



Tabor College Undergraduate Studies

**ACADEMIC INFORMATION**

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**Academic Calendar.** Tabor College Hillsboro has two regular semesters (fall and spring) with a four-week Interterm in January. The Interterm is an integral part of the academic year and there are no tuition refunds for students who elect not to participate or who enroll in an off-campus program that charges additional tuition.

**Registration.** Students enroll in courses at scheduled registration periods during the year. A full load for each semester is 12-15 credit hours (4 for Interterm). This includes participation credit in sports, music, and drama activities. The traditional full-time tuition rate will be charged for this range. An overload rate per hour will be charged for credit hours above 15. Additional hours should only be taken after careful consideration with an academic advisor. Students wishing to take more than 20 credits must receive approval from the Academic Dean.

**Academic Advising.** Tabor College believes that academic advising should be a developmental process which helps students identify and clarify their interests, abilities, and life/career goals, and develop an educational plan for the realization of these goals. Advising begins at the time a student is fully accepted to the College with the assignment of a Freshman Advisor who has been trained to assist in the developmental process. At the end of the freshman year, students who have declared a major are assigned an advisor in their major field, while undeclared majors are assigned to an advisor skilled in the area of career exploration.

Students may request a change of advisor at any time by contacting the Registrar's Office. While the College provides a complete advising program to assist students, the ultimate responsibility for meeting degree requirements rests with the student.

**E-Mail.** All students are provided a Tabor College e-mail account, which is one of the College's official methods of communicating important and time-sensitive information. **All are expected to check the mail sent to this account on a frequent and consistent basis, and to respond to official communications in a timely manner.** All are responsible for monitoring this account and for the consequences of missing important and time-sensitive messages.

In order to prevent misuse of the group e-mail system, students who wish to send an e-mail to all students should send it to the Student Life Office (kayleneu@tabor.edu) for approval and sending.

**Changes in Registration.** Courses may be dropped or added during the first week of a semester. Any student who officially withdraws from a course from the second week through the ninth week of a semester will receive a W on the transcript. After the ninth week and up to the start of the examination period, a WP or WF will be given to represent the acceptability of performance up to the point at which the student withdraws. A WF will have the same effect on the GPA as an F. No course withdrawals will be allowed after the start of the final examination period.

***Extraordinary Circumstances.*** Students may experience extraordinary problems during a semester. Within one year of having completed such a semester, a student may petition the Academic Dean to be withdrawn retroactively from any class or classes taken during that semester. Any such petition will be processed by the Academic Policies Committee. The petition should include clear and documented evidence. Retroactive withdrawal will be granted only under exceptional circumstances, such as extraordinary medical problems. If retroactive withdrawal is granted for any course, the grade for the course will be changed to RW. The effect of such a grade on the student's GPA will be the same as that of a W.

***Services for Students with Disabilities.*** Students with disabilities may be eligible for academic accommodations under the Americans with Disabilities Act (ADA). Accommodations for students with disabilities are made only in consultation with the Disabilities Advisor in the Student Success Office. Students desiring academic accommodations should contact the Disabilities Advisor, Erica Haude, to request accommodations and services. After appropriate documentation of disability is obtained, the Disabilities Advisor will determine reasonable academic accommodations based on the disability and will assist the student in obtaining these accommodations for courses. The Tabor College ADA compliance officer is Jim Paulus Vice President of Student Life, Learning and Formation.

***Effect of Withdrawal on GPA.*** A WF has the same effect on the GPA as an F. Grades of W, WP, and RW are not computed in the GPA. (Note that a withdrawal can have an impact on Financial Aid Please consult Financial Aid officer for specific input prior to withdrawal.)

***Administrative Drop.*** Students may be withdrawn from any course on the basis of excessive absences, according to the attendance policy for that course, or for chronic disruptive behavior in the classroom.

The following procedures will occur:

1. The instructor will send the student a written notice of intent to withdraw that student from the course, stating the reasons for taking this action. The Registrar, the Director of Retention and the advisor will be sent copies of this notice.
2. The Registrar's Office will notify the student and encourage dialogue between the instructor and the student, with the involvement of the student's advisor if possible. A period of one week is defined as a reasonable time frame for completion of this step. Ultimately, it is the student's responsibility to make efforts to correct the situation.
3. If these efforts prove to be unsuccessful, and upon recommendation by the Registrar and the concurrence of the Academic Dean, official withdrawal will occur. The student will be notified in writing of this action by an appropriate administrator. If the notice of intent was dated in the first nine weeks, the assigned grade will be a W; if the date was in the tenth week or beyond, a WP/WF will be assigned.

