

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 Advisors

The purpose of Academic Advising at Taylor University is to assist students in developing educational and career goals that are compatible with their perceived life calling; empower students to accept responsibility and leadership in developing their own educational plans; and aid students in their professional, emotional, and spiritual development.

Students are assigned an advisor from their academic department(s). Students that have not declared a major are assigned an advisor in the Academic Advising Office. The Academic Advising Office advisors also serve as a secondary advisor to students that have declared a major. The Registrar's Office with the assistance of the academic departments and the Academic Advising Office will oversee advisor assignments. All students are required to meet with their advisor prior to registering for courses each semester. Students are expected to be prepared for advising sessions and to be aware of published deadlines and regulations as stated in the University schedule of classes, academic calendar, and catalog.

While Taylor University publishes program information and materials and provides advisors, 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 Office of the Registrar. The student must state his or her request and rationale for the petition and obtain the signatures of the instructor and department chairs, if applicable, and the academic advisor before submission to the Registrar's Office. The Registrar and School Dean will review the petition before action is taken by the Academic Policies Committee, if necessary.

Academic petition forms are available through the Office of the Registrar.

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 department chair, or the School dean if the faculty member is the department chair.

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 department chair 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 president 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://www.taylor.edu/student-consumer-info>

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

Fall/Spring Semesters

Registration for 12+ credit hours during the fall or spring semesters constitutes full-time enrollment status. A normal academic course load is 14-16 hours per term. Students with a minimum grade point average (GPA) of 2.00 may carry 17 credit hours.

An academic load greater than 17 hours requires a minimum GPA and authorization from the Office of the Registrar. A minimum GPA of 3.00 is necessary to carry 18 hours; 3.30 GPA for 19 hours; and 3.60 GPA for 20 hours (*the maximum load permitted*). An additional tuition charge will be assessed per credit hour above 17 hours per term.

Interterm

Registration for 3-4 hours is considered a normal load for January interterm; the maximum load is 5 hours and requires a minimum GPA of 3.00 and authorization from the Office of the Registrar. An additional tuition charge is assessed for the fifth hour.

Summer Terms

A normal academic load during the May-June summer term (18 days) is 3-4 credit hours; the maximum load is 5 hours and requires a minimum GPA of 3.00 and authorization from the Office of the Registrar.

A normal course load during the June-July summer term (24 days) is 3-6 credit hours. Carrying 7 credit hours requires a minimum GPA of 3.00 and authorization from the Office of the Registrar; the maximum load is 8 hours which requires a minimum GPA of 3.60 and authorization from the Office of the Registrar.

The maximum course load for all summer terms combined is 12 credit hours which includes all transfer credit, Taylor University Online (TU Online), and correspondence courses, as well as Taylor University courses. Registration for 12 credit hours of Taylor courses constitutes full-time enrollment status for summer.

Experiential education (*e.g., practicum; internship; field and travel studies*) and directed research courses are only offered during the 12-week full summer term.

Candidates for summer graduation may participate in May Commencement provided they have submitted an approved plan with no more than 8 credit hours remaining to be completed by the official summer graduation dates.

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 GPA is placed on academic probation and enters a special advisement program under the direction of the Academic Enrichment Center and the academic advisor. For students not in good academic standing, notification will be sent by the Registrar to students and their advisors through campus email and letters will be mailed to students' permanent addresses within one week following submission of final grades by faculty.

| Cumulative Earned Hours | Minimum Required GPA |
|-------------------------|----------------------|
| 00.00-12.99 | 1.60 |
| 13.00-30.99 | 1.70 |
| 31.00-44.99 | 1.80 |
| 45.00-60.99 | 1.90 |
| 61.00 + | 2.00 |

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 twice annually at the end of the fall and spring semesters to determine whether action needs to be taken with respect to probationary status.

Students placed on probation have one semester in which to meet good academic standing as indicated in the chart above. Reevaluation does not take place after January or summer terms. Failure to reach the minimum requirements in the following semester results in suspension from the University, unless during that semester the student achieves a term GPA of 2.30. Students who earn a 2.30 term GPA may be placed on extended probation and allowed to remain at the institution for the subsequent semester. Students on extended probation are not eligible to receive financial aid and are required to enter a special advisement program under the direction of the Academic Enrichment Center and the academic advisor.

