

## **ACADEMIC POLICIES SIMPSON COLLEGE**

**NOTE: The items in this section are academic policies of the College and have been approved by action of the faculty. Additions, amendments and deletions must be approved by the faculty.**

### **ADULT LEARNING**

The division of adult learning is charged with the development and implementation of a wide range of continuing education programs that meet the needs of adults living in Warren and surrounding counties. Evening programs, workshops, summer school and non-credit courses are the primary focus of adult learning.

The evening program offers adults the opportunity to enroll in classes for the purpose of completing a degree, learning new skills, or for the pure enjoyment of learning. The evening degree programs in accounting, computer information service, computer science, criminal justice, English, management, marketing, and speech communication/management offer all required and related classes during the evening. In addition to the management, accounting and speech communication classes, computer science and many liberal arts classes are scheduled each semester and each summer session. Most classes meet once per week and are offered in Indianola on the main campus and in West Des Moines. Those adults who have earned a degree and wish to enroll in a concentration of management or accounting classes may be interested in the new certificate program in post-baccalaureate study. An evening program catalog is printed each semester that includes the evening class schedule, related policies and registration materials.

### **ADVANCED PLACEMENT WITHOUT CREDIT**

A student may be placed in a course or instructional level above that normally expected for his/her classification on the basis of superior secondary school achievement, transfer credit, examinations, unusual experience, or departmental waiving of prerequisites. Details may be secured from the head of the department concerned. No credit is given for courses bypassed by such placement.

### **ADVANCED PLACEMENT WITH CREDIT**

Generally speaking, there are two ways in which advanced placement with credit may be secured. First, students who complete the college entrance examination board advanced placement tests(s) with a score of three (3) or better may be given advanced placement with credit for those courses throughout the college in which tests are passed. The award of such credit is subject to review by the department concerned.

Second, a student may earn up to twenty-four (24) hours of credit by examination in those courses or subject areas presently available or to be available through the college level examination program (CLEP). Students may also request permission to test out of some courses for which there are no CLEP tests. Department heads should be consulted in those instances involving a departmental examination. The fee structure is printed in the college catalog.

In the division of natural science, credit may be given for any course in the division on the basis of: (a) the advanced placement examination given by the college entrance examination board, or (b) a comprehensive examination administered by the department.

A score of five (5), four (4) or three (3) on the advanced placement examination entitles the student to receive credit without a grade. The comprehensive examination administered by the department is grade A, B, C, or F. If the student passes the examination, he/she may elect to receive credit with the assigned grade.

The comprehensive examination for a particular course may be attempted only once, but there is no restriction on the number of courses in the division of natural science for which a student receives credit by examination. The examination is offered at two times during each semester, and includes a practical (demonstration) portion if the corresponding course involves laboratory work. There is no further penalty in the event the student does not pass the examination or does not choose to receive credit.

### **ADVANCED TOPICS: 190, 290, 390**

Each department may set up a course or courses in selected special or advanced topics, the intent being to examine a special and somewhat detailed area in its field. The course numbers are 190, 290, and 390, and registration is permitted by the head of the department and instructor. Advanced topics carry a maximum, and normally three-semester hour credits. These courses are not to be confused with Independent Study 380, which is planned for study by a single student. A course in selected or advanced topics should be a regular class and must have the approval of the dean for academic affairs. Please be certain to submit the title of the advanced topic to the registrar. The basis for course designation is as follows:

- 190 – Special Topics. This designation will be for any special topic within a department that is designed for freshmen and sophomores. The course should have no prerequisites.

- 290 – Special Topics. This designation will be for any special topic within a department that is open for students of any rank, but the emphasis should be on upper-class students. There should be no prerequisites.
- 390 – Advanced Topics. This designation will refer to courses which are advanced in nature and which require junior-senior status. Presumably there would be prerequisites for the advanced nature of the study.

### **ATHLETIC ELIGIBILITY FOR RETURNING STUDENT**

To be eligible for intercollegiate athletics at Simpson, a student must meet the following standards:

- The student must be a regularly enrolled full-time student (12 or more semester hours regularly enrolled full-time student and must have passed 12 semester hours or its equivalent, the last semester of enrollment or 24 hours in the previous two terms of attendance, and be making normal progress toward a degree as defined in the institution's catalog.)
- The student must have successfully completed 12 semester hours the previous semester. (For this purpose the May term can be considered a part of the spring semester.)
- A student with freshman standing (1-29 semester hours) must have at least a 1.8 cumulative grade point average; a sophomore (29.01-61 hours), at least a 1.9 grade point average; a student with junior standing (61.01-95 hours) must have at least a 2.0; and a student with senior standing (95.01 or more) must have at least a 2.0 cumulative grade point average. Note: The minimum cumulative grade point average for athletic eligibility is not to be confused with the minimum grade point average for academic progress toward the degree.
- The student must be making minimal progress toward a degree. This means that after one full academic year fall semester, spring semester, May term) a student must have successfully

completed a minimum of 27 semester hours. At the conclusion of two full years a student must have accumulated 54 semester hours and after three full years, 81 semester hours.

