

**Academic Policies**

**Academic Appeals**

Students who wish to appeal an academic policy or graduation requirement must file a petition with the curriculum committee. Forms are available from the registrar’s office. Rules have been established by faculty in support of good educational practice. Neither negligence nor ignorance of rules is regarded a good reason for granting approval.

**Semester calendar**

At Central College, the academic year is divided into two 16-week semesters and a summer term. Students normally enroll for 15 semester hours of credit each semester, enabling them to complete, on average, 30 semester hours of credit per academic year and 120 semester hours of credit – the minimum required for graduation – throughout four years.

**Semester hour of credit definition**

Central College defines a semester hour of credit as one hour of classroom or other instruction and a minimum of two hours of out-of-class student work each week for a standard 15-week semester, or the equivalent amount of work over a different amount of time. At least an equivalent amount of work is required for other activities including laboratory work, internships, practica, studio work, and other modes of academic work leading toward the award of semester hours of credit.

**Disabilities**

Central College abides by interpretations of the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973 that stipulates no student shall be denied the benefits of an education “solely by reason of a handicap.” Disabilities covered by law include, but are not limited to, learning disabilities, hearing, sight, or mobility impairments, and other health related impairments.

**Application for Graduation and Participation in Commencement**

Students notify the registrar’s office of their intent to graduate and participate in commencement by filing an application for graduation at least two semesters prior to the intended date of graduation. Applications are due as follows:

<table>
<thead>
<tr>
<th>Anticipated Completion Month</th>
<th>Graduation Application Due</th>
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</thead>
<tbody>
<tr>
<td>May</td>
<td>Due May 1, one year prior</td>
</tr>
<tr>
<td>August</td>
<td>Due August 1, one year prior</td>
</tr>
<tr>
<td>December</td>
<td>Due December 1, one year prior</td>
</tr>
</tbody>
</table>

Seniors who have applied for graduation will have their names listed in the commencement program and are expected to participate in the commencement ceremony.

Central College holds one commencement ceremony in May of each year. August and December graduates may request permission to participate in the commencement ceremony prior to the anticipated completion date if:

- the student is enrolled during the spring semester;
- the student is in good academic standing, and
- the student is within 17 credits of completing graduation requirements, and
- the student is able to complete all remaining graduation requirements by the end of the fall semester following the commencement ceremony.

Students requesting an exception to the above policy must request, in writing, permission to participate from the registrar.

**Graduation with honors**

Students who achieve a cumulative grade point average of at least 3.5 may be recommended by the faculty for commencement distinctions. The degree may be granted cum laude for those students with a cumulative GPA of 3.50-3.699, those with magna cum laude for those with a cumulative GPA of 3.70-3.899, and summa cum laude for those with a cumulative GPA of 3.90 or above. No student with more than one grade below C- during the last three years at the college will be considered for academic distinction.

Students who transfer to Central no later than the beginning of their third year and complete at least 60 credits at Central are eligible for the honors, but only their performance at Central College will be considered.

**Grading system**

Central employs the following grading system:

- **A**: 4.0 grade points per semester hour
- **A-**: 3.7 grade points per semester hour
- **B+**: 3.3 grade points per semester hour
- **B**: 3.0 grade points per semester hour
- **B-**: 2.7 grade points per semester hour
- **C+**: 2.3 grade points per semester hour
- **C**: 2.0 grade points per semester hour
- **C-**: 1.7 grade points per semester hour
- **D+**: 1.3 grade points per semester hour
- **D**: 1.0 grade points per semester hour
- **D-**: 0.7 grade points per semester hour
- **P (Pass)**: not applicable, minimum grade “C” is required to receive a “P” grade
- **I (Incomplete)**: not applicable
- **W (Withdrawal)**: not applicable
- **NC (No Credit)**: not applicable
- **AUD (satisfactory audit)**: not applicable
- **CR (Language and Mathematics proficiency)**: not applicable
- **F (Failure)**: 0 grade points per semester hour

Grades of P, I, W, NC, AUD and CR are not included when calculating grade point average. Only courses completed at Central College on the Pella campus, abroad, Chicago or Washington D.C. are used to calculate the grade point average.
Incomplete ("I") grade

The incomplete grade “I” is a temporary grade indicating that work for the course is not complete. Instructors may assign an incomplete grade in a course that the student cannot complete on time due to extenuating circumstances, such as major illness or a death in the family, by filing an Incomplete Grade Request form with the registrar’s office prior to the end of the current grading period. The date by which a student must complete a course is determined by the course instructor, but all work must be completed no later than the first day of the spring term for a fall class and the first day of the summer term for a spring class. Typically, incompletes are not offered in the summer. At the time of the incomplete request, instructors will provide to the registrar the grade the student is currently earning in the course which is the grade the student can expect to receive if the course is not completed by the agreed-upon deadline. Requests for an extension beyond the deadline should be made, in writing, to the associate dean of academic affairs prior to the previously approved deadline. Both the instructor and student must agree to the extension. Students requesting incompletes in more than one course must receive permission from the associate dean.

