

# **Registrar's Office**

## **ACADEMIC POLICIES AND PROCEDURES**

**(What forms to use and how to use them)**

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## **1. What to do if a student needs to drop a class:**

- A. Check the date so that you know whether or not it is still in the drop/add period. If it is, the student needs to pick up a drop/add form in the Registrar's Office or print one off of the Registrar's webpage and get the instructor whose class is being dropped to sign and the instructor whose class is being added to sign it, then turn it in to the Registrar's Office.
- B. If the date is past the drop/add period the student will need to withdraw from the course. The student will need to use a drop/add form for that as well and follow the procedure above for getting the instructor's signature. Courses may not be added after the drop/add period unless by special request by the instructor.
- C. When the student fills out the drop/add slip they need to be certain to first write their name at the top, last name first, and then what term it is in which they are changing a class, and their student ID number. Then they need to clearly mark whether they are dropping or adding the course by marking the appropriate box on the left. Then when they fill in the course, they need to include the department abbreviation (HIST, REL, PHIL, etc) and the course number (101, 211, 220, etc) and the course section letter (A, B, C, etc). Then the course title, the credits and then when they get the instructor's signature, please have them date it.

## **2. When is it appropriate to use an Academic Petition?**

- A. If a student wants to withdraw from a class after the deadline to withdraw.
- B. If a student wants to use a course for a substitution for a requirement in their major.
- C. If a student wants to fulfill a competency in a way other than prescribed by the catalog.
- D. If the student wants to transfer a course from another college to Simpson during their last 32 credits at Simpson.
- E. In other words, an academic petition is required any time the student wishes to do something that circumvents the prescriptions of the catalog.

### **3. How to fill out an Academic Petition.**

- A. The student needs to fill out the top of the form completely. We would appreciate it if the student included his/her ID number beside their name to cut down on confusion.
- B. The Specific Request needs to be stated clearly and briefly.
- C. The Rationale needs to state why the college should give special consideration to this particular case in allowing the student to go outside the guidelines of the catalog. (If a student wishes to withdraw from a course late in the semester just because they are afraid the low grade will hurt their GPA, it will not be passed. However, if the student has been prevented due to illness, family emergencies, etc. from fulfilling their course work that is another matter.)
- D. We will need the signatures of the student's Advisor, the Department Chair of the department offering the course, or the department in which the student is a major. We only need the instructor's signature if the petition is regarding a specific class. Finally, the office of Academic Affairs will determine whether to approve or deny the petition. After a decision has been made the following will receive a copy: the student, the advisor, and the academic dean.
- E. "Pro-forma approval" means that the person may not fully agree with the student, but believes that the student needs to have the opportunity to find out what the Academic Affairs office will decide.  
"Approval" means the person signing is in full agreement with the student's petition and by signing is advocating that the petition be approved.  
"Denied" means that the person signing either does not agree with the student at all or believes that what the student is asking, no matter how good the reason, simply cannot be approved and sends the message that the petition should be denied.
- F. The student does have a right to appeal and should do that through his/her advisor directly to the Academic Dean who will then visit with the student before determining whether or not there needs to be a review panel established.

### **4. Why and How to use a directed/independent study form.**

- A. If a student needs to take a class in order to graduate and the course is not being offered so the student can graduate in a reasonable time (4 years), then they may want to do an independent study or a directed study.
- B. If a student wants to study a topic that is not being covered by any courses the school offers, then the student may want to do an independent study.
- C. An independent study refers to any courses the college does not offer, ever.
- D. A directed study refers to a course that the college offers, but it is simply not being offered at the time the student needs it.

## **5. How to fill out a directed/independent study form.**

- A. First, determine whether it is a directed study or an independent study and mark it at the top accordingly.
- B. Second, fill out all of the information requested at the top of the form. Again, always try to remember to include your ID number to avoid confusion.
- C. NOTE: YOU MUST BE A JUNIOR OR SENIOR TO TAKE A DIRECTED/INDEPENDENT STUDY. If you are not, you will need an academic petition requesting that you be allowed to do the study. Also, you must be in good academic standing. (at least a 2.000 GPA)
- D. Third, be sure to indicate what term this course will be taken in (and what year). The faculty member working with you on this study will help you fill out the title and the course number. Don't forget to include your GPA.
- E. You need to next answer why you need this study.
- F. If it is an independent study you will need to include with the form the syllabus for the course.
- G. The faculty member leading the study for you should sign as the study supervisor. Then your advisor needs to sign. Then the Department Head of the department offering the study needs to sign. Then the Division Head of the Division in which the Department is located needs to sign.
- H. Finally, the Registrar signs. After all the signatures are in and the student has been registered, then a copy goes to: the student, the study supervisor, the registrar, and the academic dean.

## **6. How to Declare A Major or A Minor**

Meet with your advisor and have him/her help you fill out the DECLARATION OF MAJOR AND/OR MINOR form. This is usually done after the student has completed at least 40 credits. However, one can declare before or after that point. One can also change a major or a minor. Whenever a change is made in a major or a minor the student is bound in that particular major or minor to the catalog which is current at the time they declare or have made a change. A student may have more than one major and minor. The student must have at least one declared major to graduate.

