

**Part IV: ACADEMIC POLICIES  
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**SIMPSON COLLEGE FACULTY HANDBOOK  
PART IV: ACADEMIC POLICIES**

**NOTE: The items in this section have been approved by the faculty of the college.  
Additions, amendments, and deletions must be approved by the faculty**

**ACADEMIC APPEAL COMMITTEE -12/02/08**

The academic appeals committee shall consist of three tenured faculty members each elected to a two year term, one of whom shall be the chair of the committee. The purpose of the committee is to meet monthly to hear appeals made by students regarding: final grades, academic probations, suspension, academic dismissal, and decisions of the academic petitions committee, or actions of the registrar.

By the end of the semester following the semester in which the decision was made, the student(s) shall present to the registrar of the college (or directly to the chair of the committee if the appeal involves the registrar) a written appeal stating clearly what is being appealed, and the rationale for the appeal. If the appeal directly involves a faculty member on the committee, that person will recuse themselves and the remaining members of the committee shall appoint a faculty member to sit temporarily on the academic appeals committee as a full member of the committee for the case in question.

Upon receiving an appeal, the committee will first decide whether or not they have jurisdiction to hear the appeal. If they decide they do have jurisdiction, they will determine a process to hear the appeal. In some cases, the committee may decide to use only the materials submitted for the appeal. In other cases, the committee may wish to interview the person making the appeal, and/or others named in the appeal. The committee will make their decision on the information received during the appeal process and communicate their decision to the person making the appeal and all other named parties. The decision of the academic appeal committee may be appealed to the academic dean.

**ACADEMIC INTEGRITY POLICY – 12/02/08**

In all endeavors, Simpson College expects its students to adhere to the strictest standards of honesty and integrity. In keeping with the college's mission to develop the students' critical intellectual skills, while fostering personal integrity and moral responsibility, each student is expected to abide by the Simpson College rules for academic integrity. Academic dishonesty includes (but is not limited to) any form of cheating, plagiarism, unauthorized collaboration, misreporting any absence as college-sponsored or college-sanctioned, submitting a paper written in whole or in part by someone else, or submitting a paper that was previously submitted in whole or in substantial part for another class without prior permission. If the student has any questions about whether any action would constitute academic dishonesty, it is imperative that the he or she consult the instructor before taking the action.

The penalty for any form of academic dishonesty (cheating, plagiarism, inappropriate collaboration) substantiated by evidence is:

1. failure of the course;
2. failure of the assignment; *or*
3. the requirement that the work be redone with a substituted assignment.

The instructor may choose from the above options to reflect how knowing, intentional, or serious he or she judges the incident to be. *All cases of substantiated academic dishonesty must be reported to the student's academic advisor and the dean for academic affairs.* Upon the second report of substantiated academic dishonesty, the dean for academic affairs will convene the academic council to recommend appropriate punishment, which may include suspension, expulsion, or academic probation.

If a student wishes to appeal a charge of substantiated academic dishonesty, he or she may request a hearing before the academic appeals committee. The student(s) shall present to the registrar of the college a written appeal stating clearly what is being appealed and the rationale. The instructor shall present the evidence to the committee. The committee's decision shall be final.

In cases of suspected academic dishonesty that cannot be substantiated by firm evidence, the instructor may give the student a warning and may require the student to redo the assignment. In a case where academic dishonesty is strongly suspected but cannot be substantiated, the instructor will issue a formal warning, *along with a report to the academic advisor and the dean for academic affairs.* Repeated instances of suspected academic dishonesty may lead to appropriate disciplinary action, including suspension, expulsion, or academic probation, at the discretion of the academic dean.

#### **ACADEMIC PETITIONS COMMITTEE -12/02/08**

The academic petitions committee shall consist of three members of the educational policies and curriculum committee (EPCC), including the current chair of the EPCC and two volunteers from EPCC. The academic petitions committee will provide an avenue for students to petition for exemption from the academic policies established by the faculty of the college.

This committee shall meet once a month, dates to be announced, and review all appropriate academic petitions making the decision to either approve or deny the petition. Academic petitions shall come through the registrar, who will then make copies and distribute to the members of the academic petitions committee prior to the stated meeting.

#### **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, D 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 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 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.

### **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.

### **COURSE DROP/ADD POLICY – 12/02/08**

Once classes begin, if a student wishes to drop or add a course, a drop/add slip must be used. In order for a request to withdraw from, drop or add a course to be properly processed in the registrar's office the signature of the instructor and the advisor are both required on the appropriate drop/add form. The meaning of the signature of the advisor is that the advisor is aware that the student is withdrawing/dropping/adding the course. In the case of a student seeking to add a course, the signature of the faculty instructor indicates the approval from the instructor to add the course. It should be noted that the instructor has no obligation to approve the student's late enrollment in the course after the beginning of the term and before the drop/add deadline. The instructor is in the best position to determine whether or not the student is able to make-up missed class work.

