

# Academic Policies

The College offers courses leading to degrees of Bachelor of Arts, Bachelor of Science, Bachelor of Science in Electrical Engineering, Bachelor of Science in Mechanical Engineering, and Bachelor of Music.

## GENERAL REQUIREMENTS FOR GRADUATION

Candidates for degrees are required to complete the General Education requirements, the courses required for their chosen major, elective hours to meet the minimum 128 total hour requirement, and the chapel attendance requirement. Some students may wish to complete the requirements for a second major or minor. Although this is permitted, the College does not guarantee the availability of class space to complete a second major or minor.

At the option of the College, seniors may be required to take educational achievement tests as a condition for graduation.

No credit from other institutions is accepted as applying on the last thirty-two (32) semester hours for a degree to be granted by Grove City College, except as approved by the Registrar and the Provost.

Grove City College awards degrees at an annual Commencement following completion of the spring semester. A student who completes all graduation requirements before or after that ceremony will be graduated and receive his/her diploma at that time. Such students are listed as members of the class of the year in which they finish; however, they may retain a class reunion year appropriate to their original cohort. The class rank will include the entire graduating class.

### Quality Point Average Requirements for Graduation

Grove City College requires each candidate for graduation to earn a minimum career quality point average of 2.00 for all coursework completed for the degree. Each student must also earn a major quality point average of 2.00 for all coursework completed in each major and minor field of study declared.

### Calculating the Career and Major Quality Point Average

The quality point average is calculated by summing both the credit hours attempted and the quality points earned, then dividing the total quality points by the total hours attempted and truncating to the second decimal place. Only courses taken at Grove City College are used to calculate the CQPA and MQPA values. The courses that count for each MQPA are included with each major's requirements in the Courses of Instruction section of the *Bulletin*. Courses completed within the College's different academic divisions (undergraduate, post-baccalaureate, second degree and graduate divisions) will be kept separate for all QPA calculations.

## STUDENT RESPONSIBILITY FOR GRADUATION

Although sufficient academic counseling is given through the advising program at Grove City College, the responsibility for proper registration for each semester rests with the student. He/She is ultimately responsible for planning his/her program in order to satisfy graduation requirements.

Students must have all academic requirements fulfilled in order to participate in the College's commencement ceremony. However, a student may participate if he/she has no more than six (6) credit hours of outstanding coursework, both a 2.00 cumulative career (CQPA) and major (MQPA) quality point average for all completed coursework, and no more than six (6) unfulfilled chapel requirements. The remaining six or fewer credit hours must be completed by the last day of August within the same calendar year. A student in this circumstance must submit a "Request to Participate in Commencement" form, available from the Registrar's Office, to obtain approval to walk in the College's commencement ceremony. If approved, the student will be permitted to participate in the commencement ceremony but will not be considered graduated until all requirements have been met.

## **GRADUATION HONORS**

A student who has completed the final fifty percent of his/her academic work at Grove City College and meets the cumulative quality point averages stated below is granted his/her degree with College honors:

3.40 to 3.59 inclusive for College honor "Cum Laude."

3.60 to 3.84 inclusive for College honor "Magna Cum Laude."

3.85 to 4.00 inclusive for College honor "Summa Cum Laude."

Departmental honors in the student's major field of concentration are awarded at Commencement to any student who attains the following major quality point average:

3.40 to 3.59 inclusive for Honors in major field.

3.60 to 3.84 inclusive for High Honors in major field.

3.85 to 4.00 inclusive for Highest Honors in major field.

All College and Departmental honors listed in the Commencement program are unofficial and based upon estimated results. Official College honors will appear on the diploma, while both College and Departmental honors will appear on the transcript. Final honors will be based upon all work completed at Grove City College within the degree earned.

