



## 2007-2008 Catalog

### Academic Policies and Standards

#### Assessment

Assessment activities at Midland provide evidence of academic achievement and enable the College to use the documentation to improve its educational programs. A continuing process, assessment looks at student achievement not only within courses but across them — and not only within the classroom but outside it — asking about the attainment of cumulative learning outcomes via measurement of general education, major and co-curricular goals and objectives. Present and former students, employers and graduate schools are asked to provide assessment input; methods include portfolios, skills appraisals, senior capstone activities, internships, student teaching and clinical experiences, standardized and/or locally developed examinations, and surveys. Results “loop-back” to the planning process as the College continually strives to improve.

#### Registration

Registration involves signing for the student’s choice of classes and the payment of all term costs. Therefore, students are permitted to enter classes only after completing registration with the Office of the Registrar and meeting financial commitments in the business office. They may not register for and enter a course, section or laboratory after the first week of the fall or spring term or a trimester session. Students failing to register at the appropriate time are assessed a late registration fee. During Interterm, students may not enter a class after two sessions of the class have met.

#### Change of Registration

During the fall or spring semesters a student who desires to drop or change a course may do so online via Campus Connect during the first week of the term. Beginning the second week of the term students must obtain signatures of the instructor, advisor and submit a Change of Schedule Form to the Office of the Registrar. The student must

continue in the present class until the request for a change has been submitted. If a student is granted permission to drop a course during the first two weeks of the term, all evidence of the course will be removed from the academic record. If the student drops a course after this date but prior to four weeks before the last day of classes in that term, a W (withdrawal) for each course dropped will appear on the record unless an AW (administrative withdrawal) has already been assigned. Withdrawals during the last four weeks of regular terms or after one week of Interterm will result in a grade of F in the course(s) dropped. A fee is assessed for each change of schedule.

iMpaCt students may make changes to their schedule during the first week of a session by completing a Change of Schedule form and returning it to the Office of the Registrar. If a student is granted permission to drop a course during the first week, all evidence of the course will be removed from the student's academic record. If the student drops a course after this date but prior to the eighth week, a W (withdrawal) for each course dropped will appear on the record unless an AW (administrative withdrawal) has already been assigned. Withdrawals during the last two weeks of the course(s) will result in a grade of F. A fee will be assessed for each change of schedule.

#### Change of Degree Track

Students choose their degree track upon applying to the college. A student may change their degree track by applying for a Change of Degree Track at the Office of the Registrar. The change in degree track will take place the semester or trimester following the request. All changes must be approved by the Director of the iMpaCt program, Director of Financial Aid, Dean of the College, academic advisor and the Registrar's Office. Students may only change their degree track once during the academic year. Changes in degree track may affect a student's athletic eligibility, financial aid, and major and core/distribution requirements.

#### Cross Registration between Degree Tracks

Traditional and iMpaCt students have the opportunity to take one course each term outside of their degree track. For example, an iMpaCt student may take one traditional course in a coordinating semester each trimester session. Permission to enroll in a course outside of the student's degree track is required from the Office of the Registrar, the student's advisor, course instructor and Director of the iMpaCt program. Students should be aware that overload fees and policies apply to cross registrations. Cross registration can only take place during periods of open enrollment. A student may not use cross registration to meet full-time enrollment status requirements.

#### Withdrawal from College

A student who finds it necessary to withdraw from Midland before the end of a term should obtain and complete a "Request for Withdrawal" form from the Student

Services Office. This must be done within one week following the last attendance at class.

This procedure must be followed in order to ensure an official withdrawal. If withdrawal occurs prior to four weeks before the last day of classes in that term, a grade of W is then assigned to all courses unless an AW has already been assigned

### Academic Load

The normal load for a student during the fall and spring term is 14-16 credit hours. A student may carry a 17 credit-hour load in each of the regular terms without special permission or special charge. A student wishing to carry more than 17 credit hours must be approved by the advisor and the Dean of the College, must pay a special overload fee and must qualify in accordance with the following overload policy. Three credits or one course is the maximum load during Interterm.

18 credit hours

\*3.25 grade point average previous semester,  
3.25 cumulative GPA

19-20 credit hours

\*3.50 grade point average previous semester,  
3.50 cumulative GPA

\*Based upon a minimum of 12 credit hours graded on the A-F system.

iMpac students register for a total of 3 courses during a trimester session. A student may take four courses with special permission from their academic advisor and the Dean of the College.

