

# ACADEMIC POLICIES

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Policies which apply to all degree programs are set forth in this section. Requirements applicable to specific degree programs are stated in the curricular outlines which appear in the divisional sections of the catalog. The ultimate responsibility for understanding University policies and meeting all degree requirements rests with the student.

## **Notice of Nondiscriminatory Policy**

John Brown University admits persons to its programs and activities without regard to race, color, national or ethnic origin, or gender. The University does not discriminate on the basis of race, color, national or ethnic origin, physical or mental disability, or gender in the administration of education policies, admission policies, scholarship and loan programs, athletics, and other school-sponsored programs.

## **Students Subject to the Catalog Provisions**

All students are subject to the provisions of the catalog which was in effect at the time of their first enrollment at John Brown University, with the exception of charges for tuition, etc., which apply only for a specified period of time. However, students may change to a later catalog with approval of their advisor and division chair by filling out and submitting to the Registrar's Office a Change of Catalog Petition.

## **Changes in Requirements and Regulations**

The University reserves the right to make modifications in policies, procedures, and regulations: e.g., grading system, transfer of credit policies, guidelines for degree requirements, housing regulations and charges, tuition and fees, and admission standards, and to make such modifications applicable to any or all currently-enrolled students. When modifications occur, sensitivity to reasonable dates of implementation and appropriate categories of currently-enrolled students affected will be exercised. Students will be notified of such changes through the advisers, written notices, campus publications, and Registrar's credit summaries for individual students.

## **Course Credits**

The basic unit of course credit is the semester hour. One semester hour of credit normally represents participation by the student in the activities of one fifty-minute class period per week for fifteen weeks together with adequate preparation through the use of approximately two hours outside of class for each period in class. Where additional supervised time is required such as for laboratories or listening sessions, an extended period of two to three hours may replace one regular class period. One hour of practicum credit requires weekly involvement of three to five hours, depending on the nature of the assignment.

## **Full-Time Student**

A full-time graduate student is one who is enrolled for six (6) or more semester hours. Professional Studies students are considered full-time, as they enroll in twelve (12) hours per term.

## **Classification of Students**

A Professional Studies student will be classified as a sophomore when at least 30 semester hours of course work have been completed; Junior, 60 hours; Senior, 90 hours.

## **Prerequisites**

Students are not permitted to enroll for courses for which they have not completed all prerequisites. A prerequisite course must have been completed with an acceptable passing grade before enrollment in the given course is permitted. A corequisite is a course in which a student must be enrolled and satisfactorily participating simultaneously to the given course.

## **Late Enrollments**

Any student who enrolls after the close of the regular registration period may be subject to limitation in the course load and a late registration fee.

## **Transcripts**

An official transcript of a student's academic record may be obtained by submission of a written request to the Registrar's Office, provided the student has made satisfactory arrangements with the Business and Financial Aid Offices with respect to financial obligations. Transcripts are not released unless the student grants permission through a signed statement.

The first transcript is issued without charge; a \$2.00 charge is incurred for each transcript thereafter.

## **Access to Education Records**

The Family Educational Rights and Privacy Act of 1974 extends to all former and presently enrolled students at John Brown University the right of access to certain educational records maintained by the institution. Student rights include (a) inspection and review, (b) explanation or interpretation of contents, (c) duplication of the record at a standard fee, and (d) a formal hearing, if necessary, to challenge the contents of any such record.

## **Classroom Demeanor**

Students are expected to display classroom behavior that is appropriate to a Christian university. A professor may remove a student from a class if, in the professor's judgment, the student displays behavior that is uncivil, defiant, or otherwise disruptive to the classroom learning environment. Students dismissed from a class may not return to the class without the permission of the professor. Students may appeal any such removal by following the Academic Grievance process detailed in the Student Handbook available online at [www.jbu.edu/life/studev/handbook.asp](http://www.jbu.edu/life/studev/handbook.asp).

## **Academic Integrity**

As a Christian institution of higher education, John Brown University seeks to maintain the highest standards of academic integrity. Violations of these standards will result in substantial penalties. The University is responsible to clearly articulate the Academic Integrity Policy to students and faculty by publishing it in the Student Handbook and the Faculty Handbook and by informing all first-year students of this policy. Faculty are to reference the policy in their course syllabi. However, the primary responsibility for knowledge of and compliance with this policy rests with the student.

## **Minimum Total Semester Hours**

Completion of any Bachelor's degree at John Brown University requires at least 124 hours of academic credit. Certain programs exceed the minimum.

Sufficient courses must be completed to offset any deficiency in total number of semester hours, in addition to all other specific requirements, preferably in an area which will enrich and broaden the student's acquaintance with the major areas of knowledge and/or strengthen mastery of a field of concentration.

## **Grade Point Average**

To receive an undergraduate degree, the grade point average of all degree work must be at least 2.0, in the minor subject at least 2.0, and in the major subject at least 2.25. Education Division programs require a cumulative GPA of at least 2.5, and at least 2.5 in professional education, the teaching field, and any other state-required courses.

## **Grade Renewal**

A student may repeat any course on his or her academic record with prior approval of the department and the registrar, with the understanding that all courses and grades will remain on the permanent record. However, only one taking of the course may contribute hours to the total for graduation, and only the last grade received will be included in the calculation of the student's grade point average. If the student receives permission and renews a grade by means of transferring an equivalent course from another institution, the completed course is posted with a grade of 'CR', and any prior attempts are excluded from graduation hours and the grade point average.