Withdrawn ("W") grade

A grade of “W” indicates a student has either withdrawn from college or withdrawn from a particular course after the course drop and add period (typically the Friday of the second week of classes). The “W” grade is recorded on the transcript, but no credit is given. A student may not withdraw from a course after the end of the 12th week of class.

Pass (“P”)/No Credit (“NC”) grades

With the approval of the advisor and course instructor, junior- and senior-level students may elect to attempt a maximum of 20 credits outside core, major, or minor requirements, and those courses required for certification, on a pass/no credit basis. Courses offered on a pass/no credit only basis may be used at the discretion of the department to meet major or minor requirements. Credit and a “P” (pass) grade are granted provided the student has earned the equivalent of a “C” grade or better. A “P” grade will have no effect on the grade point average. Students who earn a grade below a “C” will not receive credit for the course and an “NC” (no credit) grade will appear on the transcript. “NC” grades will have no effect on the grade point average. A student must submit an approved pass/no credit option form to the registrar’s office before the end of the Friday of the second week of classes.

Grade Appeals

A student who believes his/her final grade in a course is incorrect should first review the syllabus and collect graded assignments. The student should then contact the faculty member of the course as soon as possible to discuss the perceived problem and to request in writing that the grade be reviewed and refigured in case an error has been made.

If the student still believes the grade to be unfair or incorrect after this initial review, he/she should see the associate dean of academic affairs who will review the class requirements with the student and help him/her to determine whether there is a reasonable basis for an appeal.

Students who wish to appeal must submit a written letter to the associate dean of academic affairs within one month of the beginning of the semester following the semester in which the grade was received. The letter should explain in detail the basis for the appeal. The associate dean of academic affairs will then discuss the case with the faculty member, and if further review is necessary, request the department chair or an appropriate designee to objectively review the appeal. These faculty colleagues will consult with the faculty member involved to help him/her determine whether the disputed grade was fair and consistent with published expectations for grading in the course. The associate dean of academic affairs will convey the result of these discussions to the student.

Final responsibility for grades rests with the instructor of that class. If an instructor is no longer available at the time of appeal, disposition of the case will fall to the current department chair. Only grades issued by Central College faculty may be appealed. Grades from other institutions must be appealed at those institutions.

Students who believe the above process has been unfairly applied may further appeal in writing to the dean of the faculty.

Final Examinations

Students are expected to take final exams during the assigned times. Instructors are expected to utilize the final exam period for a conclusive, meaningful activity. Students who have three finals on one day may request a change of examination time from instructors, but all examinations must be administered no later than the final day of the exam period. Students should check their final examination schedule prior to making any end-of-semester travel arrangements; it is not the responsibility or obligation of the instructor to give opportunities for students to take a final examination outside of the scheduled final examination time.

Dean’s list

Students who complete at least 12 credits in which grades other than “P” are assigned and earn at least a 3.5 grade point average in a given semester are named to the dean’s list for that semester.

Student Classification

<table>
<thead>
<tr>
<th>Classification</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>First-year standing</td>
<td>0 - 27</td>
</tr>
<tr>
<td>Second-year standing</td>
<td>28 - 58</td>
</tr>
<tr>
<td>Third-year standing</td>
<td>59 - 89</td>
</tr>
<tr>
<td>Fourth-year standing</td>
<td>90 and above</td>
</tr>
</tbody>
</table>
Declaring a major or minor

By the end of the second year, students must file a Declaration of Major/Minor form with the registrar’s office in order to be eligible to register for the third year (or 5th semester) of study. Students are required to complete the major requirements in effect at the time the student submits the form. Minors must be declared prior to registration for the final semester of enrollment.

Registration

General information

Students register for courses several months in advance of each semester and have several opportunities to make changes to their schedules (see below). New students starting in the fall semester generally register for courses during Summer Registration and Orientation in the preceding summer. All students who have not made satisfactory arrangements with the student accounts office for payment of all tuition and fees may 1) be ineligible to register for courses and/or 2) have their registration in courses cancelled.