**Classification.** Students enrolled in 12 or more credit hours are classified as full-time students; those with fewer than 12 hours are classified as part-time students. The following guidelines are used to determine class standing:

Freshman	meets all entrance requirements
Sophomore	24 credit hours completed
Junior	56 credit hours completed
Senior	88 credit hours completed

Post-graduates and students who are not pursuing a degree are classified as special students.

**Courses and Credits.** A class meeting fifty minutes per week for 14 weeks, or its equivalent, will receive one semester hour credit. It is expected that for each hour of credit, students will spend at least two hours per week doing additional work outside the classroom. For a laboratory course, two to three hours of class time will be required for every hour of credit.

Partial course credit may be allowed, providing the course lends itself to division into distinct learning units. The instructor, Division chairperson, and Academic Dean must approve such requests. If requests for reduced credits are received after the end of the first five weeks of the semester, no tuition refund or transfer will be allowed.

**Course Numbers.** Every course listed in the catalog is preceded by a number. The number indicates the level of difficulty of the course content.

000-099	These courses are not applicable to a degree
100-199	Recommended for freshmen
200-299	Recommended for sophomores
300-399	Recommended for juniors
400-499	Recommended for seniors
500-599	Graduate Level, open to undergraduate students by special permission
600-699	Graduate Level, open to holders of a bachelor's degree, subject to prerequisites

Students are not limited to courses matching their year in college. A freshman may take a junior level (300) course if prerequisites have been met, but should not be surprised to find the content more difficult than in a 100-level course. In some cases, special permission from the instructor or the Academic Dean is necessary for a student to take a course beyond his or her academic level. Courses marked with a "G" or "GC" meet Core Curriculum requirements.

**Course Cancellation.** Courses listed in the schedule are offered with the understanding that the College may cancel any course if conditions beyond the institution's control make it impossible to offer it, or if enrollment in that course is insufficient to justify offering the course.

**Upper-Level.** Courses offered at the 300 level or above are defined as upper level. The following criteria differentiate upper- from lower-level credit:

1. Standards for the quality of work submitted are more stringent
2. The quality of writing will be evaluated more rigorously
3. Work submitted is of a higher order of synthesis/integration
4. Assignments include applications of principles learned
5. Students are expected to work more independently

***Auditing Courses.*** Auditing a course gives students the opportunity to explore areas of interest without being subject to the demands of class activities or evaluation and grading. Auditors must receive permission from the instructor and pay the Audit Fee. Audit Petition Forms are available in the Registrar's Office. Students taking the course for credit will receive priority if seating is limited. All auditors will be assessed the Audit Fee per hour regardless of enrollment in other courses for credit. Auditors who are not taking any other classes need to be admitted through the college as guest students prior to enrolling.

There is no requirement of auditors except regular attendance. Added participation, including graded evaluation, is at the discretion of the instructor. Auditors with regular attendance receive a final grade of AU on the transcript. No college credit is given for auditing and no requirements are met with an audit course.

Supervised studies such as independent studies, internships, and practica must be taken for credit. Auditing may not be appropriate for all courses, such as those designed to develop skills and those that are "hands-on" in nature.

Changes from audit to credit may be made until one week after midterm, with the consent of the instructor, and if the student has done the required class work. Credit to audit changes may be made until one week after midterm as well. In both cases, the proper forms must be completed in the Registrar's Office.

***Class Attendance.*** Regular class attendance is essential for success in college courses. Even when work is made up, students miss important discussions and explanations when absent. Nevertheless, students may need to miss class because of illness, personal and family emergencies, participation in Tabor College events and, in rare cases, inability to get to class because of dangerous weather conditions. The following policies apply to these absences:

