

## Academic Regulations and Policies

Students are held responsible for understanding the academic policies and procedures of the College as published in the undergraduate catalog, course schedules, and advising materials.

### Academic Policies

#### Academic Calendar

The Stephens College academic calendar consists of first semester (fall term) and second semester (spring term). Each semester includes two sessions and a final examination period. Some residential and performing arts programs offer summer programs and courses.

#### Semester I (Fall Term)

15 weeks

*Session 1:* 7.5 weeks; *Session 2:* 7.5 weeks

#### Semester II (Spring Term)

15 weeks

*Session 3:* 7.5 weeks; *Session 4:* 7.5 weeks

#### Academic Integrity – revised December 2010 (see the end of this document for the updated policy)

As a community of scholars committed to truth, Stephens College espouses the belief that any type of academic dishonesty violates an important code of ethics. Therefore, Stephens has adopted an academic honesty policy that imposes penalties for: dishonesty in examinations, assignments, or any other academic activity; plagiarism; falsifying College forms or records; willfully aiding other students in an act of academic dishonesty; failing to declare enrollment at another college or university. The severity of a penalty will depend upon the nature, extent and frequency of the violation and may range from failing an assignment to revocation of a degree. A full policy statement may be found in the student handbook *Within the Ivy*.

#### Academic Appeals

A student may appeal an academic action that they deem to be arbitrary, capricious, prejudiced or contrary to College policy or procedure. In all academic appeals except a grade appeal, the student consults the registrar and submits a written petition to the Academic Standing Committee. The written petition shall set forth all reasons and documentation as to why the student feels that an academic policy or procedure was not followed. The committee will carefully review the petition and determine a resolution to the appeal. The appropriate College officials and the student will be notified in writing of the committee's decision.

In the case of a grade appeal, (1) the student shall speak with the instructor. The student may ask to see the instructor in the department chair's office or she may ask her adviser or the student advocate to accompany her to the appointment. The student must take all her graded work to the interview and inquire how the final grade was determined. The instructor may agree that a grade change is appropriate. If so, the instructor shall complete a Change of Grade form in the Office of the Registrar. An instructor may change a grade without review by the Academic Standing Committee if the change is processed within one semester after the grade is assigned. Grades that have been on record for more than one semester may not be changed unless approved after an examination of the circumstances by the Academic Standing Committee. (2) If the discussion with the instructor and the department chair does not resolve the issue, the student may petition in writing the Academic Standing Committee, giving the committee complete information, including the syllabus and all the graded work she did for the class, and why she believes the final grade was arbitrary, capricious or contrary to College policy. (3) The committee will ask the instructor how grades were assigned for all students in the class and why the petitioner received her grade. (4) The committee will carefully review all grade work and other pertinent information and will decide whether to uphold the grade or change it. In exceptional cases where a grade change is called for, the committee, after consulting with the instructor, will direct the registrar to change the grade. All parties will be notified in writing of the committee's decision.

#### Attendance Policy

Stephens College emphasizes the importance of active participation in courses. A student must attend the first class meeting to confirm enrollment in each course. If the student does not attend the first meeting, the instructor has the right to require the student to drop the course.

Students are expected to attend class. Absence from class for any reason counts as an absence and does not exempt a student from completion of all work required for a course. All off-campus, College-sponsored activities are voluntary;

they do not allow students unexcused absences from classes. Students who know of a pending absence are responsible for notifying the instructor so arrangements can be made to complete the work. It is the instructor's prerogative to decide whether or not work may be made up.

Instructors determine the attendance policy for their classes. It is permissible to use attendance as a factor in determining a student's grade. Each instructor is expected to announce an attendance policy at the beginning of a course and to state the policy in the syllabus.

### Catalog Authority

The degree plan for an individual student is in accordance with the catalog in effect at the time a student first enrolls at Stephens. If a student declares a minor, or changes their major, the degree plan will be in accordance with the catalog in effect at the time the minor or change of major was declared.