Students themselves are responsible for registration in and official withdrawal from courses. Class attendance does not constitute registration in a course; likewise, absence from a class — including never attending even one class session — does not constitute official withdrawal from a course. No credit will be awarded for courses in which a student is not properly registered, and no refunds will be given for courses from which students have not officially withdrawn. Students should refer to WebAdvisor for their official class schedule. The official schedule is not located in Blackboard.

Students who plan on being considered “full-time” (enrolled in at least 12 credits in a given semester) for financial aid, athletics, insurance, or any other purpose, must be attentive to the number of credits for which they are officially enrolled. Students enrolled in fewer than 12 credits in any semester will have their financial aid reduced according to state and federal regulations. Student athletes enrolled in fewer than 12 credits will be ineligible for competition in such semesters. It is each student’s sole responsibility to know when they have dropped below full-time status and what the ramifications of doing so are. The registrar has the right to adjust student schedules during or after the registration period.

Changes in registration

Registration change forms are available from the registrar’s office or my.central.edu. Policies governing such changes are as follows:

1. Registration changes (adds, drops, withdrawals) must be approved by students’ academic advisor and, at times, the course instructor, as well.
2. Full-semester courses dropped during the official drop/add period (typically the Friday of the second week of classes; see current academic calendar for drop/add dates) will not appear on the transcript.
3. Courses dropped after the official drop/add period and before the end of the 12th week of the semester will appear on transcripts with a grade of “W” (withdrawn), and no tuition or fee refunds will be made.
4. Withdrawal from any courses after the end of the 12th week of the semester is not permitted and students will receive the grade earned as determined by the instructor.
5. Under unusual circumstances, a student may appeal to the registrar for a waiver of these policies.

For courses that do not meet for the entire semester (for example, 1 credit courses such as GENR 215 and many others):

1. Students may add or drop through the first week of class. Dropped courses will not result in a transcript notation.
2. Withdrawals after the first week but before 75 percent of the regularly scheduled class sessions have been conducted will be noted with a grade of “W” on the student transcript.
3. Withdrawal after 75 percent of the regularly scheduled class sessions have been conducted is not permitted and a grade (A-F, P, NC) will be issued by the instructor.

Attendance Policy

The college expects students to regularly attend classes. Instructors will provide clear expectations for class attendance in their course syllabi. It is the responsibility of students to be aware of and comply with these expectations.

In the case of a foreseen absence, students should consult their course syllabus and meet with their instructor in advance to discuss the absence. College-sanctioned events are considered excusable activities. All other absences are considered unexcused absences unless approved by individual instructors. In the event of an unexcused absence, it is not the responsibility or obligation of the instructor to give opportunities for students to make up course work. For extended or unforeseen absences, it is the responsibility of the student in all circumstances to maintain contact with his/her instructor(s).

Voluntary and Medical Withdrawals

Students who wish to withdraw entirely from the college must complete a withdrawal form in the registrar’s office. Medical withdrawals are granted by the associate dean of academic affairs and may be voluntary or may be initiated by the college for a student who is in need of professional help that is extensive or unavailable at the college. Students living on campus who withdraw from the college must vacate their residence hall room within 24 hours.

Students who withdraw prior to the start of classes or during the official drop/add period will be dropped from their courses without a transcript notation. Students who withdraw after the official drop/add period and before the end of the 12th week of class will receive a “W” (withdraw) grade on the transcript for each full-semester course they are currently registered. Students who withdraw after the 12th week of the term will receive the grade earned in the course as determined by the instructor. The courses and term for which the student enrolled may be counted for satisfactory academic progress purposes. Students who received financial aid will have
the term counted as one of their terms of financial aid used toward the maximum financial aid eligibility. For refund policy information see “College Costs.”

A transcript notation will indicate that a student has withdrawn from the institution (i.e. Withdrawn MM/DD/YYYY). Students who withdraw from the college and later wish to re-enroll should consult the policies governing re-entry.

Administrative withdrawal

When a student has missed all classes for 10 consecutive class days, or who after the end of week seven is failing all classes and not regularly attending classes or completing labs or assignments, the college will begin the process to administratively withdraw the student from the college. The student will be notified by the registrar via registered campus mail and the student’s Central College email account, and a student signature procured. Students who are withdrawn from the college must vacate their campus residences within 48 hours of having been withdrawn. For refund policy information see “College Costs.”