## **REGISTRATION**

Registration occurs midway through each semester for the following semester. Registration for incoming freshmen is completed during the summer preceding the student's entry in the fall. Students complete the registration process by following procedures on the designated day, and by paying tuition and other charges. A fee is charged for late registration. A student who has a balance on his/her student account or who owes ten (10) or more chapel requirements will not be permitted to register for the next semester until such time his/her account balance is zero or the chapel requirement is met. Students may enroll, change class schedules, or switch between audit and credit status, up until the end of the drop/add period each semester.

Although sufficient academic counseling is given through the advising program at Grove City College, the responsibility for proper registration for each semester rests with the student. He/She is ultimately responsible for planning his/her program in order to satisfy graduation requirements.

A student desiring to complete independent study and/or honors courses must obtain approval from the faculty sponsor and the department chairman, complete the approval form, and, having secured all required signatures, present the form to the Registrar for final approval. Students may take no more than six hours of independent study toward graduation requirements and no more than two independent studies during a school year.

A student desiring an internship experience for academic credit must have prior written approval of the department chairman of his/her major and the department chairman of the department offering the credit, if other than his/her major.

## **COURSE NUMBERING**

Course numbers are arranged to show the year in which the course should be taken. Prerequisites are implied by the curriculum sequence if not specifically stated. Freshmen are not permitted to enroll in 400-level courses. Normally, fall semester and fall/spring sequence courses use odd numbers and spring semester courses use even numbers.

Numbers 101-199 are used for freshman courses.

Numbers 201-299 are used for sophomore courses.

Numbers 300 and up are used for junior and senior courses.

Numbers 290 or 390 are used for Studies courses.

Numbers 260, 360 and 460 are used for independent studies.

Numbers 270, 370 and 470 are used for independent research projects.

Number 480 is used for internships.

Number 488 is used for seminars.

Number 499 is used for honors courses.

The College reserves the right to add or delete courses from the schedule of classes, change meeting times, change meeting locations, or change instructors at its discretion.

## **COURSE LOADS**

The normal course load for students is fifteen to seventeen (15-17) semester hours. Sophomores, juniors, and seniors must have a minimum cumulative quality point average (CQPA) of at least 3.00 in order to take course loads in excess of eighteen (18) hours.

Exceptions to the above will be allowed only with permission of the student's advisor, and in no case shall a student exceed twenty-one (21) semester hours of academic work (including audit hours). The minimum schedule for any regular full-time student is twelve (12) semester hours of academic work. (Audit credits cannot be used in meeting the minimum of 12.)

Eighteen (18) semester hours is the maximum load for freshmen in their first semester of attendance.

Most courses are three credit hours with class periods on Monday, Wednesday, and Friday of fifty (50) minutes each or on Tuesday and Thursday of seventy-five (75) minutes each for fifteen (15) weeks. Laboratory periods with certain courses are from two to three hours in length.

## LABORATORY SCIENCE COURSES

Laboratory science courses at Grove City College are taught in an integrated manner in which class lectures and the laboratory experience are interwoven and inseparable from each other. Therefore, students should note that science labs are not separate courses and do not receive separate individual credit. Rather, laboratory science courses receive credit hours and a grade as a unit. Students should use caution when enrolling for laboratory science courses at other institutions. Pre-approval is required for these transfer courses to ensure that any proposed laboratory science course has an appropriate laboratory or experimental component and that the number of hours is equivalent to the Grove City College graduation requirement. Otherwise, courses taken at other institutions may not count toward meeting the Grove City College general education and/or major requirement.

## AUDITING COURSES

Only full-time students may audit courses with the approval of the instructor and the Registrar. The student must register for the course as an auditor and fulfill class attendance requirements. Upon satisfactory completion of these requirements, the audited course will be entered on the permanent record using the symbol “AU” in lieu of a grade. No credit will be awarded for an audited course. The tuition charged for auditing courses is the same as that charged for credit courses.

Courses may not be changed from credit to audit or from audit to credit after the official end of the drop/add period. The course will be graded “NG” (No Grade) if attendance requirements are not satisfied.