### Classification of Students

#### Full-time/Part-time

Students with a combination of courses which accumulate to 12 credit hours or more during the fall or spring term are classified as full-time; the full-time/part-time designation is made after the fifth day of the term. A student may not use cross registration to change their enrollment status requirements.

iMpac students will be considered full-time if enrolled in at least 8 credit hours during a trimester session.

### Grade Classification

Designation as a member of a particular class is based upon the number of credit hours successfully completed:

First Year 27 or fewer credit hours passed

Sophomore 28-59 credit hours passed

Junior	60-89 credit hours passed
Senior	90 or more credit hours passed

### Testing Out

A fully matriculated student may, under certain conditions, acquire academic credit by testing out of regular catalog courses. There must, however, be no duplication of credit; that is, a student may not receive credit through examination for any course if its content has been included in courses for which credit has already been received. The department offering the course, in consultation with the Dean of the College, makes the decision regarding the test.

A testing-out fee is assessed and retained, whether or not the examination is passed. Upon passing the examination, the student is charged for credit earned in excess of 17 credit hours during that term or in excess of three credit hours during Interterm.

A student may not receive credit by examination for a course of lower level than a course for which credit has already been received. Each department determines a natural sequence of courses in its own discipline. A student who has taken an advanced level course in a language, mathematics or other area, and who needs the beginning level courses on the transcript for a professional requirement, may request the Registrar and department involved to make special entries on the permanent record certifying competence in those areas, but such courses will not be counted toward the College graduation requirements.

### Midland Lutheran College and Dana College Exchange Program

Midland Lutheran College students may take one course each fall and spring semester (excluding Discovery Term) at no additional charge. Courses in which there is a co-requisite laboratory are counted as one course. Interterm and Discovery Term courses can be taken for \$100.00 per three-credit course. Students should enroll by completing appropriate paperwork through the Registrar's Office. Academic load policies include both Dana and Midland courses.

### Internships, Independent and Directed Study Courses

Internships are carefully planned, supervised work experiences for which the student may earn academic credit and are generally in three credit-hour blocks to a maximum of 12 credit hours for the baccalaureate degree and six credit hours for the associate degree. The primary purpose is to provide students an opportunity to apply and extend the theoretical knowledge gained in the classroom to a practical work experience. Secondary benefits include the opportunity to test one's suitability to a vocational field, promote marketability and establish contacts with prospective employers.

Internships are available in all departments under the common course number 499. They are open to all Midland students via a written proposal form with

approval/rejection the prerogative of the department which is asked to grant the credit and/or the Dean of the College. Internships carry variable credit, with a minimum of 45 clock hours under the direction of the host agency required for each credit hour. Internship work is to be completed during the same term the course is taken.

#### Service Member's Opportunity College

Midland Lutheran College is a member of the Service member's Opportunity Colleges (S.O.C.), a consortium of national higher education associations and institutions. Students who have completed military service may petition for college credit for non-traditional learning experiences. Military transcripts should be sent to the Office of the Registrar for evaluation. Midland Lutheran College follows the guidelines outlined by the American Council on Education in awarding credit for military training and experience.

## Independent Study

Independent study involves scholarship and research above and beyond the departmental courses offered at Midland, providing students the opportunity to explore a specialized topic in depth.

The student consults with a faculty supervisor and completes a written proposal form. Once approved, the student pursues the study with minimal direction from the supervising professor.

Independent study opportunities are available in all departments under the common course number 450. They may be proposed for one or more credit hours, although they are usually valued at three credit hours. Grading includes sharing the results of the study with the campus community in the form of reports to classes, research papers filed in Luther Library, papers delivered to departmental faculty and students, recitals, shows or other similar means of dissemination.

## Directed Study

Directed study involves completion of regular catalog courses at times other than when offered by the department, providing students the opportunity to resolve scheduling conflicts.

Since the mode of instruction is frequent conferences and "one-to-one" private tutoring between instructor and student, which significantly impacts on the instructor's time, directed studies are purposely held to a minimum. The student consults with the instructor who normally teaches the course and, if approved, prepares a full written proposal form for review by the division chairperson and the Dean of the College.

