

GENERAL ACADEMIC POLICIES

Student Responsibility:

It is the student's responsibility to take the initiative to plan their programs and to meet graduation requirements in accordance with the university catalog. Advisers will also assist students in the task.

Family Educational Rights and Privacy Act of 1974 (as amended):

Annually, California Lutheran University informs students of their rights under the Family Educational Rights and Privacy Act of 1974, as amended (FERPA, also known as the Buckley Amendment). The Act was designed to protect the privacy of education records, to establish the right of students to inspect and review their education records, and to provide procedures to correct inaccurate or misleading information in those education records through the hearing process. Students also have the right to file complaints with the FERPA office concerning alleged failures by the institution to comply with the Act. The Act allows students the right to inspect their education records and provides that colleges and universities will maintain the confidentiality of those records. At CLU, no one outside the institution shall have access to a student's education records without the student's written consent with the exception of parents who claim the student as a dependent for tax purposes. The University will inform parents if there has been a change in the student's academic standing, specifically if the student is placed on probation or suspension or is removed from those statuses. A copy of the full text of the law is available in the Registrar's Office.

CLU's FERPA policy allows university employees to release Directory Information without the student's written permission. Items defined as Directory Information at CLU are the following:

- name
- campus residence hall
- campus box number
- address
- email address
- campus telephone number
- date/place of birth
- dates of attendance
- degree date
- degrees awarded or anticipated
- honors
- major
- previous institution most recently attended
- participation in recognized campus activities or sports
- height and weight of members of athletic teams

The only circumstances under which CLU will disclose other than Directory Information is in cases of emergency or personal safety, and to notify parents of changes in their student's academic standing. In all other cases, the institution may release only the items identified above.

Students have the right to withhold Directory Information completely by filing a request with the Registrar's Office. The request is in effect through the end of an academic year and must be re-filed annually. Any campus personnel may access educational records as long as they are acting in the student's educational interest. This group is defined by the University to include personnel in the Registrar's Office, Admission Office, Student Affairs, Student Financial Planning, Institutional Research and university officials with a legitimate educational interest as determined by the registrar. Faculty advisers are included under the latter category.

Statement on Academic Freedom:

It is fundamental to the health of an academic institution and ultimately to the health of a society at large that individual persons and groups of persons exercise their responsibility and freedom to search for the truth and to speak the truth as it is discovered. In a collegial community, the corporate person of the

university institution, and the persons of the faculty, administration and the student body, bear mutual responsibility to exercise professional competence and to extend to one another the trust and respect which foster an environment for the exercise of academic freedom. California Lutheran University endorses the principles of academic freedom. CLU's complete policy on academic freedom is contained in the *Faculty Handbook*.

Statement on Academic Honesty:

The educational programs of California Lutheran University are designed and dedicated to achieve academic excellence, honesty and integrity at every level of student life. Part of CLU's dedication to academic excellence is our commitment to academic honesty. Students, faculty, staff and administration share the responsibility for maintaining high levels of scholarship on campus. Any behavior or act which might be defined as "deceitful" or "dishonest" will meet with appropriate disciplinary sanctions.

Definition of Academic Dishonesty:

A general definition of academic dishonesty is "any behavior or act that implies an intent to make someone believe what is not true, as by giving a false academic appearance." Since intellectual honesty is central to the academic enterprise, students and faculty must accept and respect the principle of acknowledging information, ideas and language that have been borrowed from someone else. Plagiarism (any failure to document sources), cheating, unethical computer use, and facilitation of academic dishonesty are examples of behavior which will result in strict disciplinary sanctions.