## INTERSESSION COURSES

Grove City College offers a selected number of courses from various departments in a concentrated, two-week format. These courses are taught immediately prior to the opening of the second semester and during the two weeks following commencement.

Students wishing to lighten their regular semester loads or who wish to try to graduate in less than four years will find these intersession courses helpful in meeting their goals. A student may take only one course per intersession term, usually three credit hours. The cost for these courses is listed in the Expenses and Financial Aid section of this Bulletin.

Intersession courses are optional, and are not counted as part of a student’s regular semester load. Students are cautioned to work closely with their advisors in planning to take intersession courses. Intersession course offerings are dependent upon sufficient enrollment and are subject to cancellation.

## TRANSFER CREDIT

### College Transfer Credit

Grove City College accepts credits for transfer from any college or university that is accredited by a regional accrediting body, provided the grade earned is “C” or higher. Credits for transfer from a non-accredited college or university will be evaluated on an individual basis, depending on course equivalencies and expected learning outcomes. A student who wishes to take courses at another institution for transfer to Grove City must obtain written clearance from the department chairman and Registrar before the work is begun.

Courses that do not have a letter grade will not be accepted. “Pass” and “Satisfactory” grades are not accepted unless the transcript defines those grades as “C” or higher. Grades for transfer courses do not enter into the computation of a student’s quality point average at Grove City College; however, the credits earned will count toward the total credits required for graduation.

- Transfer students are subject to the curricular requirements in place for the year in which they are admitted to Grove City College.
- Once enrolled at Grove City College, the College does not grant credit for any experience in which a student is paid by the federal government, including ROTC, Officer’s Candidate School, internships and scientific research.
- At a minimum, 64 credit hours are required to be completed at Grove City College, as well as a minimum of one half of all credit hours for any major, minor, certification or concentration.
- Credits for remedial, developmental, and technical courses are not transferable to Grove City College.
- Students may not take courses at other institutions concurrently with classes at Grove City College.
- Transfer courses that do not equate to a specific Grove City College course may be granted departmental or general elective credit at the 100, 200, 300 or 400 level.
- Quarter-hour credits (two-thirds of a semester hour) taken at an institution on the quarter hour system will be converted to semester credits at Grove City College (e.g., 6 quarter hours=4.00 semester hours; 5=3.33; 4=2.67; 3=2.00; 2=1.33; and 1=0.67).
- No credit from other institutions is accepted as applying on the last thirty-two (32) semester hours for a degree to be granted from Grove City College, except as approved by the Registrar.
- Freshmen who matriculate with enough Advanced Placement or other college credits to qualify for a higher-class status will be permitted to change their expected graduation year and term but will enter as freshmen and progress to sophomore, junior, and senior class status along with their peers.
- A student who wishes to transfer an internship must meet the internship standards for a typical Grove City College internship experience. The student should provide for evaluation a detailed description about the internship; the company/organization name; the number of hours worked on-site; a description of the job duties and academic requirements; and an evaluation report from the supervisor. The internship coordinator of the corresponding Grove City College department will evaluate these materials to determine if the internship will be approved for transfer, and, if approved, the number of credits granted.

### **College Courses Taken in High School**

Transfer credit may be awarded for any courses that are equivalent or comparable to those offered by the College and completed with a grade of “C” or better. Any such courses taken before entering Grove City College must be listed in the catalog of the college of transfer as courses offered for degree credit to that college’s undergraduates. Individual college courses taken while in high school will be evaluated on an individual basis, depending on course equivalencies and expected learning outcomes. Students are encouraged to earn credit through the AP, CLEP and IB programs, not through College in the High School programs.

### **Advanced Placement (AP)**

The College may grant academic credit to incoming freshmen who have successfully completed Advanced Placement courses and achieved a score of 4 or 5 on the accompanying Advanced Placement Tests. The appropriate department chairman will determine whether a student with a score of 3 should be given advanced credit and placement. Credit is not given for scores of 1 or 2.

