

Academic Policies (for complete information see the Student Handbook)

Student Responsibility

Students are responsible for familiarizing themselves with all academic policies in the Student Handbook.

Registration

The registrar conducts registration periods prior to the beginning of each term. At these times, students can confirm or change their course selections. In the spring term, the registrar conducts a registration period for the next academic year. (see more under “registration”).

Advising

Before registering for courses, each full-time or degree-seeking student is assigned an advisor. Advisors help students plan their programs and can assist with registration each term. It is the student’s responsibility, however, to understand residency, Core Program, and degree requirements and to plan for the fulfillment of those requirements. Advisors are also available to help students with any academic problems that arise during the term and to refer students to a variety of support services.

Course Load

The average credit load for full-time students is eleven credits per term. Fewer than nine academic credits per term places a student on part-time status. Full-time students should complete at least 31 credits each year in order to reach the minimum 124 credits for graduation and maintain full eligibility for student loans

Full-time tuition payment or tuition remission covers 14.5 credits per term. Additional credits, or portions thereof, are billed at the part-time rate. No student may take an overload of more than 2.5 credits (17 total).

Dropping and Adding Courses

Courses may be added during the first week of the term only. Individual courses may be dropped (with no record on the transcript) through the sixth week of the term. After the sixth week, and before the ninth week, dropped courses will be recorded as Withdrew Passing (WP) or Withdrew Failing (WF) as determined by the instructor. A “WF” counts as a failure (F) when computing GPA; “WP” has no impact on the GPA. Courses may not be dropped after the eighth week; if a student withdraws from an individual course after the eighth week, an “F” is recorded on the transcript. Tuition and fees are not refundable when courses are individually dropped unless the drop results in a change of status from full to part-time and occurs before the end of the third week of the term (see Fees and Assistance section).

First-year students must meet with their advisors to add or drop courses. Other students may add and/or drop courses through the registrar or through their advisor. Students should notify their advisors of any changes to registration.

Withdrawal

If a student wants to leave the college completely before the end of a term, the student must complete the withdrawal process. Dropping courses does not constitute an official withdrawal. To officially

withdraw, the student must complete an “Intent to Withdraw” form (available at the College Office) and submit it to the registrar.

Registration at Bryn Athyn College is considered a contract, binding the student for the entire term. Many commitments are based upon the enrollment anticipated at the beginning of the term. When a student officially withdraws from all courses, any refund of tuition will be governed by the policy outlined in the fees and assistance section of this document.

Course and Grade-Related Policies

Credits

Bryn Athyn credits are awarded on a trimester basis but carry semester credit. For the average student, one credit represents a total of at least 37.5 hours of work in class activities and outside preparation.

Attendance

In general, instructors set their own policies for student attendance in courses. However, fall term 100-level courses require that students not miss more than 10% of classes without incurring a penalty in the course. All students registered or waitlisted for a course are expected to attend the first class since over-enrolled courses will drop registered students in favor of waitlisted students who attend the first class. Deans do not give permission for students to miss classes, though at times deans may inform instructors of unusual circumstances leading to absences.

Rendering Assignments

All academic work must be completed at the time specified by the instructor. Work not rendered on time may be graded “F.” A change in grade for work rendered late is a prerogative of the instructor, not a right of the student. Announced classroom tests or other written work or oral presentations from which a student is absent without excuse may also be graded “F.”

Exam Policy

Students sit for final exams at the time and place scheduled. Instructors may not reschedule exams. Only the academic dean may make exceptions, and generally only for unforeseen personal crises. Students who have three or more exams scheduled for the same day may petition the academic dean to reschedule the exams so that no more than two are on the same day. Students petitioning to reschedule an exam must submit the reschedule petition to the academic dean at least two weeks before the exam week begins.

Grading System

Letter	GPA	Letter	GPA
A+, A	4.00	D	1.00
A-	3.70	D-	.70 (lowest passing grade)
B+	3.30	F	0.00 (Failure)
B	3.00	I	Incomplete (see below)
B-	2.70	WP	Withdrew Passing
C+	2.30	WF	Withdrew Failing (0.00 points averaged into student's GPA)
C	2.00	P	Pass (no grade points assigned)
C-	1.70	IP	In Progress
D+	1.30		

Incomplete

When for reasons beyond their control, such as serious illness, students do not complete a course as scheduled, their work may be marked Incomplete ("I"). This work must be completed by the end of the fourth week following the term in which the "I" is given; otherwise the "I" will automatically be changed to "F." Granting an incomplete is strictly at the discretion of the academic dean, in consultation with the instructor; all incompletes must be approved by the academic dean. Coursework required to complete a course and move from an "I" to a grade is entirely the student's responsibility. Instructors are not expected to set up extra meeting times for students with an Incomplete.

