

# *Academic Policies and Procedures*

## **Enrollment Procedures**

### **Schedule of Terms**

Terms vary slightly each year. Most courses are offered in an eight-week intensive format. During the eight-week term, students attend one class session per week for each course in which they are enrolled. Both morning and evening classes are offered. Courses are also offered on a flexible schedule spanning a time period determined by the nature of the learning experience or the needs of the participants.

### **Preregistration and Registration**

The schedule of classes is normally released four weeks prior to the beginning of the next term. Three weeks before the term starts, preregistration for classes begins and continues until the beginning of formal registration. Students are encouraged to participate in the preregistration process in order to reserve their place in classes.

Formal registration is held during the week prior to the beginning of a term. At this time students confirm their class schedule and pay their tuition fees. Students who receive financial aid or have their tuition reimbursed by their employer may sign a promissory note.

### **Cross Enrollment**

In rare instances, a student is permitted to cross-enroll between the Lincoln/Grand Island and Crete campuses. Permission is required from the Vice President for Academic Affairs and the Dean of Undergraduate Studies. A cross-enrolled student must pay all costs, including tuition, associated with enrollment at other than his/her main campus.

### **Transfer Policy Between the Crete and Lincoln/Grand Island Programs**

A student who attends Lincoln/Grand Island or the Crete campus may be admitted to the other program after an absence from the college of two full academic years. A student who wishes to attend the other program after a shorter period of time must have the written permission of the Vice President for Academic Affairs. The student must meet the criteria for admission and must be formally admitted

by the other program. The student must also be in good standing with the Business Office.

### **Repeating a Course**

Courses in which a grade of F, D-, D, or D+ has been received may be repeated for credit, and generally such courses may be repeated only once.

Credits and quality points earned for the term in which the course is repeated are recorded on the student's grade report and on the student's transcript in the usual manner except for the notation (\*) beside the repeated course.

Term grade point averages are computed in the usual manner.

The cumulative grade point average and the grade point average in the major are computed using only the credits and grade earned in the repeated course. Course credits can be counted only once toward the required hours for graduation.

A student may enroll at another college in a course that is a repeat of a course taken at Doane in which the grade earned was below a C-. The course must be taken for a grade and the grade earned must be at least a C-. The grade in the successfully repeated course is recorded on the Doane transcript as a "P" (Pass). The cumulative grade point average is then computed without the original grade in the calculation.

### **Pass/Fail Option**

A student who has accumulated at least 60 semester credits on the Doane College transcript may choose to enroll in one course per term using the Pass/Fail Option. This option allows an instructor to assign either a "P" (Pass) or "F" (Fail) grade in the course, instead of a letter grade. The following stipulations apply:

1. Only one course per term may be taken on a pass/fail basis.  
(This does not include courses normally graded on a pass/fail basis.)
2. A student must not enroll in an internship for four credits or more in the same term he/she has declared a Pass/Fail Option course.
3. A maximum of two Doane Plan courses may be taken using the Pass/Fail Option. A student who transfers in two or more courses for the Doane Plan is not eligible to use the Pass/Fail Option for any additional Doane Plan courses.
4. A Pass/Fail Option course may be taken in, but not counted toward, the student's major. *Exception: a Doane Plan course*

*which is taken using the Pass/Fail Option may count toward the major if the course was taken before the major was declared.*

5. The grade of “P” (pass) will have no effect on the student’s cumulative grade point average. (In order to receive a grade of “P” (pass), a student must earn a grade of “C-” or above in the course.)
6. The grade of “F” (fail) will be figured in the student’s cumulative grade point average.

### **Full-time and Half-time Status**

A full-time student on the Lincoln or Grand Island campus is defined as one enrolled in at least six credits per term. A half-time student is enrolled in at least three credits per term.

### **Class Attendance**

A student is expected to regularly attend all classes for which he/she is registered. Absence from class jeopardizes a student’s understanding of the course and may result in a reduction of grade. The extent of such reduction is to be determined by the individual instructor. Each student is responsible for all work missed, regardless of the reason for the absence. There is no such thing as an automatic excuse from any segment of academic endeavor, nor is there an automatic extension of due date for assigned work. If possible, a student is expected to contact instructors before an absence occurs to receive the next assignment or make-up assignment.