Students who receive Advanced Placement credit in a subject will only receive credit at Grove City College if that same course is *not* taken here or at another college or university.

### **College Entrance Examination Board (CLEP)**

Applicants may also earn academic credit for superior achievement on the College Level Examination Program (CLEP) on the subject tests given by the College Entrance Examination Board. Granting of credit will be evaluated on an individual basis. CLEP tests taken after commencement of study at Grove City College will not be considered for transfer.

### **International Baccalaureate Program (IB)**

Grove City College recognizes the International Baccalaureate as a vigorous college preparatory program, and welcomes applications for admission from all interested students. Credit is generally awarded for the IB Higher level examination passed with grades of 5, 6 or 7. No credit is awarded for IB Standard examinations. IB credit may be applied to major programs with the approval of the appropriate academic department but may not be used to satisfy the Civilization Series requirements.

## **WITHDRAWALS**

### **Withdrawal from Individual Courses**

- Students may withdraw from any course during the drop/add period without any record of enrollment in that class on their permanent record.
- For any course dropped after the drop/add period and until the “Last Day to Withdraw from a Course” deadline, a “W” will be entered on the permanent record and will not be counted in computing the student’s academic average. No refund will be made for any course dropped after the official add/drop period.
- Courses dropped after the authorized withdrawal period will be marked “WF” and will be counted as “F” in computing the student’s academic average. No course may be dropped after Study Day.
- Dropping courses at any time during the semester may affect a student’s eligibility to receive financial aid during the current semester and for future academic semesters. Students should contact the Financial Aid Office regarding these matters.
- Grove City College reserves the right to withdraw a student from any course or from the College.

### **Withdrawal from the College**

If a student finds it necessary to discontinue studies at the College, he/she should notify the Registrar’s Office in Enrollment Services to obtain and complete a withdrawal form for final clearance. If the student is unable to follow this procedure because of illness or emergency, the College will complete the form, but the student must notify the Registrar’s Office in Enrollment Services of his/her intent to withdraw. A student who follows the pro-

cedure to withdraw completely from the College will normally receive “W” grades for all current courses; however, no student will be permitted to withdraw after Study Day. A student who leaves the College without officially withdrawing will forfeit any refund to which he/she might otherwise be entitled, and may receive grades of “F” or “WF” in all current courses. A student who has a balance on his/her student account or who owes ten (10) or more chapel requirements will not be issued a transcript, official or unofficial, until such time that his/her account balance is zero or the chapel requirement is met.

A student withdrawing for medical reasons must provide written documentation from a physician. Students receiving a medical withdrawal will receive a “W” grade for all courses.

## **READMISSION**

A student wishing to return to Grove City College after withdrawing in an earlier semester must complete a “Request of Former Student to Return” form, available in the Registrar’s Office. In order to be considered for readmission, the student must have been in good standing at the time of withdrawal. If the student has attended another school since withdrawing from Grove City College, a record of that work must be submitted to the Registrar before readmission is considered and/or granted.

A readmitted student who has been absent for more than one year is subject to the curricular requirements in force at the time of his/her readmission.

## **CLASS STANDING**

A class standing of freshman, sophomore, junior or senior will be assigned to each new, transfer or returning student at the point of entry or reentry to Grove City College. This standing will be rolled forward one class level when appropriate by the Registrar’s Office. A student who has completed additional credit hours may request a change in his/her expected graduation date but the class standing will not be changed, as students will progress forward in class standing along with their peers.

## **ACADEMIC STANDING**

The College expressly reserves the right to exclude at any time a student whose academic progress is considered to be unsatisfactory.

### **Good Academic Standing**

Each student must maintain a “C” average (2.00 CQPA) or above to remain in good academic standing.