Failure

Failure in a required course means that the course must be repeated successfully before the student will receive a degree. A failed elective course does not require either make-up or substitution. Students who fail a required course at Bryn Athyn College and then pass an equivalent course elsewhere satisfy the requirement once the credits transfer, but the failing grade is not replaced. To replace a Bryn Athyn College grade a student must retake the course at Bryn Athyn College.

Pass/Fail Option

A Pass/Fail option to the regular grading system is offered on a limited basis to encourage registration in a course that the student might otherwise avoid as too difficult. The option thus invites intellectual curiosity and mature response apart from grades. It is open at time of registration to regular students in good standing and is limited to one course in a term and two courses in the academic year. The pass/fail option applies only to courses taken as elective credit, not for any required courses for degrees or for residency. A Pass is not computed in the GPA; a Fail will be computed in the GPA. Students should be aware that Pass/Fail courses generally do not transfer for credit.

Grade Point Average (GPA)

Grade points earned in a course are calculated by multiplying the number of credits by the grade point number corresponding to the grade earned. A student's overall grade point average is calculated by dividing the total of earned grade points by the total term credits of courses taken. The following is an example of how to compute the grade point average for a term:

Course	Grade	Points	Credits	Total Points
Writ101	F	0.00	x 3	= 0.00
Bio110	B+	3.30	x 4	= 13.20
Ed128	C-	1.70	x 3	= 5.10

Hist117	A	4.00	x 3	= 12.00
PE127	A-	3.70	x 1.5	= 5.55
			= 14.5	= 35.85

(Divide total grade points by total number of attempted credits. GPA here would be 35.85 divided by 14.5 = 2.47, and credits earned would be 11.5.)

Academic Honors

A Dean's List will be posted following the close of each term showing the names of all students who have earned an average of 3.50 or better for the term and who have taken at least 11 academic credits for that term. Courses graded "P" do not count towards Dean's List. Students with any Incompletes will not be eligible for Dean's List for that term.

Candidates for the associate in arts, bachelor of arts, or bachelor of science degrees who have a cumulative grade point average of 3.50 or better and who have been approved for graduation by the faculty will be awarded associate in arts degrees "with distinction" or bachelor of arts or bachelor of science degrees "cum laude."

The faculty may grant awards based on scholarship, contributions to the college's intellectual life, and affirmation of the institution's distinctive principles.

Disruptive Behavior

Membership in the academic community depends on all members maintaining a positive learning environment in which the behavior of any individual does not disrupt teaching or learning. Disruptive behavior negatively affects the educational experience of others in the class and it is not permitted. Disruptive behavior in class includes, but is not limited to, arriving late or leaving early, inappropriate use of electronic devices, talking out of turn, insulting others, refusing to follow the instructor's directions, and sleeping or other overt inattentive behavior. Students who engage in disruptive behavior will be given a warning and then will be dismissed from class if the disruptive behavior continues. Students who are dismissed three times from class are referred to the academic dean before being permitted to attend class.

Grievance Procedure: Grades or Dismissal from Class for Disruptive Behavior

Bryn Athyn College recognizes that problems or disagreements over grading or dismissal from class for disruptive behavior will occasionally arise. It is usually in the best interest of both the institution and the student to resolve such problems as soon as possible at the lowest possible administrative level. In order that students may be assured fairness in the consideration of such problems, a process of appeal and review to higher levels of authority has been established. The objectives of this process are to ensure that students have the opportunity to present grievances regarding academic actions or inactions by members of the faculty, and that the college has a consistent way of resolving those grievances in a fair and just manner.

The student should first attempt to resolve his/her grievance informally by discussing it with the faculty member involved. Satisfactory resolution can usually be achieved at that level. If the matter is not resolved to the student's satisfaction, the student may seek further review by submitting a statement of the problem in writing to the appropriate department chair. The statement should include an explanation of the problem, a listing of the facts relevant to it, a summary of any action or attempted resolution undertaken by the student, and a description of the desired resolution. The statement must

be presented to the department chair within fifteen (15) days of the occurrence of the problem. The department chair will then meet with both the student and the faculty member to discuss the grievance. After reviewing all relevant information, the department chair will inform the student in writing of his/her decision regarding the grievance, normally within ten (10) working days after receiving the statement.

