Catalog

2012-2013

Enrollment in the College of Liberal Arts and Sciences

Registration

New Student Registration
First year and transfer students for the fall semester will register for classes online during the prior spring semester, with the assistance of a specially trained faculty advisor. International students will work with the Office of Global Engagement to complete their registration prior to arriving on campus.

New students entering in the spring semester will register in December or early January.

Current Student Pre-Registration
At a designated time late in each semester, current degree-seeking students register for the subsequent semester. Students are notified of the appropriate days and procedures.

General Registration
Registration for special students and readmitted students begins immediately following the current degree-seeking student pre-registration period and continues through the first full week of classes. After the registration period has closed, students may register only with special permission from the Executive Committee. A fee may be assessed for late registration.

Change of Registration
(Dropping and Adding Individual Courses)
During the first week of the semester, upper class students may drop and add courses on Web Advisor. First-year students and international students, however, need to complete a drop and add form and secure the signature of their academic advisor.

After the first full week of class, no course(s) may be added to a student's schedule without special permission from the Executive Committee. Students may drop courses on WebAdvisor through the second week of the semester.

Course(s) are deleted from a student's schedule if dropped before the drop deadline (first week of classes for part-time students; second week of classes for full-time students). (See Withdrawal from all courses if deleting all courses.) A student who wishes to remove a course(s) from his or her schedule after the appropriate drop deadline may withdraw from the course (see Withdrawal from a course).

Validation of Registration
Each student is required to confirm his or her registration, provide directory information* and assume responsibility for the payment of tuition and fees by the end of the first week of classes. Prior to validation, students must clear all prior balances at the Business Office, clear any fines, return overdue books at the library, and have complete immunization records at Student Health (see Privacy of Educational Records).

Payment Policy

Students pay or make arrangements for payment of tuition, fees, room, and board by the end of the first week of each semester (see Payment Policies).

Cancellation of Registration

A student's registration is canceled after the first week of classes if the student has not validated. A student may be administratively withdrawn from his or her classes after the first week of the semester if arrangements for payment have not been completed. When a student is administratively withdrawn, he or she will be charged 10% of the tuition and fees applying to his or her registration.

Once a student's registration has been canceled or a student has been administratively withdrawn, he or she must appeal to the Dean to re-register for that semester.

Withdrawal Policy

Withdrawal from a Course
A student who withdraws from a course after the drop deadline but before the end of the tenth week of the semester receives a "W" (Withdrawal). A Withdrawal is not computed in the grade point average. After the tenth week of a course, a student may not withdraw and a grade is recorded. If extenuating circumstances dictate withdrawal from a class after the tenth week, a student may petition the Executive Committee for consideration of a late withdrawal.

Withdrawal from all Courses
A student who discontinues his or her enrollment at Nebraska Wesleyan after the first week but before the end of the tenth week of the semester must file a Withdrawal from All Courses request in the Registrar's Office to avoid receiving "F" grades in all courses. After the tenth week of the semester, a student may not withdraw and grades are recorded. If extenuating circumstances dictate the necessity to discontinue enrollment after the tenth week of the semester, the student may petition the Executive Committee for consideration of a late withdrawal. Contact the Academic Affairs Office for additional information (see Refund Policy and Title IV Refund Calculation Policy).

Course Load

An undergraduate student must carry a minimum of 12 credit hours to be considered full time. (Definitions of "full-time status" may differ as they relate to eligibility for participation in intercollegiate athletics. For additional information, contact the Athletic Office.) A course load of 18 hours is the maximum allowed under the regular undergraduate tuition rate. A schedule in excess of 18 hours must be approved by the student's advisor (see Degree Requirements).

A normal full-time undergraduate course load consists of 15 to 16 credit hours per semester. To complete the minimum number of credit hours required for graduation within four academic years, students will average 16 hours per semester. Students who plan to work while in college should arrange their schedules accordingly.

Enrollment in University College (UC)

Registration (UC)

University College students will be notified of dates and procedures for registering for courses. Once a student registers for a course, it is the student's responsibility to cancel if he or she needs to drop the course.

Payment Policy (UC)

University College students pay or make arrangements for payment of tuition and fees at the beginning of each class (see Payment Policy for University College).

Withdrawal Policy (UC)

A student who withdraws from a course after the drop deadline but before the withdrawal deadline receives a "W" (Withdrawal). A Withdrawal is not computed in the grade point average. After the withdrawal deadline, a student may not withdraw and a grade is recorded. If extenuating circumstances dictate withdrawal from a class after the withdrawal deadline, a student may petition for consideration of a late withdrawal.