## Study Abroad

Midland recognizes student academic interest beyond the home institution and provides international studies in France, Germany, Austria, Spain, Mexico, Wales and England in cooperation with Central College at Pella, Iowa. The study-centers in England, Wales and Mexico are open to students who prefer to study abroad using the English language. The foreign language programs are centered in Paris, Vienna and Granada.

In conjunction with Valparaiso University, Midland also participates in a Study Abroad Consortium and Visiting Scholar Program. Students attend Hangzhou University for the fall semester, starting with orientation in mid-August, and take classes in the Chinese language and culture.

Through the University of Nebraska at Kearney, Midland also participates in the Nebraska Semester Abroad Program at the University of Rostock in the former East Germany.

Midland also participates in the ELCA/African Study Program. Sponsored by the Department of Higher Education, Evangelical Lutheran Church in America, this program is offered at Cuttington University College, Liberia. Orientation begins in mid-January at an ELCA related college and is followed by a four- to five-month term at Cuttington. The

student may earn a total of 18 credit hours, three in January and 15 during the regular term, in a variety of courses.

In addition, a variety of study-travel courses abroad are offered during the Interterm and summer sessions by experienced Midland faculty. Summer sessions have provided tours of Europe, the British Isles and Scandinavia. The Caribbean Islands, England, Germany, Greece, Italy, Spain, Peru, East Africa, Brazil and Eastern Europe were visited during recent Interterms. In cooperation with the Amigos de Mexico Mission, an opportunity for dedicated Christian youth to gain experience in foreign mission work is also available during the summer.

Students interested in foreign studies must first consult with the Coordinator of International Study Programs, and have the proposed program approved by the Committee on Academic Development prior to departure and commencement of studies.

To be eligible for foreign study, students must have achieved a minimum cumulative academic grade point average of 2.50. They should also be mature and sensitive to cultural differences and restrictions.

## Graduation

Each candidate for graduation is required to complete and file with the Office of the Registrar an "Application for Graduation" form by the deadline established each semester. Degree candidates who have completed or made arrangements to complete all requirements for graduation to the satisfaction of the Registrar and the Committee on Academic Development, with subsequent approval by the faculty and Board of Trustees, are included in the commencement ceremonies. Candidates who wish to be graduated in absentia must receive permission from the Dean of the College.

Candidates whom have been continually enrolled at Midland must meet the degree requirements enumerated in the catalog when they first entered Midland or the catalog in effect at the time of their graduation. Candidates who stop enrollment for any period of time will be bound by the catalog in effect at the time of their re-enrollment. To qualify for graduation, a student must have a cumulative GPA of at least 2.00 based upon a minimum of 86 credit hours on the A-F system and a GPA of at least 2.25 (some departments require a higher GPA) in the major or minor based upon a minimum of two-thirds A-F graded credit hours. In all cases, students are responsible for meeting the current requirements of external licensing and credentialing agencies.

## Early Graduation

Students who have completed all but six credit hours may participate in that year's commencement ceremonies if arrangements are made in writing with the Office of the Registrar to complete the required credits in the following summer session. Students with more than six credit hours to be completed, but no more than 12, may petition the Committee on Academic Development after discussion with the Registrar. In such cases, honors are not determined until all course work has been completed.

Students participating as early graduates must adhere to the following: 1) The credit hours needed to complete the degree must be taken at Midland; 2) The tuition and fees for summer school must be paid in full prior to commencement; 3) There is no refund of tuition and fees for the summer session after the student has participated in the commencement ceremonies; 4) At the end of the spring term, the student must meet the minimum standards for the major and cumulative grade point average requirements, (e.g. 2.25 in the major and 2.00 overall); 5) Failure to complete all requirements at the end of summer school will require the student to re-apply for graduation and pay an additional graduation fee.

### Academic Honesty

Students are encouraged and expected to conduct themselves in conformance with the highest of standards in regard to academic honesty. Falling into the category of breach of this expectation are such infractions as cheating, plagiarism, collusion and fabrication/falsification of records. Students violating such standards will be disciplined in accordance with the College Academic Integrity Policy.