If the decision of the department chair does not resolve the matter to the student's satisfaction, the student may request further review by submitting a statement of the problem in writing to the academic dean. The statement should include an explanation of the problem, a listing of the facts relevant to it, a summary of any action or attempted resolution undertaken by the student, and a description of the desired resolution, along with a copy of the department chair's decision. The statement must be presented to the academic dean within five (5) days after the date of the department chair's decision. Whether to accept such request and review the grievance is within the sole discretion of the academic dean. If the dean accepts the request, she/he will inform the student in writing of her/his decision regarding the grievance within ten (10) working days after receiving the statement. The decision of the academic dean is final, and there is no further appeal following the dean's decision.

Academic Deficiency

Students who experience academic difficulties need both feedback and support. The academic support program is addressed elsewhere in this publication. Bryn Athyn College takes three formal feedback actions based on student academic deficiencies such as low GPA and failed courses. These actions do not reflect incidents of academic misconduct which are addressed elsewhere in this publication (see Academic Misconduct section).

A student who maintains a cumulative and term GPA of at least 2.00 each term is considered to be in academic good standing and is eligible for continued enrollment. If a student performs poorly, the academic dean places him/her on Academic Probation or Academic Suspension, depending on the severity of the problem. These actions are noted on the student's transcript and remain part of the student's academic record. Transcripts also note when students move off probation. Students who are on academic probation or academic suspension are not in good academic standing. Not being in good standing hampers progress in degree programs, disqualifies students for internships and study abroad, and affects eligibility for financial aid.

Actions for Academic Deficiency

Academic Alert: Students are given an Academic Alert if their cumulative GPA is below 2.30. Students with an Academic Alert are expected to meet with their advisors to devise a plan for improving their cumulative GPA, including possible remedies such as retaking courses with a low grade, using the academic support program, improving study habits, and adjusting workload and other demands on their time. Students move off of academic alert when the cumulative GPA rises to 2.30 or better. (Academic Alert status is not noted on the transcript.)

Academic Probation: Academic probation is an indication of serious academic difficulty and applies when a student's GPA for a term falls below 1.50 or cumulative GPA falls below 2.00. Students whose performance warrants academic probation will be notified that they may maintain student status after successfully completing an appeal for probation that includes a commitment to utilizing the academic

support program. The form for the appeal is included with the probation notification. The appeal must be completed, with assistance from the student's academic advisor, and submitted to the academic dean before the end of the second week of the new term. The student's records are tentatively annotated to reflect probationary status during the appeal process. Failure to complete the appeal results in academic suspension with all fees due per the fees and refunds policies (see Fees and Assistance). Once the academic dean approves a probationary period, the student will be restricted to a course load of no more than 12 credit hours until the student returns to good academic standing by raising their cumulative GPA to at least 2.00. The academic dean may suspend students on probation *before the end of the term* if they fail to meet the commitments agreed to in the appeal for probation.

Academic Suspension. A student may be placed on academic suspension if that student's cumulative GPA is below the minimum required for continued enrollment (see table below), if the student's performance requires academic probation action for two successive terms, or if the student disengages from the academic life of the college (e.g., a term GPA below 1.0, failure to attend classes, or failure to complete probation paperwork). The period of suspension is six months following a first suspension. Following a second suspension, the period of suspension is one calendar year. In order to re-enroll, a suspended student must show evidence of ability to complete an academic program (e.g., satisfactory performance at another institution or satisfactory performance in employment) and complete the appropriate paperwork with the Admissions Office. A student suspended for a third time will not be considered for re-entry.

Total Credits Attempted (includes all credits attempted plus transfer credits or credits earned by exam, e.g., AP)	Cumulative GPA for Academic Suspension	Minimum GPA required on remaining credits to get to 124 with a 2.00
1-27	Less than 1.00	2.26 (assuming a 1.0 GPA & 27 completed credits)
27.5-54.5	Less than 1.50	2.35 (assuming a 1.5 GPA & 54 completed credits)
55-81.5	Less than 1.75	2.41 (assuming a 1.75 GPA & 81 completed credits)
82-108	Less than 1.90	2.49 (assuming a 1.9 GPA 108 completed credits)
109 or higher	Less than 1.95	2.38 (assuming a 1.95 GPA & 115 completed credits)

All decisions concerning academic standing are made by the academic dean. The academic dean may require a student to sign an academic contract to help ensure sufficient support.

