

12. Academic Policies

12.1 Requirements for the Bachelor of Arts (B.A.) Degree

The Christendom College Bachelor of Arts degree is normally a four-year degree, combining the breadth and understanding of the College's demanding Core Curriculum with the specialized, in-depth knowledge of a major field. The requirements for the B.A. are

A minimum of 128 hours, including all standard requirements of the core curriculum and of the major;
a minimum 2.0 GPA in the student's major, with no course grade lower than C-minus;
a cumulative grade point average of at least 2.0;
passing grades in their assigned Education for a Lifetime (EFL) courses; and
a minimum of one year full-time enrolment in two consecutive semesters.

a Christendom College academic department chair may allow a student to apply one (*and only one*) cross-listed course toward the major or minor requirements of his department, even if it is simultaneously counted toward the requirements of another department.

- 1) a student may only do this once, with one class
- 2) this will not double-count the credits towards the total required for graduation.

Minor Concentration: Students who elect a minor concentration in addition to their major must petition the department chairman for permission to minor and must complete 18 upper-division semester hours in their minor field, including any courses required by the department for the minor. A course used to fulfil a major requirement is not generally counted toward the 18 hours required for a minor, but see above.

12.2 Requirements for the Associate of Arts (A.A.) Degree

The Associate of Arts degree is designed for those students who plan to spend no more than three years in higher education, and thus it is generally regarded as a terminal degree in Liberal Studies, concluding the students' matriculation at the College. The requirements are

86 hours, including all requirements of the core curriculum except as noted below; a cumulative grade point average of at least 2.0; passing grades in their assigned Education for a Lifetime (EFL) courses; and a minimum two semesters (at least 30 credit hours) of enrollment.

For the Associate of Arts degree only, one of the following four substitutions for the two-year Core language requirement may be elected:

One year of one foreign language and six (6) semester-hour credits of 200-level or above college mathematics;

OR one year of one foreign language and six (6) semester-hour credits of 200-level or above college science

OR twelve (12) semester-hour credits of 200-level or above college mathematics;

OR six (6) semester-hour credits of 200-level or above college mathematics and six (6) semester-hour credits of 200-level or above college science

12.3 Participation in Graduation Ceremonies

A student participating in the annual May graduation ceremonies at Christendom College must have completed all the requirements for the B.A. degree in the chosen major or for the A.A. degree. Exceptions are rare and apply to students who would, under normal circumstances, be ineligible to participate. If a failing grade or an incomplete grade in a course necessary for graduation (or a grade below “C minus” in a course needed for the major) is awarded at the end of the spring semester moments before the start of the graduation weekend, the student may participate in the graduation ceremonies. This exception does not apply to students who fail because of attendance issues.

If the requirements for the B.A. or A.A. degree have not been completed by the end of the calendar year in which participation takes place, the student to whom the exception has been granted will no longer be considered as attempting to graduate from Christendom College; the student will be required to contact the registrar if graduation in a subsequent year is still desired.

12.4 Getting Started:

12.4.1 Policies about Registering for Courses

12.4.1.1 Academic Advisors

Christendom College assigns each student upon matriculation a faculty Academic Advisor to assist him in registering for his courses each semester and to advise him in academic matters. Once a student is accepted into a major, the student's advisor becomes the major department chairman or his delegate. However, it is ultimately and primarily the individual student's responsibility to comply with all academic requirements and policies, and the College may not be held responsible for a student's failure to fulfil any academic requirement.

Each faculty member keeps scheduled office hours when students may meet formally or informally with their professors. A distinctive feature of a Christendom education is the individual and small-group interaction of students and professors that takes place outside of class: *students are strongly encouraged to make consultation with their professors outside of class a regular feature of their learning and study.* In addition to being available by appointment, full-time faculty promise to keep at least five hours per week devoted to announced on-campus office hours; part-time faculty are available by appointment and at scheduled times.