Note: Summer session credit, as far as cumulative grade points are concerned, shall count after one term of attendance after the summer session. If conditions 2 and 3 from the above are met, however, a student can apply summer school credits immediately to satisfy the minimal progress requirement.

### **CAPITOL HILL INTERNSHIP PROGRAM**

The Capitol Hill Internship Program (CHIP) is organized and administered by the United Methodist College Washington Consortium which was incorporated at the end of January 2002. Simpson College is a founding member of the UMCWC. The program is open to juniors and seniors and, occasionally, very strong second semester sophomores. The program consists of the following elements:

- A 32 hour internship that runs Monday through Thursday 9 hours
- An internship seminar that meets on Friday 3 hours
- A seminar on public policy that meets on Monday evenings 3 hours

There is an on-site director who oversees the program and is currently responsible for teaching the seminars. He has a Ph.D. from George Washington University in political science. Simpson awards the academic credit.

NOTE:

### **CHANGE OF REGISTRATION**

All course changes must be made through the registrar's office and with the approval of the faculty advisor and the instructors of courses involved. Once a student has enrolled in a course and has been

recorded by name on the official class list, he/she is considered a member of that class unless he/she withdraws officially from it. In any case, withdrawal is affected only by completion of the change of registration form, obtainable from the office of the registrar. Within the first eight calendar days of the semester, courses may be added or dropped without any record on the transcript. No courses may be added after the first eight days.

A student may elect to withdraw from a course, not later than the 14<sup>th</sup> day following midterm. The designation of “W” (withdrawn) is placed on the transcript. The “W” has no effect on the student’s grade point average.

### **CLASS ATTENDANCE**

Students are expected to be present at regularly scheduled meetings of classes and laboratories. The privilege of being excused from class or making up work missed because of absence from the class is granted wholly at the discretion of the instructor.

The instructor has the obligation of explaining to his/her class at the first meeting of the group his/her particular requirement as far as class attendance is concerned. Instructors report to the office of the registrar the names of students who have excessive absences for no apparent reason. That office likewise will report to the faculty appropriate information available concerning student absences.

Faculty members should make a point of being prompt in their arrival for lectures and discussion periods and hold the students to the same promptness in class attendance. If it is necessary for an instructor to cancel a class, the department head and the dean for academic affairs must be advised of this fact.

### **CLASS ATTENDANCE AND OFF-CAMPUS ACTIVITIES**

In order to make it possible for students to participate in college-sponsored activities which necessitate absence from classes, and at the same time benefit fully from their classes, the faculty has agreed that students shall not be penalized for absences for participation in college-sponsored events, so long as they inform the instructor before the event and complete all work assigned for the absence.

Normally, those scheduling sanctioned campus events shall get the approval of the office of the dean of academic affairs at the beginning of the semester, and shall distribute to the faculty a list of participants in the event at least a week before the event. In addition, they shall seek to minimize disruption of classes, balance scheduled events to avoid excessive absences from one class, and encourage students to avoid unnecessary absences.

### **CLASSIFICATION OF STUDENTS**

Each student is expected to make *normal progress* toward the completion of the degree. A course load of 14.5 hours per semester, plus three hours in May, constitutes the normal course load necessary to complete the degree in four academic years. *Minimal progress* means the successful completion of at least 12 semester hours each semester and three hours during May term. Thus, a minimal full-time student must complete successfully a minimum of 27 hours per year.

Freshmen	0-29.00 Hours of credit
Sophomores	29.01-61.00 Hours of credit

Juniors	51.01-95.00 Hours of credit
Seniors	95.01- Hours of credit

### **COMPREHENSIVES**

Any department in which candidates for a degree are majoring may require the candidates to pass a comprehensive examination.

### **COOPERATIVE EDUCATION**

Simpson's experiential learning programs integrate classroom work with learning on the job. After one year of study at an accredited college, a student may apply for participation in the cooperative education program. This program consists of two different types of work experience, both of which are awarded academic credit: work experience not directly related to a particular academic course, courses, or major field of study at Simpson that enable students to explore various career and major field interests (courses numbered 219), and internships and other work experience that have a practicum relationship to a particular academic course, courses, or major field of interest for students at Simpson (courses numbered 319). No more than 12 hours credit in 219 or 319 combined may be counted toward graduation.

## **CORRESPONDENCE AND EXTENSION WORK**

Up to six hours of credit may be earned toward a Simpson degree through correspondence and extension work. Students must secure prior approval of the courses by completing the petition form available in the registrar's office.

## **CREDIT**

No credit is allowed for a course unless the student has registered for it in the registrar's office within eight calendar days after the beginning of the term.