### **Probation and Dismissal Policy**

A student falling below a 2.00 CQPA will either be placed on academic probation or be dismissed from the College. A CQPA of 2.00 or above and a MQPA of less than 2.00 will not result in dismissal; however, a minimum of 2.00 or higher in both is required for graduation. All dismissal decisions are made at the conclusion of each spring semester, and the College considers dismissal a permanent status. Specific probation and dismissal criteria are listed below:

- A student who has earned 35 or fewer local hours from Grove City College (not including transfer credits) will be placed on probation if his/her CQPA is between

1.50 and 1.99. Dismissal will occur at the conclusion of the spring semester if his/her CQPA is 1.49 or lower.

- A student who has earned 36 or more local hours from Grove City College (not including transfer credits) will be placed on probation following any semester his/her CQPA falls below 2.00. A student already on probation will be dismissed, at the conclusion of the spring semester, if his/her CQPA is below 2.00.

## ATTENDANCE EXPECTATIONS FOR STUDENTS

Grove City College believes that attendance at all classes and laboratories for which a student is registered is essential to the satisfactory completion of the course. If an absence is incurred for any reason, it is the obligation of the student to ascertain from the instructor what is to be done to maintain his/her standing in that course. All faculty members are expected to have their absence policies (and the attendant penalties) stated in writing in their course syllabi, and these policies are to be reviewed with the students at the first meeting of each course.

A student is not to be penalized for unexcused absences which total less than or equal to the number of times the class meets per week. In other words, classes meeting four times per week allow four unexcused absences; three times per week allow three unexcused absences, etc. If an unexcused absence occurs on a test or laboratory day, however, it will be left to the discretion of the professor as to whether the laboratory session may be made up.

### Excused Absences

- **Authorized College activities:** Representing the College at college-authorized events are excused by the Provost's Office or one of its two designees—the Athletic Department and the Career Services Office. The Athletic Department issue excused absences for varsity athletes participating in sporting events. The Office of Career Services excuses absences for seniors in the cases of post-graduation job interviews and for graduate/medical/law/ and other professional school admission interviews, or for students scheduling internship placement interviews.
- **Loss of immediate family member:** Students are responsible for notifying their professors and the Office of Student Life and Learning at [studentlife@gcc.edu](mailto:studentlife@gcc.edu) when there is a death of an immediate family member.
- **Illness/Injury:** In the event of illness or injury, students are to report to the Health and Wellness Center for treatment. If the illness or injury results in a class or classes being missed, it is the student's responsibility to notify the instructor and make arrangements for an excuse from class and for make-up work. If it is determined, after examination at the Health and Wellness Center, that the illness/injury prevents class attendance or requires the student to be confined, a representative of the Health and Wellness Center will issue a medical reason for absence which the student can present to the instructor. Non-resident students whose illness does not necessitate a visit to the Health and Wellness Center must notify their professors. The non-resident student's own health provider may issue a medical reason for absence which the student can present to the instructor.
- In case of an emergency such as hospitalization, the Office of Student Life and Learning should be contacted prior to 5 p.m. at extension 2171 or the College Operator after 5 p.m. at extension 2000. Students must make up the work for the classes missed so that absences are without prejudice in determining a grade on the missed work.

## Unexcused Absences

- Absences incurred due to disciplinary sanctions are reported to faculty via the Office of Student Life and Learning. Through formal action, the faculty has agreed that students who miss classes due to such sanctions are not permitted to make up any missed academic work, whether prior to, during, or after the stated period of suspension.
- The College reserves the right to withdraw a student from any course in which the student, for whatever reason(s), misses 25% or more of the scheduled class meetings. A faculty member who encounters such a situation must alert the Provost; the Provost, in consultation with the faculty member and Deans, will evaluate the situation and make the final decision regarding the student's withdrawal. When a student must be withdrawn from a course under such circumstances, the Provost will also determine whether the student's final course grade will be entered as a "W" (Withdrawn) or "WF" (Withdrawn Failing). *Note: This withdrawal policy is not intended to replace the individual faculty member's own class attendance policy (with attendant penalties), nor to contradict the rest of the guideline outlined in this section, but will apply only according to the circumstances and procedure described above.*

Absences other than those mentioned above will be handled at the discretion of the professor whose class is missed.