12.4.1.2 Registration and Freshman Orientation

Students must be registered for their courses in order to earn academic credit. Students register and enroll for courses by completing and submitting the appropriate forms during designated periods under the guidance of their Academic Advisor. Registration and enrollment information, including times and locations, is provided by the Office of the Registrar.

Freshmen should consult the *Student Handbook* and the Dean of Students about the date they are expected to arrive on campus for orientation. Only under very unusual circumstances, and only with the permission of the Dean of Students, will new students be allowed to arrive late for their orientation. Normally a new student who misses the first week of classes will not be allowed to register for that semester's courses.

12.4.1.3 Course Load

The standard course load for full-time students during the Freshman and Sophomore years is 18 credit hours per semester; subsequently it is 15 hours per semester. Permission is required to reduce or increase this load, and 19 hours is normally the maximum load permitted. Normally, only students with a minimum 3.25 GPA and upper-division status are granted permission to elect more than 19 credit hours a semester, for which an overload tuition fee is charged. In the Freshman and Sophomore years, permission must come from the Academic Dean; in Junior and Senior years, permission must come from the student's faculty advisor, who is his major's department chairman. Students desiring to take fewer than 12 hours must have the permission of

the Academic Dean. Twelve (12) semester hours is the minimum course load for a full-time student.

12.4.1.4 Student Classification

Students are classified by class as follows:

Freshmen:	0-35 credit hours completed
Sophomores:	36-65 credit hours
Juniors:	66-98 credit hours
Seniors:	99 or more credit hours

Normally only students pursuing a program of studies leading to the A.A. or B.A. degrees may enroll in Christendom College courses. The circumstances of the rare exceptions to this norm are described below under Part Time Students.

12.4.1.5 Course Numbers and Course Prerequisites

100-level courses are introductory and open to all students; *200-level* courses are open to sophomores, juniors, seniors, and qualified freshmen; *300-level* courses are open to juniors, seniors, and other qualified students; *400-level* courses are open to juniors and seniors and are intended only for advanced students (courses numbered in the 490's are special topics courses; students should consult the registrar to learn whether they are eligible to enroll for a 490's course); *500-level* designates the senior thesis or thesis-related courses or special experience courses (e.g., Politics Practica Internship and Teaching Apprentice Practicum).

All upper-division courses (301-512) normally have as a general prerequisite the completion of the lower division core curriculum (101-202). Also, specific departmental electives may have prerequisites. In unusual cases, students may be granted an exception to a class's prerequisite by petitioning the Academic Dean or the relevant department chairman.

12.4.1.6 Auditing Courses

Only students who have a cumulative GPA of 3.0 or better, or who were on the Dean's Honor List for the previous semester, may be granted the privilege of auditing courses. Students who audit are not responsible for taking exams or writing papers, but are expected to honor the rule of class attendance. A student who audits a course receives no credit, but the course will be recorded on the permanent academic record followed by "AUDIT". An Audit does not add to the computed total credit hours. A course taken as an audit may not subsequently be converted to a for-credit course.

12.4.1.7 Adding and Dropping Courses

Once registration is complete, students may with permission and within the announced “add period” add a course for sound academic reasons. Similarly, for sound academic reasons a student may with permission drop a course within the first four weeks of the semester. A course which has been officially dropped will not appear on the student’s transcript.

Freshmen and Sophomores must have the permission of the Academic Dean to add or drop a course. Juniors and Seniors must have the permission of their academic advisor, who is the chairman of their major department, to add or drop a course.

For either action, an “Add-Drop” form with the required signature must be submitted to the Registrar within the announced deadlines to add or drop a course.

12.4.1.8 Withdrawal from Courses After the Drop Period

After the four-week drop period has ended, students may withdraw from a course and receive a grade of W only at the discretion of the Academic Dean and only for a documented grave reason of health or other serious incapacity. This policy is applied whether the student is withdrawing from the College or is seeking to withdraw from specific courses.

Students who withdraw from the College before the end of the semester must have an exit interview and file a Withdrawal Notice with the Dean of Students before leaving campus. It is strongly recommended that the student also see the Student Billing Office to determine the financial consequences of withdrawal. The date of withdrawal used to compute a refund is the date that a completed Withdrawal Notice is filed with and dated by the Dean of Students.