## **DEAN'S LIST**

Names of full-time, degree-seeking students (12 or more semester hours) who make a grade point average of from 3.70 to 3.99 are placed on the dean's list (4.00 placed on the president's list). In the event one of the courses is taken on a Pass/Non-Pass basis, an honors grade must be achieved.

## **DECLARATION OF MAJOR**

By the time a student has completed forty (40) semester hours, he/she is expected to declare his/her major field of concentration. The declaration of major form, available in the office of the registrar, is to be completed in triplicate and filed with the registrar.

The requirements for the major program are those in the catalog in effect when the major is declared. The student's advisor is to be a faculty member of the student's major department.

A major is a course of study in an established academic discipline or interdisciplinary field in which full-time, fully qualified faculty are employed by Simpson College. An “interdisciplinary field” is a particular area of inquiry, not itself identified with a discipline, to which the resources of several different disciplines are brought to bear. A major normally required 30-to 42 semester hours of credit, with an appropriate balance between 100, 200, and 300 level courses to provide students with not only a broad introduction to the discipline but also detailed study of specific subjects within it.

A minor is a course of study in an established academic discipline or interdisciplinary field in which full-time, fully qualified faculty are employed by Simpson College. A minor normally requires 15 to 21 semester hours of credit, with an appropriate balance between 100, 200 and 300 level courses so that students receive a basic introduction to the discipline and a deepened understanding of at least one particular subject area within it.

A program is a course of study in a certain area where full-time faculty are not employed by the college, but where significant preparation for a career or professional study can be provided through the coordination of disciplines and through practical experience. A program normally consists of 18 to 30 hours.

All Simpson students are required to complete an academic major. Minors and programs are available to all students to supplement their majors, but are not required for graduation.

## **EXAMINATIONS – SCHEDULING, FINALS, AND MAKE-UPS**

Examinations and quizzes are administered during the semester at the discretion of the instructor, except hour-long tests, excluding laboratory examinations, are not to be given the week before finals. Review quizzes are permissible.

The registrar schedules final examination week. There are to be no changes during final examination week except those approved by the office of the registrar. Each faculty member is free to choose whether he/she uses the time for a final examination or for a paper or project that substitutes for a final exam, but the time designated for the final must be the due date for the final requirement.

If a student has more than two final exams during one day, he/she may request of the professor that a third and/or fourth exam be changed to another day suitable to the instructor(s). The dean for academic affairs must approve any variation from this procedure in advance. The instructor is free to give or not to give make-up examinations. There is no fee for such an examination.

## **GRADES**

### Grades

The instructor for his/her students must submit grades to the registrar's office at the end of each semester.

### Final Grades

Final grades are to be given to the registrar within 72 hours after the final examination.

### Repeating a Course:

Students are permitted to repeat a course only once. The last grade received is the grade earned, and will be used to determine the student's grade point averages. Repeat courses must be taken at Simpson College.

#### Grade Definitions:

Grades are recorded in the registrar's office in accordance with the following definitions: A, outstanding; B, very good; C, average; D, poor; F, failure. Letter symbols used for other purposes on grade reports are I, incomplete; W, withdrawn; H, honors; P, passing; NP, not passing; and CR, credit.

#### Computing Grade Point:

In computing the cumulative grade point average, grades are assigned to the following quality points: A, 4.0; A-, 3.7; B+, 3.3; B-, 2.7; C+, 2.3; C, 2.0; C-, 1.7; D+, 1.3; D, 1.0; D-, .7; F, 0. The grade of H is equivalent to A; the grade of P is equivalent to B or C. NP is equivalent to F, but is not counted in the student's grade point average. Course work in which an incomplete is received must be made up within 30 days following the close of the semester. Incompletes are assigned zero (0) quality points.

#### Mid Term Grades:

All faculty are to submit mid-term grades for all students.

#### Honors/Pass/Non-Pass Option:

Fall and spring semesters, each student may enroll in one course during the sophomore, junior, and senior years on an honors, pass, or non-pass basis, provided the courses are outside the major field of study, are not required for teacher certification, and do not satisfy Cornerstone Studies. Students should indicate, within eight calendar days of the beginning of each semester to the instructor of the course by appropriate signature on the grade sheet their intention to take a course on an honors, pass, non-pass basis.

- a) Grading practices used during the fall and spring semesters should apply during the May term except that freshmen are eligible to elect H/P/NP grades in May term and no student may present more than two H/P/NP May term classes for graduation.
- b) With the approval of the May term subcommittee faculty may require that students in their courses be graded on an H/P/NP format.

#### Changing Grades:

Once the grades have been delivered to the registrar's office, they are considered final. The only basis for changing a grade is the demonstration of a clerical error on the part of the instructor in determining the grade. Any request for grade change must be accompanied by a written explanation to the dean for academic affairs, and, upon approval, the instructor must record and sign the change on the grade sheet in the registrar's office.