In summary, students are always encouraged to contact their professors and the appropriate office regarding any class absences and should do so prior to the absence whenever possible. Lists of such excused absences are sent to each professor, who must then excuse the absence on his/her record without prejudice to the student. Excused absences from any class or laboratory do not excuse a student from any work required in the course.

## FINAL EXAMINATIONS

Final examinations, according to College policy, are required of all classes and are to be administered during the time scheduled by the Registrar. Final examination times may not be changed to suit the convenience of either instructor or students. The final examination schedule issued by the Registrar is, therefore, to be followed.

## GRADE VALUES

The grade values are as follows: A, Excellent; B, Good; C, Satisfactory; D, Poor; F, Failure; W, Withdrawn; WF, Withdrawn Failing; I, Incomplete; and AU, Audit.

Grades have the following quality point numerical equivalencies:

A+/A = 4.00, A- = 3.67, B+ = 3.33, B = 3.00, B- = 2.67, C+ = 2.33, C = 2.00, C- = 1.67, D+ = 1.33, D = 1.00, D- = 0.67, F=0.

The grade point average is computed by dividing the number of semester hours attempted into the total number of quality points earned.

In computing the Quality Point Average, hours **attempted** and quality points for all courses taken for credit (except those with grades of "W" or "AU") are counted, including those for failed and/or repeated courses. In the case of repeated courses, only the most recent hours for passed courses count as hours **earned**. Only one (1) passing grade may be used in computing credit hours earned, i.e., no student may receive credit for the same course twice (unless the course is designated as repeatable for multiple credits, such as Music 100—Band).

## REPEAT COURSES

A student may repeat a course in which he/she previously earned a grade of “C-” or lower. A student who passes a course with a “C” grade or higher may not later repeat the same class for credit unless the course is designated as repeatable for multiple credits, such as Music 100 – Band.

## INCOMPLETE GRADE

A grade of Incomplete (“I”) is issued only when a student, through no fault of his/her own, is unable to complete his/her work. The student must complete the work for this course by Study Day of the following semester or the “I” becomes an “F”, even if he/she is no longer enrolled at the College. When the student completes the required work, the faculty member will report the grade earned to the Registrar.

A grade of “I” may impact a student’s eligibility to receive scholarships, grants or loans until the work is completed. The student should contact the Financial Aid Office for clarification.

## HONORS COURSES

All honors courses are designated with course number 498 or 499. Students must submit the “Honors Study” form available at [www2.gcc.edu/registrar/](http://www2.gcc.edu/registrar/) to register for an honors course. Grades of “A” or “B” are required for credit in honors courses. Failure to earn an “A” or “B” grade will result in a grade of “F.”

## DEAN’S LIST

A Dean’s List is published at the end of each semester naming students who earned academic honors for that semester:

- 3.40 to 3.59 inclusive for Dean’s List.
- 3.60 to 3.84 inclusive for Dean’s List with Distinction.
- 3.85 to 4.00 inclusive for Dean’s List with High Distinction.

## ACADEMIC INTEGRITY

The Grove City College community maintains strict standards for academic integrity and honesty. The College’s standards for honesty in the learning process and the procedures to be followed, as passed by the Faculty, are outlined below and include the pledge, the policy and the process.

### **The Pledge: Upholding the Honesty in Learning Policy**

Every Grove City College student has *already* pledged to uphold the Honesty in Learning policy. The closing sentences of the application for admission include a commitment to abide by “the academic and non-academic regulations” of the College. Thus, all academic work is explicitly pledged, although some professors may request an additional affirmation on a given assignment.