A transcript notation will indicate that a student has withdrawn from the institution (i.e. Withdrawn MM/DD/YYYY).

Disciplinary/academic suspension and dismissal

Students may be suspended or dismissed from the college at any time during the semester. Students who are suspended or dismissed must vacate their rooms within 24 hours. Students who are suspended or dismissed after the official drop/add period and before the end of the 12th week of class will receive a “W” (withdraw) grade on the transcript for each full-semester course they are currently registered. Students who are suspended or dismissed after the 12th week of the term will receive the grade earned in the course as determined by the instructor. The courses and term for which the student enrolled may be counted for satisfactory academic progress purposes. Students who received financial aid will have the term counted as one of their terms of financial aid used toward the maximum financial aid eligibility. For refund policy information see “College Costs.”

A transcript notation will indicate that a student has been suspended or dismissed from the institution (i.e. academic suspension MM/DD/YYYY or disciplinary dismissal MM/DD/YYYY). Students who are suspended from the college and later wish to re-enroll should consult the policies governing re-entry.

Returning from withdrawal or suspension (Re-entry)

A student who is withdrawn (voluntary or medical) or suspended (academic or disciplinary) from Central prior to graduation may apply for re-entry and, if approved, return to the college. Applications are due no later than one week prior to the first class day of the semester in which the student wishes to re-enroll. Students who have been away (i.e. withdrawn or suspended) for more than two years must complete the requirements in effect at the time of re-entry. Students approved for re-entry will be required to satisfy all prior financial obligations and to make an enrollment deposit prior to being eligible to register for classes or receive a housing assignment. For more information, contact the registrar (registrar@central.edu) or go to http://departments.central.edu/registrar/registration/re-entry/.

Overload

Students who wish to register for more than 18 semester hours of credit will need permission from the registrar unless they are enrolled in one or more of the following overload exempt courses:

**Overload Tuition Exempt (no overload fees apply)**

1. Group Ensembles (MUSG courses)
2. Study abroad pre-departure and re-entry courses
3. Central Teachers Academy internships (EDUC 397)
4. Honors Enrichment courses
5. Senior Honors Thesis courses/projects
6. Honors Seminar (HONR 191)
7. Private music instruction (MUSL courses)*

*Students will incur the private lesson instructional fee; however, they do not pay per-credit tuition above and beyond the lesson fee.

Students will be charged per-credit tuition for each non-exempt semester hour in excess of 18. See Catalog section “College Costs” for more information. The Overload Request form is available from the registrar’s office.

Auditing a course

Students may audit courses for no credit with instructor permission and on a space available basis. Satisfactory audits are recorded on the student’s transcript with a grade of “AUD” but are not used in the calculation of a student’s grade point average. Unsatisfactory audits are not recorded. There are only a few circumstances where an audit may be useful: These include:

- if you want to explore an area unrelated to your major and the course is outside of your primary interests;
- if you want a review of an area you are already knowledgeable in, or;
- if a course is of particular interest but would require an extraordinary effort for you to take for a grade along with your other planned courses.
Instructors determine the criteria needed to receive a satisfactory audit grade (AUD). Typically, examinations, labs, papers and homework are not required; however, regular attendance and class participation is expected. Students may not audit directed study, internship, independent study, practicum, co-op, music lessons (private and group), and music ensembles. Audited courses may not be used to satisfy any graduation requirements (i.e. majors, minors, core, etc.). Students are not allowed to repeat for letter grade a course they previously audited, and students may not repeat a regular graded course as an audit.

To register for a course as an audit, or to change a course from credit to audit or audit to credit, students must file a Registration Change Form with the registrar’s office during the normal registration or add/drop periods. The instructor’s signature is required.

**Repeating a course**

A student is permitted to repeat up to 20 semester hours of credit at Central. All course grades will appear on the transcript but only the most recent grade and credits earned will count toward graduation and in calculation of the student’s cumulative grade point average. The following restrictions apply to course repeats:

- Students may not repeat a course via directed study unless the student’s first attempt was itself a directed study.
- Students may not audit a course in which they have previously earned an A-F or P grade.
- Students may not receive transfer credit for any course previously attempted at Central College.
- Students may not repeat LAS 110. (See “Failing LAS 110 Intersections” policy)

**Failing LAS 110 Intersections**

Students failing LAS 110 must successfully complete one writing-intensive course at Central College other than ENGL 101 Composition within the next two semesters of enrollment; this course will count in place of the LAS 110 graduation requirement. Students may not withdraw from LAS 110 without permission of the associate dean of academic affairs.