Plagiarism:

Occurs whenever a source of any kind has not been acknowledged. Every student must understand the correct procedures for acknowledging and identifying sources of borrowed material. The basic rule is this: Give credit where credit is due. In other words, if you include any material which is beyond your first hand experience, and which is not common knowledge of scholars in your field, you must cite your source in a way that your reader can (a.) find the source from the information in your reference and (b.) immediately determine which information is your source's contribution to scholarship and which is yours. Specifically:

- If you quote directly, even if you use no more than a word or phrase, you must place quotation marks around the quoted material.
- If you paraphrase (rephrase in your own words), you must still cite your source, including a full documentation of reference; the best procedure is to acknowledge that you are paraphrasing.
- If you present material that may be common knowledge but your arrangement or discussion of that material is borrowed, you must cite that source in a reference.
- If you have any questions about proper ways of documenting sources in footnotes or bibliography, consult the department in which the course is taught. Departmental Assistants, The Learning Assistance Center and The Writing Center are prepared to assist students in proper documentation forms.

Cheating:

Covers a wide range of academically dishonest behaviors. It includes, but is not limited to, turning in someone else's work as your own, giving another student your work to pass off as his/her own, copying another student's answers in an exam setting, distributing material unauthorized by the course instructor about any exam or assignment, fabricating or falsifying information in order to complete an academic exercise or laboratory experiment.

Unethical Computer Use:

Includes use of computer software (programs, documentation, data bases) in violation of copyright law; and includes unauthorized use of computer software or hardware, such as use for private business, breaking access codes, and pranks resulting in damage to software or hardware, breach of privacy or confidentiality, or violation of copyrights.

Facilitating Academic Dishonesty:

Includes intentionally helping students commit acts of academic dishonesty. As part of a community engaged in the academic enterprise of searching for truth, students and faculty are expected to report incidents of academic dishonesty to the Vice President for Academic Affairs.

Procedure for Disciplining Academic Dishonesty:

Whenever a member of the faculty or other University official has reason to believe that a student has committed a breach of academic honesty, the faculty member or official will confront the student, allowing the student an opportunity to speak on his/her behalf. If, in the opinion of the faculty member, a breach of academic honesty has clearly occurred, the faculty member or official must file a Report of Academic Dishonesty Form with the Vice President for Academic Affairs. The form will be placed on file. This procedure should be completed as soon as is reasonably possible. *First Offense:* If the Vice President for Academic Affairs determines this is a first offense, the disciplinary action will be handled by the professor. Possible sanctions may include an "F" on the assignment or an "F" in the course. *Second Offense:* If the Vice President for Academic Affairs determines this is a second offense, in addition to the sanctions imposed by the professor, the Vice President for Academic Affairs may choose to impose additional sanctions, such as academic probation or suspension from school. *Third Offense:* A third report of academic dishonesty will automatically result in the student's suspension or dismissal from the University.

Appeals: An allegation of cheating or an imposed sanction may be appealed to the Vice President for Academic Affairs, who will then constitute a special evaluation committee using the same procedures identified for grade challenges. The Vice President's decision is final.

Attendance at Classes:

Regular attendance at all classes is essential. Students are expected to be punctual, do the work assigned and not be absent without good cause.

Second Degree:

Students may earn a second bachelor's degree by completion of the general and major requirements of the second degree. At least 75 percent of the required courses in the major of the second degree must be unduplicated with any other major or minor awarded. However, no more than one Bachelor of Science and one Bachelor of Arts degree will be awarded. Students pursuing a single degree with a double major must select majors within the same degree program. Honors may be granted for both degrees.

Student Leave of Absence:

The purpose of the Student Leave of Absence is to enable students who leave the University for a period of time with an intention to return to CLU to receive timely communications and other consideration accorded continuing students. The leave may be requested for up to one year. Student Leave of Absence request forms may be obtained from the Registrar's Office.

Registration Information**Course Load:**

Requirements for graduation are measured in terms of semester credit hours. Normally, each credit hour earned will require one hour of class time per week for 14 weeks during the semester. Students are expected to spend two to three hours in preparation for one hour of class time. Most courses are assigned four (4) or three (3) credits. A full-time undergraduate student is one who carries 12 or more credits per semester. (Refer to the Adult Degree Evening Program catalog for enrollment regulations applicable to ADEP students.) A typical semester load is 15 to 16 credits. Special permission is necessary to carry a load of more than 17 credits per semester. A fee will be charged for each credit beyond 17. (See section on University Costs.)