Appeal Procedure: Suspension Due to Academic Deficiency

A student wishing to appeal an academic deficiency suspension must send a written appeal to the academic dean in writing within three days of receiving his or her official notification of suspension explaining why probation would be a more appropriate action. The academic dean will convene an appeal panel consisting of three core faculty members and/or senior administrators. The panel will provide counsel for the academic dean's final decision, which will be communicated to the student as soon as possible but within a week of the appeal. Suspended students may also appeal for an early return not later than four weeks prior to the start of a term.

Academic Support Program: ACE

The Academic Career Excellence (ACE) program consists of several academic support centers and a limited peer tutoring program. The academic support centers provide assistance in math, science, writing, and study habits.

- **Math Center.** The Math Center is open each week to help any student with math homework or test preparation.
- **Writing Center.** Students request appointments to get help with paper assignments, with general grammatical questions, or with any part of the writing process. Writing tutors are ready to meet with students at a time that works for the student. Our aim is to teach writing skills; we do not act as an editing service.
- **Supported Study.** We typically host 6 hours each week of supported study in Brickman Hall. This program is designed primarily for students in academic jeopardy (on warning, probation, or admitted provisionally), but is open to any student in need of academic support or a quiet place to work. A tutor is available to answer questions and support students in establishing a routine of study.
- **Science Center.** Students seeking help with understanding their science classes or homework can attend a weekly session with an instructor in the science lab, or can set up an individual time to meet with the instructor.

In addition, students can obtain assistance with research questions from the library staff. By inquiring at the front desk in the library, a student will be helped with using the search engines or with other research-related questions by a trained staff person.

A limited, institutionally-funded peer tutoring program is also available for students in danger of losing good academic standing status. Students who qualify for this assistance will be assigned to an appropriate peer tutor by the Director of Student Support. Students may also request tutoring at their own expense and the Director of Student Support will assist in locating a tutor.

Students will be referred to the academic support program as follows:

- **First Term Students.** Based on initial feedback from instructors in the 3rd or 4th week of a term, students deemed at risk of failure (e.g., poor academic performance, attendance problems) will be expected to meet with their advisor to devise a different approach to academics. Based on mid-term feedback from instructors, students at risk of failure will be required to meet with their advisor to discuss a formal plan that includes using the academic support program.
- **Subsequent Terms.** Students given an Academic Alert are expected to meet with their advisors to devise a plan for improvement that makes use of the academic support program. Students eligible for Academic Probation must submit an appeal for probation that commits to using the academic support program (see Academic Support section).

Academic Misconduct

Students who engage in any form of academic misconduct fail to meet Bryn Athyn College's expectations for academic integrity. There are several categories of academic misconduct, discussed further below. Students are responsible for knowing what constitutes academic misconduct and for seeking clarification if they are unclear about it.

Categories

- **Cheating.** Cheating is the misrepresentation of one's work or one's abilities, often in a testing situation. It includes such things as the use of impermissible and/or unacknowledged materials, information, or study aids in any academic activity. Using books, notes, calculators, conversations with others, etc. when their use is restricted or forbidden, constitutes cheating. Similarly, students may not request others (including commercial term paper companies) to conduct research or prepare any work for them. Students may not submit identical work, or portions thereof, for credit more than once without prior approval of the instructor to whom the work is being submitted for the second or subsequent time.

- **Fabrication.** Fabrication is the falsification or invention of any information or citation in an academic work. “Invented” information may not be used in any laboratory report or other academic work without authorization from the instructor. It is improper, for example, to analyze one sample in an experiment and “invent” data based on that single experiment for several more required analyses. Students must also acknowledge the actual source from which cited information was obtained. A student should not, for example, reproduce a quotation from a book review and claim that the quotation was obtained from the book itself.
- **Plagiarism.** Plagiarism is the representation of the words or ideas of another as one’s own in any academic work. To avoid plagiarism, every direct quotation must be identified by quotation marks or by appropriate indentation and must be cited properly according to the accepted format for the particular discipline or the teacher’s instructions. Acknowledgment is also required when material from any source is paraphrased or summarized in whole or in part in one’s own words. A footnote acknowledging only a directly quoted statement does not suffice to notify the reader of any preceding or succeeding paraphrased material. Information that is common knowledge, such as names of leaders of prominent nations, basic scientific laws, etc., need not be cited; in addition to materials specifically cited in the text, other materials that contribute substantially to one’s understanding of the subject should be acknowledged as Works Consulted. Sometimes plagiarism can be a subtle issue. Students are encouraged to discuss any questions about what constitutes plagiarism with the faculty member teaching the course.
- **Denying others access to information or material.** It is a violation of academic integrity to deny others access to scholarly resources or to deliberately impede the progress of another student or scholar. Examples of violations of this type include giving other students false or misleading information; making library material unavailable to others by stealing or defacing books or journals; deliberately misplacing or destroying reserve materials; and altering someone else’s computer files.
- **Facilitating Violations of Academic Integrity.** It is a violation of academic integrity for a student to aid others in violating academic integrity. A student who knowingly or negligently facilitates a violation of academic integrity is as culpable as the student who receives the impermissible aid, even if the former student does not benefit from the violation.