### Course Credit and Semester Hours

At Stephens, course credit is counted in semester hours. In general, a three semester hour course consists of 45 hours of instructional time in the classroom. Courses are completed in a semester or in a session (half a semester). The same amount of instructional time is scheduled for courses receiving the same amount of credit, whether taught in the semester or session format. Credit transferred from other regionally accredited colleges or universities is converted into semester hours.

### Degree Plan

Potential graduates are required to file an application for graduation and a completed degree plan check sheet at least one semester prior to the semester in which they expect to receive a degree. The registrar and department chairs evaluate each senior's degree plan. Students and their advisers receive copies of the evaluations. When deficiencies are identified in a degree plan, it is the student's responsibility to make the necessary adjustments that will allow them to complete graduation requirements.

### Obligation of the College in the Event of Curtailment of Programs

Stephens College will not be obligated to refund any fees for room, board, tuition or other charges, nor will it assume liability for any kind of curtailment of operations resulting from weather, accident, fire, war, or riot; nor from lack of faculty or other personnel, lack of materials, supplies, or equipment, or any cause not involving gross negligence on the part of the College.

### Retention Information and the Student Right to Know Act

In compliance with the Student Right to Know Act, Stephens publishes the current applicable data in the College catalog. Detailed information about the retention rate of students at Stephens College is available on request from the Vice President for Student Services.

### Withdrawal Policy

Any student who withdraws from the College during the course of the academic year must provide written notification to the Vice President for Student Services. A student is legally registered until he/she provides a written notification. The date of notification is the date of withdrawal, unless a later date is requested. Students are expected to leave within 48 hours of the date of withdrawal. If any refund is due upon withdrawal, it will be made on the basis of the written notification and the tuition and fees refund policy in effect that year. If the student withdraws from the College on or after the first day of class, a grade of "W" will be recorded as a final grade for all classes in which the student was enrolled.

## Academic Courses and Credits

### Transfer Credit

Students are required to submit an official transcript for all work completed at any other college or university prior to or after enrolling at Stephens. *It is considered a form of academic dishonesty not to declare these enrollments.* The student who applies for admission, re-admission or reinstatement to Stephens is responsible for having each institution send an official transcript directly to the Office of Admission. After entry to the college, transcripts are sent directly to the Office of the Registrar.

All college-level coursework completed with a C- or better at an accredited institution of higher education and oriented toward a baccalaureate degree, *including dual credit earned while in high school*, will be evaluated for credit at Stephens College. Transfer credit is incorporated into the academic record either as elective credit or to count toward

specific degree requirements. Credit will be granted only once for equivalent courses. The registrar determines which transfer credits will count toward liberal arts requirements. The registrar and the appropriate department chair will evaluate credit that may apply toward a major or minor upon submission of appropriate descriptive information. Credit accepted will be included in the cumulative hours earned but neither grades nor grade points earned at other institutions will be used in the computation of the Stephens College grade point average. Credit earned at institutions that have non-regional accreditation and all credit earned 20 or more years prior to admission will be considered for transfer, but only on a course-by-course basis as approved by the registrar or department chair.

### Advanced Placement, International Baccalaureate Credit and Credit by Examination

Students who participate in the Advanced Placement Program (AP), an International Baccalaureate (IB) Program, or the College Level Examination Program (CLEP), may have score reports sent to the registrar for evaluation. Credit will be awarded for AP scores of 3, 4 and 5; IB scores of 4 or better on higher-level IB examinations; and CLEP scores at or above the 50th percentile. Credit gained through AP, IB, or CLEP will advance the degree program, and when appropriate, will meet liberal arts requirements or count toward a major or minor. Credit gained through AP, IB, or CLEP will be recorded with a grade of S and the credit will not affect the grade point average.

Students who have not participated in the AP or CLEP examination programs, but who believe themselves to be advanced in a particular area of study, may ask to be examined by appropriate department faculty for possible awards of Credit by Examination or placement in an advanced class. When credit is awarded it will serve as elective credit or to meet a specific degree requirement, as recommended by the faculty. Advanced placement carries no credit award, but may serve as a prerequisite for another course. Credit by Examination does not affect the grade point average. The College charges a minimal fee per course credit awarded through Credit by Examination.