In the case of a medical withdrawal, the student or parent should, within a reasonable time, submit a written letter requesting withdrawal to the Dean of Students and complete and return a Medical Withdrawal Certification Form. In this case, the date of withdrawal will be determined from the day of departure from campus because of the medical condition or emergency. This assumes the student has not returned to campus for any overnight stay or class attendance during this period.

This process of withdrawal is distinct from the determination of the final course grades at the time of withdrawal. Normally the grades earned at the end of the semester are assigned to students who withdraw from the College, except in cases of withdrawal for a grave reason of health or other serious incapacity. For information on financial and other policies on withdrawal from the College, see Withdrawal Procedure and Withdrawal Refund Policy below.

12.4.1.9 Repeating Courses

A course graded “F”, “D”, or “D+” may be repeated once for a higher grade; a grade of “C-minus” in a course in one’s major may also be repeated once for the purpose of earning a higher grade. In cases of repeated courses the credits are counted once and only the later grade is computed in the GPA. A student is not allowed to repeat the same course more than once.

Failure to pass a core course on the second attempt requires the student to withdraw permanently from the College.

12.4.1.10 Policy on Directed Study Courses by Correspondence

Normally Christendom College does not offer directed study courses to non-resident students (courses “by correspondence”), since our educational philosophy is that the heart of a Christendom education is to be found in the personal interaction of students and professor in the context of the whole Christendom culture. In rare cases, however, an exception might be made. For example, when a single course is all that stands between the student and fulfillment of graduation requirements, and circumstances would entail a severe hardship for the student to complete that final course in residence, an arrangement might be made to offer the course as an off-campus directed study. This decision is made by the Academic Dean in consultation with the Vice President for Academic Affairs and the appropriate department chairman.

12.5 In the Classroom:

12.5.1 Policies Applicable to the Courses Students Take

12.5.1.1 Authority of Professor

Any professor may at any time exclude from his class any student whose conduct in the professor’s judgment is uncivil or unbecoming; who fails to fulfill an academic assignment; or who is out of dress code. With the concurrence of the Academic Dean, a professor may expel from the course any student guilty of serious incivility or unbecoming conduct or any student who, in his judgment, has pertinaciously neglected the work of the course. In such cases a failing grade will usually be recorded.

12.5.1.2 Class Attendance

Since the interaction of students and professor in the classroom is an essential feature of the educational program at Christendom College, all students are expected to attend all classes. If a student must miss a class, he must, if possible, contact the professor in advance, or provide an explanation of the absence before the next class meeting. Under no circumstances may a student

miss a test without a grave reason, and professors are under no obligation to make up tests for students who have missed classes.

Regular class attendance, promptness, and preparedness are expected of all students. Out of respect for the professor and the other students in the class, students are expected to be prompt, to be in their seats, and to be ready for class at the beginning of the class hour. Specific attendance requirements appear in course syllabi but minimally they are:

A student who misses a total of four (4) weeks of classes (12 M,W,F classes, 8 Tu, Th classes, or 4 weekly classes) will receive an F for the course, unless an Incomplete is granted under the usual conditions or the student has withdrawn from the College.

Students must clearly understand the nature of this minimal attendance requirement: it covers cases of forced extended absences, primarily due to illness, and states that a student simply cannot be passed in a course in which he or she has missed four weeks, regardless of the fact that the absences were not the student's fault. Each professor will have a specific course attendance requirement with penalties for unexcused absences that may result in a failing grade in the course for students with far fewer than four weeks of unexcused absences.

12.5.1.3 Inclement Weather

Because the overwhelming majority of Christendom's students live on-campus the College administration does not cancel classes because of inclement weather, even though College administrative offices may be closed, except in instances of extreme conditions which are hazardous even on campus. Normally, therefore, the decision to hold or cancel class because of weather conditions is made by individual professors.