Registration Procedures:

Students must register in person prior to the beginning of each semester. Registration procedures are outlined in the class schedule bulletins which are available in the Registrar's Office. To be officially

enrolled in class, students must have the program approved by their adviser, have their financial standing cleared by the Business Office and submit their signed registration form to the registrar.

Course Additions:

Students may add courses during the first two weeks of the semester with the approval of their adviser. Students may not add courses after the second week of the semester. Students cannot add or drop courses on web advisor after the last day to add a course.

Withdrawal from Courses and Withdrawal from the University:

Withdrawal means withdrawing from one or more courses or separation from the University for the remainder of the semester. The registrar provides the proper withdrawal forms which incorporate all the necessary procedures to clear the records at the time of withdrawal. Proper withdrawal protects the student's record, which remains on file in the Registrar's Office. 1. With the adviser's approval, students may drop courses or withdraw from the University through approximately the tenth week of the semester (specific date listed in Academic Calendar) with a grade of W. 2. After the last date to withdraw, students may not officially withdraw from classes or from the University, except for medical reasons. Medical withdrawal forms are available through the office of the Vice President for Student Affairs. 3. With the privilege of admission to California Lutheran University, students accept the responsibility of clarifying the records (including financial records) if they withdraw from a course or from the University before the end of the semester. 4. Students who do not complete a course and do not officially withdraw from the University will receive a grade of UW for the semester (counted equivalent to a grade of F in the GPA).

NOTE: Academic withdrawal deadlines do not correspond to tuition reduction deadlines. Tuition reduction policies are outlined in the section on University Costs. The financial obligation for withdrawing from the University is usually severe.

Audit:

Students may audit any lecture course upon the approval of the instructor. They will earn no credit and receive no grade and will not be required to complete assignments or take examinations. They may not claim credit or challenge the course for credit at a later date. Adequate attendance for recording of AU on the student's permanent record must be verified by the instructor. The fee for audit is listed in the section on University Costs. A change from credit to audit may not be made after the last day to withdraw without academic penalty. A change from audit to credit may not be made after the last day to add a class.

Repeated Courses:

There is no limit to the number of credits that a student can repeat regardless of the grade received. Credit for the course will be given only once, and all repeated courses must be taken at CLU. Students may repeat . In calculating the GPA, a grade of C- or below will be replaced by the higher grade. Otherwise, both grades will be factored into the GPA. In either case, both grades will remain on the transcript. Only CLU courses are subject to the repeat policy; courses not subject to the repeat policy include all independent studies, field studies, performance activities and selected topics courses. Repeated courses are not included in the residency requirement.

Transfer Credits:

CLU accepts transfer courses from institutions accredited by a regional Association of Schools and Colleges. Students may transfer a maximum of 70 semester credits from a junior/community college. Credit is generally given for those classes deemed baccalaureate level. Currently enrolled students who plan to transfer additional credits from another institution must have prior approval by the registrar. A maximum of 20 semester credits of correspondence and/or extension work may be counted toward the degree but may not be included in the major.

The registrar determines the acceptability of other postsecondary level courses; faculty in the respective majors determine whether transfer credit will meet specific degree requirements. 30 of your final 40 credits must be completed at CLU.

Graduation:

One year prior to their expected graduation date, students must file an "Application for Degree" form at the Registrar's Office and submit major/minor checklists.

Transcripts:

Official transcripts of a student's complete record must be requested in writing by the student to the Registrar's Office. The transcript charge is \$5 per copy for an official transcript. The University reserves the right to withhold grade reports or transcripts if the student has financial obligations to the University that are unmet.

Classification of Students:

Freshman - has earned fewer than 28 semester credits.

Sophomore - has earned at least 28 semester credits.

Junior - has earned at least 58 semester credits.

Senior - has earned at least 90 semester credits.

Special - refers to students who are non-degree candidates or to those who do not fit into the traditional classification categories. Students may attend in a special status by permission of the registrar for a maximum of 11 credits, at the end of which they must submit credentials and be officially accepted by the Admission Committee in order to register for subsequent semesters. Full-time - enrolled for 12 or more semester credits in traditional undergraduate program. Part-time - enrolled for fewer than 12 semester credits in traditional undergraduate program.