#### Academic Probation:

Simpson requires as a minimum a 2.00 cumulative grade point average for graduation. To remain in good academic standing, a student must achieve the following cumulative grade point averages at the end of the respective year:

Freshman	1.80
Sophomore	1.90
Junior	2.00
Senior	2.00

If a student's cumulative grade point average falls below the minimum expectations for good academic standing, the office of academic affairs, which reviews all academic records, will inform the

student in writing of an academic probationary status. If a student is on academic probation for two consecutive semesters, that student may be suspended for at least one regular semester.

An academic warning may be issued in writing by the academic dean's office when a student's academic performance in a semester falls below the minimum expectations (as stated above), even though the student's cumulative grade point average is adequate to maintain good academic standing.

The college reserves the right to institute academic suspension or dismissal whenever a student's academic progress is unsatisfactory.

#### Other Grades Used in Computing Grade Point:

Only Simpson grades, including those earned in the Washington Semester and the United Nations Semester, count in computing a student's cumulative grade point average.

#### Mailing Grades:

Grade reports for the fall and spring semesters are distributed to students through the campus mail. Students living off-campus receive grade reports through the mail. May term grades are mailed to students at their home addresses. Mid-term grades for freshmen are distributed through faculty advisors. Mid-term and final grades for freshmen and sophomore students will be mailed to their parents unless the students file a written request with the office of the registrar to the contrary.

**GRADUATION REQUIREMENTS:**

Simpson College offers two baccalaureate degrees: Bachelor of Arts and Bachelor of Music. For the Bachelor of Arts degree the candidate must complete satisfactorily the following general requirements:

- At least 128 semester hours of course work with a cumulative grade point average of C (2.00) or better.
- The requirements of a major field of concentration. A maximum of 42 hours in the major department, excluding May term courses, and 84 hours in the division of the major, including May term courses, may be applied toward graduation.
- General Education. All students must meet the requirements of the Cornerstone Studies in Liberal Arts.
- One May term course for each year of full-time study at Simpson College. A maximum of three May term courses may be taken in the department of the major.
- Demonstration of proficient use of the English language by passing Writing Competency I and II.
- Demonstration of proficiency in mathematics and foreign language.
- Completion of a three-hour senior colloquium.

For the Bachelor Music degree the candidate must complete satisfactorily the following general requirements:

- At least 132 hours of course work with a cumulative grade point average of C (2.00) or better.
- The requirements of the major field of concentration. A maximum of 84 hours in the department of the major, excluding May term courses, may be applied toward graduation. The candidate is limited to 12 additional hours in the division of fine arts.

- General Education. All students must choose a minimum of 30 hours, at least one course in each of the eight areas of selected courses in the cornerstone studies in liberal arts.
- One May term course for each year of full-time study at Simpson College
- Demonstration of proficient use of the English language by passing writing competency I and II.
- Demonstration of proficiency in mathematics and foreign language.
- Completion of a three-hour senior colloquium.

A student who wishes to secure a second degree must successfully complete one additional year in residence study, and earn at least 29 hours of credit beyond the requirements for the first degree. He/she must fulfill the requirements of a second major and meet all specific requirements for each of the two degrees desired.

The authority to change the requirements for degrees is vested in the faculty.

### **HONESTY IN ACADEMIC WORK**

Policy statement:

Honesty is expected of all members of the Simpson community. Honesty in all academic work is required of all students.

Dishonesty in academic work robs all of us of our integrity in learning and demeans the natural talents we have for creative living.

Each faculty member is urged to take a strong and positive stand for honesty and independent work at the first meeting of each class and, as appropriate, intermittently thereafter. Further, the college policy should be stated in appropriate printed course materials and circulated to the students of each class. Emphasis should be placed upon the development of honesty and integrity at Simpson.

Dishonesty, generally identified as cheating and plagiarism, is not acceptable behavior at Simpson. This policy statement, which emphasizes honesty, also specifies faculty policy on academic dishonesty.

Penalties for dishonesty:

The penalty for substantiated academic dishonesty (that in which the instructor has firm evidence) such as cheating, plagiarism, or collaboration is:

- a. Failure of the course, **or**
- b. Failure in the paper, project, test, etc., where the dishonesty occurred, **or**
- c. The requirement that the work be redone with the possibility of a reduction in the grade

In all cases, the penalty should reflect how knowing, intentional, and serious the professor judges the academic dishonesty to be. Cases of serious and knowing academic dishonesty must be reported to the student's academic advisor and the dean of academic affairs. In the case of repeated instances of serious academic dishonesty, a student may be suspended by the academic dean for academic cause. If a student wishes to appeal the charge of substantiated academic dishonesty, he or she shall request a hearing before an appeal committee.