Students who live off-campus should exercise prudence in deciding when it is safe to travel to campus even if their professor has not canceled class. Professors should grant an excused absence when off-campus students are not able to attend class because of the weather; in such cases students should contact their professors promptly to inform them of the reason for the absence and to request direction in making up missed work.

12.5.1.4 Student Intellectual Property Rights

Any intellectual property produced by a student at Christendom College, excluding tests, exams, and quizzes, to fulfill in whole or part the requirements of a course in which the student is registered will be owned by the student. The College does not claim ownership of such intellectual property. Students shall provide a copy of their senior thesis which shall become the

property of Christendom College for inclusion in the College's Library collection, as described below in the section "Senior Thesis."

12.5.1.5 Academic Ethics

Cheating on tests or other assignments and plagiarism in papers are totally inconsistent with Christian moral standards. Either offense may result in academic dismissal.

Cheating is defined as the use of books, notes, or assistance from other students, or the giving of such assistance, to fulfill requirements - during tests, quizzes, or exams, or by collaboration in the writing of papers or other course-related work - unless specifically authorized by the professor.

Plagiarism is defined as copying verbatim from another person's writing and inserting it into a paper without quotation marks and a bibliographic citation, or paraphrasing information or presenting ideas or a line of argumentation without indicating one's indebtedness in the text and without documentation by a note and bibliographic citation, thus dishonestly presenting another's work, words, organizational structures, or ideas as the student's own.

Use of a paper written for one course to fulfill a similar assignment in another course is academically dishonest; this practice, which in effect deceptively passes off one piece of work as if it were two or more independent assignments is completely unacceptable and incurs the same penalties as other forms of academic dishonesty, namely plagiarism and cheating.

Any student discovered cheating or plagiarizing or using an assignment in one course to fulfill the requirements of another will receive a zero for the test or assignment on which he has committed the act of academic dishonesty and will be reported to the Academic Dean. Serious acts of academic dishonesty will result in a grade of F in the course, and may result in dismissal from the College. A student who knowingly aids or cooperates with a student in such acts of academic dishonesty is subject to similar punishment. See "Plagiarism and How to Avoid It" in *A Vade Mecum for Christendom Writers of Essays and Research Papers*, for further definition of plagiarism and guidelines on avoiding it.

Plagiarizing or using material from another course in a senior thesis is an especially egregious violation of academic ethics, because the senior thesis is the culmination of the student's academic education at Christendom College. If the final draft of a senior thesis is discovered to contain plagiarized material or material that was submitted for another course, the offending student will receive an F for the senior thesis course and will be unable to graduate from Christendom with a B.A. degree.

If a student wishes to challenge a professor’s judgment that he has cheated, plagiarized, or committed acts of academic dishonesty, he may appeal to the Academic Dean, whose decision is final.

12.5.1.6 Student Electronic Devices in Class

Christendom College clearly recognizes the positive advantages that computers and related devices can bring to daily life. Yet the College grants pride of place to a Catholic moral and intellectual formation offered through a personal community of students and mentors. In order that a strong sense of this community be encouraged, the College seeks to instill a balanced and healthy detachment from an inordinate use of the opportunities provided by technology. We believe that in so doing the virtues will better flourish in a context of friendship and communion - both human and divine. For this reason the College is supportive of professors who prefer not to allow laptops, cell phones, and the like within the environs of the classroom.

12.5.1.7 Grading System

Christendom employs a 4.0 scale of grades, and uses pluses and minuses with the traditional letter grades, except that grades of “A+” or “D-“ are not allowed for final grades. For purposes of indicating letter grade equivalents of numerical grades, the College uses the following scale:

100-93	=	A	=	4.0	Outstanding
92-90	=	A-	=	3.7	Excellent
89-87	=	B+	=	3.3	Very Good
86-83	=	B	=	3.0	Good
82-80	=	B-	=	2.7	Satisfactory
79-77	=	C+	=	2.3	Fair
76-73	=	C	=	2.0	Acceptable
72-70	=	C-	=	1.7	Barely acceptable
69-67	=	D+	=	1.3	Deficient
66-60	=	D	=	1.0	Seriously deficient
59-0	=	F	=	0.0	Failing
		W			Withdrawn : no credit
		I			Incomplete