### The Policy: Honesty in Learning

Faculty will inform students of behavior appropriate for maintenance of the Honesty in Learning policy as it pertains to their particular courses and disciplines, including the following:

1. **Doing Papers, Outside Work.** Work done out of class, which a student submits as his/her own work to a professor, should be his/her own and should not contain that which has been knowingly obtained from another, other than properly credited references, sources, and citations.
2. **Taking Exams, Tests, Quizzes.** Work done on a test, exam, or quiz, which a student submits to a professor, should be his/her own and should not contain that which has been knowingly obtained from another.
3. **Instructor-Imposed Limitations.** The work which a student submits to a professor should be prepared in accordance with the rules, limitations, and regulations laid down by the professor in the course, which rules are often intended to put students on an equal footing.
4. **Preparing for Exams.** A student should not seek to gain an advantage in an exam he/she is about to take by obtaining advanced access to particular questions or advance copies of a professor's exam.
5. A student should not cooperate with, aid or encourage another student to violate the above rules, even though he himself (or she herself) receives no direct benefit to his/her grade.
6. Each professor should take precautions to protect the honest student.

### Special Note: Plagiarism

Plagiarism is a serious violation of moral and academic principles. It involves claiming as one's own original work the ideas, phrasing, or creative work of another person. As such, plagiarism is a direct violation of the biblical commandments against stealing, bearing false witness, and covetousness; thus, the Grove City College policy. The College encourages students to think seriously about the demands of their Christian faith in regards to this issue.

The College reminds students that plagiarism includes the following:

1. Any direct **quotation** of another's words, from simple phrasing to longer passages, without using quotation marks and properly citing the source of those words.
2. Any **summary or paraphrase** of another's ideas without properly citing the source of those ideas.
3. Any information that is not common knowledge—including facts, statistics, graphics, drawings—without proper citation of sources.
4. Any cutting and pasting of verbal or graphic materials from another source—including books, databases, web sites, journals, newspapers, etc.—without the proper citation for each of the sources of those materials; this includes any copyrighted artwork, graphics, or photography downloaded from the Internet without proper citation.
5. Any wholesale “borrowing,” theft, or purchasing of another's work and presenting it as one's own, whether from the Internet or from another source.
6. Any presentation of “ghost-written” papers—whether paid for or not—as one's own original work.
7. Making one's work available for copying by others, as well as copying work posted on the Internet or otherwise made available by another.

## **The Process: How the Honesty in Learning Policy Works**

*Please note: This process is at all stages confidential. Final completion of all stages should be no later than 25 class days following the initial report.*

### **Reporting a violation**

1. If a student believes he or she observed a violation of the Honesty in Learning policy, he or she will fill out an online report of the alleged violation which is automatically sent to the professor of that particular course and the chair of the Student-/Faculty Review Committee (SFRC). This report should be filed within five class days of discovering the alleged violation.
2. If a faculty member believes he or she observed a violation of the Honesty in Learning policy, he or she will fill out an online report of the alleged violation which is automatically sent to the chair of the SFRC. This report should be filed within five class days of discovering the alleged violation.

### **Once the violation is reported**

3. The faculty member then may meet with the student(s) who allegedly committed the violation. If the report has been submitted by someone other than the faculty member, the faculty member also may meet separately with the person who submitted the report. The professor may seek the advice of the Consultation Panel beforehand. The Consultation Panel will be composed of three professors who will be called upon by the Consultation Panel Coordinator at that time. This panel is advisory in nature and helps the faculty member evaluate the merits of an alleged violation of the Honesty in Learning policy. All meetings must be concluded within five class days of receiving the report.

#### **a) If the student:**

- 1) admits to violating the Honesty in Learning policy, the student shall be penalized with a minimum of a failing grade for the specific work under review. SFRC will issue the sanction. This will help guarantee consistency and equity in the sanction.
- 2) denies that a violation occurred but the professor maintains the contrary, the SFRC will hear from all involved parties and make a decision.

