

## ACADEMIC REGULATIONS

The student - not the advisor, parent, or guardian - is responsible for course selection, appropriate academic progress, and fulfillment of academic requirements.

### Academic Degree Requirements

#### Bachelor Degree

To earn a baccalaureate degree from Lynchburg College, a student must

1. Complete a minimum of 124 semester hours of study with at least forty-eight semester hours, including the senior year (last 33 semester hours), at Lynchburg College. (Fifty percent of all hours applying to the major or minor must be completed at Lynchburg College.);
2. Complete all Lynchburg College General Education requirements;
3. Complete all Lynchburg College Writing Enriched Program requirements;
4. Complete the requirements for a major program as outlined in the catalogue;
5. Earn a 2.00 minimum quality point average on all work taken at Lynchburg College;
6. Earn a quality point average of at least 2.00 in the major;
7. Comply with all College standards, regulations, and procedures from the date of enrollment through the date of graduation; and
8. May not include in the 124 hours for graduation more than twelve semester hours of internship courses; six semester hours in HPE 100 level activities courses; or twelve semester hours in private music lessons.

A student may wish to satisfy specific requirements for admission to a graduate or professional school, for teacher licensure, or for a specialized program of an outside agency. These credits may be included in the 124 hours as electives or may be taken in addition to those required for graduation.

#### Second Degree

Candidates for a second baccalaureate degree must have earned their first degree from a college or university approved by the registrar, usually a regionally accredited college or university. A student pursuing a second degree must meet all requirements for a major and complete a minimum of thirty semester hours in residence beyond the requirements for the first degree. A comment referencing the first degree is applied to the Lynchburg College academic record for the second-degree student. Only transfer credits applicable to the major are applied to the record. Major courses are reviewed and approved by the department chair.

#### Governing Catalogue

The catalogue in effect defines each student's academic regulations at the time he/she entered the College. The regulations include General Education

requirements, major/minor requirements, and Writing Enriched requirements. If a later catalogue includes requirements that a student prefers, then that catalogue may be applied. An earlier catalogue may apply in the case of a transfer or readmitted student who chooses to be governed by the catalogue applicable to continuous full-time students with the same class standing (e.g., a junior transfer may choose to be governed by the catalogue in effect for the junior class).

A degree-seeking student who is studying predominantly part time typically uses the catalogue in effect when junior status is reached. When study is interrupted for more than two consecutive semesters, the student becomes subject to the provisions of the most recent catalogue.

### **Application to Graduate**

All students are required to complete an Application for B.A./B.S. degree prior to advance registration for their final year (two semesters) of enrollment to ensure that the student understands what requirements, if any, are yet to be fulfilled.

### **Graduation**

Students are encouraged to participate in the official College commencement exercises in May. (January and August candidates are also recognized at the May commencement.) Undergraduate students needing up to forty-five semester hours at the beginning of the fall semester or up to twenty-seven hours at the beginning of the spring semester may be degree candidates for August and be allowed to participate in May commencement. The January graduation date is the Friday before official registration for second semester; the August date is the Friday following submission of the final grades for the summer session. If the graduation requirements have not been completed for a particular graduation date, students who have applied to graduate are automatically placed on the candidate list for the next graduation date.

### **Behavioral Standards for Learning Environments**

The values and attitudes that should guide student behavior consistent with maintaining an environment conducive to learning are set forth in the Lynchburg College catalogue and *The Hornet*. Responsibility and authority for maintaining order in the learning environment are assigned to faculty.

The following standards and procedures apply to all learning environments. However, each School and each instructor may have codes to specify additional standards suitable for learning environments or activities.

No student in Lynchburg College classes, laboratories, performances, lectures, and/or organizations shall behave in any way that obstructs or disrupts the normal functioning of the environment. Such behavior includes, but is not limited to, behaviors that persistently or grossly (1) inhibit the ability of other students to learn; (2) interfere with the meaningful participation of other students; or (3) inhibit the ability of an instructor or presenter to do his/her job. Specifically, students should foster an optimal learning environment by doing the following:

- Arriving on time.

- Being seated when it is time to begin and being attentive throughout.
- Refraining from engaging in conversations with others unless participating in group activities.
- Using courteous tone when speaking.
- Refraining from leaving the event while it is in progress (except for illness or with prior approval).
- Treating others with respect.
- Refraining from eating.
- Respecting the process of discussion and group activity.
- Leaving the facility in a neat and clean condition.

Problem behavior may be identified through direct observation by a faculty or staff member or through a complaint brought by a student to a faculty or staff member.