In the case of the student dropping or withdrawing from the class, the instructor's signature simply indicates that the instructor is aware that the student is dropping/withdrawing from the course.

In a situation where a student cannot obtain the signature of the advisor or the instructor, the registrar will decide whether or not to accept the request. If the request is accepted, the registrar's office will notify both the advisor and the instructor of the action taken.

### **COURSE RE-TAKE POLICY – 12/02/08**

Courses taken at Simpson College and graded D- or better must be repeated at Simpson College if students wish to improve their GPA at Simpson College. Each time the course is retaken, it must be on a letter-graded basis. Grades for each time a course is taken remain on the permanent academic record; however, credit will be given only once and only the last grade (for Simpson College coursework) will be computed into the grade point average.

Courses taken at Simpson College which have been failed may be repeated at Simpson College or at another institution. If they are repeated at Simpson College, the original grade will stay on the transcript but only the last grade will be calculated into the Simpson College grade point average. If failed courses are repeated elsewhere, the original grade will stay in the Simpson College GPA and the new grade will not be calculated into it, but the student will receive the credit for the repeated course that is transferred in.

If a student who has received a D- or better in a course at Simpson College wishes to retake the course elsewhere and transfer it in, the student's Simpson College GPA will not be affected, because the grade of the course transferred in will not replace the grade of the course taken at Simpson College. The repeated course transferred in is not added to the Simpson College record, but it is noted in the student's degree audit that the "spirit of the requirement" has been fulfilled by the transferred in course. The outside transcript is a

part of the student's file, but the course is not added to the record since the student has already passed the course at Simpson College and cannot get credit for the same course twice.

All courses to be transferred in from another institution must have at least a C-.

### **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.

### **CREDIT EARNED ABROAD – 12/02/08**

Any student who takes courses at a Simpson College approved institution of higher education in another country will be able to transfer in the courses based upon individual course evaluation made by the chair of the appropriate academic department and the registrar. Credits will be transferred in according to standards already established through educational credential evaluators (<http://www.ece.org>).

### **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.

### **EVENING, WEEKEND AND GRADUATE PROGRAM**

The evening, weekend and graduate program (formerly known as 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.

### **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

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

### *Final Grades: - 12/02/08*

Except as noted below, final grades may not be entered prior to the end of the term in which the course was taken. Final grades must be entered by the deadline for grades which is determined to be two business days after the final exam day. Final grades may be entered late with specific permission from the college registrar. (The end of the term is determined by the last day the class being graded meets.)

**Exception:** In the case in which the student has intentionally committed academic dishonesty and the instructor has determined that the student will fail the course, the instructor will immediately enter a grade of "F" as the final grade.

### *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; and 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.

### **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 3.90-4.00; 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.

### **INCOMPLETES LEFT BY FACULTY WHO LEAVE THE COLLEGE-12/02/08**

Faculty who leave the college need to make certain that they give the chair of their department the information regarding what student has an incomplete, and in what class, and what will be required by the student to complete the course. Department chairs need to make certain that the faculty leaving the college meets with them in an exit interview, at which time any information concerning incompletes would be shared. In the absence of the instructor, the chair of the department shall determine whether or not the student has completed the course successfully and will enter an appropriate grade for the course. A pass/non-pass may be given unless the course is required for such things as teacher licensure, CPA credit, or other requirements. If the course is needed for partial completion of a major or minor, the department chair of the department sponsoring the major or minor may allow the P or H to count as partial fulfillment of the major or minor. In the case of fulfilling a cornerstone, the cornerstone director will make that determination, and in the case of a competency, the department responsible for the competency shall make that determination.

### **INDEPENDENT INTERDISCIPLINARY MAJOR (IIM) – 12-02-08**

The IIM is available to students who wish to study a multidisciplinary field of concentration that is not provided by one of the current majors or multidisciplinary concentrations of the college. The student will design the IIM around a topic, theme, issue, or set of questions that cannot be adequately addressed within a single existing major. Students are recommended to look for interdisciplinary programs at other institutions as models or interdisciplinary study recommended by graduate or professional programs.

Students can submit a proposal for an IIM after the completion of the first year and before the second semester of the junior year. The major will include a minimum of 11

courses and a maximum of 14 courses including a senior project. The course list should include options that allow for changes in course availability. The course list must contain

- no more than 4 100-level courses,
- at least 4 300-level courses,
- no more than 2 independent studies, not including the senior project,
- and the courses must span at least two academic departments.

