



## Academic Policies & Procedures

### Enrollment Procedures

#### Preregistration

All students are expected to preregister prior to the beginning of each term.

Preregistration for the fall term takes place in April and spring term preregistration takes place in November, as specified in the college calendar.

New students, including transfer students, entering Doane for the fall term are encouraged to preregister during the summer months at one of the enrollment days. This is done after payment of the required deposit following admission to Doane (\$200 total: \$100 each for housing and tuition).

Students who are currently enrolled in the spring term at Doane, and who plan to continue at Doane the next fall term, preregister on specified dates in the spring as shown in the college calendar. It is refundable if the student notifies the Student Leadership Office in writing by June 15 that he or she is not returning.

#### Registration

All students must register on the dates specified in the college calendar. These dates precede the first day of classes for each fall and spring term. Registration for the January Interterm takes place the preceding November, as specified in the college calendar.

#### Full-Time Student

The normal credit load for full-time students is 12-17 credits per term. A flat tuition rate is charged for these credits.

#### Exceptional Student Program

The Exceptional Student Program (ESP) enables qualified students to register for credits in excess of 17, but not over 20, without paying an additional per credit charge. A cumulative grade point average of 3.25 must be earned or maintained each term to gain or continue eligibility for the next term.

### **Excess Registration**

Students may wish to register for more than 17 credits in a term.

- ❑ 18-20 credits are free to ESP students; other students must pay for any credits above 17 at the rate of \$660 per credit.
- ❑ Any credits above 20 must be paid for by all students at the rate of \$660 per credit.

Any requested exceptions to the above guidelines are considered by the Student Status Committee or the Vice President for Academic Affairs.

### **Changes in Registration**

Changes in registration (adding and/or dropping courses) may be made until census day. After that time, no course may be added (with the exception of a mini-course) unless the add is approved by the Vice President for Academic Affairs. Students may continue to drop courses, which results in a "W" (withdrawal) on their transcript for that course, until the deadline specified in the college calendar. After that date, no courses may be dropped except as approved by the Vice President for Academic Affairs.

### **Late Registration**

Special permission by the Vice President for Academic Affairs is required for a student to register after the first day of classes for that term through Census Day. (Census Day is specified in the college calendar as the last day for late registration.)

### **Part-Time Student Enrollment**

Part-time students may register for fewer than 12 credits at the scheduled rate of tuition for such students.

### **Senior Citizen Enrollment**

Tuition-free courses are open to senior citizens age 65 or over, as class space permits. However, fees must still be paid. Senior citizens wishing to enroll tuition-free are asked to bring identification to verify their age.

Senior citizens interested in enrolling at Doane as part-time students taking non-degree course work may contact the Registrar's Office. Information on full-time, degree-oriented programs is available from the Admission Office.

Tuition-free classes are not available in the Lincoln or Grand Island campus programs.

### **Cross Enrollment**

In rare instances, a student is permitted to cross-enroll between the Lincoln and Crete campuses during the fall and spring terms. Permission to do so is required from the Vice President for Academic Affairs. A cross-enrolled student must pay all costs, including tuition, associated with enrollment at a campus different from his/her main campus. Students may cross-enroll during the summer without special permission but must notify the Registrar's Office. Directed Study and Internship courses can be offered only from a student's home campus.

### **Transfer Policy between the Crete and Lincoln Programs**

A student who attends either the Lincoln campus 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.

### **Withdrawal Policy**

A course which is dropped before Census Day does not appear on the transcript.

A student who withdraws from a semester-long course after census day, but before the last day to withdraw according to the college calendar, receives a grade of "W" (withdrawal). A "W" is not computed in the grade point average. The drop dates and withdrawal dates for mini-courses appear each term in the schedule of classes.