### **Violations of the Behavioral Standards for Learning Environments**

If an instructor believes that a student's behavior violates the Behavioral Standards for Learning Environments policy, the instructor should take action to stop the disruption, including directing the student to cease the disruptive behavior. If the student does not comply with the instructor's direction, or if the instructor considers the disruption to be of a more egregious nature, he/she may exercise any of the following options:

1. When deemed feasible by the instructor, he/she will initiate a private conversation with the student. At the discretion of the instructor, another member of the faculty/staff and/or the student's academic advisor may be asked to be present for the conversation. The conversation should include
  - a. identification of the problematic behavior;
  - b. explanation of why the behavior is problematic;
  - c. a statement regarding expectations of future behavior; and
  - d. explanation of the consequences of continued misconduct.

After the conversation, the instructor will create a written summary of the conversation and send copies to the student, the student's academic advisor, and any staff member of the Academic Advising Center responsible for monitoring the student's progress. If a faculty/staff member was asked to be present for the conversation, a copy of the summary will also be sent to him/her.

2. If the instructor believes that a private conversation will not be effective in resolving the misconduct, he/she may call a meeting with the student and any of the following
  - the faculty member's School dean;
  - the Vice President and Dean for Academic Affairs (or designee);
  - the Vice President and Dean of Student Development (or designee); and
  - the student's academic advisor.

The meeting will address topics 1a – 1d listed above. After the meeting,

the instructor and the ranking academic official in attendance will create a written summary of the meeting. Copies will be sent to the student, the student's academic advisor, any staff member of the Academic Advising Center responsible for monitoring the student's progress, and any other faculty/staff members who attended the meeting.

3. The instructor may submit a written report of the problematic behavior to the Office of the Dean of Students for judicial review in accordance with policies and procedures described in the Honor and Student Conduct Codes (see "Judicial Procedures" in the student handbook).
4. If the instructor believes that the student's behavior is so disruptive as to require immediate action, he/she may require the student to leave the classroom immediately. If the student refuses to leave immediately, the instructor may summon security to escort the student from the room. After instructing the student to leave the classroom immediately, the faculty member will contact the vice president and dean for academic affairs to recommend a course of action, which may include
  - dismissal from the course with a grade of "F" (The grade of "F" cannot be changed by student-initiated withdrawal.);
  - suspension from the College (see "Academic Suspension"); and
  - referral of the matter to the Office of the Dean of Students for judicial review in accordance with policies and procedures described in the Honor and Student Conduct Codes.

The vice president and dean for academic affairs (or designee) will arrange a meeting with the student, the instructor, and the instructor's School dean. During the meeting, the vice president and dean for academic affairs (or designee) will inform the student of the course of action deemed appropriate to address the reported disruption.

## Academic Standing

### Regular Standing

To maintain regular academic standing, students must achieve the quality point averages (QPA) on all work taken at Lynchburg College shown in the table below. Students who do not maintain regular standing are placed on academic probation. Notification of academic probation is automatically included on the student's grade report.

For purposes of determining academic standing, a full summer session (twelve hours) at Lynchburg College is considered to be a regular semester.

When fewer than twelve hours are earned during a summer session, academic standing for freshmen is determined by averaging summer grades with the preceding semester grades. For all other students, academic standing is determined by averaging summer grades with all preceding grades to arrive at the cumulative QPA. For repeated courses, grades earned in summer courses replace grades earned earlier and are then used to determine academic standing. Grades earned in winter term courses become part of the cumulative QPA but do not affect semester academic standings. Students who withdraw from college or are suspended after the tenth week of the semester

are assigned grades for all classes (either W or F). These grades become part of the student record and are used to determine semester and/or cumulative QPA in the same manner as if the student had completed the semester.

**Academic Warning**

The status of academic warning applies to any student whose quality point average for a semester is below 2.0. A student who is placed on academic warning at the conclusion of a semester is encouraged to contact his or her advisers to develop strategies for improving academic performance.

**Academic Probation**

Academic probation is an indication of serious academic difficulty and applies whenever a student’s cumulative quality point average falls below the minimum standards for regular standing. Students who are placed on academic probation are restricted to a course load of no more than 16 credit hours each semester until they are removed from academic probation. A student on academic probation should meet regularly with his or her academic adviser(s) and participate in the Academic Coaching Program.

**Undergraduate Degree Candidates’ Academic Standing  
Based on Credit Hour and QPA Requirements**

Hours Earned	Regular Standing	Academic Probation <u>or</u> Academic Suspension if 2 consecutive semesters
	Cumulative QPA	Cumulative QPA
0-18	1.00 - 4.00	0.00 - 0.99
19-36	1.60 - 4.00	0.00 - 1.59
37-54	1.70 - 4.00	0.00 - 1.69
55-72	1.80 - 4.00	0.00 - 1.79
73-90	1.90 - 4.00	0.00 - 1.89
90+	2.00 - 4.00	0.00 - 1.99

**Academic Suspension**

A student will be placed on academic suspension if that student’s cumulative quality point average falls below the minimum required for regular standing for two consecutive semesters.