A graduate student wishing to withdraw from his or her master's program must declare in writing his or her intentions to withdraw from the program. This request will provide the student an inactive status for one academic year. Within the year the student may reactivate his or her participation in the program by notifying the program director and re-registering for courses. After one year, the student is terminated from the program unless he or she has applied for and been granted an extension of his or her inactive status. Any terminated student who wishes to re-enter a program must re-apply for admission, send a new application fee and follow all other required application procedures in place at the time of reapplication.

Course Load (UC)

An undergraduate student carrying 12 or more hours during a semester is considered full-time. A graduate student must carry 6 credit hours per semester to be considered full-time.

Class Attendance

Regular class attendance is expected of all students. Specific requirements vary. Each instructor provides a written statement of his or her attendance policy to each class during the first week of the term. A copy of the statement is also available for examination in the Academic Affairs Office.

Students who are unable to attend the first meeting of a class or laboratory for which they are registered should notify the instructor or department chair prior to the first meeting of the class or laboratory. If a notification of the student's intent is not received, the instructor, at his or her discretion, may cancel the student's registration. Students who do not plan to attend a course or laboratory for which they are registered must officially drop the course before the drop deadline.

Students who plan to discontinue a course after the drop deadline must officially withdraw from the course before the withdrawal deadline (see Withdrawal Policy).

Note that if a student who has been awarded a federal loan and/or grant does not officially withdraw and fails to earn a passing grade in at least one course over an entire semester, the institution must assume, for Title IV purposes, that the student has unofficially withdrawn, unless the institution can document that the student completed the semester. Federal regulations require that a Title IV refund calculation be processed by the Director of Scholarships and Financial Aid. In the College of Liberal Arts and Sciences, faculty members keep attendance records and may report absences deemed excessive to the Student Life Office whenever counseling seems desirable. Each instructor may enforce attendance policies independently, however.

Students must take responsibility for contacting faculty regarding their anticipated absences for curricular and cocurricular activities and arranging for make up work as expected. Students who anticipate absences because of curricular or cocurricular activities should make every effort to avoid other absences from

classes. Guidelines regarding student absences for curricular and cocurricular activities are provided in the Student Handbook. For more information about these guidelines, contact the Academic Affairs Office or the Student Life Office.

Culmination Period

The culmination period for the College of Liberal Arts and Sciences courses is a week-long interval in which no lecture examinations, tests, or quizzes are given (exceptions include laboratory practical examinations, activity examinations, final performances, makeup or repeat examinations, and self-paced examinations). The Academic Affairs Office may grant other exceptions. Commonly referred to as "Dead Week," this period begins at 8 a.m. seven days before final examinations commence, and remains in effect until the beginning of the first exam of Finals Week.

Final Examinations

A final examination period is scheduled for every College of Liberal Arts and Sciences course. The Final Examination Schedule is listed in the class schedule each semester according to the day/time of the course section. Each course must meet no fewer than 50 minutes during the period specified in the final exam schedule. Any deviation from the published Final Examination Schedule must be approved by the Academic Affairs Office. (Exception: if there are multiple sections of a course, an instructor may allow a student to meet at the final exam time of another section of the same course.)

All students, including seniors, take final examinations in each course for which they are registered unless the instructor exempts individual students from this requirement.

Summer and Winter Term Sessions

Summer
Registration for summer classes begins during the spring semester; the specific registration dates are published in the summer schedule. Payment is due on or before the first day of classes. Deadlines for add, drop, pass/fail and withdrawal are adjusted according to the length of each summer session and will be published in the summer schedule. For additional information, contact the Registrar's Office or University College Office.

Winter Term
Registration for winter term classes begins during the fall semester; the specific registration dates are published in the winter term schedule. Payment is due on or before the first day of classes. Deadlines for add, drop, pass/fail, and withdrawal are adjusted according to the length of the winter term class and will be published in the winter term schedule. For additional information, contact the Registrar's Office.

Credit

Credit in courses in the College of Liberal Arts and Sciences is computed according to the time spent each week in classroom and laboratory instruction. One credit hour normally represents one 50-minute session of classroom instruction meeting once a

week for a semester. Credit in University College courses is based on the length of time spent in class, by expected outcomes, or by a combination of the two factors.

No credit is earned for a course if a grade of “F” is received. For additional information, contact the Academic Affairs Office.

Classification of Students
Undergraduate students are classified according to the number of credit hours they have accumulated.