The appeal committee shall consist of a chairperson appointed by the dean for academic affairs, the past year's EPCC chairperson, a professor nominated by the instructor concerned, and a professor nominated by the student. The chairperson of the appeal committee shall be appointed at the

beginning of each academic year and serve for all cases that are appealed during that year. The instructor shall present the case to the committee. The committee's decision shall be final.

If a student is strongly suspected of academic dishonesty, such as cheating or plagiarism, or collaborating in academic dishonesty, and the instructor does not have firm evidence, the instructor will give the student a warning and may set up a meeting with the department chairperson and the student to discuss the issue. The student may be required to retake the examination or paper or whatever the instrument may be for another grade. Successive instances of suspected cheating will be referred by the department chairperson to the office of academic affairs with appropriate recommendations for additional action.

#### Concern about files for papers and exams:

Students may choose to retain papers and exams from courses previously taken by other students and themselves. Students in housing units may collect such papers and exams, placing them in files, for the purpose of assisting other students who subsequently take the courses from which the papers and exams have been collected. On occasion, some students transfer the materials from the collected papers/exams to their own papers, claiming that the paper is wholly one's own work. Such an activity is plagiarism, i.e., using material from another source without giving credit for that source. Plagiarism also occurs when data are taken from any source, i.e., books, periodicals, journals, videocassettes, etc., and presented as one's own original research and writing (or painting, or composition, etc.).

Students at Simpson are encouraged to be honest in all academic work as well as in other (personal, business, etc.) relationships. Inasmuch as some students may unwittingly use the filed papers and exams in an unacceptable manner, the faculty is concerned that the stored files in each housing unit may provide the appearance that the housing unit fosters using such files in acts of plagiarism.

We recommend, therefore, that each housing unit consider:

- a. Early fall designating one or more persons to review the college policy on Academic Honesty and Dishonesty, as printed in the Student Handbook, course syllabi, and the Simpsonian.
- b. That each housing unit discusses among its membership whether the files of papers and exams enhance or diminish the stated college policy on academic honesty and dishonesty.
- c. That each housing unit invite both faculty and administrative persons to discuss the college policy with appropriate housing unit member;
- d. That each housing unit report (copies to academic dean, chairperson of educational policy and curriculum committee, dean of students, president of student senate) on its review and the stance of the housing unit in regard to the college policy;
- e. That the procedure outlined above be replicated each fall in each housing unit.

### **HONORS PROGRAMS**

A number of departments offer a special procedure whereby a student can obtain a designation of “Honors in the Major” upon graduation. Students who have completed 64 credit hours and have at least a 3.0 or better overall cumulative GPA and a cumulative GPA of 3.5 in the major may apply to the department chair for admission to its honors track. The department faculty must approve the selection of honors students.

Although the requirements may vary by department, all students must complete at least six credit hours of research and writing over two semesters (usually, though not in every case, Honors 391 and 392), produce

a thesis and defend that thesis before a committee of faculty. The thesis work may be completed under the 391-392 rubrics or in a set of other courses as determined by each department.

All courses designated as part of the Honors track must receive a grade in the A range and the thesis must receive the grade of A to receive Honors designation.

Implementation procedures:

- Any department which wishes to have an “Honors in the Major” track should include it in the departmental catalog section.
- If the departmental honors track differs from the general form (Honors 391 – research semester, Honors 392 – thesis writing semester), the track must be presented to EPCC for approval and then kept on file with the department chair and the academic dean.
- “Honors in...” designation will be noted on the student’s transcript and the graduation program.

### **HONORS AT GRADUATION**

Currently the distinction summa cum laude is given to those graduates who earn a cumulative grade point average of 3.85 or better, magna cum laude to those who earn a cumulative index of 3.70 to 3.84, and cum laude to those who earn a cumulative index of 3.55 to 3.69. Beginning with the class of 2001, the cumulative grade point averages will be changed as follows: summa cum laude 3.90-4.00; magna cum laude, 3.75-3.89; and cum laude, 3.60-3.74. To be eligible for honors at graduation, a student must have attended Simpson for six semesters of full-time enrollment and/or have earned at least 64 hours of credit at

the college excluding pass/non-pass courses. The cumulative grade point average is computed only on the total hours earned in residence.

### **INCOMPLETES**

A student may petition the office of the registrar through the instructor involved for a grade of incomplete. The rationale for the grade of incomplete shall be for reasons beyond the student's control that have prevented the student from completing the regular work of the course. A student is allowed a maximum of 30 days after the beginning of the next regular semester to make up the incomplete. Requests for extensions beyond the original 30-calendar day limit must be submitted in writing by the faculty member to the office of the registrar. The rationale for extensions shall be for reasons beyond the student's control. In the absence of any request for an extension, the "I" is permanently recorded as a failing grade with zero quality points. Before endorsing any incomplete at the close of the spring term, the faculty member should be certain he/she will be available to evaluate the work turned in or for the giving of examinations.