First-time suspension is for one academic semester; a second-time suspension is for one academic year (consecutive fall and spring semesters). Students may apply for readmission following the applicable suspension period. Readmission is not automatic and requires the approval of several offices on campus, starting with the Office of Admissions. Students must present evidence that they are academically prepared to return to Taylor. Additionally, readmitted students will be placed on extended probation requiring reentrance to the special advisement program under the director of the Academic Enrichment Center and the academic advisor and are not eligible for financial aid during the return semester.

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.
- No student on academic probation may apply for any off-campus study programs.
- No student on academic probation may enroll in distance learning or independent study courses unless repeating a course.
- No academically suspended student may enroll in any Taylor courses, including those offered by Taylor University Online (TU Online).
- 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 Registrar in advance of such enrollment.

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

Advanced Placement and Credit by Examination

Students may qualify for advanced placement and college credit by satisfying the standards set by individual departments to pass the College Board Advanced Placement Examinations (AP), the College Level Examination Program (CLEP), the International Baccalaureate (IB) credit at the higher level, and Cambridge General Certificate of Education Advanced Level Examinations (GCE A-Level).

Students may be eligible for placement at the next level of the college sequence and may receive college credit if the overall quality of their performance merits such recognition. A maximum of 30 hours of advanced placement and credit by examination may be applied to meet graduation requirements. Score levels vary between subjects; score levels considered passing may be obtained by visiting <https://www.taylor.edu/how-to-apply/testing-and-placement>.

For additional information regarding advanced placement and credit by examination, contact the Offices of the Registrar and Academic Assessment.

Advanced Placement Examinations (AP) and College Level Examination Program (CLEP)

Prior to entering Taylor, students interested in AP or CLEP testing credit should contact the Office of Academic Assessment to request information regarding testing policies, fees, deadlines, and limitations.

AP credit must be elected and the transcript posting fee paid in the student's first semester at Taylor. CLEP exams should be taken, credit elected, and transcript posting fee paid for prior to reaching senior status at Taylor.

Refer to **English/Writing Proficiency and Requirements** on page 39 for specific policies, procedures, and deadlines related to AP/CLEP credit for ENG 110 Expository Writing. Refer to **Language Requirements for Bachelor of Arts Degree** on page 33 for information regarding CLEP credit for intermediate language.

International Baccalaureate (IB)

International Baccalaureate is a rigorous pre-university course of study that leads to examinations. For a student to obtain IB credit, the courses must be at the higher level (HL), scores must be 5 or higher, and the transcript posting fee must be paid; courses for the major are subject to departmental review. Official transcripts must be requested from the IB office, not the high school; syllabi may be required if the course subject has not been reviewed recently.

Cambridge General Certificate of Education Advanced Level Examinations (GCE A-Level)

GCE A-Level credit may be awarded with a grade of D or higher. Students must submit a certified copy of the examination certificate and examination syllabus to the Office of the Registrar. Credit will not be awarded on the basis of a results slip. Academic departments must approve credit for exams and the transcript posting fee must be paid.

Class Attendance

Students are expected to attend all sessions of classes for which they are registered. Unexcused absences (without permission to make up work) must not exceed the equivalent of one absence per credit hour of the course. The number of class period absences will depend on the nature of the class meeting schedule. For a three hour three day per week class, this would be three class period absences. For a three hour two day a week class, this would be two class period absences. For a four hour four day per week class, this would be four class period absences. The penalty for excessive absences (defined below) is communicated in each course syllabus. Students are responsible for obtaining and understanding the attendance policies for each of their courses. When courses are added after the first course meeting, any class sessions that have already been missed may be counted as unexcused absences.

The **Unexcused Absences** are designated for such reasons as travel difficulties, bad weather, conflicting schedules, oversleeping, job or graduate school interviews (beyond the allotted number), minor untreated sickness, or routine non-emergency doctor or dental appointments. Please note that most illnesses such as sore throats, ear infections, colds, or stomach problems are minor and do not require the attention of a medical professional. These absences are unexcused absences. If a medical professional believes an illness to be sufficiently severe that an absence from class is warranted, then the absence would require documentation from the professional to be excusable.

Absences related to social events such as weddings or family vacations are also unexcused absences. Although the date of such events may be outside of the control of the student, these are not considered to be excusable. Travel arrangements made around holidays for cost purposes are also not considered to be excusable. Excused absences are reserved solely for family emergency or health reasons, specified student job or graduate school interviews, or University-sanctioned group events.