Classification	Hours
Freshmen	0 to 25.5 hours
Sophomores	26 to 57.5 hours
Juniors	58 to 89.5 hours
Seniors	90 hours and above

Credit Earned Outside Regular Classes

Students may earn credit for coursework outside of regular classes at Nebraska Wesleyan University. Although credit for work completed at unaccredited institutions or in nontraditional academic settings is not normally granted at Nebraska Wesleyan, students may be able to certify their accomplishments through one of the following special programs or procedures:

Advanced Credit in Math and Modern Languages
Students who come to Nebraska Wesleyan with advanced skills in mathematics or modern languages may earn advanced credit for specific prerequisite courses after successfully completing the appropriate intermediate or upper-level course.

The Registrar will record “Advanced Credit” and a grade of “PX” in the prerequisite course(s) after receiving written approval from the department chair. Advanced credit earned in this manner applies toward the total number of hours required for graduation. It may count toward a major, minor, supporting program, or general education requirement for any degree. Advanced credit is not computed in the student’s grade point average. No fees are charged for advanced credit.

Mathematics
Advanced credit may be earned for Mathematics 105-Calculus I for students who complete Mathematics 106-Calculus II with a grade of “C” (2.00) or better. Credit may be earned for both Mathematics 105 and Mathematics 106 if the student completes Mathematics 204-Calculus III with a grade of “C” (2.00) or better. Contact the Department of Mathematics and Computer Science for additional information.

Modern Languages
Advanced credit may be earned for intermediate level and third-year courses in French, German, and Spanish for students who complete the appropriate higher-level course with a grade of “B” (3.00) or better. Contact the Department of Modern Languages for additional information.

International Baccalaureate
Students who have received an International Baccalaureate diploma with a score of 30 or higher and have no score less than four in any one of the six examination groups may be given credit up to a maximum of 32 hours.

Students who have achieved a score of five to seven in individual International Baccalaureate courses taken at the higher level may receive credit for those courses, up to a maximum of 32 hours.

Credit by Examination

Advanced Placement
Students may earn college credit for satisfactory performance on the Advanced Placement tests in high school. There is no fee at Nebraska Wesleyan for credit hours earned through this option. Each request for this type of credit must be supported by results of the Advanced Placement Tests given by the College Entrance Examination Board. The norms for successful performance on a particular exam are determined by the appropriate Nebraska Wesleyan academic departments. For additional information contact the Registrar’s Office.

CLEP/DANTES*
Nebraska Wesleyan students may earn up to 16 hours of credit by successfully completing College Level Examination Program (CLEP) or Defense Activity for Non-Traditional Education Support (DANTES) tests. Although there is a charge for taking the test, there is no additional fee for credit hours earned. To receive CLEP or DANTES credit, students must score in the 50th percentile

or higher; however the norms for successful performance on a particular exam are determined by the appropriate Nebraska Wesleyan academic departments.

(Students taking the CLEP English Composition tests will also complete the supplementary essay.)

CLEP tests are administered regularly by regional testing centers of the College Entrance Examination Board. Students who have met requirements for these exams may secure credit at Nebraska Wesleyan by requesting the College Board to submit their scores to the Registrar.

For more information contact the Registrar's Office or the University College Office.

Credit by Examination
A student who wishes to earn credit by taking an institutional course examination pays an examination application fee in advance at the Business Office and completes a formal application available from the Registrar's Office. The Registrar certifies that the applicant is a student in good standing and that the course involved is not a prerequisite for an advanced course in which the student is currently enrolled or has previously earned credit. Students may not earn credit by examination for courses numbered 195-197; 291-299; 591-599.

The chair or director of the department or program involved must approve the application and direct the administration of the examination. A student who has been enrolled in a course must wait at least six weeks following completion, failure, or withdrawal from a course before applying for credit by examination in the same course.

Satisfactory performance on an examination, signified by a grade of "PX", is the equivalent to a grade of "C-" or higher for undergraduate credit or a grade of "B-" or higher for graduate credit. Students who wish to receive a grade other than "PX" for credit earned by examination must declare this intent, including department chair or program director approval, in writing to the Registrar before taking the examination.

The Registrar will not record credit hours earned by examination until the Business Office certifies that the student has paid the fee for credit hours earned. The student must complete all procedures for claiming credit within 90 days following satisfactory performance on the test.

Courses passed by examination and listed with a grade of "PX" on the student's transcript are not computed in the student's grade point average, neither are they considered pass/fail hours. Courses passed by examination with a grade other than "PX" are computed in the student's grade point average.

Lifelong Learning Portfolio*
Eligible Nebraska Wesleyan students may earn up to 16 hours of academic credit for informal college-level learning that has been experienced outside of the formal higher education setting and demonstrated through a portfolio. Although there is a charge for submitting a portfolio for review, there is no additional fee for credit hours earned. Please contact the University College Office for further information and details.