## **Majors**

### **Double Majors and Emphases**

A student who chooses to complete more than one major or emphasis may fulfill the requirements by using common courses, unless otherwise specified.

## **Grades and Credits**

### **Grading System**

Letter grades are used to evaluate a student’s performance in class work. These letter grades become part of the student’s permanent record. The grade of A is reserved for superior performance in all course requirements. The grade of B is awarded for work of high quality. The grade of C recognizes satisfactory achievement in meeting course expectations. The grade of D designates unsatisfactory performance in meeting course requirements. The grade of F repre-

sents failure to meet course requirements. Other grades include I – Incomplete; P – Passed; AU – Audit; IP – In Progress (Passing); IF – In Progress (Failing); W – Withdrew; NR – No grade reported.

An “I” (Incomplete) is given if a student is not able to complete the work by the last day of the course because of sickness or other extenuating circumstances which that student has discussed with the instructor. The incomplete grade must be accompanied by an estimated grade, which can be any letter grade, including “F.” The estimated grade is the grade the student would receive if no additional work were completed in the course (not the grade earned on the work already completed.) If an estimated grade is not submitted by the instructor, an “F” is automatically assigned. The latest date for completion is normally six weeks after the official ending of the term. After the stated date, the incomplete grade is automatically converted to the estimated grade.

The “P” grade is used for courses offered only on a Pass/Fail basis, courses completed using the Pass/Fail Option, credit for courses transferred from other colleges, and credit earned through portfolio evaluation or the Credit by Examination process.

A student who audits a class attends that class regularly without the responsibility of completing assignments and without receiving credit. One-half the regular tuition rate is charged.

The “IP” grade is used only in courses that extend beyond the normal ending date of a term and indicates that the student is currently passing the course. This grade must be replaced with an appropriate letter grade assigned by the instructor.

The “IF” grade is used only in courses that extend beyond the normal ending date of a term and indicates that the student is currently failing the course. This grade must be replaced with an appropriate letter grade assigned by the instructor.

The “NR” grade is given if there is no report from the instructor by the time the grades are processed.

### Quality Point System

Quality points are assigned to the respective grades as follows:

Grade	Quality Points Per Credit	Grade	Quality Points Per Credit	Grade	Quality Points Per Credit
A+	4.0	B-	2.7	D	1.0
A	4.0	C+	2.3	D-	0.7
A-	3.7	C	2.0	F	0.0
B+	3.3	C-	1.7		
B	3.0	D+	1.3		

Grade point averages are computed by dividing the total quality points earned by the number of graded credits (divisor). AU, I, W, P and IP grades are not included in the calculation.

### **Class Standing**

Students are classified according to the number of credits they have earned. A student must have successfully completed a minimum of 30 credits to be classified a sophomore, 60 credits to be classified a junior, and 95 credits to be classified a senior.

### **Grade Reports**

A student's grade in each course is filed with the Registrar. At the end of each term, the final grades are mailed to the student's home address and are recorded on the transcript. Grades are normally mailed two weeks after the end of the term.

### **Grade Changes**

After the final grade report is sent to the student at the end of a term, the student has up to 10 days to report an error or omission. After 10 days have elapsed, the grade report will be considered correct and complete.

### **Grades Upon Withdrawal from a Course**

If a student withdraws from a course prior to census day (second Monday of the term), the course will not appear on the student's transcript. If the student withdraws after census day and prior to the fourth class meeting, the transcript will indicate "W" (withdrawal) for that course. If the student withdraws after the fourth class meeting, the transcript will indicate "F" (failed) for that course.

### **Senior Grades**

Final grades for seniors who are completing graduation requirements in May are processed before Commencement. Once processed, these grades are considered correct and complete.

