

Academic Policies and Regulations

Academic policies and regulations are developed and approved by the faculty of Taylor University and are administered by the Schools and the Registrar. Intended to be rigorous and challenging, these policies and regulations are administered with individualized attention and concern for the educational advantage and well-being of each student.

Academic Advising

While Taylor University publishes program information and materials and provides advising, each student is solely responsible for ensuring that his or her academic program complies with the policies of the University. Any advice that is at variance with established policy must be confirmed by the Registrar's Office.

Academic Exceptions

Students requesting exceptions to approved academic policy must submit an academic petition to the program chair/director. The student must state his or her request and rationale for the petition. Once the petition has been acted upon by the program and School dean and reviewed by the Graduate Council, if necessary, it will be filed with the Office of the Registrar.

Academic petition forms are available from the program chair/director.

Academic Grievance

Preamble

Taylor University is committed to preserving a climate of openness and justice in all areas of academic life. To that end, procedures have been established to provide fair treatment of both any student who registers an academic complaint and any faculty member who has been accused of unfairness toward a student. These procedural guidelines are not contractually binding on the University.

Definition of an Academic Grievance

Whenever a student has a basis for believing that he or she has been unfairly treated in such matters as grades, course policies or expectations, false accusations of cheating, or inappropriate penalties, he or she may be said to have an academic grievance.

Procedure

The following steps, based upon the biblical standard of caring confrontation which should be the first step in any dispute, have been identified as necessary for consistency in the grievance process. Any student who feels that unfair treatment may be taking place in his or her academic experiences should follow the established process in sequential steps until there is satisfactory resolution of the program or until the procedures have been exhausted.

Informal Process

The informal process should be completed within one month of the alleged unfair treatment. Prior to the first appointment with the faculty member involved, the student should have the unfair treatment clearly focused in his or her mind by writing out a concise statement of the problem and the desired resolution. Faculty and administrators who are contacted may ask to see the written statement. By appointment, the student should discuss the issue with the faculty member involved. The student and faculty member may each invite another person to be present. If necessary, the student should discuss, by appointment, the issue with the faculty member's program chair/director, or the School dean if the faculty member is the program chair/director.

Formal Grievance Process

If a formal grievance is deemed necessary, the steps outlined below should be followed:

1. Within one month of the alleged unfair treatment, the student should submit a written statement of the grievance and the desired resolution to the appropriate School dean who will attempt to resolve the grievance through conferences with the parties involved.
2. If the grievance has not been resolved within ten working days from the School dean's receipt of the written grievance statement, the parties involved should meet in consultation with the appropriate School dean.
3. If, after consultation with the parties involved, the student is still dissatisfied with the outcome, the appropriate School dean should assemble, within 20 working days from receipt of the written grievance statement, a grievance committee acceptable to both parties for reviewing the complaint and submitting a recommendation. If the parties cannot agree on an acceptable grievance committee, the appropriate School dean retains full discretion to select the members of the committee. The grievance committee should consist of five voting members including:
 - An administrator (may be a program chair/director or School dean, but not the head of the involved department or School) appointed to serve as chair by the appropriate School dean;
 - Two students; and
 - Two faculty members.
4. Parties directly affected by the grievance should provide the grievance committee with available data in writing, including summaries of previous conferences and actions, to bring about understanding and a timely recommendation regarding the grievance.
5. The committee should then proceed as follows:
 - Formalize its procedure to hear the grievance;
 - Conduct hearings during which the grievant and the faculty member are given opportunity to present their points of view;
 - Deliberate;
 - Reach a recommendation by a simple majority vote of the committee; and
 - Make a recommendation to the appropriate School dean to either affirm the action which is the subject of the academic grievance, to take no action one way or the other, or to take appropriate corrective action.
6. The committee's recommendation should be made in writing to the appropriate School dean within 15 working days of the committee's appointment.
7. The appropriate School dean should make a decision regarding the committee's recommendation, and should notify the parties in the grievance of the outcome and any resultant action within 48 hours of receiving the committee's recommendation.

Note: Grievance actions required during calendar periods which are not working days (such as vacation), should be handled as quickly as possible and in the spirit of the "working days" listed above.

Appeal Procedure

Either party has an opportunity to appeal the grievance decision to the present of the University within one week of the notification by the appropriate School dean (see item 7 above). Within another week, the president should review the case and render a decision to be transmitted to both parties.

Hearing Procedure

Grievant: The grievant should be allowed to:

- Select counsel any member of the university community willing to serve in this capacity;
- State his or her grievance, including submitting evidence of its existence;
- Call as witnesses current members of the university community who consent to speak; and
- Question anyone who participates in the grievance process.