To be eligible students must be accepted in a degree program at Nebraska Wesleyan, be at least 25 years old, and have five years of work experience.

Workplace and Military Training*
Nebraska Wesleyan students may earn up to 32 hours of academic credit for formal instruction they have accomplished in the military or through corporate training programs. Credit is awarded following the recommendations of the American Council on Education as published in The National Guide to Educational Credit for Training Programs and The Guide to the Evaluation of Educational Experiences in the Armed Services. There is no fee at Nebraska Wesleyan for credit hours earned through this option. For additional information, contact the Registrar's Office or the University College Office.

*Credits earned through these prior learning assessment options (CLEP, DANTES, Workplace and Military Training, Lifelong Learning Portfolio) may not exceed 64 hours.

Proficiency Examinations for No Credit

Students may be able to take departmental examinations to demonstrate proficiency for a course or requirement without receiving credit. Although successful completion of a proficiency examination waives a required course or requirement, it does not reduce the total number of hours needed for graduation. Students should consult with individual department chairs to see if a proficiency examination for no credit is available.

Transfer of Credits

Credits from regionally accredited two-year institutions, with grades of “C-” or above, are evaluated on a course-by-course basis. A maximum of 64 undergraduate semester hours will be accepted for transfer from two-year institutions. Within that 64 hour limit, Nebraska Wesleyan University may accept up to 16 semester hours for courses of a technical content. Although courses taken at a two-year institution may be equated to upper-level courses at Nebraska Wesleyan (200 level), those courses are not counted as upper-level for the Wesleyan degree. (An additional 29 undergraduate hours may be transferred for graduates of NLNAC accredited or state-approved collegiate based nursing programs.) Undergraduate credit is accepted from all regionally accredited four-year institutions for courses with a grade of “C-” or above.

Nebraska Wesleyan students who wish to enroll in one or more courses at another institution should secure in advance the approval of the Registrar and the appropriate department chair(s) to ensure that credits are transferable. Students must, however, adhere to the appropriate residency policy (see Residency Requirement). To ensure transferability of credits earned while studying abroad, students secure written permission from the Director of Global Engagement and their advisors before leaving the United States. For more information and special advising on study abroad programs, contact the Director of Global Engagement. Students transferring from other institutions will have their transcripts evaluated by the Registrar to determine which credits Nebraska Wesleyan will accept (see Admission of Transfer Students).

For a master’s degree, graduate credit with a grade of “B-” or better may be transferred from other institutions, with the approval of the Registrar and the specific graduate program at Nebraska Wesleyan. The transferring institution must be regionally accredited.

Transfer credits count toward the total number of hours earned but are not included in GPA calculations. No undergraduate transfer credits are given for courses with a grade of “D+”, “D” or “D-” or the equivalent. No graduate transfer credits are given for courses with a grade or “C+” or lower or the equivalent.

Evaluation of Academic Work

Grading System

Nebraska Wesleyan University uses the following grading system:

Excellent	A/A+	4.00 grade points
	A-	3.67 grade points
	B+	3.33 grade points
Good	B	3.00 grade points
	B-	2.67 grade points
	C+	2.33 grade points
Satisfactory	C	2.00 grade points
	C-	1.67 grade points
	D+	1.33 grade points
Marginal	D	1.00 grade points
	D-	0.67 grade points
Failure	F	0.00 grade points

W - Withdrawal (before the end of the tenth week of the semester, or appropriately prorated)
WA - Administrative Withdrawal
P - Passed without grade (course offered on pass/fail basis)
P* - Pass-Student designated non-traditional grade; earned “C-” or better
F* - Fail-Student designated non-traditional grade; earned “D+” or lower
PX - Passed by examination
I - Incomplete
NG - No Grade (temporary grade given in 599 courses when completion of course at end of term not appropriate)*
AU - Audit (no credit)

Incomplete
An “I” (Incomplete) is given for work left incomplete for reasons that the instructor and department chair or program director

consider valid. Students are eligible for an incomplete grade only if they have already completed 75% of the course work. The percentage of completion is determined by the instructor. A student requests an incomplete grade from the instructor.

If the instructor and department or program approve the request, the student must fill out an Incomplete Agreement form (available from the Registrar's Office) with the instructor and department chair or program director. The work for an Incomplete must be finished within the time allotted by the instructor (maximum of one year from the close of the term in which the student is enrolled*). The instructor stipulates what the final grade will become if the work is not completed.