1. Professors will include their attendance policy in their syllabi and will indicate the effect of absences on the course grade.
2. Upon consultation with the Academic Dean, Professors may initiate an administrative drop when absences have been excessive and may give a failing grade because of absences in keeping with the policy in their syllabi.
3. Regardless of the reason for an absence, students are not excused from completing the work they missed, and whenever possible, should make arrangements in advance for the completion of all work missed.
4. The academic and program departments sponsoring events which may take students out of classes and labs are responsible for notifying the faculty members teaching those classes, giving the names of students involved in the event. Likewise, faculty planning class activities apart from the regular class or lab schedule, are responsible for notifying departments sponsoring college events. In either case, the notice should include the exact time the students need to leave for the event. When the schedule is established before the semester begins (including the exact time), the notification should occur at least a week before the absence. When events are re-scheduled less than a week before the event, this should be indicated on the notice.
5. In cases of illness, personal and family emergency, and dangerous weather conditions, students or their RAs may notify their professors individually or may notify the Student Life Office or Academic Office and ask that the appropriate faculty be notified of the absence. This is not an "excuse" for the absence, but a notification process and the student is responsible for the work missed and for the effect of the absence on the grade.

**Administrative Withdrawal.** If a student stops attending all classes for two consecutive weeks, the Registrar will initiate an Administrative Withdrawal for financial aid and student life purposes. The Registrar will send the student a registered letter encouraging him/her to withdraw from classes. The Financial Aid Director will compute a federal Title IV financial aid refund calculation based on Last Date of Attendance from the last class attended in order to determine the amount of financial aid, if any, which must be returned to the federal government. The student's federal aid may be pro-rated based on the date that the Administrative Withdrawal is processed. The student's charges and institutional aid will not be prorated. Students will not be dropped from their class(es) unless they initiate a withdrawal which will be encouraged in the letter sent to them from the Registrar.

**Grading System.** Passing work is indicated on the transcript by the grades A, B, C, D, or CR. Failing work is indicated by the grades F and NC (No Credit). Students may choose one of two grading options for each course: (1) A, B, C, D, F, or (2) CR/D/NC. (Students receiving an A, B, or C will have CR entered on the transcript. Those receiving a D will have that grade entered; those receiving an F will have an NC entered.) Students are automatically on the first track (A-F) unless the appropriate form is completed in the Registrar's Office by the end of the add/drop period.

The CR/D/NC grade option is available only when either (a) the course is identified in the catalog course description as a course that is graded CR/NC or (b) the course is not counted in either the student's major or in the Core Curriculum program. If a student chooses the CR/D/NC option, he/she must do so before the end of the add/drop period.

**Grade Scale:**

A	=	4.0	C	=	2.0
A-	=	3.7	C-	=	1.7
B+	=	3.3	D+	=	1.3
B	=	3.0	D	=	1.0
B-	=	2.7	D-	=	0.7
C+	=	2.3	F	=	0.0

The GPA is calculated by dividing the number of grade points earned by the number of credit hours taken under the A-F grading option. The Tabor College GPA, which is shown on the transcript and which is used for athletic eligibility and honors at graduation, is based on course work taken at Tabor College. Transfer hours are not computed into the Tabor College GPA.

**Prerequisites.** A student must obtain a C- or better for any course that is listed as a prerequisite before being allowed to enroll in the subsequent course.

**Incompletes.** A grade of I (Incomplete) may be assigned to any student at the discretion of the instructor. Incomplete courses shall be completed and the work turned in to the faculty member according to the following schedule:

Semester of Incompletes	Completion Date
Fall	Last day of Interterm
Interterm	February 28 of that calendar year
Spring	June 30 of that calendar year
Summer	September 30 of that calendar year

If a grade for the incomplete course is not submitted to the Registrar within two weeks after the due date, the grade for the course shall default to the alternate grade submitted by the instructor at the time the Incomplete grade was given. If the failure to submit a grade to the Registrar is the fault of the instructor, he/she must use the existing change of grade mechanism to address the problem.

Any request for an extension to the completion date must be made in writing to the Academic Dean before the completion date.

**Course Repeats.** Grades earned at Tabor College may be improved only by repeating the same course for credit at Tabor College. Both grades will be recorded on the transcript, but only the last earned grade will be computed in the GPA. Students may repeat Tabor College courses elsewhere and the credit will be transferred, but the Tabor College GPA will not be impacted.

A student is awarded credit only once for each course. Repeated courses may affect athletic eligibility. See the Registrar's Office for details.

A course which is repeated must be repeated in its entirety. Exceptions to this are courses with independent laboratory and lecture components; in such cases, either the lab or the lecture component may be repeated, with the final grade being based on the original formula for the course.