**Transfer of credit**

All transfer credit must be earned at a regionally accredited college or university with a grade of “C” or better. Work to be considered for transfer credit must be submitted on an official transcript and mailed directly to Central College from the transfer institution or delivered in a sealed envelope with the registrar’s signature across the seal. Students transferring to Central must provide official transcripts for all institutions previously attended.

1. All official transcripts are evaluated for admitted and matriculated students by the registrar’s office and determination of transfer credit is made by the registrar in consultation with departmental faculty. Course review may include the evaluation of the course’s specific educational goals, academic content, and the level of credit earned. Vocational, remedial and continuing education credits are not transferrable.

2. Accepted credits may be used to satisfy course prerequisites, Core requirements or, at the discretion of departmental faculty, major and minor requirements. The registrar determines if credits fulfill any Core curriculum requirements, in consultation with faculty as needed. Students may not use transfer credits to fulfill Intersections (LAS 110) or Liberal Arts Seminar (LAS 410) requirements.

3. A maximum of 60 semester hours of transfer credit (including a maximum of 24 semester hours from AP, IB, PSEO and dual enrollment) may be applied toward completion of a Central College degree.

4. Grades and credit earned in transfer courses are not included in the calculation of a student’s Central College cumulative or major grade point averages.

5. Students transferring to Central should consult with the chair of their prospective major/minor to determine the number of Central College courses that will be required to complete the major or minor.

6. Current Central College students who wish to take a course(s) at another institution and transfer the credit back to Central must submit a Request for Transfer Credit Pre-Approval form to the registrar’s office. Students may not repeat a Central course at any other college or university.

**Pre-College Credit, Advanced Placement and International Baccalaureate**

A maximum of 24 semester hours of credit for Advanced Placement (AP), International Baccalaureate (IB), Post-Secondary Enrollment Option (PSEO), and dual-enrollment programs will be awarded. Pre-college credit is considered transfer credit and is included in the 60 semester hour total transfer limit. A list of approved course equivalencies is available from the registrar’s office.

**Credit for Advanced Placement (AP)**

Students who earn a score of 4 or better on AP exams will be granted a minimum of three semester hours of credit. Scores of 3 may satisfy some prerequisites with departmental approval. All AP scores must be sent directly to Central College from the College Board (CEEB 6087).

**Credit for International Baccalaureate (IB)**

Students who earn a score of 4 or better on IB higher-level exams (subsidiary-level exams are not accepted) will be granted a minimum of three semester hours of credit for each subject area. International Baccalaureate scores must be sent directly to Central College from International Baccalaureate.
Credit for dual enrollment or PSEO
All dual enrollment or PSEO credit must be earned at a regionally accredited college or university with a grade of “C” or better. Grades and credit earned in pre-college courses are not included in the calculation of a student’s Central College cumulative or major grade point average. Dual enrollment and PSEO work to be considered for credit must be submitted on an official transcript and mailed directly to Central College from the institution of record or delivered in a sealed envelope with the registrar’s signature across the seal.

Credit by proficiency
Central College awards credit by proficiency in the areas of foreign languages, mathematics and computer science. Credit is awarded based on enrollment in and successful completion (as defined below) of upper-level courses predicated by sufficient scores on appropriate placement exams. Note: Students are not charged for any credit by proficiency awarded.

Credit by proficiency in foreign languages
Credit by proficiency in foreign languages will be awarded as follows:
1. Students who place at the 122-level and subsequently complete a 122-level language course with a grade of “C” or better will be awarded 2 semester hours of 100-level language proficiency credit.
2. Students who place at the 221-level and subsequently complete a 221-level language course with a grade of “C” or better will be awarded 4 semester hours of 100-level language proficiency credit.
3. Students who place at the 222-level and subsequently complete a 222-level language course with a grade of “C” or better will be awarded 4 semester hours of 100-level language proficiency credit and 2 semester hours of 200-level language proficiency credit, for a total of 6 semester hours.
4. Students who place at the 321-level and subsequently complete a 321-level language course with a grade of “C” or better will be awarded 4 semester hours of 100-level and 4 semester hours of 200-level language proficiency credit, for a total of 8 semester hours of proficiency credit.
5. Students who place at the 322-level and subsequently complete a 322-level language course with a grade of “C” or better will be awarded 4 semester hours of 100-level, 4 semester hours of 200-level, and 2 semester hours of 300-level language proficiency credit, for a total of 10 semester hours of proficiency credit.
6. Students who place beyond the 322-level and subsequently complete an upper-level literature or civilization course with a grade of “C” or better will be awarded 4 semester hours of 100-level, 4 semester hours of 200-level, and 4 semester hours of 300-level language proficiency credit, for a total of 12 semester hours of proficiency credit.