No more than 4 courses may be counted as part of the IIM and any other major or minor. Other requirements common to all majors (minimum GPA, etc.) also apply to the IIM.

A senior project is required as a capstone experience for the IIM. The student, in consultation with the student-chosen advisory board, will design the senior project, which must be appropriate for the field of study. Possibilities include advanced readings in the field, undergraduate research, performance or internship.

To propose an IIM, students must have a strong academic record demonstrated by a cumulative GPA of 3.0 or higher. Students must also request two letters of recommendation from faculty or staff to demonstrate seriousness of purpose and an ability to work independently and in dialogue with faculty advisors.

The interdisciplinary studies (IDSt) program faculty will consist of 3 faculty members, one of which will be the director of the program, representing 3 divisions of the college. The interdisciplinary studies program faculty will serve as a committee that will advise students on the development of student-chosen advisory boards and completion of IIM proposals and will review, but not approve, proposals to pass on to the EPCC for final approval. The interdisciplinary studies program faculty will serve as a department for students pursuing an IIM, signing graduation applications, petitions and other documents requiring department chair review.

Students will choose, in consultation with the interdisciplinary studies program faculty, a group of faculty advisors representing at least two of the departments from which courses for the Independent IIM will be chosen. The interdisciplinary studies program faculty will provide students advice on procedures and the development of the IIM proposal, and the student-chosen advisory board will provide advice on the focus or theme of the IIM, the choice of courses and the nature of the senior project.

Approval procedure:

- 1) The student consults with the interdisciplinary studies program faculty on choosing an advisory board and developing a proposal.
- 2) With support from the student-chosen advisory board, the student develops a title of the IIM, a set of courses, including options to allow for changes in course offerings, and the nature of the senior project.
- 3) The student submits a proposal to the interdisciplinary studies program faculty including the title of the IIM, a list of required courses, description of the senior project, two letters of recommendation, and an explanation for how the proposed program will meet the student's educational goals and lead the student into a career or graduate school.

- 4) The interdisciplinary studies program faculty will review the proposals and advise the students on the development of a proposal, but will not approve the proposals. The proposal then goes to the EPCC for final approval. The student, along with his or her advisory board, will have the opportunity to meet with the EPCC in support of the proposal.

After EPCC approval, the interdisciplinary studies program faculty can approve changes to the required courses of the IIM.

### **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 one-half 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.

## **NEW COURSES**

After receiving the approval of the department, a proposal for a new course is presented for consideration to the Educational Policy and Curriculum Committee. After it receives committee action, it may be reported to the faculty for consideration. A written description of the course including such information as course number, credits, and instructor should be submitted to the office of the dean for academic affairs at least one week in advance of the faculty meeting for attachment to the agenda. There is a 28-day waiting period after submission of new course proposals before they can be officially acted on by the faculty.

## **PARTICIPATION IN COMMENCEMENT CEREMONY – 12/02/08**

Participation in the annual May graduation ceremony will be limited to students who: 1) have completed all degree requirements by the date of the ceremony and are in good academic standing, or 2) are within two courses (8 hours maximum) and in good academic standing.

Note: For those students who fall under #2 above, participation in the commencement ceremony does not mean the student has actually graduated. The student will not be graduated and will not receive a diploma until they have completed all requirements for graduation. If degree requirements are completed within the calendar year of the student's participation in the ceremony, the student will be a member of that year's graduating class.

### **POSTHUMOUS DEGREE POLICY -12/02/08**

To award a degree or certificate from Simpson College posthumously, a request to do so should be made to the EPCC. The request should state the reasons that the degree should be granted. The student to be awarded the degree must have completed at least 75% of the credits required for graduation.

If the EPCC approves the request, it will be forwarded to the full faculty at its next regularly scheduled meeting. If the faculty approves the degree, the proposal will be sent to the president of the college, the secretary of the board, and the academic dean. If all three approve, the degree will be granted.

### **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.

### **PROBATION, SUSPENSION, AND DISMISSAL – 12/02/08**

#### **Academic Probation, Suspension, Dismissal**

If a student's cumulative grade point average falls below the minimum expectations for good academic standing, that student will be placed on academic probation by the dean for academic affairs. Academic probation is a proving period during which a student's continuance at Simpson College is in jeopardy. During this period the student must give evidence of significant progress toward satisfying the graduation requirements as outlined as follows:

The student is expected to earn at least a 2.00 GPA in their first semester of probation. If the student does not earn at least a 2.00 GPA in that first semester of probation, but shows improvement, the student may be granted a continuation of probation. If the student shows no improvement after their first semester of probation the student will be academically suspended.