Actions for Academic Integrity Violations

All faculty members are required to report every incident of academic misconduct to the academic dean. The academic dean, or designee, discusses the incident with the student, explains the academic repercussion (automatic failing grade for the assignment; possible failure of the course per the instructor’s course policy), and takes one of the following actions:

- **Academic Misconduct Warning.** Minor incidents of academic misconduct (e.g., a mis-quote or statement not properly cited) result in the student being warned and may jeopardize eligibility for financial aid. Warning status is in effect for at least one term and a record of this warning is maintained as long as the student is enrolled. The record is maintained confidentially and separately from other records and when the student leaves Bryn Athyn College that record is destroyed.
- **Academic Misconduct Probation.** A second minor incident of academic misconduct or a first incident of a more serious nature results in the student being placed on probation for at least one term and reduces eligibility for financial aid for the subsequent term of enrollment. Records of this action are maintained the same as above.
- **Academic Misconduct Suspension.** A third minor incident of academic misconduct or second more serious incident results in the student being suspended for at least one academic term and reduces financial aid for the current and the subsequent terms of enrollment. In addition, a major incident of academic misconduct (e.g., an entire paper plagiarized or a cheating scheme executed) can result in immediate suspension. In addition, Bryn Athyn College reserves the right to remove, at any time, students whose conduct it regards as detrimental to themselves or to the institution. Students renewing attendance after suspension must complete the appropriate paperwork with the Admissions Office. Neither Bryn Athyn College, the Academy of the New Church, nor any of its officers or directors shall be under any liability for such removal.

Students who are on misconduct probation, or misconduct suspension are not in good academic standing. Not being in good standing hampers progress in degree programs, disqualifies students for

internships and study abroad. Academic misconduct probation decreases eligibility for financial aid; academic misconduct suspension removes eligibility for financial aid.

Students are notified in writing by the academic dean of any academic misconduct action taken against them and of their right to appeal the action through a grievance procedure.

Grievance Procedure: Misconduct

Any student wishing to appeal the academic misconduct action must notify the academic dean in writing within seven days of receiving his or her official notification of misconduct action. Once the academic dean receives written notification from a student that he/she wishes to appeal an academic misconduct action, within seven days the dean must convene an appeal panel consisting of the academic dean (non-voting chair), three selected faculty members or administrators, and three representatives from student government. The panel follows the procedure below:

- The academic dean calls the meeting to order, reviews the procedures, and stresses the importance of confidentiality in order to protect the student involved.
- The academic dean presents the facts of the case to the panel.
- The student making the appeal has the right to explain his/her actions and reasons for appealing the action.
- Panel members may ask questions of either the academic dean or the student making the appeal for the purpose of clarification regarding the facts of the case.
- After all questions have been addressed, the student making the appeal is dismissed.
- The academic dean discusses with the panel his/her reasoning for issuing the misconduct action.
- The academic dean recuses him/herself so that the members of the panel can deliberate on the appropriateness of the misconduct action.
- The panel members vote by written ballot whether to affirm or modify the misconduct action. A decision to modify the misconduct action should be based on clear and convincing evidence that the action was inappropriate given the facts of the case.
- If a majority of the panel votes to modify the misconduct action, a second vote by written ballot is taken to suggest the modified action. If a majority does not vote to modify the misconduct action, the action stands.
- The academic dean is invited back into the room to be informed of the outcome of the vote.
- The academic dean may or may not accept the panel's counsel.
- The academic dean notifies the student of the outcome of the appeal in writing within 24 hours of the adjournment of the meeting.