A student who discontinues his or her enrollment at Doane College before the close of a term must contact the Student Leadership Office. A student who withdraws from Doane College by the specified last day on the college calendar (around November and April 15th) receives grades of "W" in the subjects for which he/she is registered at the time of withdrawal. Students are subject to administrative withdrawal from the

college if they miss all courses for two consecutive academic weeks without an officially valid excuse. The Registrar keeps records of the dates of withdrawal, and along with the Student Leadership Office, notifies all offices and agencies concerned.

### **Leave of Absence**

A student who finds it necessary to leave Doane for a semester because of extraordinary reasons may take a leave of absence with the intention of returning to Doane after one semester. Readmission requirements for such students are waived.

While on a leave of absence, a student may choose to enroll at another college, but the course(s) must be approved in advance by the Doane Registrar.

If a student decides to extend the leave of absence to more than one term, completion of the readmission process is required in order to return to Doane.

For purposes of financial aid, students will be treated as though they have withdrawn from the college. Return to Title IV calculations will be conducted if applicable and lenders will be notified of the student's last day of class attendance at Doane College.

### **Advising**

Each student is assigned a faculty member who normally serves as the academic adviser until the end of the sophomore year. At this time, the student officially declares a major and is encouraged to request an adviser in the discipline of the major. A student may change advisers by filing a re-

quest with the Registrar after obtaining permission of the new adviser.

### **Class Attendance**

A student is expected to regularly attend all classes for which he/she is registered. The only officially valid absences are those due to illness or college-sponsored trips or activities.

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. The accumulated absences in all classes are considered by the appropriate committee in any probationary or disciplinary decision. Furthermore, students are subject to administrative withdrawal from the college if they miss all courses for two consecutive academic weeks without an officially valid excuse.

Each student is responsible for all work missed, regardless of the reason. There is no automatic excuse from any segment of academic endeavor. If possible, a student is expected to contact instructors before an absence occurs, in order to receive the next assignments and to minimize possible loss in the sessions missed.

All classes should begin and end on time. However, if the instructor is detained, students should wait at least 10 minutes before disbanding. Each instructor determines his or her own treatment of any student tardiness.

### **Classification of Students**

Students are classified according to the number of credits they have earned. Student must successfully complete the minimum credits detailed:

- Sophomore - 30 credits
- Junior - 60 credits
- Senior - 95 credits.

### **Credit by Examination**

A student may qualify to receive up to 36 semester credits through one or more of the following options: Advanced Placement Program, the College Level Examination Program (CLEP), Doane Tests, ACT Proficiency Examination Program, DANTEs, and International Baccalaureate Diploma. If credit is earned, a grade of "P" (pass) is given and the credits count toward the total required for graduation. The grade of "P", however, does not figure in the calculation of the grade point average. Credits earned through the credit-by-examination options may not be accepted by graduate or professional schools.

### **Advanced Placement (AP)**

The College Entrance Examination Board's Advanced Placement Examinations are used by Doane College in awarding advanced academic credit to an incoming student who receives a grade of 5, 4, or 3. A student must request that the College Board send results directly to the Registrar at Doane. There is no additional tuition charge for AP credit which is accepted by Doane College.

**College Level Examination Program (CLEP)**

Doane College grants credit based upon successful completion of subject CLEP examinations and supplementary essays. Credit is not awarded for the CLEP General Examinations. A student must request that the College Board send results directly to the Registrar at Doane. The credit for subject examinations is awarded according to the recommendations of the American Council on Education (ACE). There is no additional tuition charge for CLEP credit which is accepted by Doane College.

**Doane College Test**

A student has the opportunity to earn credits by successfully completing a test administered by Doane faculty. If credits are earned, a tuition charge of \$50.00 per credit is assessed and must be paid prior to the student's final term of attendance. Tests are available in accounting, English, and math. The credit is not added to the Doane transcript until the tuition is paid in full.

**ACT Proficiency Exam Program (ACT PEP)**

A student may earn credit through successful completion of tests in the areas of business and arts and sciences. Tests are administered at a regional test center or through the Defense Activity for Non-Traditional Educational Support (DANTES) for qualified military personnel. Credit for ACT PEP is awarded according to the recommendation of the American Council on Education (ACE). There is no additional tuition charge for ACT PEP credit which is accepted by Doane College.