### **INDEPENDENT STUDY**

Students with junior and senior standing are eligible to enroll in an independent study (380). The program is designed for those who have a special interest in an area of study and/or research not available under the regular offerings of the college. The following procedure is to be followed for enrollment in independent study:

Application Procedure:

- Student initiates a proposal with a faculty member who may serve as study supervisor.

- Student, study supervisor, the student's academic advisor, and the department head complete the independent study proposal form (available in the registrar's office).
- The completed independent study proposal is submitted by the student to the registrar.
- Appropriate persons involved will be notified in writing of the action taken.
- The deadline for submitting applications for independent study is the day of registration.
- Independent study projects are subject to the regular academic policies and procedures that apply to regular courses.

### **MAJORS**

The student should choose his/her major field of concentration at the earliest possible moment (see 'Declaration of Major'). Alterations in the departmental prerequisites and course requirements for a student pursuing a major in that department may be approved by the department head, so long as these changes or alterations involve no change in the usual number of credit hours specified for a major in that department. The dean for academic affairs and the registrar are to be informed in writing of the changes proposed for the student. If there is no reasonable objection on their part, permission for the change of the departmental requirements is to be included in the student's file in the registrar's office and noted and initialed by the department chairman on the student's graduation application. The department head's signature on the graduation application certifies to the registrar that the student in that department has satisfied the requirements for the major.

## MAY TERM

Students are required to complete successfully one May term program for each year of full time study or its equivalent at Simpson College. Students completing their graduation requirements at the end of the fall semester are not required to enroll in the May term of that academic year.

1. Students may take no more than two May term courses in the department of their major and no more than three in the division of their major.
2. Students may be required to take only one May term in the department of their major.

Students enrolling in the overseas programs during May are required to make a deposit equal to ½ of the total cost of the program by February 10 with the balance due by March 20.

## MINORITY COURSE CONTENT

It is recommended that faculty members include and use materials by black and other minority scholars in major topics of study in each course where such materials exist.

## PROPOSAL POLICIES

**Proposals for New Courses:** A new course shall be considered a course that is not listed in the Simpson College Catalog. A new course proposal shall include: the name of the department that will offer the course; the course number and title; a course description; the rationale for the new course, including a description of how this course reflects the objectives of the department and the college; a statement of how the course affects department teaching load; a statement as to whether the course will be an elective or a major/minor requirement; a statement as to how this course will affect other departments and/or programs;

a statement as to how frequently the course will likely be taught; a statement as to who will be initially teaching this course; and a statement as to whether the course will be a Cornerstone.

Proposals for new courses shall be proposed by the applicable department chair or the applicable program director, along with any necessary comments. These proposals shall also be reviewed by the applicable division chair, the Academic Dean, the Education Department Chair (if the course impacts teacher licensure), and other interested parties. Each reviewer shall sign the proposal, indicating they have reviewed the proposal, and include any necessary comments. After these signatures and comments have been obtained the proposal will go to the EPCC for consideration. If the EPCC approves the proposal it will be submitted to the full faculty for the 28-day waiting period and a subsequent vote by the full faculty.

**Proposals for Course Changes:** A course change results when the Simpson College Catalog description for an existing course is sought to be altered. A course change proposal shall include: the name of the department that will offer the course; the course number and title; the course description as it currently exists in the Simpson College Catalog; the new course description; the rationale for the course change; a statement of how the course change will affect department teaching load; a statement as to whether the changed course will be an elective or a major/minor requirement; a statement as to how this course change will affect other departments and/or programs; a statement as to how frequently the course will likely be taught; a statement as to who will be initially teaching this course; and a statement as to whether the course will be a Cornerstone.

Proposals for course changes shall be proposed by the applicable department chair or the applicable program director, along with any necessary comments. These proposals shall also be reviewed by the applicable division chair, the Academic Dean, the Education Department Chair (if the course impacts teacher licensure), and other interested parties. Each reviewer shall sign the proposal, indicating

they have reviewed the proposal, and include any necessary comments. After these signatures and comments have been obtained the proposal will go to the EPCC for consideration. If the EPCC approves the proposal it will be submitted to the full faculty for the 28-day waiting period and a subsequent vote by the full faculty.

**Proposals for Course Deletions:** a proposal for a course deletion shall be submitted to have a course removed from the Simpson College Catalog. A proposal for a course deletion shall include: the name of the department in which the course has been offered; the course number and title; the course description; the rationale for deleting the course; a statement of how the course deletion will affect department teaching load; a statement as to whether the course to be deleted is an elective or a major/minor requirement; and a statement as to how this course deletion will affect other departments and/or programs.