Each student’s Grade Point Average (GPA) for each semester, as well as the cumulative GPA, is recorded on the report card and on the transcript. The GPA is computed by use of quality points, which for any given course are computed by multiplying the number of credit hours of the course by the grade point for the course. The total quality points divided by the total

credit hours yields the grade point average (GPA). A grade point below 1.7 (C-) in a course does not count toward fulfilling requirements for the major. A cumulative GPA of at least 2.0 is required for a degree.

At the end of each semester report cards are sent to each student. A student's report card may be withheld if the student has any outstanding debts to the College.

12.5.1.8 Term Papers

All Term papers are usually between ten and twenty double-spaced typewritten pages in length. Neither a term paper nor the total for all papers required in a course should exceed twenty-five pages, freshman composition courses and the Senior Thesis excepted. Extensions for papers, if given at all by the course instructor, will never extend into Finals Week. Because of the 18-hour freshman course load, term or research papers are restricted to ENGL 101-102 and HIST 102 in the freshman year.

All essays, term papers, and research papers at Christendom College are to conform to the format and style mandated by Kate L. Turabian, *A Manual for Writers of Term Papers, Theses, and Dissertations* (latest edition) and the supplementary guidelines found in the in-house publication, *A Vade Mecum for Christendom Writers of Essays and Research Papers*.

12.5.1.9 Final Examinations

The Registrar issues a final examination schedule to which faculty and students should adhere. Only when a student has three final exams on the same day may he request a rescheduling of one of the exams; the request should be made to the Registrar. Students or their parents should not make travel plans which require the student to depart campus before the last day of finals announced in the Academic Calendar (www.christendom.edu).

12.5.1.10 Admission to a Major

Majors are offered in Classical and Early Christian Studies, English Language and Literature, History, Mathematics, Philosophy, Political Science and Economics, and Theology.

Students working toward the B.A. degree normally choose a major upon completion of the first 66 hours of the lower division core curriculum. This ordinarily occurs in the second semester of the sophomore year. To become a major in a particular department, a student must apply on the form provided by the Registrar to the department chairman and fulfill departmental requirements for acceptance into the major. Acceptance or rejection is given in written form and filed by the chairman with the Registrar.

To change a major, the student must notify the former major department chairman, and make application with the chairman of the new department. Selection of courses in the major program is to be made by the student in consultation with his departmental advisor.

12.5.1.11 Senior Thesis

A senior thesis in the discipline in which the student is majoring is required for the B.A. degree. The 512 Senior Thesis seminar or tutorial is the capstone course for each baccalaureate candidate at Christendom College. The student must have senior status to enroll for the Senior Thesis.

As the culmination of the student's four years of study in the liberal disciplines, the senior thesis is to be a scholarly paper of substance, demonstrating the student's ability to do significant research in his discipline, and employing the senior's developed skills in the arts of discourse, especially mastery of the techniques of research, exposition, and argumentation. The student may as part of the 512 course be required by his department to defend the thesis in an oral examination.

Senior thesis topics must be pre-approved by the department chairman. It is advisable for the student to present for approval a short prospectus to the chairman outlining the thesis project the semester before enrolling in Senior Thesis 512 to make sure that the topic is acceptable.

Students working on their senior theses must register for the thesis course number 512 in the department in which they are majoring, whether they are in residence at the College or not. Rough drafts are required and are due approximately five weeks prior to the end of the semester. The due date is published in the current Academic Calendar (www.christendom.edu). Twenty-five percent (25%) of the final grade for the senior thesis will be based on the quality of the rough draft. The rough draft will be returned by the thesis director with recommendations and suggestions within ten days. The final draft, typed with full, correct scholarly apparatus, is due one week before the last day of classes. The thesis advisor is not authorized to extend either of these deadlines more than five days under any circumstances.