#### **b) If a faculty member determines that:**

- 1) no violation has occurred, he or she submits an Honesty in Learning resolution form to the chair of the SFRC. At that point, the entire matter is dropped and all records of the alleged violation are destroyed.
- 2) a violation did occur, he or she completes a resolution form, which includes a recommendation for a proposed sanction and sends it to the SFRC and the Provost's Office. From this point, the procedure follows the steps described below under "Once the Student-Faculty Review Committee (SFRC) receives the resolution form."
- 3) In either case, the faculty member has two class days to submit the Honesty in Learning Resolution Form.

### **Once the Student-Faculty Review Committee receives the resolution form**

4. Once the Student-Faculty review Committee (SFRC) receives the resolution form, the Committee has five class days to resolve the matter.
5. The chair of the SFRC, a non-voting member, serves as an ombudsman and coordinates the activity of the SFRC.

6. The Committee chair selects five students and five professors from the pool of elected representatives to address the matter. All decisions require a super-majority of seven out of ten votes. If a decision falls short of a super-majority, then the student is exonerated and all records of the alleged violation are destroyed.
7. The SFRC Committee will assemble the relevant evidence, interview the parties involved, determine if a violation was committed, and if so, what further sanction (if any) to assess.
8. If dissatisfied with the decision of the SFRC, students or faculty may appeal the Committee's decision to the dean of the school in which the alleged violation occurred within one class day. If the alleged violation occurs in a physical education/exercise science class, the appeal is directed to the Athletic Director. If the Dean's/Athletic Director's decision does not provide satisfaction, the decision may be further appealed to the Provost.
9. Appeals of the SFRC's decision must be made within one class day. At each point in the appeal process, the Dean/Athletic Director or Provost should reach his or her decision within three class days of receiving the appeal.
10. Once the final decision has been rendered and any or all appeals exhausted by any parties involved, the Provost's Office carries out the recommended sanction.

If the student has been involved in two or more violations of the Honesty in Learning policy, the Provost may apply additional sanctions which may include referring the matter to the Administrative Council with the recommendation for academic dismissal.

## **GRADE APPEALS**

A student who believes a course's final grade was determined unfairly may appeal. The student handbook, *The Crimson*, provides specific details regarding the grade appeal process.

## **TRANSCRIPTS**

Current or former students may request transcripts from the Registrar's Office by completing a Transcript Request Form or providing in writing specific information such as full (maiden) name, graduation date or dates of attendance, number of transcript(s) desired, address(es) to which transcript(s) should be mailed, and signature. This request must be accompanied by a \$5.00 per copy fee. Transcripts or the information contained therein may not be released to third parties without written consent of the student. Written requests should be addressed to: Registrar, Grove City College, 100 Campus Drive, Grove City, PA 16127-2104.

All indebtedness to the College must be removed before a student is eligible for graduation and before any transcript of records is issued.

## **INFORMATION TECHNOLOGY**

Grove City College strives to be a leader in the use of information technology in higher education. A number of technical services are provided to the campus community to help facilitate teaching and learning.

### **Grove City College E-mail Accounts**

Each student is provided a Grove City College e-mail account. The purpose of this account is to facilitate communication between students, professors, and other academic support services. It is essential for each student to maintain his/her account since important campus communications are sent only by this means.

### **Campus Portal**

Each student is also provided access to the College's campus portal - myGCC. The campus portal enables students to review campus news, search on-line for course schedules, register for classes, review financial accounts, obtain unofficial transcripts, and more. Mid-term and final grades are also posted via the campus portal.

### **On-Line Course Management Systems**

Many professors use course management systems for posting course syllabi, assignments, grades, and other relevant information. Students will be provided with appropriate user accounts, and professors will notify students if he/she is using a course management system for a specific course.