A suspended student in the spring semester who wishes to raise his/her cumulative QPA may enroll in Lynchburg College’s (LC) summer school following their suspension. If the student uses summer session to raise his or her cumulative quality point average to the minimum required for regular standing as defined in the above table, then that student will be eligible to enroll at LC for the fall semester. Students enrolled in summer school who are unable to raise their quality point average to the minimum required for regular

standing as stipulated in the above table will be academically suspended and ineligible to appeal their suspension for fall semester. Students who enroll in LC's summer session to improve their QPA are still eligible to appeal their suspension, and are encouraged to do so because decisions regarding appeals are made during the first summer term.

A first academic suspension is for a period of one academic semester. A second academic suspension is for a period of two academic semesters (i.e., one fall semester and one spring semester). A student who is suspended a third time for academic reasons is normally not readmitted to the college even after serving the three semester suspension.

Students placed on academic suspension receive a letter from the associate dean for academic affairs informing them of their academic status. After serving a suspension, students wishing to return to Lynchburg College must reapply to the College following the readmission policy. Readmission after suspension is not automatic and is contingent upon review by the Readmission Committee. To be considered for readmission, a student must document how his or her circumstances have changed and how said changes will contribute to the student's academic success. Academic success is defined as the student's persistence at and graduation from Lynchburg College. Such review may result in denial or conditional readmission.

### **Regaining Regular Standing**

A student regains regular standing by raising the cumulative QPA to the minimum required for regular standing as defined in the above table.

### **Academic Coaching Program**

The Academic Coaching Program (ACP) provides individual academic support for students on academic probation. The program is mandatory for students returning from academic suspension, as well as for students who want to appeal the academic suspension ruling of the Academic Standing Committee. The program helps students succeed by helping them to develop critical skills such as time management, goal setting, organization, use of available resources, and balancing academic and social demands.

### **Appeal of Suspension**

A student may file a written appeal of suspension to the associate dean for academic affairs only if the student believes that extenuating circumstances make suspension unwarranted. The extenuating circumstances must be beyond the student's control and of such nature as to affect significantly the student's academic performance. Also, an academic plan that specifically addresses the extenuating circumstances and largely negates their effect on the student's academic performance must be feasible.

A student's written appeal must include the student's own statement documenting the extenuating circumstances and a specific plan for achieving the necessary academic improvements. In addition to the appeal letter, the student is encouraged to submit supporting documentation, such as relevant medical records, letters of support from faculty or staff who know the student well, or any other pertinent documentation.

Upon receipt of a written appeal, the Academic Standing Committee determines whether the extenuating circumstances described by the student meet the criteria set forth above. If so, the committee examines documentation provided in support of the appeal and the student's improvement plan for adequately addressing the extenuating circumstances and their impact on the student's academic performance. At its discretion, the committee may also consider other information, such as the student's class attendance and participation, academic and disciplinary records, and co-curricular involvements.

### **Reapplication after Suspension**

A suspended student may apply for re-admission for the following semester. If re-admitted, the student returns on academic probation and must participate in the support program for re-admitted students.

A student applying for re-admission must demonstrate that achievement and motivation have sufficiently improved and that he/she will be able to meet the academic standards of the College.

The re-admission committee includes the associate dean for academic affairs (chair), the director of academic advising, the registrar, and the vice president and dean of student development. The entire student record is considered at re-admission.

### **Classification of Students**

#### **Degree Candidates**

A student admitted as a candidate for the baccalaureate degree will be classified at the beginning of each semester as follows:

**Freshman** - a student who has not earned twenty-five credit hours;

**Sophomore** - a student with at least twenty-five credit hours but not more than fifty-five;

**Junior** - a student with more than fifty-five credit hours but not more than ninety;

**Senior** - a student with more than ninety credit hours;

**Second Undergraduate Program Student** - a student with a bachelor's degree who is pursuing a second degree, second major, or minor.

#### **Non-Degree Students**

A student designated as a Non-degree Student (SP) or a Visiting Undergraduate (VU) is not a candidate for a degree. Requirements specified for degree candidates do not apply to such students, but these students must be fully qualified to undertake the work for which they enroll. Continued enrollment in this status is subject to review by the vice president and dean for academic affairs. Non-degree students who fall below 2.00 in any semester or fail to meet criteria for continuing enrollment are subject to review by the Academic Standing Committee. These students may be subject to additional criteria for continuing enrollment or may be suspended. Please refer to the "Non-Degree Admission" section under "Admissions" for additional information.

**Credit by Examination****Advanced Placement Examinations**

A degree-seeking student who attains the designated score on an Advanced Placement Examination of the College Entrance Examination Board (CEEB) will be granted transfer credit. Credit by exam credits do not apply to writing enriched graduation requirements.