If the work is completed in time, the instructor determines the final grade according to the quality of the student's performance. If the work is not completed, the Registrar assigns the grade stipulated on the Incomplete Agreement form.

A Permanent Incomplete is allowed only in cases resulting from a catastrophic event in the life of a student, such as an incapacitating illness or other problems beyond the control of the student, which prevents the student from completing the work. In such cases, the student, his or her proxy, or the instructor can petition the Executive Committee (or Curriculum and Academic Policy Committee for University College students) for a Permanent Incomplete.

***No Grade**
Incompletes for graduate courses numbered 599 are handled differently from other Incompletes. At the end of the term, the instructor or Program Director will decide whether it is feasible or appropriate for the work of the 599 course to be completed by the student. When it is not feasible or appropriate for the work to be completed, a temporary Incomplete, designated as No Grade (NG), will be assigned and the instructor will determine the date when the work should be completed. If the work is completed by this assigned date, a grade will be recorded in place of the No Grade. If the work is not completed by the assigned date, an Incomplete will be recorded. The Incomplete will remain until the Incomplete Expiration Date, determined by the instructor (maximum time limit is the degree completion time limit). At the expiration date, whether or not the work has been completed, a grade will be recorded.

Grading Options for Courses

Grading options for each course are published in the class schedules. All courses are offered according to one of the following options:

- **Standard.** When courses are offered on a standard basis, instructors submit traditional grades (see grade options under Grading System). Unless a pass/fail designation is indicated, courses follow the standard option. Students may elect to take the course pass/fail (see "Standard Pass/Fail under Student Options).
- **No Pass/Fail.** Courses designated by No Pass/Fail (No P/F) must be taken for a letter grade. Students enrolled will earn a traditional grade with no possibility of earning a grade of "P*."
- **Pass/Fail Only.** Any courses designated as Pass/Fail Only (P/F Only) are automatically pass/fail for all students enrolled. Students do not request this option and instructors do not report grades other than "P" or "F." Internships are normally offered on a pass/fail only basis.
- **Pass/Fail Oriented.** In courses designated Pass/Fail Oriented (P/F Orient) students normally receive a "P" or "F" but may request a traditional grade (see Pass/Fail Oriented under Student Options).

Pass/Fail

The following options are available to undergraduate students:

- Standard Pass/Fail. Students who wish to take a course offered on a standard basis for pass/fail may request to do so in the Registrar's Office. To elect the pass/fail option, students submit a written request to the Registrar no later than the end of the sixth week of the semester. (Deadlines for winter term, summer and other shortened terms are prorated.) The instructor will not know that a student has elected the pass/fail option and will submit a traditional grade. Grades of "C-" and above are recorded as "P*" on the student's transcript. Grades of "D+", "D", "D-" and "F" are recorded as "F*".

  See Pass/Fail Regulations for other pertinent information.
- Pass/Fail Oriented. Students who wish to take a course offered on a pass/fail oriented basis for a traditional grade submit a written request to the Registrar's Office no later than the end of the sixth week of the semester. (Deadlines for winter term, summer and other shortened terms are adjusted accordingly.) In this case, the instructor will turn in a traditional grade rather than a "P" or "F" as usual.

Pass/Fail Regulations
The following regulations are in effect:

- Grades of "P*" and "P" are not computed in the student's grade point average; grades of "F*" and "F" are computed in the average.

- Each student may use two courses with grades of “P*” toward general education requirements. This excludes courses from the “First Year Experience” category.
- Grades of “P*” may not be used to meet requirements for a major, minor or supporting program without permission from the chair of the department offering the major or minor.
- Students with freshman status may not declare a course pass/fail.
- Students with sophomore status and above may declare one course pass/fail in a term. (This limitation does not apply to courses of 1 hour credit or less or to courses designated Pass/Fail Only or Pass/Fail Oriented.)

Audit

A student may register for a course on an audit basis if space is available after first obtaining permission of the instructor. A student will earn no credit for a course taken on an audit basis. The designation of “AU” requires attendance of at least 75% of the class sessions. Should the student not fulfill this obligation, the instructor will indicate so on the final grade report, and the course will not be recorded on the student’s transcript. Music ensembles and certain other courses requiring participation may not be audited. The audit option is not available during Winter Term and Summer sessions.

Repeated Courses

When a student repeats a course, both grades remain on the student’s transcript, but only the last grade earned (whether higher or lower) and the associated credit(s) are used to determine hours earned and the student’s grade point average. Students who repeat a course and earn a grade of “F” lose any credits previously earned for that course.

See individual course descriptions for any repeat restrictions of courses. Courses are subject to change, and therefore repeating a course may not always be possible.