**Dantes Subject Standardized Tests (DSSTs)**

A student who has successfully completed selected subject examinations administered through the Defense Activity for Non-Traditional Education Support may earn college credit. This credit is awarded according to the recommendations of the American Council on Education (ACE). There is no additional tuition charge for DANTES credit which is accepted by Doane College. Only tests which are designated as Baccalaureate/Associate Level (B) or Baccalaureate Upper Division (BU) are considered in the awarding of credit.

**International Baccalaureate Diploma**

Students who have earned the International Baccalaureate Diploma through their high school are eligible to receive college credit if scores of four and above have been earned on the higher level IB examinations. In consultation with the appropriate academic department, one to eight credits are awarded for each examination. There is no additional tuition charge for IB credit which is accepted by Doane College.

### **Transfer of Credit**

A Doane student may enroll in summer courses at other institutions with the intention of transferring those credits to Doane, but that student must receive prior approval from the Registrar, adhere to the final 30 credits in residency rule, and complete the appropriate forms. A student who plans to enroll in courses in his/her major or minor field of study must also receive prior approval from faculty in the department. Courses are to be taken for a letter grade, but they are entered on the Doane transcript as "P" (Pass), provided the grades earned are C- or above.

Approval of the Vice President for Academic Affairs is needed before a student may enroll on the Doane Lincoln campus in any term other than summer. The Registrar must also be consulted before enrolling in any course on the Lincoln campus in order to verify that the course meets a particular requirement. All courses completed at the Lincoln campus are considered Doane credits and therefore show on the transcript as graded. Preregistration for any Lincoln campus course is completed through the Lincoln office. All costs associated with enrollment in Lincoln, including tuition, must be paid.

A student who is full-time at Doane during a regular term must have permission from the Vice President for Academic Affairs to take a course from another institution during that term.

A Doane student who studies abroad for a summer, semester, or year must have his/her program approved in

advance by the appropriate study-abroad program director, the Registrar, and the Director of Financial Aid. For additional information on study abroad, refer to Off-Campus and Study Abroad options.

A student who has been admitted to Doane College as a degree-seeking candidate may transfer credits to Doane for inclusion on the Doane transcript. Official transcripts must be sent directly to Doane from all colleges attended. Hand-carried transcripts are not acceptable. Final determination of all transfer credit is made by the Registrar with the advice and consent of the instructors in the appropriate academic disciplines.

The following guidelines are used in the evaluation process:

1. Doane requires that the previous institution(s) be accredited by one of the regional accrediting associations: North Central, New England, Middle States, Northwest, Southern or Western. Credit from unaccredited institutions is not accepted. However, in some instances, credit from special purpose institutions (e.g., Bible Colleges accredited by the American Association of Bible Colleges) is accepted.
2. Transfer credits are not accepted for courses in which a student received a D-, D, D+, or the equivalent.
3. Doane Crete accepts a maximum of 99 semester credits completed at a four-year college or university.

4. If a student has completed an Associate Degree, Diploma, or Professional Certificate at a two-year college, a maximum of 66 semester credits are accepted in transfer.
5. If a student did not complete a professional competency, (i.e., Associate Degree, Diploma, or Certificate), courses are evaluated individually. In this evaluation, a maximum of six semester credits are accepted in transfer for courses not normally offered at a four-year accredited college or university.
6. Credits transferred from another institution are entered on the Doane College transcript as "P" (passed) credits, provided the grade earned was a "C-" or above. These credits are not included in the Doane College grade point average calculations, but do count toward the total credits required for graduation.
7. Doane awards credits in semester hours. Credit from institutions on the quarter system are accepted at the rate of two-thirds of a semester hour per quarter hour.