**AP Subject Exams and Lynchburg College Credit Awards**

<u>AP Examinations</u>	<u>AP Score Required</u>	<u>Semester Hours</u>	<u>Lynchburg College Credit Course</u>
Art History	3	6	ART 131-132
Art Studio: 2-D Design	3	3	ART Elective
Art Studio: 3-D Design	3	3	ART Elective
Art Studio: Drawing	3	3	ART Elective
Biology	3	8	BIOL 113-114
Calculus AB	3	6	MATH 102-103
Calculus BC	3	6	MATH 103-104
Chemistry	3	4	CHEM 111
Computer Science A	3	3	C S 141
English Language/Comp.	4	6	ENGL 111-112
English Literature/Comp.	4	6	ENGL 111-112
Environmental Science	3	8	ENVS 101, 101L ENVS 102, 102L
French Language	3	6	FREN 201-202
German Language	3	6	GRMN 201-202
Govt./Politics: Comparative	3	3	Gen. Ed. Soci. Scie.
Govt./Politics: U.S.	3	3	Gen. Ed. Soci. Scie.
History: European	3	6	HIST 102 + elective
History: U.S.	3	6	HIST 255-256
History: World	3	3	Elective
Human Geography	3	3	Elective
Latin	3	3	LATN 201
Macroeconomics	3	3	ECON 202
Microeconomics	3	3	ECON 201
Music Theory	3	6	MUSC 104-105
Physics I	3	4	PHYS 141
Physics II	3	4	PHYS 142
Physics C: Mechanics	3	4	PHYS 161
Physics C: Electricity/Magnetism	3	4	PHYS 162
Psychology	3	3	PSYC 103
Spanish Language	3	6	SPAN 201-202
Statistics	3	3	MATH 222



**International Baccalaureate Program (IB)**

Lynchburg College awards academic credit for work completed in an International Baccalaureate program to students on an individual basis. After review, credit is generally awarded for completion of higher-level courses and achievement of 4 or above on the International Baccalaureate Examination. Credit by exam credits do not apply to writing enriched graduation requirements.

**International Baccalaureate: Higher-Level IB Subject Exams and Lynchburg College Credit Awards**

<u>IB Examinations</u>	<u>IB Score Required</u>	<u>Semester Hours</u>	<u>Lynchburg College Credit Course</u>
Anthropology, Social/Cultural	4	3	SOCI 201
Biology	4	8	BIOL 113-114
Business Management	4	3	MGMT 260
Chemistry	4	8	CHEM 111-112
Computer Science	4	6	C S 131 + elective
Dance	4	3	THEA 120
Economics	4	6	ECON 201-202
Film	4	3	COMM 229
Geography	4	3	INTL 213
History, Route One	4	3	HIST 101
History, Route Two	4	3	HIST 102
Information Technology	4	6	C S 100 + elective
Language and Literature	5	6	ENGL 111-112
Language B (Modern Languages)	4	6	201 -202
Literature	4	6	ENGL 201-202
Mathematics	4	3	MATH 106
Music	4	6	MUSC 100+ elective
Philosophy	4	3	PHIL 200
Physics	4	8	PHYS 141-142
Psychology	4	3	PSYC 103
Theatre	4	3	THEA 101
Visual Arts	4	3	ART 110

**College-Level Examination Program (CLEP)**

The College-Level Examination Program, also sponsored by the College Entrance Examination Board, enables students to establish, by examination, college credit at Lynchburg College. CLEP provides for recognition of college-level achievement acquired outside the conventional classroom. The policy of Lynchburg College is to award credit to individuals who achieve a score on a CLEP Subject Examination equal to the average scores on that examination of students who have earned a grade of C in a regular college course in that subject. CLEP credit will not be allowed for courses taken and failed by the student at Lynchburg College. The amount of credit is determined by the relevant program according to the coverage of their courses. Students who wish to take one or more of these examinations should contact CLEP directly for information about testing sites. Lynchburg College does not award credit

for the CLEP General Exam. The minimum required score for all CLEP computer-based exams is 50, which represents the performance of students who earn a grade of C in the corresponding college course. Credit by exam credits do not apply to writing enriched graduation requirements.

**CLEP Subject Exams and Lynchburg College Credit Awards**

<u>CLEP Subject Examinations</u>	<u>Semester Hours Credit</u>	<u>Lynchburg College Course</u>
Accounting, Financial	3	ACCT 201
Algebra, College	3	MATH 102
American Government	3	Gen Ed Soc Sci
American Literature	6	ENGL 201-202
Analyzing and Interp. Literature	6	ENGL Elective
Biology	8	BIOL 113-114
Business Law, Introduction	3	Elective
Calculus	3	MATH 103
Chemistry	4	CHEM 111
College Composition Modular	6	ENGL 111-112
English Literature	6	ENGL 201-202
French Language	6	FREN 201-202
German Language	6	GRMN 201-202
History of the U.S. I	3	HIST 255
History of the U.S. II	3	HIST 256
Human Growth and Development	3	PSYC 241
Humanities	3	Elective
Info. Systems and Computer Appl.	3	C S elective
Macroeconomics, Introduction	3	ECON 202
Management, Principles	3	MGMT 260
Marketing, Principles	3	MKTG 209
Mathematics, College	3	Gen Ed Math
Microeconomics, Intro	3	ECON 201
Psychology, Intro.	3	PSYC 103
Sociology, Intro.	3	SOCI 201
Spanish Language	6	SPAN 201-202
Western Civ. I: to 1648	3	HIST 101
Western Civ. II: 1648 to Present	3	HIST 102

**DANTES Subject Standardized Tests**

The Department of Defense agency known as Defense Activity for Non-Traditional Education Support (DANTES) offers a series of examinations in traditional academic areas. The policy of Lynchburg College is to award credit, as recommended by the American Council on Education (ACE), for scores on the subject tests as specified by ACE.