Proposals for course deletions shall be proposed by the applicable department chair or the applicable program director, along with any necessary comments. These proposals shall also be reviewed by the applicable division chair, the Academic Dean, the Education Department Chair (if the course impacts teacher licensure), and other interested parties. Each reviewer shall sign the proposal, indicating they have reviewed the proposal, and include any necessary comments. After these signatures and comments have been obtained the proposal will go to the EPCC for consideration. If the EPCC approves the proposal it will be submitted to the full faculty for the 28-day waiting period and a subsequent vote by the full faculty.

**Proposals for Changes to Majors and Minors:** A proposal for a change to a major or minor shall be submitted when a course required to be taken for a major or minor is added or deleted from the existing major or minor. The addition or deletion of required elective courses, included as part of the major or minor, shall not require such a proposal. A proposal for a change to a major/minor shall include: the name of the department in which the major/minor is offered; an indication if the change is to the major or minor;

the title of the major/minor; a list of the existing major/minor requirements; a list of the requirements for the changed major/minor; the rationale for changing the major/minor; a statement of how the change to the major/minor will affect department teaching load; a statement as to how the changed major/minor will affect other departments and/or programs; and a statement as to how the department will assess the effectiveness of the changed major/minor

Proposals for changes to majors and minors shall be proposed by the applicable department chair or the applicable program director, along with any necessary comments. These proposals shall also be reviewed by the applicable division chair, the Academic Dean, the Education Department Chair (if the course impacts teacher licensure), and other interested parties. Each reviewer shall sign the proposal, indicating they have reviewed the proposal, and include any necessary comments. After these signatures and comments have been obtained the proposal will go to the EPCC for consideration. If the EPCC approves the proposal it will be submitted to the full faculty for the 28-day waiting period and a subsequent vote by the full faculty.

**Proposals for Cornerstone Designation:** Proposals for cornerstone designation shall be submitted for courses that are not listed in the Simpson College Catalog with the desired cornerstone designation(s). A cornerstone proposal shall include: the name of the department that will offer the course; the cornerstone designation(s) you are requesting; the course number and title; the course description; the cornerstone description(s); rationale for designating the course as the aforementioned cornerstone(s); a statement of how the cornerstone designation(s) will affect department teaching load; and a statement as to who will be initially teaching this cornerstone.

Proposals for cornerstone designation shall be proposed by the applicable department chair or the Cornerstone Director, along with any necessary comments. These proposals shall also be reviewed by the applicable division chair, the Academic Dean, the Education Department Chair (if the course impacts

teacher licensure), the Cornerstone Director (if that person was not the party making the initial proposal); and other interested parties. Each reviewer shall sign the proposal, indicating they have reviewed the proposal, and include any necessary comments. After these signatures and comments have been obtained the proposal will go to the EPCC for consideration. If the EPCC approves the proposal it will be submitted to the full faculty for the 28-day waiting period and a subsequent vote by the full faculty.

**Other Proposals:** Other academic proposals shall be submitted to the EPCC for consideration. These proposals shall provide detail including, but not limited to: a description of the proposal; the rationale for the proposal; how the proposal changes any existing majors, minors, programs or courses on campus; a statement as to how the proposal will affect teaching load; and a statement as to whether the proposal will affect any cornerstones. The proposal shall be reviewed by affected parties; these parties shall sign the proposal, indicating they have reviewed the proposal, and include any necessary comments. After signatures and comments have been obtained the proposal will go to the EPCC for consideration. If the EPCC approves the proposal it will be submitted to the full faculty for the 28-day waiting period and subsequent vote by the full faculty.

### **PROBATION, ACADEMIC**

Please see Grades (9).

### **PRE-PROFESSIONAL STUDY**

Following the completion of the first three years in the Simpson program, students contemplating further study in graduate or professional schools are permitted to use part or all of the first year(s) of professional study toward the satisfaction of the Simpson degree requirements. This option requires the approval of the department in which the student majors and the dean for academic affairs. Students must file an approved

program with the office of academic affairs and a graduation application with the registrar prior to leaving the college. Such students will not be eligible for the trustee's award.

– **Academic Dean** Students who withdraw from the college or interrupt their registration for any reasons, and who wish to return to the college, must apply for readmission to the college through the dean for academic affairs.

### **REGISTRATION**

The responsibility for all aspects of registration rests with the registrar. To be considered full time, a student must enroll in a minimum of 12 credit hours. Enrollment in excess of 16 hours constitutes an overload and requires permission of the student's advisor and payment of an additional charge (see catalog for costs) per credit hour above 16 hours. (Note: see section entitled Overload Charges for exceptions.)

Changes in registration must be made on the change of registration forms that the registrar will furnish. Please note that a student may not begin a course after the eighth calendar day of the semester.

### **REPEATING COURSES**

Students are permitted to repeat a course only once. Only the latter grade is used to calculate grade point averages.