## **Residence Requirements**

Fulfillment of the residence requirements for a Professional Studies bachelor's degree from John Brown University consists of the following:

1. Completion after achievement of junior standing of at least two full-time semesters in residence.
2. Completion by means of courses taken in residence of at least 39 hours of credit presented in fulfillment of degree requirements.
3. Completion in residence of at least two junior-senior level courses constituting four or more credit hours in the major field.

## **Transfer of Credit**

Credit which has been earned at another institution will be reviewed by the Registrar and the appropriate division faculty, and the applicability to courses in the chosen degree program will be determined. Each course accepted for transfer must have a minimum grade of 'C'. All work completed at previous institutions will be posted as 'CR' on the student's JBU transcript. Thus, only JBU course work will apply toward the student's grade point average.

Credits from institutions which are not regionally accredited may be accepted provisionally. After the student completes one full-time semester at John Brown University with a GPA of 2.0 or better, the transfer credits are evaluated, possibly requiring formal or informal testing.

Credits earned prior to five years before the date of application may not be accepted.

Currently enrolled students planning to take summer courses or correspondence work at other institutions must receive prior written approval of the major adviser and the registrar. Official course descriptions of proposed work are required.

### **Maximum Experiential Credits**

The maximum total credit allowed for **vocal and instrumental ensembles** toward the requirements of a bachelor's degree is eight hours for music majors and four hours for non-music majors; two hours may apply to associate's degrees. The maximum allowed for **broadcasting and journalism practicums** is twelve hours toward bachelor's degrees in Communications, six toward other bachelor's degrees or associate's degrees in Communications, and three toward other associate programs. Most students pursuing biblical degrees are required to earn four **Biblical Studies internship** credits; however, these students are permitted to earn as many as six such hours, and the Youth Ministry degree requires a nine-credit experience. Majors outside the Division may include a maximum of three Biblical Studies internship hours.

### **Fresh Start Policy**

The student who re-enrolls in the University after an absence of seven or more years and successfully completes a full-time semester may request the Academic Dean for a "Fresh Start". If the request is approved, the JBU grade point average used as basis for good academic standing, financial aid eligibility, and minimum JBU g.p.a. for graduation will exclude all credits earned prior to the absence. In effect, the Fresh Start treats early JBU work as transfer work. Of all courses earned in the first period of attendance, only those with grades of 'A,' 'B,' 'C,' or 'S' may be counted toward the degree.

### **Requirements for Additional Bachelor's Degrees**

For two Bachelor's degrees, a minimum of 154 semester hours must be completed incorporating all requirements for both degrees, including at least two courses of junior-senior level in the second major field taken in residence at John Brown University. A maximum of 36 credits by exam may be included. All other stipulations of the residence requirements apply to the second as well as to the first degree. A third Bachelor's degree requires completion of a minimum of 184 semester hours.

## **Application for Graduation**

An Application for Graduation form, available on-line, should be completed when registering for the final semester in residence before completion of degree requirements. This application provides information regarding billing of the graduation fee and exit assessment requirements, a final check of the student's name as it is to appear on the diploma and in the commencement program.

## **Participation in Commencement Exercises**

Degree candidates may participate in commencement exercises only upon completion of all degree requirements no later than the last day of the semester. Any course work in progress at other institutions must be completed during terms ending no later than one week following JBU commencement. If grades for the transfer work will not be reported at least eight weeks prior to commencement, the student must provide to the transferring institution a Commencement Participation Form, available from the JBU Registrar, confirming that the student is projected to pass each course with a minimum grade of 'C'. The Commencement Participation Form is to be submitted by the transferring institution directly to the JBU Registrar no later than eight weeks prior to commencement. Without the timely submission of the form, the student will not be eligible to participate.

Students not enrolled at JBU during the semester in which they plan to graduate must contact the Registrar's Office in writing during the first two weeks of the term, declaring their intention to participate in Commencement. Failure to do so may result in the student not being listed in the printed program.

Eligibility to participate in commencement is limited to the commencement at the end of the student's final semester in attendance or the commencement at the end of the following semester. Furthermore, participation eligibility is dependent upon compliance with all of the deadlines posted on the John Brown University commencement website.

## **SCHOLASTIC AWARDS**

### **Recognition of Superior Achievement**

Full-time students attaining certain standards of scholastic achievement are placed on the President's or the Dean's List of Distinguished Students at the end of each semester, and attention is drawn to them through various media. To qualify for the Dean's list, the student must have at least 3.4, and at least 3.8 for the President's list.

## Degree Honors

Upon completion of the Bachelor's degree, each graduate who has attained a cumulative grade point average of 3.6 or above is recognized with an appropriate degree honor. Eligibility is contingent upon completion of at least 60 semester hours of graded course work at John Brown University. Graduation honors are indicated on the diploma, and by the wearing of an appropriate medal on the gown during the commencement exercises.

Cum Laude—Grade point average at least 3.6

Magna Cum Laude—Grade point average at least 3.8

Summa Cum Laude—Grade point average at least 3.9

Students who have between 39 and 59 semester hours of graded course work at John Brown University and have a grade point average of 3.8 or higher will graduate “with distinction.”

## APPEAL PROCEDURE

Occasionally a student may wish to appeal an academic action such as a grade, a graduation requirement, or a withdrawal penalty. Such appeals should be made in writing to the appropriate Dean. In most cases the student should first request the support of his or her major adviser, department head, or division chair.