If the student shows improvement and academic probation is continued, then in the second semester of probation, the student must earn at least a 2.00 GPA or be academically suspended. If the student does complete at least a 2.00 GPA in the second semester on probation, and therefore is still not off probation, the student will have one

more semester to raise their cumulative GPA high enough to get off probation. If after the third semester the student is still not off academic probation, the student will be academically suspended.

Students who have been academically suspended have a right to appeal the suspension by contacting the office of the dean for academic affairs. The appeal must be in writing, and the dean will present the case to the academic appeals committee for a final decision.

If a student is suspended, the suspension lasts one regular semester (fall or spring) at which time the student may apply for readmission. If after readmission the student still fails to get off probation, the student will be academically dismissed. Dismissed students may not apply for readmission.

## **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.

## **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.

## **TRANSFER COURSES – 12/02/08**

### **Transfer Admission Procedure**

Each year, Simpson College welcomes transfer applications. Requirements for transfer from other colleges are: a completed Simpson College application for admission; evidence of good standing at the institution previously attended; official transcripts showing the amount of work completed and the credit awarded; other recommendations or interviews as requested by the office of admissions and/or admissions committee; final official high school transcript, including evidence of graduation or GED equivalent; official results of the American College Test (ACT) or the Scholastic Aptitude Test (SAT).

The college notifies the candidate concerning action on his or her application as soon as all the information has been received and evaluated by the admissions committee.

### **Four-Year College Transfers**

Students presenting credits with satisfactory records from accredited four year colleges may be accepted and admitted to the classification at Simpson to which their credit entitles them. All transfer credit is evaluated on an individual basis. Courses with D or F grades are not granted transfer credit. Students must complete at least 32 credits at Simpson College.

### **Two-Year/Community College Transfers**

Students who complete an associate in arts degree at any two-year/community college accredited by the NCA or an equivalent accrediting body **and** who subsequently are admitted as full-time degree-seeking students at Simpson College will be enrolled as juniors subject to the qualifications listed below.

1. Cornerstones and other graduation requirements will be credited on a course by course basis providing the course grade is C- or higher.
2. Although an unlimited number of credit hours may be transferred to Simpson College, graduates of two-year colleges must complete an additional minimum of 64 semester hours of credit at Simpson to apply to the minimum of 128 semester hours needed to graduate with a Bachelor of Arts Degree (68 and 132 hours respectively for a Bachelor of Music Degree).
3. Any passing grade will be accepted as part of the AA degree if the student has a cumulative GPA of 2.00 or higher. Courses with grades of D+, D, or D- will be given departmental or divisional credit, not specific course credit. No more than 12 credits of D+, D or D- combining both transfer credits and credits taken at Simpson College, will be counted toward graduation.

- Only courses with at least a C- will count toward majors, minors, teacher licensure and competencies. Courses without a Simpson College equivalent which are part of the 64 semester hours needed to provide junior status will be given general departmental or divisional credit. A maximum of 16 semester hours of vocational credit, as provided by Simpson's policy on non-traditional technical credit, will be accepted for transfer.
4. All two-year college credit, which is not part of an associate in arts degree, will be evaluated on a course by course basis.

Further information regarding transfer admission may be obtained by contacting the director of transfer enrollment in the office of admissions.

### **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. – **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.

**LATE WITHDRAWAL – 12/02/08**

Students who wish to withdraw late after the official withdrawal deadline must petition giving the reasons for the late withdrawal. The petition will be reviewed by the academic petitions committee and the registrar for approval or denial. Normally, only reasons beyond the control of the student; e.g.: medical, personal, family, military, etc. will be approved.

**Withdrawal From A Course In Cases of Academic Dishonesty - 12/02/08**

If the instructor determines that an act of plagiarizing or cheating is such that the student will fail the course, the student will NOT be allowed to withdraw even if the date of such determination is still within the withdrawal period. A grade of “F” will be entered immediately for that student. In all cases of intentional academic dishonesty the instructor will report it to the academic dean and the student’s advisor and a record will be entered into the student’s file.

If the instructor determines that the academic dishonesty is such that just the assignment or test will be failed, but not the whole course, then the student will be allowed to withdraw from the class if the withdrawal is processed within the withdrawal period. In all cases of intentional academic dishonesty the instructor will report it to the academic dean and the student’s advisor and a record will be entered into the student’s file.

A student may appeal the outcome of this policy by filing an appropriate and timely appeal with the academic appeals committee, as set forth in these academic policies.