For all **Excused Absences**, the student is responsible for providing required documentation to the representative of the Provost's Office. Individual excused absences (with permission to make up work) will only be granted for the following circumstances:

Illness: Excused absences for illness will only be granted for the following circumstances: 1) admittance to a hospital; 2) a serious illness verified by treatment by a medical professional. Such an illness would be one that the medical professional determines would necessitate absence from class. Appropriate documentation verifying treatment should be provided to the student and submitted along with a request for Excused Absence. Such documentation must verify dates that the student needs to miss class. Students suffering from a serious emotional illness (as documented and verified by the Office of the Vice President of Student Development) may also request excused absences. Appropriate verification should be provided to the representative of the Provost's Office along with a request for Excused Absence.

Family Emergencies: Family emergencies may also be excused upon verification. This would include death or hospitalization of an immediate family member. An immediate family member would be considered to be a mother, father, sister, brother, spouse, child, or grandparent. As noted above, weddings or family vacations are social in nature and not considered to be family emergencies.

Job or Graduate School Interviews: These would include employment, internship/practicum, or graduate school interviews. Students are allowed 1 such absence in their junior year and 2 such absences in their senior year.

Taylor University-Sponsored Job Fairs: Students who participate in Taylor sponsored job fairs may request excused absences for those events. Appropriate documentation should be provided to the representative of the Provost's Office.

Group Absences: It is also possible for students to be excused from a class due to participation in University-sanctioned group activities (class field trips, official athletic events, and other sanctioned activities). The faculty member/sponsor of each group is responsible for providing appropriate documentation and a request for such absences to the representative of the Provost's Office. Student athletes and participants in musical ensembles, because of their potentially more frequent class absences, may not be allowed the usual one excused absence per credit hour in each course. Students involved in these activities should check with their coach and professor for specific policies.

Students are responsible for course material missed due to any excused absence and may be required to get in-class work and homework to a professor prior to the excused absence. Students who know they will be missing a class for any reason (athletic events, music performances, interviews, field trips, or appointments) should check with their professors to find out what work should be turned in prior to the excused absence and what work can be made up after the absence, making arrangements for all assigned work/activities. The student should evaluate current class standing when anticipating absences. Loss of instruction and the consequent possibility of a lower class grade are the results of an absence. In any type of class requiring active participation (laboratories, presentations, seminars, etc.), grade reductions are inevitable.

Excessive Absences: Satisfactory academic performance in any class is compromised when a student accumulates an excessive number of absences for any reason. There comes a point in the semester when the ability of a student to complete a course satisfactorily is lost due to class absence. If students reach the point where they have **missed 30% of the scheduled meetings for a class**, their case will be referred by the instructor to the Academic Enrichment Center for evaluation. If it is deemed that the student is incapable of completing the class, a withdrawal may be recommended. If the student's absences can be overcome but further treatment is deemed necessary, an incomplete may be recommended. It is incumbent on faculty members to report students who have accumulated excessive absences to the representative of the Provost's Office. At that point, a conference with the faculty member and the Academic Enrichment Center will occur, and a plan of action will be recommended to best accommodate the needs of the student and the requirements of the class.

Classification of Students

Matriculated students are those students who have fully met all requirements for admission and have enrolled in courses to meet undergraduate degree requirements. Matriculated students are classified as follows:

| Cumulative Earned Credit Hours | Class |
|--------------------------------|-----------|
| 0.00-30.99 | Freshman |
| 31.00-60.99 | Sophomore |
| 61.00-94.99 | Junior |
| 95.00 + | Senior |

Entering students (first-time or transfer) are classified consistent with the Integrated Postsecondary Data System. Those students identified as first-time students are entering a postsecondary institution as an undergraduate degree-seeking student for the first time after receiving their high school diploma. This includes students with dual credit earned before they graduated from high school, or an associate degree earned before or at the same time as high school graduation. Entering students who complete a high school diploma at the same time as an associate degree are classified as first-time students requiring them to participate in the First-Year Experience course. Classification is based upon the number of credit hours a student has earned which includes transfer credit.

Dean's List

Full-time students are named to the Dean's List when they have earned a 3.60 or better GPA for the term and when at least 12 credit hours carry quality point values.

Distance Learning Policy

No more than 16 hours of distance learning may be taken to fulfill degree requirements.