Faculty Member: The faculty member should be allowed to:

- Select counsel any member of the university community willing to serve in this capacity;
- Respond to the grievance in every particular including submitting evidence to support the action or decision provoking the grievance;
- Call as witnesses current members of the university community who consent to speak; and
- Question anyone who participates in the grievance process.

Exceptions

If a grievant perceives a conflict of interest in any of the steps, he or she may proceed to the next step. If this process cannot be followed due to the unavailability of the faculty member, the appropriate School dean may ask the immediate supervisor of the faculty member to assume responsibility for answering the grievance.

Additional information can be viewed at this webpage: <https://public.taylor.edu/about/services/student-consumer-information/student-complaint-resolution.shtml>.

Academic Integrity

As a Christ-centered intentional community, everything we do and say reflects our identity in Christ and our position as a part of this community; thus, integrity in all areas of life is critical to our own spiritual life and is equally critical to the life of the Taylor community.

Academic dishonesty constitutes a serious violation of academic integrity and scholarship standards at Taylor that can result in substantial penalties, at the sole discretion of the University, including, but not limited to, denial of credit in a course as well as dismissal from the University. Any act that involves misrepresentation regarding the student's academic work or that abridges the rights of other students to fair academic competition is forbidden. Academic dishonesty includes, but is not limited to, cheating on assignments or exams, plagiarizing, submitting the same (or substantially the same) paper in more than one course without prior consent of all instructors concerned, depriving others of necessary academic sources, sabotaging another student's work, and using without attribution a computer algorithm or program. In short, a student violates academic integrity when he or she claims credit for any work not his or her own (words, ideas, answers, data, program codes, music, etc.) or when a student misrepresents any academic performance. All major acts of academic dishonesty, as defined herein, must be reported by the faculty member to their School dean and the Office of Student Development. Departments or professors may have discipline- or course-specific policies.

Plagiarism

Definition: In an instructional setting, plagiarism occurs when a person presents or turns in work that includes someone else's ideas, language, or other (not common-knowledge¹) material without giving appropriate credit to the source.²

Taylor distinguishes between major and minor plagiarism infractions. Examples of minor infractions include inappropriate or inadequate citing or not crediting ideas from class readings. Examples of major infractions include taking significant portions of text from any source with no attribution or having a peer help write the paper. Taylor also distinguishes between collaboration, writer's feedback, and plagiarism. Collaboration and getting feedback on one's own writing are essential parts of the writing process; however, having a text altered for the writer is not. The level of appropriate collaboration on individual writing assignments is up to each professor; and each professor should make it clear to his or her students what level of collaboration is appropriate for each writing assignment (e.g., brainstorming with other classmates for ideas). Writer's feedback means having a peer or a Writing Center tutor work with the student to provide suggestions for revision in ways that allow the student author to maintain ownership; this is *not* plagiarism. However, having a peer *make changes* to the organization, ideas, paragraphs, or sentences for the student demonstrates a level of ownership over the work; thus, these acts would be considered plagiarism.

Plagiarism Policy: All major acts of plagiarism must be reported by the faculty member to the appropriate academic School dean and Student Development. The student and faculty member involved will receive a copy of the completed plagiarism incident report. All incident reports will be archived in both the academic School and Student Development and will be viewed and used *solely* by the deans of these offices to track plagiarism incidents in order to catch patterns of behavior. This tracking will affect student consequences for any additional plagiarism incidents reported and may affect recommendations for off-campus student activity participation. Plagiarism records in the academic School office and Student Development will be destroyed along with all other student records according to their respective policies.

¹ **Common knowledge** means any knowledge or facts that could be found in multiple places or as defined by a discipline, department, or faculty member.

² **Adapted from the Writing Program Administrators'** "Defining and Avoiding Plagiarism: The WPA Statement on Best Practices." <http://www.wpacouncil.org>

Academic Load

Registration for 9 credit hours during a term constitutes full-time enrollment status for graduate programs. A student may register for no more than 13 credit hours per term. Some programs may allow additional credit hours with faculty advisor approval.

Academic Progress Policy

A student who meets the minimal GPA requirements as indicated in the chart below is considered to be a student in good academic standing. A student who falls below the minimum required hours and GPA is placed on academic probation. Notification of academic standing will be sent by the Registrar to students and their advisors through e-mail and letters will be mailed to students' permanent addresses within one week following submission of final grades by faculty.

Cumulative Graduate Earned Hours	Minimum Graduate Required GPA
00.01+	3.00

The faculty, staff, and administration of Taylor University are committed to helping students be successful in their personal, spiritual, and intellectual lives. As such, the GPA of each student is reviewed at the end of each term to determine whether action needs to be taken with respect to probationary status.