Note: Language-based credit by proficiency may be applied to the foreign language major or minor at the appropriate level.

Credit by proficiency in mathematics
Credit by proficiency in mathematics will be awarded as follows:
1. Students who place into MATH 132 Calculus II, and complete that course with a grade of “C” or better will be awarded 4 semester hours of proficiency credit for MATH 131 Calculus I.
2. Students who place into MATH 231 Multivariable Calculus, and complete that course with a grade of “C” or better will be awarded 4 semester hours of proficiency credit for MATH 132 Calculus II, and 4 semester hours of proficiency credit for MATH 131 Calculus I.

Credit by proficiency in computer science
Students who place into COSC 130 Data Structures and complete that course with a grade of “C” or better will be awarded 3 semester hours of proficiency credit for COSC 110 Introduction to Computer Science.
Academic Warning, Probation and Suspension

Central College admits students whom we believe have the background, desire and ability to be successful in college and to make adequate progress toward the degree. To graduate from Central College, a student must earn 120 semester hours of credit and earn a minimum cumulative grade point average of 2.0 and a minimum grade point average of 2.0 in the major. Full-time students are expected to complete the requirements for graduation within four years (eight semesters) by completing an average of 30 credits each semester.

The associate dean, in consultation with the registrar, makes recommendations regarding which students are to be warned, placed on probation, continued on probation, suspended or, as a last resort, dismissed if they are not progressing at the rates indicated below**:

<table>
<thead>
<tr>
<th>Semester 1 Crs/GPA*</th>
<th>Semester 2 Crs/GPA**</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Year (0-27)</td>
<td>12/1.700</td>
</tr>
<tr>
<td>Second Year (28-58)</td>
<td>42/1.900</td>
</tr>
<tr>
<td>Third Year (59-89)</td>
<td>73/2.000</td>
</tr>
<tr>
<td>Fourth Year (90+)</td>
<td>104/2.000</td>
</tr>
</tbody>
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* Refers to the minimum cumulative and major GPA required.
** First- and second-year students are expected to achieve a GPA that coincides with the number of semesters in college rather than total number of credits earned toward classification.

Academic Warning

Students who meet the above minimum standards but whose academic performance warrants concern may receive a warning notice if one or more of the following is observed:

- A semester GPA below 2.000;
- A cumulative GPA less than 2.000, but greater than the minimum required for a classification;
- A major GPA less than 2.000 at the time of major declaration;
- Earning fewer than 12 semester hours of credit in any semester (summer excluded);
- Repeatedly earning credits at a pace slower than what is outlined for satisfactory progress.

Students who remain on academic warning for more than one semester may be placed on academic probation.

Academic Probation

When a student does not meet the cumulative or major grade point average expected and/or falls 15 or more credits below the number of credits expected for their classification, the student will be placed on academic probation for the next fall or spring semester of enrollment, and the advisor will be notified. Probation is a period during which students are expected to improve academically, and the time on academic probation can be an opportunity to clarify goals, identify campus resources, develop mentoring relationships, and grow the academic skill set. Students on academic probation are not eligible to participate in a) any NCAA Division III athletics practices, competitions, or related activities; b) co-curricular musicals, theatrical productions, or music groups; c) student government leadership; d) any study abroad program or domestic semester away program; e) fraternity/sorority pledging; or f) similar college sponsored co-curricular activities.

Students who improve their cumulative GPA, major GPA, and total credits earned to the minimum level expected during the fall or spring semester will be removed from academic probation; students are not eligible to be removed from academic probation after the summer session. Students who make a noted improvement, but have not achieved the minimum levels outlined above will be continued on probation until their grade point average (cumulative and major) and completed credits are at the level(s) expected for their classification. Students who demonstrate little or no improvement will be continued on probation, suspended, or dismissed. Students on academic probation for more than one semester can have their financial aid reduced. See the catalog section on Financial Aid Satisfactory Academic Progress for more information.