Calculating the Grade Point Average

The grade point average (GPA) is calculated according to the following steps:

1. Total all hours taken at Nebraska Wesleyan in courses where traditional grades are earned (A, B, C, D with +’s and -’s, F and F* but not W, WA, P, P*, PX, I, or AU),
2. Add all grade points, and
3. Divide the sum of grade points by the sum of hours graded.

A semester GPA is computed each semester in addition to the cumulative GPA.

Transfer credits and grade points are not computed in the Nebraska Wesleyan University GPA. Transfer credits are recorded as a unit and count toward the total number of hours earned (see Transfer of Credits).

Minimum Grade Requirements

A minimum grade point average of 2.00 is required for a bachelor’s degree. A grade of “D+” or below in a subject is not acceptable for meeting major, minor or supporting program requirements. No more than 25 hours of credit earned with grades of “D+”, “D” and “D” may be applied toward any degree.

A grade point average of 2.50 is required for earning a master’s degree. A minimum grade of “B-” is required for graduate courses counting toward degree requirements.

Academic Standing for Undergraduate Students

The minimum grade point averages permitted for undergraduate students to be considered in good standing for each classification are as follows:

Classification	GPA
Freshman (0-25.5 hours)	1.60
Sophomores (26-57.5 hours)	1.80
Juniors (58-89.5 hours)	1.90
Seniors (90 hours and above)	2.00

At the end of each semester, undergraduate students who fail to remain in good standing are placed on academic warning, probation, or suspension, as outlined on the Undergraduate Academic Standing Table. Contact the Registrar's Office for more information.

Undergraduate Academic Standing Table

	Freshmen (0-25.5 hours)	Sophomores (26-57.5 hours)	Juniors (58.5-89.5 hours)	Seniors (90 hours and above)
Academic Warning	Cumulative GPA falls below 1.60	Cumulative GPA falls below 1.80	Cumulative GPA falls below 1.90	Cumulative GPA falls below 2.00
Academic Probation	Cumulative GPA falls below 1.60 at the end of academic warning semester	Cumulative GPA falls below 1.80 at the end of academic warning semester	Cumulative GPA falls below 1.90 at the end of academic warning semester	Cumulative GPA falls below 2.00 at the end of academic warning semester
Academic Suspension	Cumulative GPA falls below 1.60 at the end of academic warning semester	Cumulative GPA falls below 1.80 at the end of academic probation semester OR fails ½ of attempted full-time hours	Cumulative GPA falls below 1.90 at the end of academic probation semester OR fails ½ of attempted full-time hours	Cumulative GPA falls below 2.00 at the end of academic probation semester OR fails ½ of attempted full-time hours

A student who is suspended is not allowed to enroll at NWU during the next semester or at any time in the future unless special permission is secured by the Dean of the Colleges of Liberal Arts and Sciences.

Academic Standing and Satisfactory Progress for Graduate Students

Graduate students must be making satisfactory progress in his or her master's program, as determined by the program. Each graduate program has the discretion to put the student on notice and provide the student parameters that must be met in order to continue in the program. A grade lower than a "B-" in a graduate level course indicates that the student may not be progressing satisfactorily through the program.

Any student with a semester GPA of 2.67 or a cumulative GPA of 2.50 or lower will be placed on Academic Probation.

Academic Dismissal terminates a student from his or her master's program. Academic Probation may or may not have occurred prior to Academic Dismissal, which occurs under these circumstances:

- Any graduate student with a semester GPA below a 2.67 at the end of a probationary semester or a cumulative GPA below a 2.50 at the end of a probationary semester.
- Any graduate student earning a grade of "F" in the final culminating course (course number 599) in his or her program.
- An MFS or MSN students earning a grade lower than "B-" twice in any one course in the graduate program.
- An MFS student fails (receives a grade of "F") in Forensic Science 597.

Students dismissed from their programs are only allowed to return to Nebraska Wesleyan if a new application is submitted and approved.

Grade Reports

Students may view grades online, normally within two weeks following the completion of the term.

After the midpoint of each semester, notices of deficiencies in academic performance (commonly called "downslips") are emailed to the College of Liberal Arts and Science student's NWU email address and to his or her advisor.

Grade Change/Appeal Policy

College of Liberal Arts and Sciences
At the beginning of each semester, instructors distribute copies of their grading policies to students and to the Academic Affairs Office. The copies on file in the Academic Affairs Office are available for review.

