

**SIMPSON COLLEGE FACULTY HANDBOOK
PART VI: GENERAL ADVISING INFORMATION**

1. Students must be enrolled in a minimum of 12.0 hours for full time status. Full time status is defined as 12-16 hours.
2. To remain in good academic standing, a student must achieve the following cumulative grade point average at the end of the respective year:

Freshman	1.00-29.00 hours	1.800 GPA
Sophomore	29.01-61.00 hours	1.900 GPA
Junior	61.01-95.00 hours	2.000 GPA
Senior	95.01-	2.000 GPA

Students who are admitted to Simpson as “limited load” students and other students who are on academic probation are restricted by the dean for Academic Affairs to a maximum of 13.00 hours per semester. **DO NOT REGISTER ANY STUDENT FOR MORE THAN 13.00 HOURS IF THE CUMULATIVE GRADE POINT AVERAGE IS UNDER 2.00**

3. Students and advisors are to schedule an advising appointment by the end of the junior year for the purpose of checking graduation requirements.
4. Do not submit grades of A+, F-, P+, and P-.
5. Students who break continuity in attendance at Simpson must complete the readmission process through the office of the associate dean for special programs before they are again degree candidates. If students have been out for one calendar year or less, requirements at readmission are those in effect at the time of the original admission and declaration of major. Students who have broken continuity for more than one calendar year are subject to the requirements of the catalog in effect at the time of readmission, including the requirements for Cornerstone Studies.
6. To compute a grade point average, divide total quality points by the number of graded hours attempted, not hours earned.
7. Day students need the permission of their advisors and the director of the Division of Adult Learning to enroll in evening courses that are not listed in the regular course schedule book. Permission forms are available in the Division of Adult Learning office.
8. Refer to the term calendar printed on the inside front cover of the course schedule book for deadline to drop or withdraw from courses, or check the website. Courses that are dropped do not appear on the permanent record. Withdrawals are included on the permanent record with a grade of “W.” (\$10.00 charge for changes in registration after the end of the add/drop period.)
9. Students are required to declare a major when 40.0 hours (including transfer hours) have been earned.
10. Graduation applications are due in the Registrar’s office at the end of the student’s junior year. To properly complete a graduation application:
 - a. List ALL courses required for the major, as listed in the catalog in effect when the major was declared. List all required courses whether or not they have been completed.

- b. Course substitutions or waivers are to be listed on the application, with the signatures of the advisor and department chairperson.
 - c. Make note of any departmental requirements that have not been completed, such as piano proficiency, departmental exams.
 - d. A projected schedule of courses form must be submitted with the graduation application. Be sure that all remaining courses are listed on this form.
11. For some financial assistance awards, students must complete enough hours to advance to the next class, prior to the beginning of the next academic year. Ask the Financial Assistance (x1630) office for details.
 12. A minimum of 128.0 hours is required for the Bachelor of Arts degree; a minimum of 132.0 hours is required for the Bachelor of Music degree. The hours required for graduation are increased accordingly if the student has repeated a course for which credit has been given.
 13. A minimum of 64.0 graded hours at Simpson (exclusive of H/P) is required in order to be eligible for Epsilon Sigma, honors at graduation, or the Trustees' Academic Award. Students who attend professional/technical schools their senior year are ineligible for the Trustees' Academic Award.
 14. Dean's List – minimum of 12.0 graded hours per semester, and GPA of 3.70-3.99. In the event that one course is taken on H/P/N basis, an Honors (H) grade must be achieved.
 15. A course may be repeated ONCE. Only the latter grade is used to calculate grade point average.
 16. Cornerstone Studies are required of all students seeking Bachelor of Arts degrees who are admitted to the college.
 17. Major requirements are determined by the catalog in effect when the student's major is declared.
 18. General requirements for graduation (Cornerstone Studies, competencies, Senior Colloquium) are determined by the catalog in effect on the date on which the student becomes degree seeking at Simpson (admission to Simpson College).
 19. Cornerstone Studies courses may not be taken on H/P/NP basis.
 20. Maximums allowed toward graduation:

Freshman/Simpson Forum	4.0 hours
Jnlsm Pract (12.0 hrs. for editors)	8.0 hours
CLEP/Advanced Placement credit	27.0 hours
119-219-319 courses combined	12.0 hours
Correspondence course credit	6.0 hours
PhysEd activity credit	4.0 hours
 21. Courses taken on H/P/NP basis – one per year allowed for freshmen (May term only), sophomores and above, providing the course is not required for the major, for teacher certification, or Cornerstone Studies. A grade of H is equal to A; a grade of P is equal to A- through C-; a grade of NP is equal to D+ or lower.
 22. Students are required to successfully complete one May term course for each full year of study at Simpson. A maximum of three May term courses may be taken in the department of the major. Two must be graded.

