

ACADEMIC POLICIES

(Please refer to the general catalog for other graduation requirements.)

1. CREDIT HOUR REGULATIONS:

A 'Full-Time Student' is defined as a student registered for 10-16 credit hours. The maximum course load for any semester is 17 credit hours, with the exception of those students who have already completed a minimum of 18 credit hours and earned at least a 3.5 grade point average. These students may take 18 credit hours without additional permission. Students desiring to take more than 17 credit hours (or 18 if they meet the conditions above), must petition the Associate Academic Dean for permission to add additional hours. Any student who is 'full-time' in either the fall or spring term may take up to 4 credit hours during Interim and may petition to take additional credit hours. **Any student taking more than 16 credit hours in a fall or spring term or more than 4 credit hours during Interim will be billed an overload fee of \$300 per credit hour.**

2. CLOSED COURSES: If you want to register for a closed course, you must secure WEB or written permission from the instructor before you will be allowed into the course. After you get permission you must then register for the course.

3. REPEATING COURSES: Any course may be repeated to raise a grade. The higher grade is used in determining the grade point average, but both grades will appear on the transcript. Course credit for a repeated course will be counted only once towards graduation, except for participation credits, music lessons, GOVT 100, PE 100, and THEA 100. The same activity cannot be repeated for credit with a PE100 registration.

4. STUDENT TEACHING: If you are registering for student teaching on the secondary or elementary level in either Education, or Special Education, you must first be authorized by the Education Department.

5. INDEPENDENT SCHOLARSHIPS:

A student may register for a regular catalog course to be taken by Independent Scholarship if the instructor is willing to offer the course in this way. This circumstance usually occurs because the student faces a schedule conflict or needs a course that is not being taught during the current semester. Forms for Independent Scholarships are available at the Registrar's Office. Students must use these forms and registration must be completed at the Registrar's Office, using the regular course prefix and number. The Declaration of Intent form (containing the signatures of the instructor, the academic advisor and the department chair) must be submitted for registration. The Course Proposal must be submitted no later than September 17. If it is not, the Registrar's Office will cancel the Independent Scholarship registration.

6. INDEPENDENT STUDIES: Under the leadership of a faculty member, a student may register for credit hours to engage in independent study of any appropriate topic. Forms for Independent Studies are available at the Registrar's Office. Students must use these forms and the registration must be completed at the Registrar's Office, using the appropriate department prefix and a course number of 199, 299, 399, or 499 (depending on the level of the proposed work). The Independent Study course may be registered as 1, 2, 3, or 4 credit hours, depending on the quantity of the proposed work. The Declaration of Intent form (containing the signatures of the instructor, the academic advisor and the department chair) must be submitted for registration. The Course Proposal must be submitted no later than September 17. If it is not, the Registrar's Office will cancel the Independent Study registration.

7. INTERNSHIPS: Students may count a maximum of 8 credit hours of Internship credit towards graduation. One Internship credit hour requires a minimum of 40 hours work as an intern. Forms for Internships are available at the Registrar's Office. Students should carefully follow the instructions accompanying the form. Registration for Internship credit must be completed at the Registrar's Office, using the appropriate department prefix and a course number of 395, 396, 495, or 496. The Declaration of Intent form (containing the signatures of the academic advisor and the project supervisor) must be submitted for registration. The Course Proposal must be submitted no later than September 17. If it is not, the Registrar's Office will cancel the Internship registration.
8. RESEARCH AND WRITING TUTORIAL: This required experience for all graduate degree candidates is available in all departments under the 698 number. To register for this course, students must secure the faculty tutor's on-line clearance.
9. DIRECTED READINGS: To register for this graduate only course, students must complete an Independent Study form available from the Registrar's Office. This course is numbered 650 with the department's prefix.
10. DEGREE REQUIREMENTS: Students should check with their advisor about requirements for their major(s) and minor(s). Please keep in mind that normally no more than 43 credit hours in one prefix (BIOL, PSYC, RELI, etc.) may be counted towards the 130 credit hours needed for graduation. A student must complete as many credit hours of C- grade or better as the minimum credit hour requirement for the major. If the major(s) calls for 36 credit hours, there must be grade of C- or better in at least 36 credit hours in order to complete the major. The same requirement applies to minors, but a minor is not required for graduation.