**Dean’s List**

A Dean’s List of students with quality point averages of at least 3.50 and an Honorable Mention listing of all students who have earned between 3.00 and

3.49 is published each semester. These averages must be achieved on at least twelve hours in a given semester of which nine must be graded (A, B, C, D, F) hours. Any ungraded courses must have received S or P grades.

### **Dropping or Adding Courses**

A student who wishes to drop or add a course or change to audit (i.e., attend without credit) may process a course change on-line through their MyLC computer portal (valid through the Add Period of the academic term). A course change may also be processed with a Drop/Add/Audit form. The form is available from the Office of the Registrar or from the website: [www.lyncburg.edu/registrar/forms](http://www.lyncburg.edu/registrar/forms).

For a change to be effective the change must be processed within the specified time periods (stated below). If illness or extenuating circumstances preclude a student from personally processing a change, the Office of the Registrar will process the change when notified in writing or by email of the request. The effective date of all changes is the date that the on-line transaction is submitted or the change form is received by the Office of the Registrar. For course drops last day of class attendance is used for the effective date.

Advisor approval is required for all student course changes processed by traditional-aged (less than 25 years of age) undergraduate students. During the Add Period course adds also require the instructor's signature for closed classes. After the Add Period all course changes require the instructor's signature.

The grade of F may be assigned for each course not completed and when a change is not processed in this manner.

It is a student's responsibility to attend class. A student who cannot attend class needs to withdraw from the class. Simply not attending a class does not accomplish a class withdrawal. Because student class enrollment information, including the prompt reporting of last date of attendance, is required by internal and external sources an instructor may withdraw a student from class. Following are the two ways this can occur:

- 1) A student fails to attend the first class of the term.
- 2) A student has missed so many classes and is unlikely to be able to complete the course. For example, if a student misses two weeks or more, of a normal 15 week semester, it is unlikely the student could complete the course.

**Add Period** - Prior to the completion of the sixth day of class of the semester, schedule conflicts should be resolved and courses added.

**During First Three Weeks** - Courses dropped during the first three weeks do not become part of the student's permanent record. An administrative fee of \$5 will be charged for each student-initiated section change or course add made after the Add Period. A student who wishes to audit a course (i.e., attend without credit) should apply to the Office of the Registrar. Overload fees are determined on the basis of enrollment at the end of this period.

**After Completion of Three Weeks/Before Expiration of Ten Weeks** – The grade of W will be assigned for all courses dropped during this period. A

student may change from credit to audit during this period.

**After Ten Weeks Until the End of the Semester** - A student may not withdraw from a course or change from credit to audit during this period. Students who withdraw from college, or are suspended, after the tenth week of the semester are assigned grades for all classes (either W or F). These grades become part of the student record and are used to determine semester and/or cumulative QPA in the same manner as if the student had completed the semester.

### Final Examinations

The Lynchburg College Faculty affirms the value of assessments of student learning. Thus a final examination, or other form of assessment, occurs in all courses for which such activities are deemed appropriate. Except for laboratory finals, final examinations will not be given during the final week of the semester.

In-class final examinations will be given at the scheduled examination hour. Take-home examination or final papers will normally be due at the scheduled examination hour, although an instructor may allow the work to be handed in at other times, either before or after the scheduled examination hour.

Students who have three scheduled examinations on the same day may petition the Associate Dean for Academic Affairs to move one scheduled exam to another day. The Associate Dean will work with the Registrar and the instructors to determine which of the three examinations may most conveniently be rescheduled.

### Grading System

Progress reports showing grades for all students in their first-year at Lynchburg College, all students on academic probation, and other students whose work is below the level of C- are issued at the middle of each semester. Final grades are given at the end of each semester to all students. Progress reports and final grades are distributed to students.

The grades used to indicate the quality of a student's work are relative, not absolute; their significance varies according to the level, the objectives, the materials, and the procedures of a given course. Instructors are guided by the following definitions in evaluating the achievement of their students:

- A** The grade of A is awarded for excellence. According to the nature of the course, the grade may indicate one or more of the following: deep and extensive scholarly mastery of the materials, genuine critical thought, clear insight into problems and understanding of values involved, notable originality and creativity, and unusual distinction in the acquisition of appropriate skills.  
(Quality points per semester hour: A+, 4.0; A, 4.0; A-, 3.7)
- B** The grade of B indicates that the student's work, while not excellent, is distinguished in many ways. The work shows a depth of understanding

of content and proficiency in skills, and it indicates initiative, enthusiasm, and creative thought.