Continuous enrollment at the College is required for all students working on the thesis. If a student completes all degree requirements except for the thesis, and is no longer enrolled in courses at the College (excluding the thesis course itself, 512), he has one calendar year in which to complete the thesis. If the work is not completed during this period, the student will be awarded the A.A. degree but will not be eligible for the B.A. degree. A reasonable extension beyond the deadline of one calendar year may be granted by the Academic Dean and the Vice President of Academic Affairs acting together, after consultation with the appropriate department chairman, but only for medically documented instances in which the student's serious ill health or the serious ill health of an immediate family member prevents completion of the Senior Thesis

within the calendar year. This possibility of an extension is not available to mitigate effects of the student's choices in life which have resulted in the Thesis not being completed within one calendar year of leaving Christendom.

The student is responsible for providing two (2) copies of the final version of the senior thesis, one to be submitted to the thesis director and the other to the Vice President for Academic Affairs. The latter copy, after the student's graduation from Christendom College, will be bound and placed in the permanent College Library collection.

A copy of the senior thesis accepted in partial fulfillment of the academic requirements for the Bachelor of Arts degree becomes the property of Christendom College for the purpose of adding the senior thesis to the Library Collection. Otherwise, the senior thesis remains the intellectual property of the student according to the College's Intellectual Property Rights Policy for Students. It should be noted that, by accepting a senior thesis, Christendom College does not thereby endorse the opinions expressed therein. A graduate who wishes to publish his senior thesis may not use the name of Christendom College in that publication without the express written permission of the Vice President for Academic Affairs.

If the thesis is not completed during any given semester, the student cannot under normal circumstances be given an Incomplete, but will receive an F and must re-register for the thesis course in the next semester. Petition for an Incomplete on a senior thesis due to serious incapacity must be made to the Academic Dean.

12.6 At the end of semester:

12.6.1 Policies about Honors, Incompletes, and Academic Difficulties

12.6.1.1 Academic Honors

A student earns First Honors and is placed on the Dean's Honor List if he receives a semester grade point average of 3.50 or better, and Second Honors with a 3.25 or better.

12.6.1.2 Graduation with Honors

Students graduate with the following honors depending on their cumulative grade point averages:

Cum laude: equal to or above 3.600

Magna cum laude: equal to or above 3.750

Summa cum laude: equal to or above 3.900

Students whose current enrollment began prior to Fall 2013 are subject to the honors criteria in place at the time of their enrollment. Consult the College Registrar.

12.6.1.3 Incompletes

If for a grave reason a student is unable to complete the requirements for a course by the end of a semester, he may apply to the professor for an Incomplete, which, if granted, would give him eight (8) additional weeks from the last day of the semester for which the Incomplete is given, to complete the requirements. Incompletes are granted at the discretion of the professor only for grave reasons such as illness or other serious incapacity. Failure to complete the course within the eight additional weeks results in an automatic F, except where continuing incapacity (such as prolonged illness) prevents completion of the work—a judgment to be made by the Academic Dean in response to the student’s petition for an extension of an Incomplete. The Academic Dean shall respond in writing either rejecting the student’s petition or stating the conditions and terms of its acceptance.

Under normal circumstances a student cannot be given an Incomplete for the senior thesis (512) but will receive an F and must re-register for the thesis course in the next semester. Petition for an Incomplete on a senior thesis due to serious incapacity must be made to the Academic Dean.

12.6.1.4 Academic Difficulties

If a student has an academic problem or a difficulty with some aspect of a course, he is to see the instructor first for assistance. Faculty office hours are kept for the prime purpose of helping and advising students in their classes. If the problem persists after the student has discussed it with the instructor, the student may request the assistance of the appropriate department chairman or the Academic Dean. The student should not bypass the instructor, nor let difficulties drift until irreparable. If the problem is of such a sensitive nature that the student would not feel comfortable speaking with the instructor initially, he may go directly to the department chairman or the Academic Dean.

12.6.1.5 Academic Warning and Probation

A student with a semester grade point average (GPA) below 2.000 but above 1.699 is on Academic Warning for the following semester. Two consecutive warnings result in Academic Probation.