Midland Lutheran College seeks to provide a learning environment that enhances academic excellence and integrity. The following policy has been adopted to deter acts, which are counterproductive to the attainment of this goal. Academic dishonesty, the act of knowingly and willingly attempting to assist oneself or others in gaining academic success by dishonest means, is manifested in the following broad categories as enumerated by Gehring, et al: \*

**Cheating:** Intentionally using or attempting to use unauthorized materials, information or study aids in any academic exercise. Examples include but are not limited to: looking at another student's paper during an exam, using unauthorized, protean responses such as crib notes and computer disks, and/or stolen test materials; submitting someone else's work as one's own; allowing another person to complete an exam in one's place; submitting a project that has been or is being used to satisfy requirements from another course without permission of both instructors; improper collaboration on projects beyond that permitted by the instructor; sharing information between exams in multiple sections of course; changing 60 one's grade(s) or marking(s) on an examination or in an instructor's grade book or spread sheet.

**Fabrication:** Intentional and unauthorized falsification or invention of any information or citation in an academic exercise. Examples include but are not limited to: supplying fabricating data or altered data for an experiment or laboratory project; fabricating all or a portion of a bibliographic entry for a documented project.

**Facilitating academic dishonesty:** Intentionally or knowingly helping or attempting to help another person to commit an act of academic dishonesty. Examples include but are not limited to: allowing one's own work to be submitted as another's work for a course

project; assisting a fellow student in committing an act of academic dishonesty; making threats or offers of compensation to others in order that those threatened or coerced will provide unauthorized aid for course projects; unauthorized acquisition, distribution, and/or possession of stolen test or project materials.

Plagiarism: Intentionally or knowingly representing the words or ideas of another as one's own in any academic exercise. Examples include but are not limited to: purchasing a paper from a commercial or private source, using paper from an organization's files, copying sections of chapters from reference works, or borrowing or stealing another's paper and submitting it as one's own work; failing to indicate a direct quote from a reference source; attempting to represent the work, words and ideas of another (paraphrasing) as one's own without proper citation or documentation.

\* Gehring, D., Nuss, E., and Pavela, G. (1986). *Issues and Perspectives on Academic Integrity*. Columbus, Ohio. National Association of Student Personnel Administrators.

Students have a responsibility to avoid acts of academic dishonesty. They also have an obligation to report known or observed acts of academic dishonesty to the instructor and/or their academic adviser. If such acts occur, disposition of the case is the prerogative of the instructor. Penalties may range from rejection of the assignment with the request that the work be resubmitted to a grade of "F" in the courses. Instructors may recommend a more severe penalty, such as dismissal from the College, to the Dean of the College. The instructor prepares a written report (an Academic Progress Report may be used) of the facts of the case and the action taken with copies provided to the student, the student's academic adviser, and the Dean of the College. Students have the right to present a written appeal of the instructor's action to the Committee on Academic Development.

Students accused of academic dishonesty in a class will not be permitted to withdraw from the course involved until they have either been cleared of the allegation or have the permission of the instructor and the Dean of the College.

### Attendance Policy

A student's full participation in class and community activities is vital to their academic success at Midland. As a general college policy, students are expected to attend all classes and, when absent, are responsible for work missed. However, each faculty member establishes the attendance policy for each course taught and informs students of this policy at the beginning of each term.

The responsibility of arranging for and completing work missed rests with the student involved and should be arranged prior to a class absence. Instructors will assist the excused student, but are under no obligation to make special arrangements for the unexcused student.

## Grades and Standards of Scholarship

Midland utilizes the dual grading system of letter grades (A-B-C-D-F) and pass-pass marginal-no credit (P-PM-NC). The A-F system is used in the majority of courses. The P/NC system may be used, at the discretion of the instructor, for travel courses and group activity courses (usually valued at one credit hour). In courses other than travel courses and group activities, the P/NC grading system may be used exclusively by the instructor only if approved by the department concerned and by the Committee on Academic Development.

With the exception of the First Year Seminars, a student enrolled in an A-F graded course may choose to be graded by the alternate P/NC system. The instructor evaluates all students' work on the basis of a letter grade, but the grade of the student who chooses the P/NC grade system is reported to the Office of the Registrar as a P, PM or NC. Students may opt for the P/NC grade system in a maximum of one course per term, including summer, exclusive of courses designated as graded on the P/NC Only basis. Students are reminded that courses completed to meet the foreign language competency, the speech and math proficiencies, the First Year Seminars and Western Heritage must be graded A-F. In addition, some majors do not allow use of the P/NC option.