7. **How to Petition for an Incomplete Grade** If a student simply cannot complete the work in a given course within the allotted time due to health, or some other circumstance beyond the student's control, they may request of the instructor that they receive an incomplete grade. To do this, first get a copy of the "Petition for Incomplete Grade" and then take it to your advisor. Have your advisor sign and then take it to your instructor for his/her signature. Be sure and write in the rationale for why you cannot complete the work in the allotted time. Then submit the properly filled out petition to the Registrar. Incomplete Grades are expected to be completed within 30 days into the next full semester. Extensions may be granted by the instructor. However, such extensions must be reported to the Registrar's Office, otherwise, an incomplete grade that is not completed by the 30 days into the next full semester will be given a grade of "F".

8. **How to obtain permission to transfer courses to Simpson College**

As students get ready to leave for the summer, many may want to take classes closer to home during the summer and transfer them back to Simpson. Here are a few things to remember:

- A. If you will have 98 or more credits completed before you begin the transfer course, you will not be allowed to transfer it in without prior approval of an academic petition requesting that you be allowed to transfer in a course during your last 32 credits at Simpson. If, however, you will be earning more than 128 hours at Simpson, you may not have a problem, but check first.
- B. If you are not in the above situation, be sure to clearly fill out the top of the form (especially your ID) and give us your specific request. We also need a clear reason for your request. What school you will be going to, what the course is, and then take the form to the Department Head of the department here that offers a similar course to get their pre-approval. Then be sure to get all of the necessary signatures.
- C. If you have transferred in from a 2-year college, you must take 64 credits at Simpson College. If you transfer from a four-year college you must take at least 32 credits at Simpson College.
- D. All this needs to be done before you leave for the summer!

## 9. How to Change Advisors

Have the student either pick up a "Change of Advisor" form in the Registrar's Office or print one off of the Registrar's webpage. Make certain that the student completes the form and has the current advisor sign it as well as the new advisor. By doing this, both faculty will be informed of the change and the current advisor will be able to hand over to the new advisor the student's files.

## 10. HOW TO ORDER AN OFFICIAL TRANSCRIPT

To order an official transcript there are several ways to do it:

1. Come to the office and fill out the form like the one on the opposite page. Be sure and fill it out completely and sign your name.
2. For it to be an **OFFICIAL** transcript, it must be printed on special paper and sealed in an envelope and stamped and mailed directly to the school or business you want it sent to. Often, institutions will not accept a transcript as official even in a sealed envelope if the student delivers it themselves. **COST** of official transcripts are \$5.00 each payable at time transcript is ordered.
3. To order a transcript when you cannot get to campus, we will still need a filled out form. You can go to the website:  
<http://www.simpson.edu/registrar/transcripts/index.html>  
and print off the form and fill it out and either mail it to us or fax it to us at 515-961-1498. If you fax it to us, you may pay via phone (515-961-1642).

Remember, The Business Office has to release the transcript ordered, if the student has an unresolved bill in the Business Office, we in the Registrar's Office cannot send out the requested transcript and we will inform the student requesting the transcript of that fact.

Be sure and contact Tammi Perry, the Transcript Processor with all transcript requests. Her number is 961-1642 and her email is: [tammi.perry@simpson.edu](mailto:tammi.perry@simpson.edu)

## **11. HOW TO ORDER AN UNOFFICIAL TRANSCRIPT.**

There are several ways you can order an UNOFFICIAL TRANSCRIPT.

1. You may come into the office and show us a picture I.D. We can then print off an unofficial transcript at no cost to you.
2. You can go to our website and print off the form you see on the opposite page and fax it to us or mail it to us. If you cannot come into the office with a picture I.D., then we must have a signed written request. Again, there will be no charge.
3. Remember, employers and other colleges and universities will need an official transcript, but many will accept temporarily an unofficial.

## **12. How to Request a Course Substitution for a major, minor or cornerstone requirement.**

If the student makes a request that a course they have taken, and perhaps transferred in, or took here, and there are circumstances you consider make substituting the course for a requirement, print off a copy of the "Request For Substituting a Course for Major or Minor" form and fill it out. This must be approved by the Department Chair, who will then route it to the Registrar.

## **13. FERPA Form**

If a student has been declared a dependent on their parent or parent's tax return in the past year, the parent(s) have a right to have access to the student's academic records. If the student was not declared a dependent on their parent(s)' tax return, then the student is not a dependent and the parent(s) do not have a right to the student's academic records. The FERPA form needs to be completed by the student submitted to the Registrar's Office.

**14.**

**OVERLOAD ALERT!!!!!!!!!!!!!!!!!!!!**

We count Mod I and Mod 2 and Fall together; Mod 3 and Mod 4 and Spring together. What that means is that as a full-time student, if the student is already taking five courses in the Fall as a full-time student and then adds a Mod 1 course, they will be charged an overload fee per credit over 16 credits. The same will be true for the spring. (Check with the Business Office regarding the fee.)