## **Supplemental Course Offerings**

In addition to regular catalog courses offered in a particular term, the following options are also available:

**Selected Topics** courses (271, 371, 471) offer students an opportunity to investigate topics not covered in any other course and provide a procedure for faculty to pilot new courses. A selected topics course is not offered as an independent study but as a supplement to regular catalog courses and is listed on the schedule of classes. Selected topics courses may be offered for 1-3 credits. Generally a maximum of

six credits of selected topics courses may be counted in the student's major. Selected topics are repeatable for credit, provided the topic is different. Once a particular selected topics course has been offered during two consecutive years, it must be approved by the faculty as a regular catalog course before it can be offered again.

**Directed Studies** (290, 390, 490) offer an opportunity for supervised, independent study of a particular topic based on the interest of the student and the availability and approval of the faculty. Directed Studies may be offered for 1-3 credits. Directed Studies are repeatable for credit, provided the topic is different.

### **New Coursework at Other Institutions**

A student may take courses at other institutions while enrolled at Doane College. However, if the student wishes to transfer the courses to Doane, the courses must be approved in advance by the Dean of Undergraduate Studies. The courses are to be taken for a grade (not pass/fail), but such courses are recorded on the Doane College transcript as "P" (Passed). Courses in which grades of "D" or lower are earned are not eligible for transfer. A student planning to earn credit by correspondence must have the course approved in advance by the Dean of Undergraduate Studies.

### **Academic Probation and Suspension**

A student not maintaining a minimum grade point average based on credits attempted is subject to academic probation or suspension at the end of any term according to the following formula. (Transfer credits are included in the number of credits attempted.)

<b>Credits Attempted</b>	<b>Minimum Academic Average</b>
12-35	Below 1.70
36-59	Below 1.85
60 or over	Below 2.00

The Vice President for Academic Affairs may place a student on academic probation or suspend a student who is not making satisfactory progress and is in danger of failing to meet any all-college requirement, including the grade point average in the major. Specific conditions of probation or suspension are communicated in writing to students by the Vice President for Academic Affairs.

Any student who is suspended will not be readmitted to Doane College for at least two regular terms and must undertake an activity that illustrates a renewed commitment to learning before applying to the Vice President for Academic Affairs for readmission.

## **Honors at Graduation**

Degrees with distinction are conferred upon those students who graduate in the top 15 percent of their graduating class and have completed at least 52 graded credits at Doane College. Crete and Lincoln/Grand Island campus graduates are considered separately for determination of degrees with distinction.

Summa Cum Laude	Top 3%
Magna Cum Laude	Next 5%
Cum Laude	Next 7%

## **Participation in Commencement**

Commencement is held once a year at the end of the spring term. A student who has not completed degree requirements by the end of the spring term may participate in the ceremony and be considered a candidate for the August degree if he/she is lacking one requirement (competency or course) and receives permission from the Dean of Undergraduate Studies to participate.

## **Award of Degree/Issuance of Diploma**

Degrees at Doane College are awarded and diplomas are issued twice a year—at the end of the spring term in May and on August 15.

Students who complete graduation requirements after the August 15 degree date and before May Commencement of the following year will be May graduates. A comment stating that requirements for the degree have been met and that the degree will be awarded at the May ceremony is added to the transcripts of such students upon completion of all requirements. The diploma will be issued during the May Commencement ceremony or mailed to the student if he/she is in absentia.

Students who complete graduation requirements after May Commencement but no later than August 15 of the same year are awarded their degree as of August 15. (All final grades and any official transcripts from other schools must be received in the Registrar's Office by August 15.) Diplomas will be mailed to each August graduate.

## **Transcripts**

The Registrar's Office releases official Doane transcripts of a student's academic record only after the student has granted permission in writing. Transcripts are not issued to students who have financial obligations to the college. The first official transcript is free of charge; additional copies are available at \$3.00 each. Students who request transcripts should allow three days for them to be prepared and issued. During periods at the beginning or following the end of a semester, at least one week should be allowed for issuance. Official transcripts from other institutions which may be a part of a student's file at Doane cannot be copied and issued to the student. To obtain such copies, the student must make the request directly to the original issuing institution.

Once a student graduates or discontinues attendance at Doane College, subsequent college credits from other schools do not become a part of the student's Doane College transcript.