In P/NC Only courses, the student has no choice of grading systems. In all other courses, the A-F grading system choice is assumed unless the student has clearly indicated to the instructor the student's preference for the P/NC option.

The instructor decides at what time during the first seven weeks of the term the student must exercise the choice of grading options, but the choice must be made by midterm. The instructor is responsible for keeping a record of the options chosen and for recording the option on the official grade report at midterm. Thus, the midterm grade is an accurate indication of the student's final grade choice for the course. Once a valid grade has been submitted to the Office of the Registrar, the student's grading choice cannot be changed.

The College requires a minimum of two-thirds of the credit hours for graduation to be graded on the A-F system. The number of pass options a student may take, exclusive of P/NC Only courses, is limited to four courses.

A minimum of two-thirds of the credit hours for the major must be graded on the A-F system. Departments may raise the two-thirds minimum, but may not lower it without the approval of the Committee on Academic Development. In instances where the departmental standard is more or less than two-thirds, the variation is so stated in the Course Offering section of this catalog.

## Grades

Grades of A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F and AW are assigned on the basis of student accomplishment. An A grade represents superior academic work and indicates that the student has displayed initiative, skill and thoroughness in thinking and

course work. The B grade indicates work of high quality and is awarded for accomplishment well above the average. A grade of C is awarded for satisfactory completion of all course requirements. The D grade indicates academic work below the average in quality. An F grade indicates failure to meet the minimum requirements of the course. An AW indicates administrative removal from the course. No academic credit is awarded for the F and AW grades, but both are computed as 0.00 in the grade point average. All faculty, in appropriate courses, will expect the student to show proficiency in the use of the English language in spoken and written forms, and will include this in the evaluation of the student's class work.

In the P-PM-NC system, the P grade indicates the student has satisfactorily completed the minimum requirements for the course and receives academic credit for the course based upon the equivalent of a grade of C- or better. The PM indicates that the student passed the course with a grade of less than C-. An NC grade indicates the student did not successfully complete the minimum requirements and hence no academic credit is earned in the course.

Grade	Quality Points	Grade	Quality Points
A	4.00	C	2.00
A-	3.70	C-	1.70
B+	3.30	D+	1.30
B	3.00	D	1.00
B-	2.70	D-	0.70
C+	2.30	F & AW	0.00

### Incomplete Policy

A grade of IN may be given when work is incomplete because of prolonged illness, excused emergencies, or scholarly reasons. An incomplete should only be used when students have completed a substantial portion (roughly two-thirds) of the course with a D or better and can reasonably be expected to complete the work within the time allotted to remove the incomplete. The incomplete should be arranged prior to the final exam. The deadline for removal of incompletes is as follows:

Fall Term — February 15 or if campus is closed, the next regularly scheduled academic day after February 15

Interterm — Six weeks into spring term (see college calendar)

Spring Term — September 15 or if campus is closed, the next regularly scheduled academic day after September 15

Summer Session — October 4 or if campus is closed, the next regularly scheduled academic day after October 4

iMpaCt Sessions – 10 calendar days after the first day of the following term or if campus is closed, the next regularly scheduled academic day.

In cases of hardship and with permission of the instructor concerned, students may petition the Vice President for Academic Affairs for extensions of time at least two weeks before the removal deadline. Petitions are available at the Registrar's Office and must be completed by the student and approved by the instructor and Vice President for Academic Affairs prior to the deadline. Incompletes not removed by the deadline will automatically be recorded NC or F, depending upon the student's original grade option choice for the course.

### Audit

A student who wishes to audit a course must receive permission at the time of registration from the advisor and the instructor of the course, and, if in excess of a 17 credit hour load, permission of the Dean of the College. Although a student who officially audits a course is not required to take examinations, they are expected to attend class regularly and to participate in a manner which is agreeable with the instructor. An AU will be recorded on the permanent record for courses officially audited. A per-credit-hour fee is assessed. Students not otherwise enrolled must also pay a registration fee and complete the admissions process.

Students who audit and later elect to test out of a given course must pay the full tuition charge for the academic credit earned.

### Administrative Withdrawal

Students are expected to prepare for and attend all classes for which they are registered and to act in a manner consistent with an academic environment while attending class.