The guidelines listed below for accepting transfer credit are also used in evaluating distance learning courses taken at other accredited universities. After enrolling at Taylor, students must complete a transfer credit course approval form signed by the student's academic advisor, course department chair, and the Registrar prior to enrolling in the course. The major or minor department chair's signature may be required if the course is a major/minor requirement. Upon completion of the course, students should request their transcripts be sent directly to the Office of the Registrar at Taylor before the next enrollment period.

Courses taken through Taylor University Online (TUU) require the completion of the TUU course approval form which includes the approvals stated above. *Grades earned affect the student's GPA and are recorded on the student's transcript.* Normally, these online courses are not considered part of the academic load for tuition, enrollment verification, or financial aid purposes. Students on institutional academic probation are not permitted to register for courses through TUU unless repeating the course. No academically suspended student may be enrolled in any Taylor courses, including those offered by TUU. Candidates for graduation must complete all distance learning course work and exams so that final grades are submitted by the dates specified by the Office of the Registrar.

TUU course approval forms are available online at <http://public.taylor.edu/academics/registrar/forms.shtml>.

Eligibility for Intercollegiate Athletics

For participation in intercollegiate athletics, students must typically be enrolled full time, carrying at least 12 credit hours. In addition, they must meet the eligibility regulations and academic progress rules of the National Association of Intercollegiate Athletics (NAIA).

Experiential Education

Experiential education includes practicum experiences, internships, and field and travel studies providing students with the opportunity to integrate theoretical learning in a major 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.

Tuition for experiential education completed during the summer is at the standard summer session credit hour rate. Check with the Financial Aid Office to inquire about possible assistance for the summer term. Experiential education courses are not eligible for audit credit.

Registration forms for experiential education are available online at <http://public.taylor.edu/academics/registrar/forms.shtml>. For additional information, please refer to the **Specific Registration** on page 31.

Practicum

Usually completed during the summer, a practicum course is a significant applied-learning experience with a meaningful, supporting component that enables students to observe, apply, and better understand previously studied theory.

An individual practicum can be done for 1-4 hours of credit; a maximum of eight hours of credit can be earned through practicum experiences for degree requirements, subject to departmental requirements. Completed under the direction of a faculty advisor and an employer supervisor, students are required to complete a minimum of 40 clock hours of work experience for each academic credit earned. Academic departments may require additional work hours to meet curriculum requirements within the major program; students should consult with academic departments and supervising faculty for departmental policies, guidelines, and responsibilities.

Students generally arrange their own practicum assignment with guidance from and the approval of the supervising instructor. Registration for a practicum should take place before the term in which the practicum credit is to be given. Enrollment in a practicum requires the consent of the instructor and the approvals of the academic advisor and course department chair.

Academic credit is given for the practicum; therefore, the cost of a practicum is the same as for a regular course and is based on the number of credit hours. Tuition for a practicum completed during the summer is billed at the standard summer session credit hour rate for this experience.

Internship

An internship is an advanced-level, discipline-related, culminating field experience directed toward preparing students for professional licensure or entry-level positions. Internship placements should be substantive, new, and educationally rewarding, rather than a continuation of a prior work experience.

Completed under the direction of a faculty advisor and an employer supervisor, students are required to complete a minimum of 40 clock hours of work experience for each academic credit earned. Academic departments may require additional work hours to meet curriculum requirements within the major program; students should consult with academic departments and supervising faculty for departmental policies, guidelines, and responsibilities. Students may earn a maximum of 16 hours of credit, subject to departmental restrictions, toward graduation requirements through the internship experience.

Internships are usually completed during a regular semester and require students to devote their full time, effort, and attention to completing requirements. Therefore, it is recommended that students not enroll in additional courses during the term when internships are being completed.

Academic credit is given for the internship; therefore, the cost of an internship is the same as for a regular course and is based on the number of credit hours. Tuition for an internship completed during the summer is billed at the standard summer session credit hour rate for this experience.

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 cost of a field or travel study is the same as for a regular 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 this experience.

Final Examinations

Students must take their final examinations at the assigned hours listed on the final exam schedule. Exceptions are made only due to serious illness or death of an immediate member of the family. Reasons such as plane schedules, availability of flights, and rides leaving early are not acceptable exceptions.

Students scheduled to take more than two final exams on the same day may, with written permission from the instructor, reschedule an exam(s) to maintain a maximum of two exams per day. Students must contact the Office of the Registrar to begin the rescheduling process. Rescheduling must be approved at least 10 days prior to the last class day of the semester.