(Quality points per semester hour: B+, 3.3; B, 3.0; B-, 2.7)

- C** The grade of C references a broad range of generally satisfactory work, signifies that the student has learned the basic materials and skills of the course, and that class performance is acceptable and adequate. In large classes with unselected enrollments, C would normally indicate the average attainment expected.

(Quality points per semester hour: C+, 2.3; C, 2.0; C-, 1.7)

- D** The grade of D indicates that the student's work has been acceptable in some respects but has noticeable deficiencies. It denotes that the class performance has barely met the minimum standards considered necessary for passing the course and receiving credit.

(Quality points per semester hour: D+, 1.3; D, 1.0; D-, .7)

- E** The grade of E, conditional failure, may be assigned to a student who fails a final examination or does not satisfactorily complete assigned work and where failure to achieve minimal objectives is sufficiently limited to warrant a reasonable expectation of success through re-examination or through completion of assigned work. The E counts as an F in computing the semester and cumulative quality point average until such time as it is removed. A student has until the end of the first two weeks of the following semester to remove a grade of E. If not removed within that time, an E automatically becomes an F.

- F** The grade of F signifies that the student's work is below the minimum standard and that the student has failed to pass the course. In computing quality point averages, failed courses are counted as work undertaken, but no credit and no quality points are awarded.

- I** Work Incomplete. The grade of I will be given in a course only for reasons of illness or other unavoidable conditions acceptable to the instructor. In each case, the instructor is required to report the reason for the I work and conditions for removal with the submission of course grades. All I work remaining at the end of the ensuing semester will become F unless the associate dean for academic affairs has specifically approved an extension. I work must be removed prior to graduation.

- IP** In Progress. The grade of IP may be given in upper-level independent study courses and in certain other upper-level courses when an extension of time is justified. The student will be granted a reasonable time, not later than the end of the semester immediately following (excluding summer session), in consultation with the instructor, to remove an incomplete. Any IPs remaining at the end of that following semester will become F unless the associate dean for academic affairs has grant-

ed an extension. IP must be removed prior to graduation.

**NG** No Grade. The grade of NG is given when a faculty member is unable to submit a grade to the registrar's office during the designated time period. The student should personally contact the faculty member for the grade.

**P/F** Pass Fail. Eligibility for P/F courses is based on

1. specific designation as P/F on course listing (School decision);
2. elective status not being used to satisfy General Education, major, or minor requirements;
3. junior standing;
4. limit of two courses per semester;
5. limit of four P/F grades; and
6. submission of the specific form, signed by the faculty advisor, to the Registrar's Office by the end of the fourth week of the semester.

Students are expected to meet the same standards as graded students. A failure is recorded as an F and is computed in the quality point average. P grades are not assigned quality points but are counted in total hours.

The instructor is not told of a student's enrollment under the P/F option and reports a regular letter grade. The student may opt for the letter grade at a specified minimum level.

**S/NC** Satisfactory/No Credit. In certain designated courses in which regular letter grades are not appropriate, grades of S or NC may be given. No quality points are given for an S, but credit is earned and it is counted as work undertaken. No quality points or credit is given for an NC grade and the course is not included in hours attempted.

**W** Withdrew. The grade of W is given after the first three weeks and within the first ten weeks of a semester if a student drops a course with the written consent of the advisor, the instructor, and the dean of the College or registrar. The course is not counted as work undertaken.

**Z** Audit. The grade of Z is given to students who have registered for a course on an audit basis and who have met the professor's attendance requirements. No credit is granted. If a student does not meet the professor's attendance requirements, the grade of WZ is assigned.

### Grade Review

The principle of academic freedom gives an instructor broad discretion in establishing the goals for a course, specifying the criteria by which student achievement is to be assessed, and making decisions about the student's accomplishments according to those criteria. Thus, except in unusual circumstances, an instructor's decision about a grade may not be overruled. A student may, of course, request that his or her instructor review a grade for any required work in a course.

A student who believes a final grade is in error should first discuss the matter with the instructor. If the student fails to persuade the instructor, the student may submit a written appeal within three weeks after the grade notifications are provided by the registrar's office to the dean of the School in which the course is listed in the catalogue. The School dean will, in turn, designate a review committee. The committee's recommendation will be forwarded to the dean of the College who will notify the instructor and the student, in writing, of the decision. Other than the course instructor, only the dean of the College may change a grade. (Detailed procedures are available from School deans and the Office of the Dean of Academic Affairs.)