The interterm requirement at Doane for transfer students or Doane students who study abroad is as follows:

Transfer Credits	Interterm Credits
1-30	9 (6 ITM prefixed)
31-60	6 (3 ITM prefixed)
61-99	3 (3 ITM prefixed)

Students who transfer to Doane may use courses from a previously

attended institution to meet requirements for a major or minor at Doane College. If all requirements for the major or minor are met using previous course work, the transfer student must enroll in a three- or four-credit senior-level course in that major or minor which is not a repeat of any previous course work and must earn at least a grade of "C".

Courses taken at a previously attended institution may also be used to meet requirements for the Doane Plan. The general education policy for transfer students states:

1. All students entering as freshmen (beginning or second semester) are fully governed by the Doane Plan in the catalog for their year of entry, but may use any courses subsequently approved as options for Doane Plan requirements.
2. Students entering beyond the first year are governed by the Doane Plan in the catalog for their year of entry, and the following regulations:
  - a. Only courses in which a grade of C- or above was earned are considered for transfer.
  - b. Courses equivalent to those offered in the Doane Plan count for Doane Plan credit.
  - c. Courses which fit Doane Plan criteria, but are not offered at Doane, may be substituted in the appropriate area.
  - d. Courses equivalent to Doane courses which do not meet a Doane Plan requirement, may not be used to complete a Doane Plan requirement.

- e. Completion of three or more courses, each of which are equivalent to at least two semester credits in one Doane Plan subject, fulfills the general education requirement in that subject.

### **Final Examinations**

The dates for final examinations are printed in the academic calendar for the year. The final examination schedule is available at the beginning of each semester. All students are expected to take final examinations in each course for which they are registered unless otherwise specified. The time allotted for each exam is three hours.

### **Evaluation of Academic Work**

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" represents failure to meet course requirements.

### **Incomplete Grades**

An "I" may be 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 the student has discussed with the instructor. The instructor

will assign an expiration date for the incomplete grade, which is normally 30 calendar days after the official ending of the course. After the expiration date passes, the incomplete grade is automatically converted to an "F."

### **Pass/Fail Grading Options**

A number of courses at Doane are offered only on a Pass/Fail basis. Such courses include internships, activities, media practica, and many interterm courses. Instructors report only "P" (Pass) or "F" (Fail) grades for these particular courses. The grade of "P" earns credit, but this credit is not computed in the grade point average. A grade of "F" is figured into the grade point average.

A student who is a junior or senior may enroll in one course per term using the Pass/Fail option. This option allows an instructor to assign either a "P" or "F" grade in the course, instead of a letter grade. The following stipulations apply:

1. A student must not enroll in an internship of four credits or more in the same term he/she has declared a Pass/Fail option course.
2. 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.
3. A Pass/Fail option course may be taken in, but not counted toward, the student's major, minor, or endorsement.

Exception: A Doane Plan course which is taken using the Pass/Fail option may count toward the major or minor if the course was taken before the major or minor was declared.

4. A student must sign up for the Pass/Fail option in the Registrar's Office by the end of the third full week of the semester or, in the case of interterm, by the end of the third day. Once a course is designated as Pass/Fail, it cannot be changed back to a letter grade.
5. A grade of "P" will have no effect on the student's cumulative grade point average. A grade of "F" will be figured into the student's cumulative grade point average. (In order to receive a grade of "P", a student must earn a grade of "C-" or above in the course.)
6. Credits taken using the Pass/Fail option do not count toward GPA credits required for academic honors.
7. Credits taken using the Pass/Fail option may not be accepted by graduate or professional schools.

**Audit**

A student wishing to attend classes regularly without the responsibility of completing assignments and without receiving credit may do so with the approval of the Vice President for Academic Affairs and the instructor. One-half the regular tuition rate is charged for an audited course.

**Withdrawal**

Students who withdraw from courses according to the withdrawal policy receive a grade of "W."

**Calculating the Grade Point Average**

Grade point averages are computed by dividing the total grade points earned by the total number of GPA credits. AU, I, W, and P grades are not included in the calculation. Doane's GPA is rounded up to the second decimal point.