Students placed on probation have one term in which to meet good academic standing as indicated in the chart above. Reevaluation does not take place after January terms. Failure to reach the minimum requirements in the following term results in suspension from the University. However, students who earn a 3.00 term GPA may be placed on extended probation and allowed to remain at the institution for the subsequent term. Students on extended probation are not eligible to receive financial aid.

Students on extended probation failing to make satisfactory progress may be suspended at the discretion of the program chair/director. Readmission is not automatic and requires the approval of several offices on campus, starting with the graduate program. Students must present evidence that they are academically prepared to return to Taylor. Additionally, readmitted students will be placed on extended probation and are not eligible for financial aid during the return term.

Academic probation and suspension carry additional related consequences:

- Eligibility for financial aid is affected by academic standing. Probationary and suspended students should check with the Office of Financial Aid regarding academic progress regulations pertaining to their financial aid.
- In some cases, it may be advisable for a suspended student to enroll in courses at another institution in order to demonstrate that he or she is prepared to achieve better academic work prior to readmission to Taylor. Students should consult with the program chair/director and Registrar in advance of such enrollment.

Contact the Office of the Registrar for additional information regarding academic progress.

Class Attendance

Students are expected to attend all sessions of classes for which they are registered. Any necessary deviations from this expectation must be approved in advance by the professor of the class to be missed. Each professor will determine penalties for missing class and indicate this in the syllabus.

Course Audit

Audit registration requires the approvals of the program director and instructor and is subject to the following guidelines:

- Courses taken for audit receive no academic credit or grade and will not count toward accumulated credit hours.
- Audit registration is allowed on a space available basis and occurs after all students requesting credit for the course are registered.
- The audit option must be declared during the first week of classes (first five class days of fall or spring semester classes).
- Students must meet all course pre-requisites in order to audit a course unless approval is given by the appropriate program chair/director.
- Students must attend at least 50 percent of the class meetings as verified by the instructor in order for the course to appear on the academic transcript.
- The student auditing the course is not expected to participate in classroom or study group assignments, or to complete homework, quizzes, or tests.
- The faculty member is under no obligation to grade any work an auditing student chooses to submit or to give feedback on progress.
- Audit hours will be charged as a \$200.00 fee for up to a 3-credit hour course.
- Students should not register for the audit course. Upon approval, the Office of the Registrar will add the course to the student's schedule at the end of the advance registration period.
- The "Audit Registration" form must be pre-approved by the program director and instructor before submission to the Registrar.

Registration forms for audit courses are available online at <http://public.taylor.edu/academics/registrar/forms.shtml>.

Experiential Education

Experiential education includes practicum experiences, internships, and field and travel studies providing students with the opportunity to integrate theoretical learning in a field of study with actual work experience in a variety of non-classroom settings. Students should consult with academic departments and supervising faculty for departmental policies, guidelines, and responsibilities.

Field and Travel Study

Field and travel study experiences are usually a component of a regular course and provide students opportunities to learn, observe, and assist professionals with selected tasks in an off-campus setting related to a career or program goal. Students are placed, supervised, and evaluated by the faculty responsible for the course. Assignments related to field experiences become part of the overall course evaluation.

Academic credit is given for field and travel studies; therefore, the tuition for a field or travel study is the same as for a regular graduate course and is based on the number of credit hours. Tuition for a field or travel study completed during the summer is billed at the standard summer session credit hour rate for graduate courses. Additional fees may be incurred.

The Taylor MBA Program requires all students to complete ITB 515 Global Business Study Tour which requires international travel. MBA students experience variations in business and industry sectors and cultural differences first-hand by visiting other global markets. Tours include a combination of business and corporate meetings with visits to historic sites and the unique communities of selected countries. Particular emphasis is given to identifying cultural differences in values, customs, attitudes and behaviors that impact the marketplace and organizational environments. MBA students are encouraged to explore and examine particular areas of business interest during the study tour and while completing course requirements. Previous global study trips have included visits to Hong Kong, China, Costa Rica, Italy, and Germany.

Grade Changes and Disputes

All requests for change of grade (except from an INC or NR) are initiated by the student with the professor of record and then must be approved by the program chair/director and the School dean. Questions regarding the grade should be directed to the instructor within two weeks after being posted on TOWER. Such a change is permitted only before the end of the next term after the original grade was awarded.

Acceptance of late or missing assignments after the end of a term does not qualify for a change of grade.