Academic Suspension

Students who do not benefit from academic probation or who demonstrate an abrupt decline in academic progress will be suspended and advisors will be notified. Suspension is deemed appropriate when it is apparent that the student needs a break from studies at Central so they can prioritize their academic goals and ultimately return and achieve a Central degree. Students are suspended for a minimum of two semesters; however, first-year students may apply for reentry after one semester of suspension. Students who have been suspended are not eligible to enroll in summer classes at Central College until after being approved for re-entry. A transcript notation will indicate that a student has been suspended for academic reasons (i.e. academic suspension MM/DD/YYYY).

Students wishing to return to Central College following the suspension period must apply for re-entry through the associate dean of academic affairs. The re-entry request will be evaluated in light of interim experiences that reflect increased readiness to succeed academically. Students have a greater likelihood of being approved for re-entry if they show evidence of growth by successfully completing courses at another accredited institution, securing counseling to resolve personal issues, etc. For more information, contact the associate dean of academic affairs.
Academic dismissal

Students who consistently fail to meet satisfactory academic progress standards will be dismissed from the college. Typically, students will be placed on academic probation or suspension prior to dismissal, although a particularly unsuccessful semester may result in dismissal. Students academically dismissed are not eligible to re-enroll at Central. A transcript notation will indicate that a student has been dismissed for academic reasons (i.e., academic dismissal MM/DD/YYYY).

Appeal of academic suspension or dismissal

Students who have been suspended or dismissed for academic reasons may appeal to the associate dean of academic affairs in writing. Permission to continue may be granted if there is new evidence previously not available to the committee of factors that contributed to the unsuccessful semester; however, emotional appeals will not be considered. Students who successfully appeal a suspension or dismissal decision will be placed on academic probation for the next semester. If the appeal is denied, the suspended student may apply for re-entry after two semesters out of school. First-year students may reapply after one semester out of school.

Mitigating circumstances

Central College may set aside the minimum standards for an individual student if it is determined that an unusual situation affected the student’s progress. The academic progress committee will make this determination on behalf of the student. Mitigating circumstances would include:

- Documented serious/prolonged student illness or injury;
- Death of a close relative;
- Other circumstances may be considered on a case-by-case basis with supporting documentation

Amended student records

Acceptable academic progress is based on the student’s official academic records at the time of the progress review. Records that are amended to reflect appropriate changes (for example, when an incomplete “I” grade is replaced by a standard letter grade), the academic progress committee may, at the point at which a student’s record is officially amended, re-assess the student’s academic status and, accordingly, warn, place/continue the student on probation, suspend or dismiss the student from the college. Suspension or dismissal will be effective immediately.

Academic Integrity

The mission statement of Central College charges us to “promote the sensitivity to and appreciation of values essential for students to become effective citizens” at the local, national and international levels. These values include mutual respect and justice. Mutual respect for our colleagues and ourselves requires that we perform our work with integrity. Justice requires not only adherence to a process that upholds Central College’s standards of academic integrity, but also the creation of an atmosphere of intellectual safety where individuals know their work is secure from being copied by others or abused in any way. An academic community with a high degree of integrity is essential if Central College is to succeed in its mission and sustain an academic center whose scholarship and graduates are valued.

Integrity in academic performance is about much more than grades earned; it is about how individual members of the academic community have earned their grades. Because you are responsible for and accountable to upholding these standards of integrity, this guide is provided as a resource.

Academic Honesty

A key component of academic integrity involves taking on the responsibility of being honest in the production of our work as scholars. Academic honesty requires that we do not plagiarize, engage in inappropriate or unauthorized collaborations, cheat, aid others in being academically dishonest, or engage in other activities that are dishonest such as misusing technology or other college resources. Each of these violations of academic honesty threatens the overall integrity of Central College, and all members of our academic community. Thus, these violations cannot and will not be tolerated.

You should avoid:

- Plagiarism and/or misuse of ideas from other sources:
  - Deliberately representing the work of someone else as your own work. This can include:
    - Using the ideas, text, formulas, images, or other materials produced by someone else and not acknowledging them as the source; or
    - Cutting and pasting the work of others into your assignments without acknowledging the source of this material.
    - This includes material taken from the web or Internet as well as from books, journals, and mass media.
  - Failing to provide proper and complete identification of sources for material incorporated into your own work whether text or graphics. This can include:
    - Not including proper within text citations and/or proper footnotes or endnotes, or
    - Not including a full citation on the reference page for each and all sources used in producing your work.
  - Unauthorized collaborations:
    - Working in teams or groups without the instructor’s knowledge or permission.
    - Turning in the same or very similar paper for multiple assignments without the knowledge and permission of each instructor involved.
• Cheating. This can take many forms, including
  o Copying homework or test answers/responses from other students and turning it in as your own work;
  o Use of personal electronic devices (e.g., cell phones, calculators), without the
  o instructor’s permission to gain an advantage on an exam or course assignment;
  o Using unauthorized materials on an exam or assignment;
  o Presenting others’ work as one’s own;
  o Obtaining work or unauthorized assistance from another student;
  o Obtaining work or unauthorized assistance from another source; or
  o Failing to report miscalculations in grading.

