

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.