**Grade Changes.** Grades at Tabor College are based on work submitted during the scheduled class sessions. Requests based on work done or turned in after the end of the class term will be denied (unless an Incomplete had been issued). Care should be taken to ensure that all work has been turned in prior to the end of the submission of the grade. All faculty requests to change a grade after grades have been submitted must be approved by the Academic Policies Committee and must include a rationale.

**Grade Appeals.** A final course grade may be appealed in the following manner:

1. The student should seek to resolve the situation with the instructor.
2. If this is not possible, the student may initiate an appeal by writing to the Academic Dean requesting a hearing before the Student Appeals Committee, providing specific details and all appropriate information.
3. If a hearing is granted, both the student and the instructor may attend.
4. By majority vote, the committee will render its opinion, in the form of a written recommendation, to both the student and the instructor. While the judgment is final in terms of further appeals, it serves only as a recommendation for the faculty member involved. One copy of the committee opinion will be kept in the student's permanent file; copies will also be given to both the student and the instructor.

All grade appeals must be initiated within six weeks of the end of the semester in which the disputed grade was given.

**Withdrawal from the College.** A withdrawal form must be signed by the Director of Student Financial Assistance, Director of Student Success Initiatives, Academic Advisor, Business Office Official, and V.P. of Student Life in order to properly clear student records. Withdrawal forms are available in the Registrar's Office. The completed forms are to be returned to the Registrar. Failure to comply will result in F grades being recorded for subjects in which the student is enrolled. (See supplementary financial information for refund information.)

## ACADEMIC INTEGRITY

Academic dishonesty is any act of cheating, fabrication, plagiarism, abuse of resources, forgery of academic documents, dissimulation, or sabotage, and any act of aiding and abetting academic dishonesty.

The following definitions are used for this policy.

1. **Cheating** is using or attempting to use unauthorized materials, information or study aids in any academic exercise. Examples: copying homework, copying someone else's test, using an unauthorized "cheat sheet," etc.
2. **Fabrication** is falsification or invention of any information or citation in any academic exercise. Examples: making up a source, giving an incorrect citation, misquoting a source, etc.
3. **Plagiarism** is representing the words or ideas of another as one's own in any academic exercise.
4. **Dissimulation** is disguising or altering one's actions so as to deceive another about the real nature of one's actions concerning an academic exercise. Examples: fabricating excuses for missing classes, postponing tests, handing in late papers, turning in a paper for one class that was originally written for another class (when original work is requested), etc.
5. **Abuse of resources** is damaging any resource material or inappropriately limiting access to resource material which is necessary for academic work. Examples: hiding library materials, removing non-circulating material from the Library, hiding or stealing another person's textbook, notes, or software, failure to return library materials when requested to do so by the Library, etc.
6. **Forgery of academic documents** is unauthorized changing or construction of any academic document. Examples: changing transcripts, changing grade books, changing grades on papers which have been returned, forging add/drop slips, etc.
7. **Sabotage** is damaging or impeding the academic work of another student. Examples: ruining another student's lab work, destroying another student's term papers, etc.
8. **Aiding and abetting** academic dishonesty is knowingly facilitating any act defined in 1-7.

### Procedural Guide for Dealing with Academic Dishonesty

1. The instructor shall determine if the infraction is intentional or unintentional.
  - a. If unintentional, the instructor shall deal with the infraction at his/her discretion. The instructor may choose to use the system created for intentional infractions.
  - b. If intentional, the procedures outlined in 2-4 shall be followed.
2. Infraction of categories 1-4 shall be dealt with by the individual instructor and the Academic Dean
  - a. The instructor shall:
    - Determine the sanction for his/her class. The sanction is at the discretion of the instructor, though it may involve the student's receiving a failing grade for the course.
    - Inform the Academic Dean of the infraction and sanction.
  - b. The Academic Dean shall:
    - Keep a record of reported infractions and sanctions.
    - Be permitted to place the student on academic probation effective immediately. This shall be understood as a full semester's probation.