A student with a semester grade point average below 1.700 is on Academic Probation for the following semester. The student may be placed under the supervision of the Academic Dean, and required to abide by special restrictions which normally include a limitation on the student’s

maximum semester course load and academic counseling. These same restrictions apply to students who are on Academic Probation because of two consecutive semesters of Warning-category averages.

12.6.1.6 Academic Dismissal

A student who in his first semester at Christendom College fails to achieve a minimum 1.000 GPA will be dismissed from the College without probation.

A student with any consecutive combinations of warnings and probations totaling two probations (e.g., WWWW, WWP, PWW, PP, PWP, WPW) will ordinarily be dismissed. After an absence, normally of one year, he may reapply, but will be readmitted only if he shows evidence that he is more capable of completing the College program. At the discretion of the Academic Dean, a student with the combinations WPW or PWW may be allowed to continue if a pattern of considerable improvement has been demonstrated. Students readmitted after academic dismissal are admitted on academic probation and must meet regularly with the College's Academic Success Coach throughout the year.

Also, as stated above in Repeating Courses, if a student fails a core course twice, the student will be dismissed from the College and may not reapply. Further, a student may not graduate in a semester in which he receives an action of academic dismissal.

12.6.1.7 Creation, Permanence, and Disposal of Student Records

Christendom College adheres to the following policies concerning student records:

Only such records as are demonstrably and substantially relevant to the educational purposes of the College shall be generated or maintained.

Permanent retention of student records is limited to those records which are of long-range value to the individual or the College.

All duplicate copies of permanent records, other than those maintained by the custodian of the permanent record (e.g., the Registrar) and all non-permanent student records shall be maintained only for the minimum period of time required to serve the basic official function of the individual or department generating or maintaining them. Such records shall be destroyed two years following graduation or three years after last date of attendance. A student will be granted access to his records prior to their destruction when the student has an unsatisfied request outstanding.

12.6.1.8 Student Access to Records

Students have supervised access to records in their academic and student life files. Academic files are kept by the Registrar and will routinely contain the student's course and grade transcript, copies of report cards, curriculum and transfer worksheets, transfer transcripts, and copies of correspondence pertaining to academic actions. Student life files are kept by the Dean of Students and will routinely contain housing and medical questionnaires and correspondence pertaining to disciplinary actions. In the case of dependents as defined by the Internal Revenue Service, parents and legal guardians have similar access.

Access to the student academic files is permitted to the Chairman of the Board of Directors, the President, Executive Vice President, Vice President for Academic Affairs, Academic Dean, and any other administrative officials whom the Registrar determines to have a legitimate educational interest. Access to the student life files is permitted to the Chairman of the Board of Directors, the President, Executive Vice President, and any other administrative officials whom the Dean of Students determines to have a legitimate educational interest.

Transcripts of courses and grades, academic dismissals, and disciplinary expulsions are matters of permanent record. Academic transcripts contain semesters of attendance, records of course credit and grades received, grade point averages and notices of academic honors or academic warning or dismissal. Notices of disciplinary expulsion are not contained on the academic transcript. Academic and student life files are released only with the written permission of the student.

12.6.1.9 Transcripts

An official transcript is one that has been received directly from the sending institution. It should bear the college seal, date, and appropriate signature. Transcripts presented that do not meet these requirements will routinely be rejected for any official use.

Academic transcripts will be released only with the written permission of the student, or in the case of a dependent a parent or legal guardian. The normal processing time for a transcript request is within 7 days of receiving permission in writing and a \$3.00 service charge. A processing time greater than 7 days is possible during peak times for the registrar (August registration and May graduation). All official transcripts are sent by first-class mail. Only unofficial transcripts will be released directly to the student. No student's transcript will be released if the student is not in good financial standing with the College.

12.6.1.10 Student Grievance Procedures

Christendom College seeks to maintain effective and supportive relationships between students and faculty and staff members within the College. However, when a student believes he

or she has been treated unjustly, in a way that violates his personal rights or is in opposition to College policies, the student should seek the College's aid in rectifying the situation.