### **Honors at Commencement**

Program honors include designation as Honors, High Honors, and Highest Honors in the major field. Seniors must apply to complete either (a) a research paper in the major area with an oral defense before a faculty committee of at least three members or (b) a comprehensive written and oral examination in the area judged by a faculty committee of at least three members. Qualifications for program honors include (a) a cumulative 3.5 QPA for all courses required for the major, (b) a cumulative 3.0 QPA for all courses taken, (c) a cumulative 3.0 QPA for all courses taken at Lynchburg College, and (d) the senior year spent in residence at the College.

General Honors are designated as Cum Laude, Magna Cum Laude, and Summa Cum Laude. These refer to cumulative quality point averages of at least 3.50, 3.710 or 3.910 (or highest in the class) respectively.

### **Independent Studies**

Independent study courses allow capable students an opportunity to pursue interests that are not otherwise available in courses for a given program. Students must have junior or senior status with a minimum QPA of 2.25. An independent study may also provide opportunity for a field experience or study trip to earn academic credit.

Special registration forms with the signature of the student, instructor, program coordinator, and associate dean of the College must be completed prior to beginning an independent study and by the end of the add period.

### **Internships**

An internship is a planned work experience for academic credit that allows the student to explore the world of work as it relates to the student's major and career goals. Under the direction of a faculty sponsor and a qualified site supervisor, the student enters into an internship contract that establishes the goals, activities, and assessment for the internship experience. The internship coordinator, located in the Career Development Center, provides administrative support and career planning guidance for all undergraduate interns. The goals of the internship program are to help students

- acquire practical knowledge in a professional discipline;
- increase the use of workplace communication skills;
- clarify career interests and goals; and
- enhance productive and professional work habits.

The number of credits granted will depend on the projected number of hours to be worked, the nature of the work to be performed, and individual program requirements. Internships offered by academic programs are described in the course listings for each program. Internships that cross normal program lines or which cannot be appropriately assigned to a particular program may be taken for credit under the General Studies Internship with a faculty sponsor suggested by the internship coordinator. The General Studies Internship (G S 399) is described in the list of courses.

An internship should be approved the semester before it is to be taken. An internship application and contract must be completed prior to beginning the internship assignment. The means of evaluation will be mutually agreed upon in advance by the intern, the site supervisor, and the faculty sponsor.

Registration for the internship cannot be completed without the application and written contract. Prerequisites are junior or senior standing with a minimum 2.25 QPA and approval of the faculty sponsor. A maximum of twelve credits may be applied toward graduation. Six credits may be applied toward the major with school approval. Student interns may or may not be paid for their work. Internship credits must be earned during the term the internship is undertaken and should be registered for by the deadline specified.

A full listing of internship opportunities (local, national, and international) is available in the Career Development Center. Lynchburg College is also affiliated with several agencies located in Washington, D.C. that can provide internships for all majors.

## **Leaves of Absence**

### **Leave of Absence**

A student may obtain a leave of absence from the College for personal reasons such as illness, to study abroad, or to complete an internship. To request a leave of absence for non-medical reasons, a student should speak with his/her academic advisor and submit a written request to the dean of students and the registrar's office stating the reason for the leave and the date of return. To request a medical leave of absence, a student should follow the procedures described in the section "Medical Leave of Absence."

If a leave of absence begins while a semester is in progress, grades will be assigned for that semester according to the normal policy governing withdrawal from courses. Refund of fees will be made in accordance with the refund policy.

Students granted a leave of absence do not need to apply for re-admission to the College. To ensure that their enrollment is reactivated, students on leave should register for classes for the semester they plan to return to LC at the first opportunity made available by the registrar's office. If the date of return needs to be changed, the student must submit a written request for an extension of leave to the dean of students.

### **Medical Leave of Absence**

If a student needs to withdraw from the College for health reasons, he/she should contact the director of Health and Counseling Services at 434-544-8616 to request a medical leave of absence and to provide medical documen-



tation supporting the request.

If a medical leave of absence begins while a semester is in progress, grades will be assigned for that semester according to the normal policy governing withdrawal from courses. Refund of fees will be made in accordance with the refund policy. Students who are academically eligible to continue enrollment for the next semester do not have to apply for re-admission; their enrollment is automatically activated for the semester they plan to return.

### **Military Leave of Absence**

Students who are called to military service during the semester will be placed on Military Leave of Absence and receive 100 percent refund of the tuition for that semester. The room and board charges will be prorated for the time the student was in residence at the College prior to the call to military service.

Students will receive one of the following marks at the end of the semester, depending on their individual situations:

1. "I," for Incomplete;
2. a letter grade; or
3. "W," for withdrawn.

Students will normally receive a grade of "I" and the ten-week withdrawal period will be suspended. Incomplete grades will be continued beyond one semester as conditions warrant and must be completed within one year after the student returns from service.

Faculty will submit these "I" grades to the registrar, fully documenting the following:

- the individual and cumulative grades to date;
- the remaining requirements necessary for completion of the course; and
- possibilities for computation of a final grade.

A copy of this documentation should also be on file with the School dean.