- If the infraction is not the student's first offense, the Academic Dean will determine further institutional sanctions. Sanctions may include removal of privileges to participate in extracurricular activities, suspension, or dismissal from the College.
3. Infractions of categories 5-8 above shall be reported to the Dean of Student Life. The Dean of Student Life shall:
    - a. Keep a record of reported infractions and sanctions.
    - b. If the reports are substantiated, determine other sanctions as deemed appropriate. These other sanctions may include, but are not limited to, the following:
      - With the Academic Dean's concurrence, placing the student on academic probation
      - With the Academic Dean's concurrence, revoking the student's library privilege
      - Suspension or dismissal from school
      - Requiring restitution for lost/damaged material
      - Charging fines
      - Placing the student on disciplinary probation
    - c. Call a meeting of the Student Appeals Committee to determine further institutional sanctions if the infraction is not the student's first offense or if the student is already on disciplinary probation. Sanctions may involve suspension or dismissal from the College.
    - d. In writing, notify the person who reported the offense of the disposition of the case.
  4. Students shall have the right to appeal decisions in I and II by means of the established grade appeal procedures. Students shall have the right to appeal decisions in III by means of the established disciplinary appeal procedures.

### **SATISFACTORY ACADEMIC PROGRESS**

For full-time students, the following criteria represent satisfactory academic progress at Tabor College:

1. A minimum of ten hours completed each semester enrolled;
2. A semester GPA of 1.70 or higher; and
3. A cumulative resident GPA with these minimums:

Semesters completed	Cumulative Resident GPA
1-2	1.70
3-4	1.80
5-6	1.90
7 or more	2.00

Students who fail to meet all three criteria will be subject to academic probation or suspension.

## ACADEMIC PROBATION/SUSPENSION/DISMISSAL

If the minimum criteria for Satisfactory Academic Progress (SAP), as defined above, are not met, the student will be placed on academic probation for the following semester and will be restricted to 13 credit hours (in addition to TC102) and will be required to complete the terms of academic probation as follows:

Students either entering on Academic Probation or returning students placed on probation are required to complete the following each semester of probation:

- Weekly meetings with a mentor assigned by the Student Success office
- Disclosure of class attendance, grades received, and hours spent studying (additional documentation may be required by mentor)
- Fulfill conditions of Probation contract—see Student Success office
- Complete TC102 with a CR grade\*

\* TC102 is not required of students beyond their first semester of Academic Probation unless two (2) or more years have lapsed since first attendance. All other requirements apply.

The Academic Dean will assess each student on probation at the end of the probationary semester and will take one of three actions for students who are completing their first probationary semester:

If Satisfactory Academic Progress has occurred, the student will be removed from academic probation.

If Satisfactory Academic Progress still has not occurred and if the student complied with the probation contract, the student will be placed on probation for a second probationary semester.

If Satisfactory Academic Progress did not occur and the student failed to comply with the probation contract, the student will be subject to suspension.

At the end of the second probationary semester, if the criteria for Satisfactory Academic Progress have not been met and the student resident cumulative GPA is below 2.0, the student will be suspended. Students may not have more than two probationary semesters at Tabor College.

### **Exceptions:**

Any student who achieves a semester GPA of at least 2.30 for ten or more completed hours will be allowed to remain at the institution for the subsequent semester regardless of the resident cumulative GPA.

A student who has been admitted to the College on academic probation will be subject to suspension after two semesters of attendance, unless satisfactory academic progress criteria have been met.

Any student who is currently or has ever been on probation whose semester GPA is 1.00 or below will be suspended or dismissed from the College unless their resident cum GPA is above 2.0.

Students whose resident cum GPA is above 2.0 will not be subject to suspension even if they fail to achieve Satisfactory Academic Progress. However, they will remain on academic probation and may be subject to financial aid suspension.

Academic Suspension indicates that the student may reapply after an absence from the college. Academic Dismissal indicates that the student can never be re-admitted.

***Notification of parents and advisor***

When a student is placed on/continues on academic probation or is suspended/dismissed from the College, the advisor (and parent or guardian, if the student is dependent) will be notified in writing.

***Re-Admission***

1. A student who chooses to leave the College under probationary status will be subject to the same status upon return to Tabor College.
2. A student who leaves the College under academic suspension may submit a letter of request to the Academic Dean for re-admission after the satisfactory completion of the terms of the suspension. If re-admission is granted, the student will automatically return under probation and will have one semester to meet minimum criteria for academic progress.