• Facilitation of dishonest academic activity, such as:
  o Use of technology (e.g., cell phones, the Internet) to assist another student in gaining an illicit advantage on
    an exam or course assignment without the instructor’s permission;
  o Doing work for or providing work to another student who misrepresents this work as being his or her own;
  o Assisting another student to earn a grade that is not by that student’s own efforts;
  o Failure to report cheating or other dishonest acts by others;
  o Allowing others to view your work during exams or assignments, including
    o leaving materials on a public access hard drive or other media;

• Improper use of technology, such as:
  o Using technology in ways that violate copyrights.
    ▪ Downloading copyrighted material from the Internet to avoid purchasing of the same material, i.e., music songs
      or video material.
    ▪ Cutting and pasting material from the Internet into your own work without proper acknowledgement of the
      source(s).
  o Sharing electronic files of copyrighted material with others and not having permission from the copyright holder.

• Falsification of credentials or grades, including:
  o Presenting false credentials.
  o Altering or forging official university documents and/or files.

Responsibilities for maintaining standards of academic integrity

Each member of the Central College community is responsible and accountable for maintaining these standards of academic honesty in order to maintain the integrity of the college and the degrees it confers.

Instructors are expected to
• Model academic integrity in their own work and in the classroom;
• Provide clear explanations in course syllabi of general and course-specific policies regarding academic integrity and the
  consequences for violating those policies, and discuss these policies in class;
• Create an environment conducive to rigorous, honest inquiry and learning;
• Monitor academic projects and exams to ensure that the work is the student’s own;
• Report and act on any suspected dishonesty in a timely fashion; and
• Maintain confidentiality regarding cases of suspected dishonesty.

Students are expected to
• Approach their work ethically and honestly; submit only their own work, and properly credit the work of others;
• Become familiar with college policies;
• Ask for clarification of general or course-specific guidelines regarding academic integrity; and
• Actively discourage and avoid facilitating other students’ acts of dishonesty.

Administrators are expected to
• Ensure that policies governing incidents of reported dishonesty are followed and
• Maintain fairness in the disposition of sanctions.

Procedures for violations of academic standards of integrity

In a case of perceived academic dishonesty, the instructor will collect evidence documenting the violation and arrange to meet with the student to discuss the incident as soon as possible. When a student is observed cheating on a test, the instructor will take custody of the evidence and confront the student as soon as possible.
The instructor of the course will determine the course penalty after consulting with his or her department chair (or the chair’s designee) and the associate dean of academic affairs. Depending on the nature of the offense, the penalty in the course may take the form of additional work or reassignment, failing the project or test, or failing the course.

For every discovered integrity violation instructors will file an academic integrity violation report with the associate dean of academic affairs along with copies of any evidence collected. The report will include a description of the offense, the action taken by the instructor and confirmation that a department chair (or designee) was consulted in this process.

After review by the associate dean of academic affairs, an institutional sanction may be imposed. Students will receive a letter restating the course penalty and, if applicable, the institution’s sanction or warning, and a copy will be placed in the student’s file. Records of academic integrity violations will be kept in the Academic Affairs office for seven years after graduation or withdrawal from Central College. For a first offense, a student will typically receive a letter of warning. Repeated offenses may be grounds for suspension or dismissal from Central College. Serious violations may result in immediate dismissal.

Students who wish to appeal the penalty imposed by the faculty member and/or the institutional sanction must send a letter to the associate dean of academic affairs explaining the grounds for the appeal. The College’s Academic Standards Committee will review the evidence submitted and the voting members of the committee (with the associate dean serving in a non-voting capacity) will render a decision on the appeal. A final appeal may be made to the chief academic officer. All appeals must be submitted within two weeks of being notified of a decision.

Those involved with cases of academic integrity violations will maintain strict confidentiality and follow the provisions of the Family Education Rights and Privacy Act as it applies to the release of information in student records.

**Information on academic integrity**

Further information about plagiarism and other violations of academic integrity is available on the Geisler Library home page under the heading “Copyright and Academic Integrity.”