**Repeated Courses**

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

The cumulative grade point average and the grade point average in the

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**Grade Point System**

Grade points are assigned to the respective grades as follows:

Grade	Grade Points Per Credit	Grade	Grade Points Per Credit	Grade	Grade 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		

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major are computed using only the credits and grade earned in the most recently completed course.

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 repeated course is recorded on the Doane transcript as "P" (Pass). The cumulative grade point average is then computed without the original grade in the calculation.

#### **Activities for Credit**

A student may earn one credit per activity by satisfactory participation in the activities listed below.

The procedures and regulations of registration or withdrawal from academic courses also apply to these activity courses. A maximum of six credits earned in one or a combination of these activities which carry an ATV prefix may be applied toward the total required for graduation. Students who participate in these activities but who do not wish to earn credit, or have reached the maximum allowed, may still register for an activity as "0" credit. The only passing grade given for activity courses is "P" (Pass), to which no quality points are assigned. A student who receives an "F" (Fail) in an activity for "0" credit receives no penalty. However, if a student fails an activity for one credit, the "F" will be computed in the grade point average.

#### **Cheerleading**

The Cheerleaders perform and provide support to athletic teams during athletic events.

#### **College Media**

For practical experience with the college media (Xanadu literary magazine, Doane Tiger yearbook, and CORE radio station), students may enroll in the appropriate activity course.

#### **Dance Team**

The Dance Team performs and provides support to athletic teams during athletic events.

#### **Theatre**

Theatre is primarily a dramatic organization for staging plays. A student may participate in any phase of theatre: acting, stage construction, make-up, etc.

#### **Athletics**

Intercollegiate athletics include baseball, basketball, cross country, football, golf, soccer, softball, tennis, track and field, and volleyball.

#### **Ensemble and Practicum Credit**

Music ensembles, i.e., Concert Band, Symphonic Wind Ensemble, Doane Choir, and Collegiate Chorale, allow students to participate in a variety of concerts and performances throughout the year.

Journalism practica give students an opportunity to gain practical hands-on experience working on the college newspaper, in the campus radio and television broadcast facilities, or on a campus or community organizational project.

Ensemble and practica offerings are included in the appropriate academic discipline and are not considered activity (ATV) credit. Letter grades are given for the ensemble and practica offerings.

The six-credit maximum allowed for activity credit does not apply to practica and ensembles.

**Grade Reports**

Reports are issued to students over the web via WebAdvisor at mid-term and end of term. Mid-term grades are not considered permanent grades and do not appear on the transcript. New students and students on academic probation receive mid-term grades as do continuing students who are failing or doing unsatisfactory work.

Continuing students who are doing satisfactory work (C- or above) do not receive mid-term grades. Dependent students are expected to report grades to parents at mid-term and end of term.

**Grade Changes**

After final grade reports are released 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.

**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.

**Academic Probation and Suspension**

A student not maintaining the minimum required cumulative 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:

Credits Attempted	Academic Average
12-35	Below 1.70
36-59	Below 1.85
60 or over	Below 2.00

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

A student who is suspended may request a review of the facts of his/her case by the Vice President for Academic Affairs by the appeal deadline stated in the suspension letter. A student suspended for academic reasons must remain out of the college for at least one regular term and undertake an activity that illustrates a renewed commitment to learning before applying to the Academic Standing Committee for readmission. Students who remain out of the college for an academic year or more must request readmission through the Admission Office.

A student whose cumulative grade point average is above the minimum for the number of credits attempted, but whose last term grade point av-

erage was low, is notified in writing by the Vice President for Academic Affairs that he/she is eligible to continue at Doane College, but the term grade point average needs to improve in the next term.

Students may also be suspended or expelled based on the policies outlined in the student handbook which includes Academic Integrity and the Student Conduct Code..