For instances in which the major work of the course is completed at the time of deployment, the faculty member may provide an appropriate grade for the student.

In the case of course withdrawals, the student will receive a grade of "W".

### **Out-of-Residence Study**

Completion of permission forms (available from the registrar's office) is required in advance for out-of-residence study. Approval of out-of-residence study must be obtained from the dean of the School offering the major toward which the out-of-residence course is to apply or by the associate dean of the College if the course will apply to general education or elective requirements. Credit will not be allowed for courses with a grade below C. Out-of-residence coursework does not affect academic probation. Upon completion of courses taken out of residence, the student must have the official transcript sent directly to the registrar's office at Lynchburg College. Forty-eight hours applying toward a degree must be completed at Lynchburg College. Fifty percent of all major or minor hours must be completed at Lynchburg College.

Courses offered at Lynchburg College are not approved for out-of-residence study during the same term at any other institution.

### Part-Time Students

Part-time students have limited use of College resources. Student Health Services are available to part-time students for a fee. Part-time students do not receive campus mailboxes. Only full-time students are eligible to live in the residence halls, to participate in varsity sports and other co-curricular activities, and to be eligible for student leadership positions. Many forms of financial aid are available only to full-time students.

### Policy Regarding Class Attendance

Regular attendance, preparation for classes, and the prompt completion of assignments are obvious duties expected of students. Each instructor will inform students of the attendance policies in effect for each class. A statement about attendance policy will comprise a portion of the course syllabus.

### Quality Point Averages

A student's quality point average for a given semester is computed by dividing the number of quality points earned by the number of semester hours undertaken. The following illustrates the computation of a semester point average:

<u>Course</u>	<u>Semester Hours</u>	<u>Grade</u>	<u>Quality Points</u>
SOCI 201	3	B-	8.1
ENGL 201	3	A-	11.1
PHYS 161	4	B+	13.2
FREN 101	3	D+	3.9
HIST 101	3	A	12.0
C S 115	1	C	2.0
Total	17	(total undertaken)	50.3

Dividing the number of quality points (50.3) by the number of semester hours undertaken (17) results in a point average of 2.95.

### Repetition of Courses

If a student repeats a course at Lynchburg College, only the most recent grade will be considered in the calculation of the cumulative quality point average. Repeated courses are indicated on the grade transcript with a suffix of R on the original grade, for example: "FR," "DR," etc. In the event the grade of F is received in the repetition of a course previously passed, the quality points will be lost, though the previously established credit will remain. If a student fails a course more than once, the previous grades of F will be disregarded in computing the cumulative average. No additional credit may be granted for a repeated course.

Since credit is not given twice for the same course, out-of-residence repetition of a course originally passed at Lynchburg College has the effect of increasing the hours required for graduation by that number of hours.

The above policy does not apply to courses repeated after the degree has been granted.

### **Residence Requirement**

All degree candidates must earn at least forty-eight semester hours of credit (including fifty percent of credits for the major and minor) and must spend their senior year (last 33 credits) as regular students at Lynchburg College, except those students who complete the fourth year of the degree program in professional schools or who, for special reasons, are excused from the requirement by the dean of the College. Credit by examination, through CLEP and Advanced Placement, cannot be counted in the forty-eight hour residence requirement.

### **Semester Hours**

A credit hour at Lynchburg College is the amount of work represented in intended student learning outcomes and verified by evidence of student achievement. To maximize learning, students are expected to engage in the course material for at least 40 hours over the course of the 15 week semester for every credit awarded. One academic credit hour is traditionally accepted as 50 minutes to allow for passage to classes. This means 37.5 hours of seat time for a three credit course.

A three-credit-hour course at Lynchburg College generally meets for periods of fifty minutes on Monday, Wednesday, and Friday or for seventy-five minutes on Tuesday and Thursday of the academic week.

Students who transfer work from an institution using the quarter system should note that the number of quarter hours is multiplied by two-thirds to calculate the equivalent number of semester hours at Lynchburg College.

### **Student Academic Load**

A student's academic load is normally fifteen or sixteen credit hours per semester. No student carrying fewer than twelve credit hours of work per semester will be classified as a full-time student. A traditional-age student from outside the Central Virginia region may not drop below twelve credit hours per semester for purposes of living off campus.

No student may take more than eighteen hours of work during a semester without special permission from the coordinator of Learning Resources or associate dean of the College. An extra charge is made for hours that constitute an overload beyond eighteen hours for each semester. Overload charges are determined on the basis of enrollment at the end of the three-week drop period. Please refer to the "Expenses" section for information regarding these fees.

### **Withdrawal from College**

A student who withdraws from college must notify the College in writing. In extreme circumstances, the Vice President for Academic Affairs may withdraw the student from the College. If withdrawal occurs during the semester, a withdrawal form is available from the registrar's office. Grades will be assigned according to the normal policy governing withdrawal from courses. Refund of fees will be made in accordance with the refund policy.