## **RESIDENCE REQUIREMENTS**

A candidate for a degree is required to be in residence at Simpson during all of the senior year. Exceptions to this rule may be made by the academic dean's office in case of outstanding students who spend the first three years of the college course in residence at Simpson and arrange in advance to spend the fourth year in a professional or technical college (law, dentistry, engineering, medicine, medical technology, nursing). This would apply also to students enrolled in the 3-2 Program with Washington University of St. Louis or Iowa State University. Such students will not be eligible for the trustees' award.

## **SPECIAL MAJOR**

Under extraordinary circumstances a student, in consultation with a faculty member, may design a special, individualized major in a field of study where concentration is not offered through an existing major, minor, or program. Guidelines for self-designed majors:

1. All special majors must meet the following requirements:
  - a. Evidence must be given that the proposed special major meets a concrete and educationally valid need, and that no existing Simpson major or program can satisfactorily fulfill that need.
  - b. The student submitting the special major must enroll in a minimum of 32 semester hours at Simpson after approval of the special major and must complete at least half of the courses in the special major after its approval by the academic dean.
  - c. No more than 42, but not less than 35 hours may be counted toward the fulfillment of a special major, which must be taken from the current catalog offerings.

- d. A special major may include no more than four 100 level courses, and must include a minimum of four 300 level courses.
  - e. No more than three independent study sources may be counted toward the fulfillment of a special major.
  - f. A student must receive at least a C (2.0) in each course that counts toward completion of the special major, and must achieve a minimum cumulative grade point average of 2.0 in all courses that count toward a special major.
2. The procedure for approval of a special major:
- a. Outline of special major
  - b. Approval by the student's academic advisor
  - c. Approval by the faculty member(s) supervising the special major
  - d. Approval by dean for academic affairs
  - e. Approval by the education policy and curriculum committee

### **SUSPENSION**

Students on academic probation who do not demonstrate adequate progress toward good standing during the semester immediately following being placed on probation may be suspended from the college. If a student is suspended, he/she may make, after one full semester (excluding summer), application to the dean for academic affairs for readmission.

## **TESTING OUT**

Students may request permission to test out of some courses for which there are no CLEP tests. Department heads should be consulted in those instances involving a departmental examination. The fee structure is printed in the college catalog.

## **TRANSFER CREDIT**

All transfer credit is evaluated on an individual basis by the registrar in keeping with the following policies:

### General Policies

- a. Transfer credit for courses taken in the United States will be granted only if taken from an institution listed as accredited in the annual directory of the Council on Post Secondary Education.
- b. Transfer credit is granted only for courses in which a grade of C- or better was earned.

### Simpson Transcripts

- a. The date on students' non-Simpson transcripts (course numbers, titles, credit earned and grades) will be recorded on Simpson transcripts only for the courses, which are accepted for transfer credit.
- b. Credit will be given for designated Simpson courses when the courses accepted for transfer credit are equivalent to courses listed in the Simpson catalog. When courses accepted for

transfer credit are not equivalent to courses listed in the Simpson catalog, they will be given unassigned credit in one of the department of the college, or when that is not appropriate, in one of its divisions.

- c. Students transferring from four-year colleges and universities for the senior year only must complete a minimum of thirty-two credit hours and attain an average of C (2.00) or better in order to be eligible for graduation.
- d. Registered nurses who were graduated from accredited schools of nursing will be granted sixty-four Simpson equivalent credit hours.
- e. No credit will be granted for courses taken in specialized vocational programs, terminal programs, or in technical programs that do not logically lead to a baccalaureate degree except in the case of courses that are actually equivalent to Simpson courses.

#### Major Programs

- a. A minimum of four courses in the field(s) of the student's major(s) must be taken at Simpson.
- b. Unassigned history credit will be given for courses in historiography accepted for transfer credit if the student's major is history.

#### **UNITED NATIONS SEMINAR**

In cooperation with Drew University, Madison, New Jersey, qualified students may undertake a course of study at Drew University and the United Nations in New York City while maintaining enrollment at Simpson. Students with junior standing are eligible for admission to the program. As in the instance of

the Washington Semester, both credits and grades transfer to Simpson. Interested students should be referred to Dr. John Epperson, coordinator.

### **WASHINGTON SEMESTER**

The Washington Semester program is designed for those concentrating their studies in political science, history, or economics. Qualified students attend the American University in Washington, DC, while maintaining enrollment at Simpson. Both credits and grades transfer from the American University to Simpson. Students apply for admission to the program through Dr. John Epperson, coordinator. The Washington Semester is normally taken during the first semester of the junior year.

### **WITHDRAWAL FROM COURSES**

Full-time students are expected to complete at least 12 hours each semester as normal progress toward the degree (14.5 hours is an average load computed against the 128 hour graduation requirement). A full-time student who withdraws from courses to complete less than 12 hours for two consecutive semesters will be enrolled, if so, as a part-time student the third consecutive semester.