### Mid-Missouri Associated Colleges and Universities (MMACU)

Through the Mid-Missouri Associated Colleges and Universities (MMACU) consortium arrangement among mid-Missouri higher education institutions, undergraduate students may enroll at member colleges and universities in courses not available at Stephens. Stephens students do not pay additional tuition for enrollment through the MMACU program; however, special course fees may be required. All MMACU enrollments are on a space-available basis. To participate, students must have completed at least one semester at Stephens College, be in good standing and have met appropriate prerequisites. Students must follow the drop-add, attendance and other academic policies of the institution they visit. MMACU institutions include Lincoln University (Jefferson City), William Woods University (Fulton), Westminster College (Fulton) and the University of Missouri (Columbia). A similar arrangement is also available through Columbia College (excluding evening program). Course schedules for MMACU institutions and Columbia College are available on their web sites. Information about enrolling is available in the Registrar's office.

Stephens College accepts for transfer college-level courses enrolled through the University of Missouri Center for Independent Study. The Center catalog is available online. UMC tuition is charged at the lower- or upper-division rate for UMC independent study and is to be paid by the student upon enrollment. Credit earned through this program counts as elective credit toward degree requirements at Stephens, as liberal arts credit if approved by the registrar, or as credit for a major or minor if approved by the department chair.

### Independent Study

Students may consider independent study to help realize special academic interests and goals. Three types of independent study are available at Stephens. Special Studies recognize learning that is achieved through work-related experiences. Readings are available in subjects not offered in the regular curriculum; at least one major research paper will be required. In a Project the study culminates in a project that is supported by readings and short papers. Independent study allows the student to explore subjects not available in the regular curriculum. The credit is elective unless the study is approved by the Dean of Liberal Arts to meet a liberal arts requirement or by a department chair to count toward a major or minor.

### Course Prerequisites

Prerequisites are eligibility requirements for a course. A student who fails a prerequisite course may not enroll in the succeeding course unless the prerequisite course has been successfully repeated or the student has obtained the permission of the instructor.

### Course Prefixes and Numbers

The prefix of a course represents the academic discipline. Course numbers progress according to divisions: 100- and 200-level series are lower-division courses, 300- and 400-level series are upper-division courses; and 500-level and above are graduate division courses.

### Course Load

To be classified as full-time, a student must carry at least 12 semester hours per semester. All residential students are to be full-time, unless admitted as a part-time student or unless permission to register for less than 12 semester hours has been granted by the Vice President for Student Services. A typical full-time student course load in a Bachelor of Arts or a Bachelor of Science program is 15 semester hours per semester, plus up to 2 semester hours in an activity, such as applied music or physical activity. Exceptional students in these degree programs who maintain at least a 2.33 cumulative GPA may obtain permission from their advisor to register for the maximum semester hours allowed per semester (18 semester hours, plus 2 semester hours of an activity). Students in a three-year Bachelor of Fine Arts program have automatic permission to enroll in 20 semester hours. An additional fee is assessed for course loads in excess of 18 semester hours.

Additional hours, up to 12 semester hours, may be earned in summer school, or during summer/winter/spring inter-sessions, providing courses are available or independent study plans can be worked out with a faculty sponsor. Additional tuition is charged for credit earned in this manner, based on the fee schedule in effect at the time.

### Auditing Courses

Only Lecture courses may be audited. Audits require signed permission from the instructor. Audits do not count toward course load and do not produce credit or grade points. Audits must be enrolled at the beginning of a course and they may not be changed to credit later. The instructor determines what is required of the student to have the audit (AU) recorded on the academic record. If the student does not meet the instructor's requirements for the audit, it will not become part of the student's permanent academic record.

### Pass/Fail Courses

Courses offered on a pass/fail basis are so identified in the catalog course description and in the course schedule. Students may obtain permission from instructors to take other courses on a pass/fail basis, prior to enrollment. If the course in question is not a component of the student's major, minor, or other general degree requirement, and if the course instructor gives permission for pass/fail grading, the registration is entered as such.