Grade Reports

Allow approximately one week after the last final exam for calculating and posting of final grades. Grade reports will not be mailed from the Registrar's Office. For information on accessing TOWER, students should visit <http://public.taylor.edu/academics/registrar/tower.shtml>.

Grades, Incomplete and Not Reported

All work for credit is expected to be completed within the term it is attempted including independent studies, tutorials, and experiential education. An incomplete grade (INC) may be given when an emergency prevents a student who has been passing the course from completing some crucial portion of the required work, but not to complete late or missing assignments or extra work to raise a grade.

Incompletes should be initiated by the instructor of record prior to the final exam week and must be authorized by the appropriate School Dean before they are submitted to the Office of the Registrar. Incompletes should be converted to grades and reported to the Registrar by the date approved. The last possible date for completion is the week before final exams of the following full term. If the student does not complete the work by the approved deadline, the Registrar is authorized to change the INC to the grade earned by the student.

The Registrar will record an NR (grade not reported) when grades are unavailable, such as receipt of transcripts for off-campus study programs or faculty emergencies. If no grade has been provided, the Registrar is authorized to change the NR to a grade of F.

Grades for Repeated Courses

Any course may be repeated at Taylor University. All attempts in a course are reflected on the student's academic transcript; the cumulative GPA will reflect the most recent grade in the repeated course taken at Taylor University, even if the new grade is lower than the original attempt.

Grades of *W* (withdrawn), *WP* (withdrawn/passing), or *AUD* (audit) will not replace previously earned grades of *A-F*, *WF* (withdrawn/failing), or *NC* (no credit) in the GPA calculation. Duplicate credit hours are not awarded when repeating a course.

Grading System

The following grades and quality points are assigned to graduate students at Taylor University in calculating the GPA:

Grade Meaning	Quality Points	Calculated in GPA
A Superior	4.00	Yes
A-	3.67	Yes
B+	3.33	Yes
B Satisfactory	3.00	Yes
B-	2.67	Yes
C+	2.33	Yes
C Poor	2.00	Yes
C-	1.67	Yes
F Failing	0	Yes
P Pass (C- or above)	0	No
CR Credit	0	No
W Withdrawn	0	No
WP Withdrawn/passing	0	No
WF Withdrawn/failing	0	Yes
INC Incomplete	0	No
NR Grade not reported	0	No
NC No Credit/failing	0	Yes
AUD Audit	0	No



The unit of credit is the semester hour. Grade point average (GPA) is calculated by dividing quality points by GPA hours and is truncated at two decimal places. Grade point hours include only Taylor University courses taken for a grade as outlined above.

Independent Study Policy

Independent studies are individualized, directed studies taken without classroom instruction or regular interaction with a faculty member. The student is required to plan with the professor an individualized schedule of reading, research, and study. Assignments, papers, tests, and other means of assessment may be completed by appointment, mail, email, remote proctors, Internet, etc.

Independent studies are considered exceptions due to faculty workload limitations, but may be approved under certain circumstances, such as:

1. To complete a graduation requirement without which the student's graduation would be unreasonably delayed. (*A student's desire to graduate in less than four years, to double-major, add a minor, etc., does not meet this requirement.*)
2. To resolve scheduling conflicts beyond the student's control involving required courses which cannot be taken in a later semester or summer term without negative impacts on the student's program of study.
3. To provide a scheduling efficiency or convenience to the University, such as offering the independent study as an alternative to a low-enrollment class section, deviating from regular course offering schedules, etc.
4. To offer both the student and supervising faculty member the opportunity to expand their Taylor experiences with special/advanced topic courses that may serve special needs such as specific career goals, graduate school prerequisites, etc.

All independent studies are subject to faculty and program approval. Other academic policies in this catalog apply to independent studies (e.g. criteria for requesting incomplete grades, deadlines for registration).

Registration forms for independent study are available online at <http://public.taylor.edu/academics/registrar/forms.shtml>. For additional information, please refer to the **Registration** section of this catalog.

TOWER Online Access System

Taylor Online Web Enabled Records (TOWER) provides students secure online access to their academic records, including course registration, unofficial transcripts, grades, 1098T, and limited student account information. Visit <http://public.taylor.edu/academics/registrar/tower.shtml> for additional information on accessing TOWER.

Transcript of Academic Record

In accordance with the *Family Educational Rights and Privacy Act of 1974 (FERPA)*, transcripts may not be released without the consent of the student. Students request official transcripts by following the instructions available at <http://public.taylor.edu/academics/registrar/transcripts.shtml>. Transcripts may not be released unless all financial obligations to the University have been fulfilled according to an agreement with the Office of the Bursar.