Concurrent Enrollment:

Students registered at California Lutheran University are not permitted to carry concurrent course work at any other institution without approval of the registrar. Application forms for concurrent registration are available in the Registrar's Office.

Grading Policies**Grades and Grade Points:**

The cumulative grade point average (CUM GPA) is computed by dividing the total number of grade points earned by the total number of credits attempted, based on CLU and transferable course work. The CLU grade point average (CLU GPA) is computed by dividing total number of grade points earned by the total number of credits attempted, based on CLU course work.

The following grades are used in calculating grade point averages:**Grade points per attempted credit hour earned**

A Excellent 4.0

A- 3.7

B+ 3.3

B Good 3.0

B- 2.7

C+ 2.3

C Satisfactory 2.0

C- 1.7

D+ 1.3

D Barely Passing 1.0

D- 0.7

F Failure 0.0

UW Unofficial 0.0

Withdrawal

WF Withdrawal Failing

The following grades are not used in computing the GPA:

IN Incomplete

No grade points, no credit given

P Passing

No grade points, credit given

NC No Credit

No grade points and no credit given

W Withdrawal

No grade points and no credit given

AU Audit

No grade points and no credit given

NR No Report

No grade points, no grade report submitted by faculty

A grade of IN (Incomplete) may be assigned only in the case of students who, for illness or other circumstances beyond their control, have missed a final examination or major piece of work. Students may not make up the Incomplete by repeating the course. An IN automatically becomes an F if not made up by the published date for the last day to withdraw from a course of the following regular semester after the incomplete grade was given. A grade of W will be assigned if a student withdraws once classes begin. The only exception will be when one course is substituted for another during the add period.

Pass/No Credit:

The Pass/No Credit option is offered so that students may explore areas of interest without competing with students who may be majoring in that area. The Pass/No Credit grading is available on a limited basis. Only sophomore, junior or senior students in good standing may register for a maximum of six (6) courses for P/NC grading. Pass/No Credit grading must be selected prior to the last day to drop a class without academic penalty, and a change to letter grade may NOT be petitioned later. Pass (P) equals C- or above and will count toward graduation. No Credit (NC) equals D+ or lower and will not count toward graduation. Courses graded P/NC are not computed in the GPA. Students shall take no more than one Pass/No Credit graded course in one department and may take no more than one P/NC course per semester (except for courses designated P/NC grading only). No Core requirements or any portion of the major (including required supporting courses) may be satisfied by courses graded P/NC, except courses offered only with P/NC grading.

Grade Challenges and Changes:

The normal presumption in the administration of grades at California Lutheran University is that the instructor alone is qualified to evaluate the academic work of students in his or her courses and to assign grades to that work.

If a student believes that a grade was assigned in error, he or she should approach the instructor immediately. If the instructor believes that the grade was assigned in error, he or she will submit a grade change form identifying the reason for the change. **GRADE CHANGES MUST BE SUBMITTED WITHIN ONE SEMESTER FOLLOWING THE TERM IN WHICH THE INITIAL GRADE WAS EARNED.** If a student believes that a particular grade was assigned in a manner that was arbitrary or unjust, or that crucial evidence was not taken into account, the student may file a grade challenge. **THE CHALLENGE MUST BE PRESENTED IN WRITING TO THE INSTRUCTOR BY THE END OF THE SEMESTER FOLLOWING THE SEMESTER IN WHICH THE DISPUTED GRADE WAS GIVEN.** If an agreement cannot be reached, the student may present a written appeal to the dean of the College/School, who will follow the process described in the Faculty Handbook.

Honors

Honors at Entrance:

In recognition of achievement in college preparatory work, CLU grants Honors at Entrance to freshman students whose high school record is of superior quality. Honors at Entrance certificates will be issued at the time of admission to students who have earned at least a 3.75 GPA on their high school work.