### Repeated Courses

A student may be required to repeat a course in order to meet a grade requirement or may elect to repeat a course in order to improve her GPA. When a student repeats a course, the number of credits and grade earned for the repeated course will be used when calculating GPA and total credit hours earned. Students may not receive credit more than once for an equivalent course, whether taken at Stephens College or transferred to Stephens, unless the catalog states that the course may be repeated for credit a specific number of times.

### Adding and Dropping Courses

Approval to add or drop courses must be obtained from the course instructor and the advisor. Approval forms are available in the Registrar's office and online. The student must obtain the signatures of the instructor and the adviser on the approval form and file the form with the Registrar's office. The drop or add will not be registered until the form is filed with the Registrar. Students enrolled in LBA107/108 may not drop without permission from the Dean of Liberal Arts.

Students may add courses up to the end of the first week of the semester. Students may drop classes through the third week of the semester and may withdraw from courses through the ninth week of the semester. For session courses, one week is allowed to add a class and four weeks are allowed to drop a class. Drop-add and withdraw deadlines are published and distributed to all students and advisers in each semester's Schedule of Courses. It is each student's responsibility to meet these deadlines.

A grade of "W" (withdraw) will be recorded as a final grade for all courses withdrawn from after the third week of classes. Under unusual circumstances, a student who misses the drop deadline may seek to withdraw from a class. If a student stops attending a class and does not drop the class by the deadline stated on the Schedule of Classes, a grade of "F" for the class will be recorded.

If the instructor and the registrar agree that a "W" is warranted, it will be recorded as the final grade without penalty to the student. The registrar will not approve a request to withdraw from a class after grade report forms have been distributed.

If a student completely withdraws from the College on or after the first day of class, a grade of "W" will be recorded as a final grade for all classes in which the student was enrolled.

Each student has access to an up-to-date record of her class schedule. Students are responsible for checking the accuracy of their registration with the Registrar's office.

## Final Examinations

The Schedule of Courses published each semester gives advance notice of the final examination schedule. Examinations are held according to the published schedule and students are responsible for meeting the schedule. A student who believes she has an appropriate reason to take an examination outside the scheduled time may do so only if the department faculty approves her written request.

## Academic Performance

### Assessment

Stephens College assesses the outcomes of students' educational experiences. The Liberal Arts (LBA) program and each academic program have assessment plans in place to measure whether students have developed skills and acquired knowledge consistent with the programmatic goals and learning outcomes of the College and the major. All students participate in the assessment process according to the requirements of their academic program.

### Grade Reports

Student performance in courses is recorded in the grade report. Grade reports are issued at mid-term and at the end of each semester and summer term.

### Grading Policies

Grades and grade points are assigned on the following basis: A = 4.0, A- = 3.67, B+ = 3.33, B = 3.0, B- = 2.67, C+ = 2.33, C = 2.0, C- = 1.67, D+ = 1.33, D = 1.0, D- = .67, F = 0.0. Grades in the A range denote excellent achievement; the B range denotes above average achievement; the C range denotes average achievement; the D range denotes below average achievement (D- is the lowest passing mark); F denotes unacceptable (failing) work. An instructor may lower a grade or reduce the credit in a course for excessive absences. Faculty are expected to discuss their grading system at the beginning of each course and include their grading policy in the course syllabus. Students should not hesitate to ask an instructor to explain the grading system employed in a class.

Grades for pass/fail courses are recorded as "S" (Satisfactory) or "U" (Unsatisfactory). An "S" grade grants credit but no grade points. A "U" grade counts as an "F" in the grade point average.

An "I" (incomplete) mark may be assigned at the discretion of an instructor. The "I" may stand on the student record only up to the end of the subsequent semester, excluding summer terms. An "I" becomes an "F" if coursework is not completed and a grade reported by the end of the following semester or by an earlier deadline set by the instructor.

Other grades include: "RE" denotes no credit, no grade points, must re-enroll in course and is only used for LBA 107/108. A "W" mark indicates a late drop with permission and carries no grade points.