The instructor may assign an administrative withdrawal (AW), subject to approval of the Dean of the College, when the student consistently fails to abide by the attendance policy established for the class and/or exhibits disruptive or unruly behavior in class. For grade point average computation, an AW is computed as an F.

Such students will have seven calendar days (two days during Interterm) to respond to written notification that their continuation in class is in jeopardy. Students are responsible for maintaining an accurate mailing address with the College. Failure to respond within the seven-day period and to correct the behavior(s) to the satisfaction of the instructor will result in an AW in the course. And, if such behaviors are the rule rather than the exception, the student is subject to dismissal from the College. An AW grade, once assigned, is final and cannot be erased by withdrawal from the course or from the College.

### Grade Reports

Students may access their mid-term and final grades online through Campus Connect. If grades are no longer available through Campus Connect, a student may request in writing a copy of their grade report from the Office of the Registrar.

## Grade Point Average

In addition to the grading system described above, the College uses a grade point average based on a 0.00-4.00 numerical system.

## Sample Computation of a Term Grade Point Average

Course	Credit Hours	Grade	Course Grade Points	Course Quality Points	Quality Points
*MLC 101	1	P			
SOC 130	3	B	3.0	9.0	
SPE 110	3	C+	2.3	6.9	
*MUS160	1	P			
CHE 103	4	A-	3.7	14.8	
BIO 110	3	A	4.0	12.0	
*PED 151	1	P			
	16			42.7	

\*MLC 101, MUS 160 and PED 151 are graded on the P/NC Only basis and are therefore not computed in the GPA. Thus, the grade quality points of 42.7 are divided by 13 (letter-graded hours) = GPA = 3.285

Sixteen credit hours, however, are earned toward the graduation requirement of 128 hours.

A student's grade point average for each term is determined by dividing the number of points earned in A-F graded courses by the number of A-F graded credit-hours taken. The P, PM and NC grades are not computed into the student's grade point average.

A student's cumulative grade point average is determined in the same manner, with the exception that calculation is based upon the total number of A-F graded credit hours taken by the student while enrolled at Midland. Transfer courses do not count toward the Midland GPA. Courses for which a grade of IN is recorded are not included in calculating the student's grade point average until the incomplete is removed.

## Repeated Courses

If a student chooses to repeat a course, the higher of the two grades is used when calculating the cumulative GPA, although both course notations and final grades are carried on the official grade transcript. A P/NC grade cannot be used to replace an A-F grade.

## Minimum Grade Point Averages

The following standards of scholarship have been established by the Midland faculty and must be maintained by the student:

First term of attendance*	1.70 cumulative GPA
Second term of attendance	1.80 cumulative GPA
Third term of attendance	1.90 cumulative GPA
Fourth (and later) term(s)	2.00 cumulative GPA

\*A term of attendance is defined as a student who is officially enrolled in a class at the end of the fifth day of the regular fall or spring terms.

Failure to fulfill the minimum cumulative grade point average at the end of any term results in academic probation. To qualify for graduation, a student must have a cumulative GPA of at least 2.00 based upon a minimum of 86 credit hours on the A-F system and a GPA of at least 2.25 (some departments require a higher GPA) in the major or minor based upon a minimum of two-thirds A-F graded credit hours.

#### Academic Suspension and Probation

Academic suspension may be imposed due to term grade point average of 1.00 or less, regardless of a student's cumulative grade point average. An academically suspended student is not in good standing and is not eligible to participate in college courses or activities for a minimum of one term. It is important to note that students who are suspended after the fall term are not eligible to participate in the Interterm session immediately following the fall term and may not reside in on-campus housing until they have successfully appealed their suspension. Probationary students as defined below are subject to suspension for a minimum of one term if they fail to earn the required minimum cumulative or term grade point average the term following probation. An academically suspended student may apply for readmission to the College after serving his or her suspension. If a student chooses to apply for readmission, an admission decision will be based upon what that student has done during the period of suspension to prepare him or herself for academic success.

Academic probation may be imposed due to either cumulative grade point average or term grade point average. Failure to fulfill the minimum cumulative grade point average at the end of any term as outlined above will result in academic probation. Additionally, regardless of the student's cumulative grade point average, a term grade point average of 1.01 through 1.50 will result in academic probation.