***Appeals***

To appeal a decision of academic suspension, a student must indicate in writing to the Academic Dean this intention within two weeks of the date of notification. This letter should state the reasons for such an appeal. The Student Appeals Committee will review the appeal within ten days and render a judgment on the decision to dismiss. Students will be notified in a timely manner as to the decision of the appeal. If an appeal is not resolved before Interterm begins, the student may stay through Interterm. The Committee's decision is final, and the student will be notified in writing of that decision.

**NOTIFICATION OF RIGHTS**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the College receives a request for access.

Students should submit to the Registrar, Academic Dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.

Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic, research, or support staff position (including law enforcement personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Directors; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Tabor College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

## **STUDENT RIGHT-TO-KNOW**

All post-secondary institutions which receive federal financial aid are required by the Department of Education to disclose the graduation rate for their students based on a cohort class of full-time freshmen who complete their degree within a six-year time period. This information is available in the Office of Enrollment Management and the Registrar's Office.

## **DIRECTORY INFORMATION PUBLIC NOTICE**

At its discretion, the College may provide Directory information in accordance with the provisions of FERPA to include: student name, local and permanent address, e-mail address, telephone number, date and place of birth, major field of study, photograph, dates of attendance, anticipated graduation date, degrees and awards received, most recent previous educational institutions attended by the student, participation in officially recognized activities and sports, weight and height of members of athletic teams, and student classification. **STUDENTS MAY WITHHOLD DIRECTORY INFORMATION BY NOTIFYING THE REGISTRAR IN WRITING WITHIN TWO WEEKS AFTER THE FIRST DAY OF CLASS OF THE FALL OR SPRING TERM.**

## **ACADEMIC HONORS**

### ***Dean's List***

A student is eligible for the Dean's List based on the following grade point averages:

Honors	3.50-3.699
High honors	3.70-3.849
Highest honors	3.85-4.00

To be named to the Dean's List, a student must enroll in and complete a minimum of 10 graded hours on grading option (1) (see Grading System in the Academic Information section of this catalog) with no incomplete or No Credit (NC) grades (including Chapels) by the end of the semester. The 10-hour condition may be waived for those involved in semester-long placements (e.g., practice, internships, etc.).

### ***Graduation Honors***

To encourage scholarship and recognize successful college work, the faculty has established the Honors at Graduation system. Based on 56 or more **letter graded hours** (also called GPA hours) at Tabor, the system is as follows:

Cum Laude 3.50-3.699

Magna Cum Laude 3.70-3.849

Summa Cum Laude 3.85-4.00

Transfer students who do not meet the 56-hour minimum requirement will be considered for honors according to the following policy:

A cumulative college GPA will be calculated using all credit hours taken at regionally-accredited institutions including hours taken at Tabor. Credit earned that was not considered degree credit will be excluded. If the cumulative GPA meets the criteria, the student will be awarded honors. However, honors will not be granted for a cumulative GPA higher than that earned at Tabor College.

### ***Honors at Graduation – Associate of Arts Graduates***

Associate of Arts graduates with a cumulative GPA of 3.5 or higher will graduate “with distinction.”

### ***Honors Chapel***

An Honors Chapel is held annually to give public recognition to students who have achieved a high level of excellence in the various activities of the academic community. Each division presents awards to a select number of students for special recognition. The Dean’s Scholar awards are also presented at this time based upon the following criteria: (1) cumulative resident GPA of 3.90-4.00 and (2) full-time student for at least two semesters preceding the semester in which the award is made. *Note:* Transfer students whose previous two full-time semesters were not at Tabor College must also have a cumulative GPA of 3.90-4.0 that includes previous work from all other institutions attended.

## **GRADUATION REQUIREMENTS**

### ***Catalog Validity***

Students ordinarily meet the graduation requirements which are in effect at the time they enter Tabor College, but they may choose to meet the requirements of any subsequent catalog, provided ALL requirements of that catalog are met. In all cases, in order to be allowed to graduate under a given catalog, students must complete the requirements within six years of the issue date of that catalog.

### ***GPA Requirement***

A minimum resident cumulative grade point average of 2.0 is required for graduation for all undergraduate degrees.

### ***Limit of Activity Credit Hours***

Students will be allowed to earn a maximum of eight hours of credit in varsity athletics and musical ensembles which may apply to the 124-hour degree requirement. If more than eight hours are required for the major or combination of majors, such can be provided by petition. The same eight-hour maximum will apply to transfer students. By the same token, students will be allowed to earn a maximum of four hours of credit in varsity athletics and musical ensembles if graduating with the A.A. degree.