Students are encouraged to make efforts to resolve misunderstandings and conflicts with College staff or faculty members before serious problems develop. Students are encouraged to seek resolution through informal means as a first-approach to resolving the issue at hand. If normal channels of communication breakdown and/or a situation does not permit or lend itself (e.g. sexual harassment) to informal resolution or does not seem to be resolving itself, students may seek recourse through the formal grievance process.

A complete statement of the College's Student Grievance Procedure is posted in the Student Life section of the Christendom website, www.christendom.edu.

A student's appeal of a course grade is handled according to a distinct policy and does not fall under the College-wide Grievance Procedures. In those cases in which a student does not understand, or does not agree with, the grade they have received on an assignment or examination, the student must first seek clarification from the professor who issued the grade. If after meeting with the professor the student remains convinced that the grade is wrong, he or she may have recourse to the following procedure:

Step 1: The student notifies the Academic Dean that he or she either does not understand or does not agree with a grade. The Academic Dean will inquire to make sure that the student has first taken adequate steps to resolve things with the professor before allowing the process to proceed to Step 2. If the professor who issues the contested grade is the Academic Dean, then the Academic Dean's role throughout this process will be taken over by his/her Department Chair.

Step 2: The Academic Dean meets with the professor and student together, to witness and help facilitate a conversation about the graded assignment or examination.

Step 3: If the issue still has not been resolved after Steps 1 and 2, the student may file a formal grade appeal with the Academic Dean. This must be done within eight business days of the meeting described in Step 2. Formal grade appeals, moreover, may not be filed more than five weeks after an assignment has been returned to the student, or the case of final exams or other end-of-term assignments, they may not be appealed after five weeks have elapsed in the following semester. The formal grade appeal consists simply in notifying the Academic Dean in writing (letter or email) that the student is appealing the grade in question. The Academic Dean will notify the professor that a formal appeal has been filed. The Dean then assumes responsibility for discretely gathering relevant materials and testimony from both the professor and the student. The professor and the student will observe proper respect for the process and the chain of command. The student is not permitted to lobby other administrators, professors, staff, or board members. Neither is the professor.

Step 4: The Academic Dean will consult with the Vice President for Academic Affairs (VPAA) on the appointment of the grade appeal committee, which shall consist of four full-time members of the teaching faculty whose expertise and experience most closely correspond to the

assignment in question. The Academic Dean may appoint himself or herself as one of the four committee members but is not obliged to do so. If the Academic Dean is on the committee, then he or she is its chair. If not, then the Academic Dean shall appoint the committee's chair. In either case, the Academic Dean will provide whatever materials and testimony he or she has gathered, from the student and the professor, to the committee.

Step 5: The committee then convenes in a timely manner to review the assignment. **All proceedings of the grade appeal committee will be kept strictly confidential and will be guided by the "Instructions for Grade Appeal Committees", which are found in the Faculty Handbook (Appendix 19.6).** The committee shall leave the grade unchanged or by a majority vote raise or lower the grade. Once the committee has made its decision, the Academic Dean shall handle all communication with the professor and the student. No explanations, qualifications, or justifications will be communicated to the student. The VPAA will receive a report from the Academic Dean, so that he or she may certify that there were no procedural violations. If the VPAA determines that there has been a procedural violation, he or she may instruct the Dean to redo the process. Otherwise the committee's decision on the student's grade appeal is final and not subject to further appeal.

Any situation that cannot be covered by the above procedure is to be resolved through discussion between the Academic Dean and the VPAA.

12.6.1.11 Sexual Harassment

If anyone believes he or she is the victim of sexual misconduct by any student, staff, faculty, visitor, or guest of the college, he or she should report the matter to the Sexual Misconduct Response Coordinator immediately so that the complaint can be quickly and fairly resolved. Complaints will be handled by the College in as confidential a manner as possible. Consult the Sexual Misconduct policy in the Student Handbook for a further explanation of what constitutes sexual misconduct and how to report it.