For courses with "TBA" class days, the instructor will announce the exam time. Should the announced time conflict with another scheduled exam, the professor who announced the exam time will make the accommodation. Should two scheduled exams conflict, students must contact the Office of the Registrar to begin the rescheduling process.

Refer to the final exam schedules posted at <http://public.taylor.edu/academics/registrar/exams> for respective fall and spring semester dates.

Grade Changes and Disputes

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

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 School Dean. Questions regarding the grade must be directed to the instructor within two weeks after being posted to the transcript. If the student is unable to come to an agreement with the instructor regarding the grade issued, the student must meet with the Department Chair. If a solution is not reached with the chair, or the chair is the instructor, the student would need to schedule an appointment with the School Dean. If an agreeable outcome is still not reached, the final step in the grievance process would be to request a committee hearing; the decision reached by the committee would be final. A grade change is permitted only before the end of the semester following the term the original grade was awarded.

Grade Reports

Students may view midterm and final grades through TOWER (Taylor Online Web Enabled Records). Midterm grades are entered only if they are below C-. Midterm grades are not recorded on the student's permanent record in any way. Allow approximately one week after the last final exam for calculating and posting of final grades. Grade reports will not be mailed. For information on accessing TOWER, students should visit <http://www.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.

See **Transfer Credit Policy** on page 26 for information about courses taken from another college.

Grading System

The following grades and quality points are assigned to undergraduate 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 Good | 3.00 | Yes |
| B- | 2.67 | Yes |
| C+ | 2.33 | Yes |
| C Satisfactory | 2.00 | Yes |
| C- | 1.67 | Yes |
| D+ | 1.33 | Yes |
| D Minimally acceptable | 1.00 | Yes |
| D- | .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.

Students and faculty alike are encouraged to schedule independent studies during the summer session when the calendar and personal schedules of students and faculty are more flexible. The shortened academic calendar makes independent studies impractical for the January interterm. During the fall and spring semesters, 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.

No student who is on academic probation may register for an independent study unless it is to repeat a course. No student may complete more than 12 hours of independent study.

All other academic policies in this catalog apply to independent studies (e.g., criteria for requesting incomplete grades, deadlines for registration).

Typically, students will be charged a fee of \$125 per credit hour in addition to the tuition charge for an independent study; this fee will not be charged during the summer session. Tuition for independent studies completed during the summer is at the standard summer session credit hour rate for this experience. Check with the Financial Aid Office to inquire about possible assistance for the summer term.

Registration forms for independent study are available online at <http://public.taylor.edu/academics/registrar/forms.shtml>. For additional information, please refer to the **Specific Registration** on page 31.

Transfer Credit Policy

Transfer request forms are typically available from the college in which courses have been completed. Taylor University does not accept transfer credit older than 10 years.

New Students

To receive credit for course work earned at other accredited universities, new students should request that college transcripts be sent directly to the Office of Admissions at Taylor University. These transcripts are then forwarded to the Office of the Registrar for transfer credit evaluation; a copy of the evaluation is sent to the student. The Registrar evaluates courses for foundational core and elective credit and confers with the appropriate department chair to have major or minor courses evaluated for transfer credit. 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 semester's absence, and wish to transfer credit to apply toward a degree, must complete a transfer credit course approval form signed by the student's academic advisor, course department chair, and the Registrar prior to enrolling in the course. The major or minor department chair's signature may be required if the course is a major/minor requirement. Upon completion of the course, students should request that transcripts be sent directly to the Office of the Registrar at Taylor.

The guidelines for accepting transfer credit are as follows:

- Taylor University reserves the right to accept or reject courses for transfer credit. Remedial or vocational courses are not transferable.
- Accepting courses for transfer credit and applying them toward various degree requirements are separate considerations. Courses that transfer as elective credit may not be applicable to specific requirements.
- Only course work with a grade of C- or better will be accepted. Courses taken for a grade mode of pass, credit or satisfactory do not transfer unless the transcript indicates that the grade is equivalent to at least a C-. 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.
- Transfer credit will not be accepted and duplicate hours will not be awarded for equivalent courses previously earned with a grade of D- or better at Taylor. However, the grade on the transfer institution's transcript will 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.*
- A maximum of 64 hours of credit may be transferred from an accredited two-year college.
- The Director of Teacher Certification must approve courses that apply toward teacher certification.
- Credit by examination (e.g., AP, CLEP, IB) recorded for a specific course on an official transcript must meet Taylor standards in order to be accepted for credit. Procedures for acceptance of credit may be obtained from the Office of Academic Assessment. Departmental challenge exams from other institutions are not transferable.
- Graduation honors are computed only on Taylor University course work.
- Degree residency requirements: (1) students must complete 50 percent of the minimum degree hours at Taylor University [e.g., 64 of the minimum 128 hours required for the baccalaureate degree; 32 of the minimum 64 hours required for the associate degree]; (2) students must complete 50 percent of the major or minor hours at Taylor University; and (3) at least 22 of the last 30 hours must be taken at Taylor University.

Transfer credit course approval forms are available online at <http://public.taylor.edu/academics/registrar/forms.shtml>.

Transfer Credit Policy for Non-Taylor University Off-Campus/Study-Abroad Programs

Taylor University invests considerable time, effort, and resources for the creation of off-campus/study-abroad programs consistent with the standards and educational objectives of the University and the needs of its students. Students wishing to receive credit from a study-abroad/off-campus program not offered through Taylor University are responsible for initiating the approval process prior to program application to ensure approval of the program and appropriate transfer of credits.

Taylor University will not enter into a consortium agreement with any foreign or domestic college/university or study-abroad/off-campus agency for non-Taylor programs. No financial aid (*federal, state, or institutional*) will be awarded to students participating in non-Taylor programs.

Students must be in good academic standing and meet the following policies as they plan for and participate in any non-Taylor University study-abroad/off-campus program:

- Taylor University recommends that students begin the program and course approval process one year prior to the anticipated enrollment in any non-Taylor study-abroad or off-campus program. Students should schedule an appointment with the Registrar to initiate the application process to meet all deadlines.
- The study-abroad/off-campus program must be sponsored by other regionally accredited colleges or universities.
- Transfer credit will be accepted if prior approval has been granted by the academic department, Coordinator of the Foundational Core Curriculum, and Registrar. All course approvals must be finalized by March 1, for the following Summer or Fall, and October 1, for the following Spring.
- Course offerings and schedules are subject to change; Taylor University cannot guarantee that course changes will be accepted without the appropriate approvals prior to attending the program.
- The sponsoring college/university must grant the credit and grade for each course. Upon completion of the approved course(s), an official transcript from the sponsoring college/university should be sent to the Office of the Registrar.
- No more than 17 credit hours will be approved for semester-long programs.
- No more than 12 hours will be approved for Summer.
- 22 of the last 30 credit hours must be completed through Taylor University.
- Fifty percent of the degree hours must be completed through Taylor University.
- Fifty percent of the major/minor hours must be completed through Taylor University.

Additional information concerning transfer credit policies is available from the Office of the Registrar.

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.

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.

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.

Tutorials

A tutorial course is classroom-based, individualized instruction scheduled to meet on campus at a time that is mutually convenient for the student and the professor. The contact hours for this course must meet the standard set by the appropriate School Dean. Any course listed in the catalog may be taught as a tutorial course with the consent of the instructor and approval of the advisor, course department chair, and dean.

Tuition for tutorials completed during the summer is at the standard summer session credit hour rate. Check with the Financial Aid Office to inquire about possible assistance for the summer term.

Registration forms for tutorials are available online at <http://public.taylor.edu/academics/registrar/forms.shtml>. For additional information, please refer to the **Specific Registration** on page 31.

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 *with no intent to return to Taylor* for the next term must apply for formal withdrawal through the Academic Enrichment Center before leaving campus (prior to exam week).

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 Academic Enrichment Center. Students failing to request withdrawal from the University risk receiving failing grades in their courses and being financially responsible for tuition fees (Summer courses included).

Students *who find it necessary to withdraw from all credit classes after the semester begins* must apply for formal withdrawal through the Academic Enrichment Center. If a student withdraws from the University after the first week of classes (first five class days), he/she will receive a withdrawal grade (W, WP, 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 **Finance** on pages 213-214.

Students *withdrawing with the intent to return to Taylor* must initiate the withdrawal process through the Academic Enrichment Center and apply for readmission through the Office of Admissions. 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 before registering for courses at the other university to ensure proper credit will be granted by Taylor.

To withdraw from a single course, students should contact the Office of the Registrar for details.