If a student has a question about the grade he or she earned in a course, believes an instructor has violated the grading policy in the class, or thinks the instructor has assigned a grade capriciously or with malicious intent, he or she should arrange to discuss the grade with the instructor. This discussion between the faculty member and student may lead to an agreement that the grade will remain as reported, to a change of grade by the instructor or to further dialogue regarding the grade. Academic policy prohibits extra work to be done in a course after the term has ended. A change in a student's grade for a course is only possible if an error has been made by the instructor in the determination of the grade or in the reporting of the grade to the registrar's

office. (A student who desires a higher grade for a course has the option of repeating the course by registering for the class during a subsequent term. Both grades will show on the student's transcript; however, the last grade earned is used to determine the GPA.)

If an error has been made by the instructor in the determination of the grade or in the reporting of the grade to the Registrar's Office, the instructor may submit a change of grade form to the Registrar's Office. Any error not reported within four months after the end of the term must have the approval of the Dean before it will be accepted by the Registrar's Office. A changed grade replaces the original grade reported on the student's transcript and automatically changes the cumulative GPA.

If the discussion between the student and faculty member does not resolve the issue to the student's satisfaction, the student should have a conversation with the Department Chair. The Department Chair shall ascertain that a discussion to resolve the issue has occurred between the student and the faculty member and shall attempt to mediate.

After speaking with the instructor and Department Chair, a student who wishes to pursue further action will submit a formal grade appeal. Students should contact the Academic Affairs Office for the complete Grade Appeal Policy. Questions may be addressed to the Academic Affairs Office.

University College (UC)
At the beginning of each term, each University College instructor distributes copies of his or her course syllabus, which includes the faculty member's grading policy for that course, to students and to the University College Office or Omaha Advantage Office. The copies on file in the University College Office are available for review.

If a student has a question about the grade he or she earned in a course, believes an instructor has violated the grading policy in the class, or thinks the instructor has assigned a grade capriciously or with malicious intent, he or she should arrange to discuss the grade with the instructor. This discussion between the faculty member and student may lead to an agreement that the grade will remain as reported, to a change of grade by the instructor or to further dialogue regarding the grade. Academic policy prohibits extra work to be done in a course after the term has ended. A change in a student's grade for a course is only possible if an error has been made by the instructor in the determination of the grade or in the reporting of the grade to the Registrar's Office.

If the discussion between the student and faculty member does not resolve the issue to the student's satisfaction, the student should have a conversation with the Program Director. [If the Program Director is the instructor, the student will be directed to another University College Program Director.] The Program Director will not change a grade, but will serve as a mediator to hear the facts from both the student and the faculty member and provide a recommendation for further action, if any. Further action may be a change of grade by the instructor or a formal grade appeal by the student.

After speaking with the instructor and Program Director, a student who wishes to pursue further action will submit a formal grade appeal to the University College Office or Omaha Advantage Office, using the Grade Appeal form. The formal Grade Appeal form must be submitted within 45 calendar days from the end of the term/session in which the course was offered. (If the grade in question was originally an Incomplete, the grade appeal must be submitted within 30 calendar days from the time the grade is turned in to the Registrar's Office or 30 calendar days from the time the Registrar's Office has made permanent the letter grade assigned in the event the work is not completed).

All Grade Appeals will be forwarded to the Curriculum and Academic Policy Committee Chair. Contact the University College Office or Omaha Advantage Office for the complete Grade Appeal Policy or if there are questions.

Course Numbering System

All of the University's courses are classified as lower level, intermediate level, upper level, and graduate level, and are numbered accordingly.

Lower-level courses (1 through 99) are basic, introductory, or foundation courses designed for freshmen and others without previous college instruction in a discipline.

Intermediate-level courses (100 through 199) require some previous study, advanced placement in a field, or a certain amount of intellectual maturity. Some are survey courses and others link introductory courses to the specialized upper-level courses. Intermediate-level courses are intended for juniors, sophomores, and freshmen with advanced standing.

Upper-level courses (200 through 299) are specialized courses usually designed for juniors and seniors majoring in a discipline.

Graduate courses are numbered 500 through 599.

Transcripts

The Registrar's Office will release transcripts only after the student has granted permission in writing. Students whose accounts are paid in full are entitled to an official transcript of their academic record.

The first transcript ever is free of charge. A fee is charged for each additional copy.

Students who request transcripts should allow one week for them to be prepared and issued. During periods at the beginning or following the end of a semester, additional time should be allowed for transcripts to be issued. Contact the Registrar's Office for details regarding transcript requests.

