirements within six years of the issue date of the catalog.

### *GPA Requirement*

A minimum resident cumulative grade point average of 2.0 is required for graduation for all undergraduate degrees.

### *Limit of Activity Credit Hours*

Students will be allowed to earn a maximum of eight hours of credit in varsity athletics and musical ensembles that 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.

### *Residency Requirement*

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-four of the last 30 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.

### ***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.

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.

### ***Bachelor of Science Degree***

The Bachelor of Science degree is awarded only for the Undergraduate Adult Degree programs. (See the Tabor College School of Adult and Graduate Studies Catalog.)

### ***Bachelor of Science in Nursing Degree***

The Bachelor of Science in Nursing degree is awarded only in the Undergraduate Adult Degree model. (See the Tabor College School of Adult and Graduate Studies Catalog.)

### ***Associate of Arts Degree***

To qualify for the Associate of Arts degree, a student must complete a 64-hour program of study, which is composed of Core Curriculum courses, disciplinary courses, and electives. The College offers an A.A. degree in Liberal Arts (see below).

At least 30 credit hours, including the last 10 credit hours earned toward this degree, must be completed in residence at Tabor College.

For the A.A. in Liberal Arts, the 15 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 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.

After students have been approved by the Board, degrees will be conferred at the first conferral date following completion of requirements. Diplomas will be mailed at the time that the degree is conferred. Conferral dates are December, February, May, and August. If a student has completed the degree and needs verification prior to the next conferral date, a letter of verification will be provided.

Students can be approved by the Board in October if the only remaining requirements are In Progress at Tabor and will be completed during fall semester so that degrees can be awarded at the end of fall semester.

Students can be approved by the Board in February if they have completed all requirements at that time.

Students can be approved by the Board in May and can participate in Commencement if they have completed all requirements at that time or if they have no more than 12 hours of unmet requirements and if they are enrolled at Tabor to complete those requirements during the subsequent summer or fall term.

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 no more than twelve hours (six hours for A.A. degree-seeking candidates), may participate in commencement, provided they are enrolled at Tabor to complete those requirements during the subsequent summer or fall term. Graduate students must have all requirements completed prior to participation in commencement.