### **Academic Honors**

An Honors Convocation is held in the fall and a Student Awards Ceremony in the spring to recognize individual students and groups who have excelled academically during the previous year. Academic honors are based upon GPA credits earned at Doane College.

### **Alpha Lambda Delta**

The purpose of Alpha Lambda Delta is to recognize men and women who achieve high scholarship in their first year at Doane College. Eligibility is

based on a grade point average of 3.50 or above in at least 14 GPA credits during the first semester at Doane College, or by earning a 3.50 or above in at least 28 GPA credits in two consecutive semesters of the first year. Credits earned in interterm and/or summer terms are not included. A transfer student can meet requirements for membership in her first semester at Doane, provided no more than 20 credits have been transferred from previous schools.

### **Dean's List**

A student who earns a grade point average of 3.70 or higher in at least 12 graded credits for the term is placed on the Dean's List for that term and receives a letter of congratulations from the Vice President for Academic Affairs.

### **Doane Scholar**

A student ranking in the top eight percent of his or her graduating class and completing at least 105 GPA

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### **Honor Societies**

Doane has chapters of several national honor societies, including:

**Alpha Kappa Delta**, sociology honorary

**Alpha Psi Omega**, theatre honorary

**Beta Beta Beta**, biology honorary

**Cardinal Key**, honorary society recognizing outstanding scholarship, leadership, and character

**Delta Mu Delta**, accounting/business honorary

**Phi Alpha Theta**, history honorary

**Pi Kappa Delta**, forensic honorary

**Pi Lambda Theta**, education honorary

**Pi Sigma Alpha**, political science honorary

**Psi Chi**, psychology honorary

**Sigma Delta Pi**, Spanish honorary

**Sigma Tau Delta**, English honorary

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credits at Doane College receives the honor of Doane Scholar at the Student Award ceremony in the spring in the year the student intends to graduate from Doane. A student who participates in an approved one-semester off-campus or study abroad program in which credit is transferred with "P" (passed) grades rather than letter grades must have completed 85 graded credits at Doane in order to qualify for this award. A student who participates for two semesters must have completed 70 GPA credits at Doane.

**Graduation Honors**

Degrees with honors are conferred upon those students who graduate in the top 15 percent of their graduating class.

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

Crete and Lincoln/Grand Island campus graduates are considered separately for determination of degrees with honors.

Degrees with honors are not conferred upon students who have been enrolled at Doane College for less than four terms, excluding summer sessions and Interterms. Such degrees are not conferred upon those who have earned fewer than the following number of graded credits:

Regular Terms of Attendance	Graded Credits
4	52
5	65
6	78
7	91
8	104

If a Doane student participates in an approved off-campus or study abroad program in which credit is transferred as pass/fail rather than graded, the term or terms the student is off-campus do not count as regular terms of attendance.

**Honors in Course**

A student who earns at least 30 GPA credits for the year and who is on the Dean's List both terms receives a certificate for high scholarship at the fall Honors Convocation.

**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 Vice President for Academic Affairs to participate. The decision is based on the following criteria:

- ❑ Both the cumulative grade point average and the major grade point average are at least a 2.00 after spring grades are processed, and
- ❑ The student's plan to complete the requirement no later than August 15 is approved before Commencement by the Registrar or Vice President for Academic Affairs.

NOTE: Any anticipated May graduate who takes an Interterm following Commencement may participate in

the ceremony. However, all course work must be completed and the grade processed by the Registrar's Office before the diploma and any graduation honor can be awarded.

### **Application for Graduation**

Students need to make formal application for graduation through the Registrar's Office. This application should be filed by February 1 for students who plan to graduate in May. Failure to comply may extend his/her intended graduation date.

### **Award of Degree/Issuance of Diplomas**

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. However, the graduation ceremony takes place only in May.

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 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

by the Registrar 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. Students who request transcripts should allow three days for them to be prepared and issued. A \$5 fee will be assessed for each transcript.

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 Doane student's file cannot be copied and issued to the student. To obtain copies, the student must contact the original issuing institution directly.

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.