Student Petitions

The Executive Committee acts upon student petitions involving academic requirements for the College of Liberal Arts and Sciences. Students requesting adjustments to academic rules and policies may direct their petitions to the Registrar's Office for Executive Committee consideration. The committee is composed of the Academic Division Chairs, the Dean of the College of Liberal Arts and Sciences (Chair of the Committee) and the Vice President for Student Affairs Senate. For additional information, contact the Academic Affairs Office or the Registrar's Office.

The Curriculum and Academic Policy Committee acts upon student petitions for University College. For additional information, contact the University College Office or an academic advisor.

Privacy of Educational Records

The Family Educational Rights and Privacy Act of 1974 provides for specific rights to students regarding the privacy of their educational records. Nebraska Wesleyan policies and procedures that pertain to this law are available through the Student Life Office or Registrar's Office.

Nebraska Wesleyan has designated the following as directory information:

- Name
- Home address
- Local address
- Home telephone number
- Local telephone number
- Email address
- Classification and major
- Dates of attendance at Nebraska Wesleyan
- Date and place of birth
- Degrees and awards received at Nebraska Wesleyan
- Institutions attended prior to admission to Nebraska Wesleya
- Participation in recognized activities and sports
- Photograph
- Weight and height of members of athletic teams

Directory information may be disclosed by Nebraska Wesleyan University without student consent. However, students have the right to withhold disclosure of this information. Students must notify the Registrar in writing during the first week of classes each semester if they do not wish directory information to be released without their permission.

Nebraska Wesleyan will not disclose the contents of students' educational records to other parties without student consent except under circumstances allowed by the Family Educational Rights and Privacy Act.

Educational records are available for review by students in agreement with the act. Students should submit to the Registrar, Dean of the College of Liberal Arts and Sciences, Dean of Students, Dean of University College, advisor, or other appropriate officials, written requests that identify the record(s) they wish to inspect. Students may ask Nebraska Wesleyan to amend their educational records if information in them is incorrect, misleading, or in violation of their privacy rights. Students have the right to challenge the contents of an educational record under prescribed procedures and to file a complaint with the U.S. Department of Education if there is a violation of the act.

Parental Access to Academic Records

All academic information is mailed directly to students. Therefore, parents should establish communication with their sons and daughters if they wish to be informed about their students' schedules and academic progress. As provided for by the Family Educational Rights and Privacy Act, parents of Nebraska Wesleyan students may request in writing and receive their son or daughter's grade information if the student has granted NWU authorization or after providing proof that the student is a

dependent and is claimed as a tax exemption. Also, a student may grant parents access to their academic and financial records through their WebAdvisor account.

Assessment of Student Learning

As part of its stated mission regarding excellence in education, Nebraska Wesleyan University is committed to assessing the degree to which students attain the institution's educational goals. The faculty and staff may require students to participate in a variety of assessment activities that will help determine the extent to which these goals are being met. Assessment activities may include, but are not limited to, standardized testing, placement tests, surveys, portfolios of student work, group or individual interviews, or classroom research. Results are used to inform the process of teaching and learning, to shape the design and implementation of programs and curricula, and to describe and enrich the student experience at Nebraska Wesleyan University.

Student Right-to-Know Act

In accordance with the Student Right-to-Know Act of 1993, Nebraska Wesleyan's student persistence/graduation rates are available for disclosure to current and prospective students, employees, and interested community members. See the Registrar's Office for this information.

Teacher Certification Pass Rate

Title II of the Higher Education Act (HEA) requires institutions with a teacher preparation program enrolling students receiving federal assistance under the HEA to provide information regarding the pass rate of program completers on assessments required by the state for teacher licensure or certification, the statewide pass rate on those assessments, and other basic information on the institution's teacher preparation program.

Please contact the Education Department (Smith-Curtis 130) for this information.

Academic Dishonesty

The Code of Student Conduct states that students found to have engaged in academic dishonesty, which encompasses such activities as cheating, plagiarism, unauthorized collaboration, misrepresentation, and bribery, are subject to disciplinary sanctions. (See Article V of the Code of Student Conduct for a comprehensive listing of misconduct that is subject to disciplinary sanctions, as well as relevant terms and definitions.)

Faculty members have full authority in determining the action to be taken in cases of academic dishonesty. In addition to implementing the statements of the course syllabus addressing academic dishonesty, faculty may file a Report of Academic Dishonesty, or file a complaint with the University Judiciary. If a Report of Academic Dishonesty is filed, a first report on a student prompts no further action. However, if a second report for a student is filed, a formal complaint is submitted against the student with the University Judiciary. Any report after a second will launch another complaint. Complaints submitted to University Judiciary prompt a formal judicial investigation.

Students should contact the Academic Affairs Office, Student Life Office, or Registrar's Office for more information.