### Grade of Incomplete

A student who completes most of the work in a course at a passing level, but is unable to complete the work on time due to extenuating circumstances, may speak with the instructor to see if receiving an "I" (incomplete) mark is warranted. Up to one semester is allowed to complete the coursework, unless the instructor sets an earlier deadline. If the work is not submitted by the deadline, the grade automatically becomes an F. If unusual circumstances indicate the need, the instructor may grant one additional semester to complete the course. An incomplete does not affect the GPA in the semester it is assigned. Students who receive incompletes are ineligible for a deans' list that semester.

### Grade Points

The number of grade points earned for a class is computed by multiplying the semester hours by the point value of the letter grade. Semester averages are computed by dividing the number of grade points earned by the number of semester hours carried. Cumulative averages are computed by dividing the cumulative number of grade points earned by the cumulative number of semester hours carried (not semester hours earned), excluding courses in which "RE" or "S" grades are assigned. When a course is repeated to improve a grade, the grade and grade points earned the second time nullify the previous record.

### Deans' Lists (Honors and High Honors)

Full-time students who are enrolled in at least 12 semester hours of graded (A-F) credit who have no incompletes and who earn a semester GPA that meets the standards described below will be named by the Vice President for Academic Affairs and the Vice President for Student Services to a dean's list at the end of each semester. Part-time students who complete at least 12 semester hours over two semesters and meet these grade standards will be named to a dean's list at the end of the second semester.

Grade requirements for the dean's lists are based upon a minimum GPA determined by the Vice President for Academic Affairs and the Vice President of Student Services. Students are named to the lists at the end of the fall and spring semesters. The current GPA requirements are 3.80 or better for the high honors list and 3.60 to 3.79 for the honors list. Credit and grades earned through Stephens in an off-campus program or through the Mid-Missouri Associated Colleges and Universities consortium (MMACU) will count toward eligibility for a dean's list.

### Graduation with Honors

Eligibility to graduate with honors is based upon criteria adopted by the faculty of Stephens College. The cumulative GPA ranges for graduation honors with Latin designations are: cum laude: 3.70 to 3.79; magna cum laude: 3.80 to 3.89; summa cum laude: 3.90 to 4.00. In addition, students who receive cum laude, magna cum laude or summa cum laude honors must be eligible to graduate and meet additional criteria as follows:

Students in the residential program must have at least eight sessions (four semesters) of full-time enrollment at Stephens and achieve the requisite final cumulative GPA to graduate with Latin honors.

Students in a continuing education degree program must have at least 102 semester hours of graded credit, earn at least 30 semester hours from Stephens College after admission to the program and achieve the requisite final cumulative GPA.

As an alternative to Latin honors designations, graduation "with honors" is available to continuing education students who complete degree requirements and meet the following criteria: achievement of 3.8 or better GPA in all college credit attempted after admission to the program and completion of at least 24 semester hours of advanced-level courses enrolled through Stephens College.

May degree candidates who have the requisite GPA at the end of the fall semester will be nominated for graduation honors. Actual honors are determined after second semester final grades are recorded and it is ascertained that requirements are met. Graduation honors are noted on diplomas and official transcripts.

## Academic Progress

### Classification of Students

Students are classified according to the amount of semester hours earned. Freshman: 0.0 to 26.99 hours; sophomore: 27.0 to 53.99 hours; junior: 54.0 to 89.99 hours; senior: 90 or more semester hours.

### Satisfactory Academic Progress

The goal of satisfactory academic progress is to achieve no less than the 2.00 cumulative (overall) GPA required to receive a degree from Stephens College. Students who carry a standard load of 15 semester hours per semester, maintain at least a 2.00 cumulative GPA, and meet all other degree requirements can expect to receive a baccalaureate degree in four academic years. Students who carry fewer courses or who repeat courses in order to improve their GPA should plan to attend summer school or enroll more than four years.

Good academic standing is attained when at least a 2.00 (C) semester average is earned over 12 semester hours or more and at least a 2.00 cumulative GPA is maintained.