Students may view an unofficial copy of their academic transcript via their TOWER accounts, provided all financial obligations to the University have been fulfilled. This abstract is useful to students and academic advisors only; it is not an official transcript of academic record.

Transfer Credit Policies

The guidelines for accepting transfer credit are as follows:

- Taylor University reserves the right to accept or reject courses for transfer credit.
- Courses older than 7 years are generally not accepted.
- Only credits taken at an accredited college may be accepted for transfer credit.
- Only course work with a grade of B- or better will be accepted. Although a minimum grade is required, *grades do not transfer*. The student's GPA is computed only on work offered by or through Taylor University.
- The Graduate Director and Director of Teacher Certification must approve courses that apply toward teacher certification.
- Transfer credit will not be accepted and duplicate hours will not be awarded for equivalent courses previously earned with a passing grade at Taylor. However, the grade on the transfer institution's transcript may be used to validate completion of the course to meet a curriculum requirement with the required grade. *Students attempting to raise their cumulative GPAs must repeat the respective course(s) at Taylor.*
- The maximum number of transfer credits accepted varies by program and will not exceed 9 credit hours. In cases where transfer courses are part of a jointly articulated program, such as the MBA program in collaboration with Lithuanian Christian College (LCC), these jointly articulated courses will not count against the normal nine hour transfer credit limit.

New Students

To receive credit for course work earned at other accredited universities, new students should request that transcripts be sent directly to the program chair/director for transfer credit evaluation who sends the transcripts on to the Office of the Registrar; a copy of the evaluation is sent to the student. Course descriptions and syllabi may be required in order to evaluate transfer courses.

Current Students

After enrolling at Taylor, students who plan to take a course at another university during the summer or during a term's absence, and wish to transfer credit to apply toward a degree must complete a transfer credit course approval form signed by the program chair/director and the Registrar prior to enrolling in the course. Upon completion of the course, students should request that transcripts be sent directly to the Office of the Registrar at Taylor. Transfer credit course approval forms are available online at <http://public.taylor.edu/academics/registrar/forms.shtml>.

TU Alert Emergency Messaging System

The TU Alert emergency messaging system will allow Taylor University to immediately notify students and employees of impending life-threatening or life-altering situations including rapidly-developing, life-threatening criminal activity on campus and imminent severe weather activity. The system utilizes Wireless Emergency Notification System (WENS) technology and can send text messages to cell phones and email messages to accounts of Taylor's students and employees. TU Alert will never be used for advertising or spam.

Students may sign up for TU Alert at http://entry.inspironlogistics.com/taylor/wens.cfm?ep_id=student. Employees may sign up for TU Alert at http://entry.inspironlogistics.com/taylor/wens.cfm?ep_id=employee.

Undergraduate Credit and Students

With the approval of the relevant graduate department, 6 hours of graduate credit may be taken before the awarding of an undergraduate degree. Undergraduate courses cannot be used toward meeting graduate degree requirements.

University Communication Policy

Taylor University uses @TAYLOR.EDU student email addresses to communicate directives relating to academic progress, advising, registration, billing, housing, financial aid, etc. to students, faculty, and staff. Students are responsible for checking their Taylor email accounts regularly and complying with correspondence received from University administrators, advisors, faculty, and staff.

University Withdrawal

Students who decide they cannot attend Taylor after enrollment in courses for the next term and prior to the start of that term must notify the appropriate graduate program office and the Registrar's Office. Students failing to request withdrawal from the University risk receiving failing grades in their courses and being financially responsible for tuition and fees.

Students who find it necessary to withdraw from all credit classes after the term begins must apply for formal withdrawal by filling out the withdrawal form and taking it to the appropriate offices noted on the form. Students not on campus should contact the department to inquire of steps for formally withdrawing. If a student withdraws from the University after the first week of classes (first five class days), he or she will receive a withdrawal grade (WV, WVP, WF) for the appropriate withdrawal deadline. If this procedure is not followed, failing grades may be assigned. Failure to complete the term does not cancel the student's obligation to pay tuition and other charges. For specific details on refunds and adjustments, refer to the *Finance* section of this catalog.

Students withdrawing with the intent to return to Taylor must initiate the withdrawal process through the Registrar's Office and apply for readmission through the office of the appropriate graduate program. Students planning to take courses at another institution during their time away from Taylor University should submit transfer credit request forms to the Office of the Registrar and the program chair/director before registering for courses at the other university to ensure proper credit will be granted by Taylor.

Students with no intent to return to Taylor for the next term must apply for formal withdrawal through the Registrar's Office and the appropriate graduate program office before the end of the currently enrolled term.