Probationary status automatically results in the requirement that a minimum of 12 credit hours the next term be graded on the A-F system and completed. Part-time students on probation, with less than 12 credit-hour loads, must have all courses graded A-F (with the exception of P/NC Only courses) and completed.

A probationary student may be required the following term to limit the load to 12 credit hours and/or have the activity program limited and/or follow certain prescribed procedures, such as required class attendance. Probationary students are subject to suspension for a minimum of one term if they fail to earn the required minimum

cumulative or term grade point average the next term. Students placed on probation are in good standing and are eligible to participate in college activities unless the committee restricts their participation.

The College reserves the right to withdraw students involuntarily who display a fundamental lack of ability or motivation to achieve a degree or, while on probation, do not attend class and/or in other ways demonstrate that they are not serious about meeting their probationary-status requirements.

In each case of suspension and probation, the merits of the individual case are carefully weighed by the Dean of the College and the Academic Progress Committee. Students may petition the Committee for a personal hearing if they believe the suspension or probation action to be unwarranted or too severe. The deadline for petitioning the Committee for an appeal of suspension or probation must be requested no later than 30 days after mailed notice to the student of the action. If petition for appeal of suspension only is not received within the 30-day period, the suspended student will be required to apply for readmission for the following semester. Students are responsible for maintaining an accurate mailing address with the College.

#### Honors for High Grade Point Averages

**Dean's List.** Students who achieve a fall or spring term grade point average of 3.50 -3.99 are eligible for the Dean's list. To be considered for this honor, the student must have completed the requirements in all courses (i.e., did not receive a grade of incomplete) and must have completed at least 12 credit hours on the A-F grading system during the term.

**President's List.** Students who achieve a fall or spring term grade point average of 4.00 are eligible for the President's list. To be considered for this honor, the student must have completed the requirements in all courses (i.e., did not receive a grade of incomplete) and must have completed at least 12 credit hours on the A-F grading system during the term.

**Departmental Honors.** Departmental honors recognize high academic achievement in the major. In order to receive this recognition, the student is expected to maintain a 3.75 grade point average in all course work taken in the major area and a 3.50 cumulative grade point average in all course work. Formal recognition for this high academic achievement is made for all students at the spring Honors Luncheon.

**Graduation with Honors.** General honors in course work are awarded for distinguished academic achievement. To be eligible, a student must have completed the last 64 credit hours in residence at Midland, and the cumulative grade point average at Midland must fall within the ranges specified. Baccalaureate degree candidates whose grade point average is 3.50-3.69 receive their degrees cum laude; those candidates whose average is 3.70-3.89 receive their degrees magna cum laude; and those whose average is 3.90 or above receive their degrees summa cum laude. Honors for early

graduates (i.e., those with credits to be completed after commencement exercises) are determined after all courses have been completed.

## Appeals

Students who wish to appeal academic decisions or who seek a waiver of certain academic policies and standards may petition the Committee on Academic Development (CAD) by filing such a petition in writing with the Dean of the College.

Any grade appeal must be begun no later than one month after the beginning of the regular semester following the semester in which the decision was made. Details of the Grade Appeal Procedure and the Grade Appeal Application Form are available at the Office of the Dean. Students wishing to appeal a grade should first approach the instructor to resolve the grade dispute (to be documented with the Grade Appeal Application Form). If unsuccessful, the student should then approach the Division Chair for the instructor involved. Should a formal appeal to the Committee on Academic Development become necessary, the Grade Appeal Application Form, including a detailed narrative to support the case that the grade received was arbitrary or capricious, should be submitted to the Dean of the College for routing to the CAD.

## Course Designations

All courses which are included in the regular curriculum of the College are listed in the following pages. Interterm courses are included in a separate bulletin made available early in the fall term. Unless otherwise designated, courses numbered in the 100s and 200s are generally designated as first-year and sophomore (lower division) courses; those in the 300s and 400s are junior and senior (upper division) courses. Odd-numbered courses are generally offered during fall term, and even-numbered courses are generally offered during spring term. Courses ending in zero may be offered either term. Some courses are offered on alternate years. The schedule of classes must be consulted to obtain the most current formation about term by term course availability. iMPact courses will be designated with a M in the section number. Although it is the responsibility of the student to take the initiative in determining and meeting graduation and major requirements, faculty advisors and administrative officers will work with students to the extent necessary to assist them in attaining educational objectives.