### Probation

A student whose semester GPA is less than 2.00 in any semester, but whose cumulative average remains 2.00 or better, will be placed on academic probation. Students who enter the College on probation or who are placed on probation must carry 12 semester hours and earn a semester GPA of 2.00 or better by the end of the second semester on probation or academic suspension will result. Probationary students who meet the 2.00 semester grade requirement, but whose cumulative average remains below 2.00 may register for classes, but they remain on probation until a 2.00 cumulative average is achieved.

### Suspension

A student who earns less than a 1.00 average in any semester and whose cumulative average falls below 2.00 as a result, will be placed on academic suspension. A student may apply for reinstatement after enrolling at another regionally accredited institution for one semester and earning a 2.00 average for the equivalent of 12 semester hours. Applications for reinstatement are processed through the Office of Admission. When reinstated, a student's eligibility for financial assistance will be reviewed under the criteria explained in the next section.

A suspended student may discuss her case with the Vice President for Student Services to determine if there were extenuating circumstances that affected her academic performance. If it is determined that extenuating circumstances existed, a suspended student may petition the Academic Standing Committee for immediate reinstatement. Applications for immediate reinstatement are processed through the registrar. When a student petitions the Academic Standing Committee for reinstatement, the committee reviews the student's record of work and achievement and makes a decision that considers the overall record of the student while upholding the academic standards of the College. The committee may recommend that the student be reinstated under specific conditions. Reinstated students who do not meet the conditions set by the committee during their first semester following reinstatement will be suspended again without the option of immediate appeal.

### Academic Standing Criteria for Financial Assistance

Students receiving financial aid must fulfill certain criteria to determine that they are in good standing and maintaining satisfactory progress in their course of study. For financial assistance purposes, a full-time student must maintain satisfactory academic progress defined as successful completion of at least 21 semester hours per year with a cumulative 2.00 GPA. Students who carry a normal load of 15 semester hours per semester, who maintain a 2.00 cumulative GPA and who meet other degree requirements, can expect to receive a baccalaureate degree in four academic years. For purposes of financial aid, Stephens College sets a maximum time frame of six academic years for a full-time student to complete a baccalaureate degree. At the end of each semester, a determination of continued eligibility for financial assistance is made. Any student who fails to meet the established criteria will be placed on financial probation for one semester. Continued failure to meet the established criteria will result in suspension of financial assistance and loss of all eligibility for financial assistance.

In the event of loss of eligibility of financial assistance due to extenuating circumstances, the student may appeal to an Appeals Committee for reinstatement of financial assistance eligibility. The student must complete the Financial Assistance Appeal Statement, which is available from the director of financial aid. Examples of extenuating circumstances, which must be documented by the student and which would be considered by the Appeals Committee include the death of a relative of the student or an injury or illness of the student.

Where there are no extenuating circumstances, the student may petition for reinstatement of financial assistance eligibility when she subsequently obtains academic standing consistent with the established criteria as stated in the first paragraph of this section.

Successful course completion requirements for financial assistance eligibility will be pro-rated for transfer, three-quarter and half-time students. GPA requirements are the same for part-time students as for full-time students.

### Academic Services

**IT IS THE STUDENT'S RESPONSIBILITY TO UNDERSTAND AND COMPLETE ALL REQUIREMENTS NECESSARY FOR GRADUATION FROM STEPHENS COLLEGE.**

#### Academic Advising

Every student is assigned a faculty advisor upon entering Stephens College. Advisors are assigned based on a student's area of academic interest. The advisor works with the student to plan an individual program of studies and activities. The faculty adviser is available to students for information, advice, support, and discussion of academic goals, class performance, and career goals. Students meet with advisors on specific days scheduled each semester and by appointment.

Faculty members treat student-adviser conferences confidentially. When appropriate, referrals may be made for professional counseling.

#### Academic Resource Center

The Academic Resource Center is an individualized tutoring center that provides assistance to all Stephens College undergraduates who want to improve their academic skills and performance. The goal of the center is to assist students who desire additional help beyond that provided by course instructors. Professional staff are available to help with writing, research skills, math, business, computing, study skills, and time management. Drop-in visits are welcome but appointments are recommended. Students may request up to three appointments a week. No fees are charged for services. The Center is located on the second floor of Hickman Hall. Hours of operation are posted outside the Center and also on the website.