Dean's Honor List:

Students whose GPA for a semester is 3.6 or above and who are enrolled for 12 or more graded credits shall have their names placed on the Dean's Honor List for that semester. Grades earned from removal of an "Incomplete" are not included. The Dean's Honor List is based on grades submitted by the instructor at the end of the semester. Later grade changes are not considered.

Honors at Graduation:

The following honors are awarded to qualified recipients of the Bachelor of Arts or Bachelor of Science degree:

Cum laude (with distinction): Students who earn a minimum GPA of 3.5.

Magna cum laude (with high distinction): Students who earn a minimum GPA of 3.7.

Summa cum laude (with highest distinction): Students who earn a minimum GPA of 3.9. Students must earn the designated GPA on work taken at CLU and on all combined CLU and other college work attempted. They

must also have completed at least 30 graded semester credits at CLU in order to be considered for honors. Honors recognition for the graduation ceremony is based on GPA and credits completed through the last graded semester. Honors designation on the student's permanent record is based on final semester records.

Grade Reports: Grade reports are no longer mailed to students. All grades are obtained through web advisor. Any discrepancy between this report and the student's personal record must be brought to the attention of the registrar before the end of the following semester. The University believes the basic responsibility for communicating grades to parents of dependents enrolled at CLU rests with the student.

Unsatisfactory Progress

Academic Probation:

Academic probation is an indication to students that their academic record is unsatisfactory and that failure to improve may lead to disqualification from further work at the University. Students on probation will be required to meet with the academic counselor in the Learning Resource Center before their registration will be considered as official for the ensuing semester. Progress will be monitored by the Center of Academic & Accessibility Resources office and faculty advisors.

The following classes of students will be placed on probation:

1. First semester freshman students who fail to earn a 1.7 GPA.
2. Second semester freshman students or beyond whose cumulative or CLU GPA falls below 2.0. Students placed on probation must attain a semester GPA of 2.0 or higher in the first semester after having been placed on probation. If this is not accomplished, students will be placed on academic suspension. Students having attained a semester GPA above 2.0 in the first semester on probation are given a second semester on probation in which to raise the CLU and cumulative GPA to 2.0 or above. A student is removed from academic probation when his or her CLU and cumulative GPA return to 2.0 or above.

Academic Suspension:

Students on academic suspension may not take courses at CLU. Academic suspension normally lasts for one full academic year. The following classes of students will be placed on academic suspension: 1. Students who fail to achieve a 2.0 semester GPA in the first semester after being placed on academic probation. 2. Students who fail to raise the CLU cumulative GPA to 2.0 by the end of the second semester after being placed on academic probation.

Students on academic suspension who plan to return to the University are required to meet with a committee to establish the conditions that may lead to readmission. An appeal for readmission must include: a transcript, a letter making the case for readmission, transcripts of all work completed since

suspension, and a copy of the plan for readmission. All petitions for readmission must receive final approval from the provost and dean of the Faculty.

Academic Disqualification:

Students will be disqualified from the University without further appeal if, following readmission, their semester GPA falls below 2.0 or if the cumulative GPA remains below 2.0 after two semesters.

Eligibility:

Students who are on probation are ineligible for intercollegiate competition and/or participation in any activity that requires absence from classes. Eligibility shall be further dependent on conformity to the declared standards of deportment at CLU.

Study Abroad:

Eligibility:

Student participation in study abroad programs is subject to final approval by California Lutheran University.

Academic:

Students should have a 3.0 cumulative GPA in order to participate. Eligibility for students with a GPA below 3.0 is at the discretion of the Director of Study Abroad. Students on academic probation are not eligible to study abroad.

Disciplinary:

Students on Residence Hall Suspension, Residence Hall Expulsion, University Probation, University Suspension, University Expulsion, or any combination thereof are not eligible to study abroad.

Eligibility for students on Residence Hall Probation or under other disciplinary action is at the discretion of the Dean of Students/Vice President for Student Affairs or his/her designee and the Director of Study Abroad.

While studying abroad, students are considered to have a continuing relationship with California Lutheran University and are therefore subject to the policies of the University. Violations of host country laws and program policies while abroad may result in disciplinary action at California Lutheran University.