23. Students who need 7.0 hours or fewer to complete ALL graduation requirements at the time of May commencement may participate, if they desire, as August candidates in the May commencement ceremony, provided:
- They are enrolled in Simpson College summer sessions of the same year by the time of official receipt of grades.
 - Simpson College enrollment enables the student to complete ALL graduation requirements by the end of the summer session following the preceding spring commencement.
 - The student's name is printed in the commencement booklet with an asterisk (*) to denote that the graduation requirements will be complete at Simpson during the next summer school session.
 - All competency requirements are completed.
 - The student is in good academic standing.
24. Students are required to have a cumulative grade point average of 2.0 or higher to be eligible for graduation.
25. Students who transfer to Simpson from two-year schools must complete a minimum of 64.0 hours at Simpson for a Bachelor of Arts degree, or 68.0 hours at Simpson for a Bachelor of Music degree. Students who transfer to Simpson from four-year schools must complete a minimum of 32.0 hours at Simpson for a Bachelor of Arts degree, or 36.0 hours at Simpson for a Bachelor of Music degree.
26. Students who transfer to Simpson for the senior year only must complete a minimum of 32.0 hours with a C average or better for a Bachelor of Arts degree and 36.0 hours at Simpson for a Bachelor of Music degree.
27. Students must be in residence at Simpson College during the final year.
28. A minimum of 44.0 hours outside the major division, including May term courses, is required for the Bachelor of Arts degree.
29. A maximum of 42.0 hours in the major department (excluding May term courses) for Bachelor of Arts degree.
30. A maximum of 84.0 hours in the major division (including May term courses) for Bachelor of Arts degree.
31. A maximum of 84.0 hours in the major division (excluding May term courses) plus additional 12.0 hours in the fine arts division, for Bachelor of Music degree.

EXCEPTION: Student teaching and education methods courses are not counted for education majors. Physical education methods courses are not counted for physical education majors. Music methods classes are not counted for music majors.

32. When a student's enrollment drops below full time (12.00 hours), check the following:
- a. Financial Assistance awards – will they be affected? Check with the director of financial assistance.
 - b. Medical insurance. Students who are covered by the medical insurance policy at a parent's place of employment will need to see whether or not they are covered as part-time students.
33. Athletic Eligibility Requirements. To be eligible for inter-collegiate athletics at Simpson, a student must meet the following standards:

- a. Be a regularly enrolled, full-time student. (12.0 hours or more during fall/spring semester and 3.0 hours for May term.)
- b. Must have successfully carried 12.0 hours or more the previous semester (for this purpose, the May term will be considered as part of spring semester.)
- c. The standards for academic good standing as published in the catalog shall be the academic standards determining whether an athlete is eligible to participate for Simpson College athletic teams. A student with freshman standing (1-29 hours earned) must have at least a 1.8 cumulative grade point average; a sophomore (29.01-61.00 hours) must have a grade point average of at least 1.9; a student with junior standing (61.01-95.0 hours) must have a grade point average of at least 2.0; a student with senior standing (95.01 hours or more) must have a grade point average of at least 2.0.

NOTE: Summer school credits, as far as cumulative grade point is concerned, shall count after one semester of attendance subsequent to the summer session. In other words, summer school grades count toward the minimal cumulative grade point average required for eligibility only after a subsequent semester is completed. If conditions "b" and "c" are met, a student can apply summer school credits immediately to satisfy the minimal progress required (total number of hours required for normal progress toward the degree).

34. The student copy of mid-term grade reports of freshmen and sophomores is sent to the academic advisor, not to the student. Freshmen and sophomores need to schedule an appointment with their advisors to discuss academic progress and pick up their copies of their grade reports.