***Residency Requirement***

Transfer students must complete at least 30 hours in residence and complete a minimum of 12 hours in the major at Tabor College to be eligible for graduation. Twenty of the last 30 or 40 of the last 60 hours must be earned in residence. Residency requirements for students in the Undergraduate Adult degree programs will be satisfied with the completion of the regular courses in the programs. No student may earn more than 30 hours by correspondence.

***Bachelor of Arts Degree***

To qualify for the Bachelor of Arts degree a student must complete a minimum of 124 semester hours. In addition to satisfying the Core Curriculum requirements, a student must also meet those of the major field. At least 40 semester hours, a minimum of 16 in the major, must be taken in courses numbered 300 or above. All courses in the major and minor must have a grade of C- or higher.

Students who graduate with an A.A. degree and continue on for a B.A. degree must complete all requirements for the B.A. degree unless they stop out for a period of three years or longer. They will then be considered in the category of a transfer student.

***Bachelor of Science Degree***

The Bachelor of Science degree is awarded only for the Undergraduate Adult Degree programs. (See the Tabor College School of Adult and Graduate Studies Catalog.)

***Bachelor of Science in Nursing Degree***

The Bachelor of Science in Nursing degree is awarded only in the Undergraduate Adult Degree model. (See the Tabor College School of Adult and Graduate Studies Catalog.)

***Associate of Arts Degree***

To qualify for the Associate of Arts degree, a student must complete a 64-hour program of study, which is comprised of Core Curriculum courses, disciplinary courses, and electives. The College offers A.A. degrees in Liberal Arts (see below) and Office Management. (See Office Management in the Programs of Study section.)

At least 30 credit hours, including the last 10 credit hours earned toward this degree, must be completed in residence at Tabor College.

For the A.A. in Liberal Arts, the 15 hours of disciplinary emphasis must be from one department approved by the Academic Policies Committee and must be passed with a grade of C- or higher. Students must work closely with their advisors in the selection of both disciplinary and elective courses.

***Master of Business Administration Concentration in Accounting***

This degree requires 38 hours of course work in accounting and management. The degree is designed for persons interested in pursuing accounting as a profession. The classes are offered at the Tabor College Wichita facility. Details of this program are available in the Tabor College School of Adult and Graduate Studies Catalog.

***Application for a Degree***

Application for a degree from Tabor College must be made in the Registrar's Office at least six weeks prior to the date that the degree is to be conferred.

**Meeting Requirements for a Second Degree.** Persons who have already earned a bachelor's degree and wish to earn a second degree must meet the following degree requirements:

1. Complete a minimum of 30 additional semester hours of credit at Tabor College to establish residency.
2. If the first degree was earned at Tabor College, at least half of the 30 hours must be earned at Tabor College.
3. Earn a minimum cumulative grade point average of 2.00.
4. Complete the Core Curriculum requirements for the degree sought.
5. Complete the requirements of a major field of study.

### ***Conferral of Degree***

Diplomas will be issued to students upon completion of their degree requirements, full payment of tuition, fees and all additional charges, and after approval of the faculty and Board of Directors in February, May, or October.

Students can be approved by the Board in October if the only remaining requirements are In Progress at Tabor and will be completed during Fall Semester so that degrees can be awarded at the end of Fall Semester.

Students can be approved by the Board in February if they have completed all requirements at that time.

Students can be approved by the Board in May if they have no more than twelve hours of coursework needed after Commencement.

Students approved to receive their degrees at any of these three times are encouraged to participate in Commencement in May. Master's level graduates will be hooded at the first Commencement exercise following degree conferral. The Registrar will notify graduates of the deadline for indicating their intention to participate in Commencement.

### ***Commencement***

Participation in the Commencement exercise is defined as a privilege in that it symbolizes completion of a course of study at Tabor College. Students who have completed degree requirements are eligible to participate. In addition, undergraduate students who have obtained a GPA of 2.00 and are deficient no more than twelve hours (six hours for A.A. degree-seeking candidates), may participate in Commencement providing they have a plan approved by their advisor and the Registrar to complete all requirements. Graduate students must have all requirements completed prior to participation in Commencement.