### Instructional Resources

Department collections—materials that are the working tools of a department—are housed in the various academic departments and supplement the collections of the Hugh Stephens Resources Library. They include the Department of Art's collection of more than 5,000 color and black-and-white slides and 1,000 mounted prints; and the Art History Program's collection of more than 35,000 art history color slides and special collection of art reproductions.

Studio and practice instruments available to music students include grand pianos, studio spinets, a two-manual neoclassic Aeolian-Skinner pipe organ and a Rutkowski and Robinette two-manual harpsichord.

Special facilities of the Department of Mass Communication in the Helis Communication Center include KWWC-FM, a 1,250-watt radio station; a fully equipped television studio; and a newsroom with desktop-publishing equipment.

The Department of Fashion boasts the Historical Costume Collection of more than 12,000 garments and accessories of European and American origin. The collection spans the years from 1750 to the present. Fully equipped drawing and design studios are available for student use.

### Transcripts

A transcript is an official copy of the student's permanent academic record bearing the College seal and the signature of the registrar. Official transcripts are available to students upon written request in the Office of the Registrar. Copies of transcripts will not be released to students with an unpaid balance at Stephens College resulting from charges for tuition and fees, fines, or other assessments.

The fee charged for an official transcript is \$10, paid in advance. Transcripts are normally sent by the Office of the Registrar to the receiving institution. If a student requests an official transcript for herself, the words "Issued to Student" will appear on it. A currently enrolled student may obtain an information copy (unofficial) of her academic transcript by providing appropriate identification in the Registrar's office.

### General Degree Requirements:

#### Bachelor of Arts, Bachelor of Fine Arts and Bachelor of Science Degrees

The Stephens College residential program offers three baccalaureate degrees and an associate in arts degree. The baccalaureate degrees are the Bachelor of Arts, the Bachelor of Fine Arts, and Bachelor of Science.

The following general requirements apply to students in the residential program who earn the Bachelor of Arts, the Bachelor of Fine Arts, and Bachelor of Science. A student in the residential program is one admitted through the Office of Admissions, regardless of where the student resides.

#### Academic Residency Requirement

Academic residency for the residential program is met by one of the following: full-time enrollment for at least seven semesters, full-time enrollment for at least six semesters with at least 12 hours of advance placement (AP) or college hours earned before initial enrollment, or full-time enrollment for at least three semesters for transfer students. Part-time students meet the academic residency requirement. The last 15 semester hours of credit in all degree programs must be earned through Stephens College or its programs. Under certain circumstances this requirement may be waived with permission from the Vice President for Academic Affairs.

#### Application for a Degree, Graduation

Potential degree candidates must file a graduation application and a completed degree plan check sheet with the registrar at least one semester prior to the intended date of graduation. A graduation fee of \$100.00 will be charged. Associate and baccalaureate degrees are granted in December, May and August to students who qualify. Commencement is held in May and December of each academic year. Students who file a plan with the registrar that enables them to graduate the following August may participate in May Commencement.

#### Waivers of Degree Requirements or Other Academic Policies

Under unusual or extraordinary circumstances, some students will have reason to petition for the waiver of an academic policy or procedure. Such students submit a written petition to the Academic Standing Committee for consideration. Supportive statements written on behalf of the student by the faculty adviser, other faculty or a student life staff member are usually requested by the committee. A decision is made by the committee and communicated to the student.

## Degree Completion

### Number of Courses and GPA

A baccalaureate degree requires completion of all specific and general requirements, a minimum of 120 semester hours of college-level credit and a cumulative GPA of 2.00 or higher. All baccalaureate degrees require completion of at least 36 semester hours of advanced-level courses (300 level or above). Advanced-level semester hours include all 300-level and above courses taken in the major, the minor, as electives, or as upper level liberal arts requirements.

A baccalaureate degree requires completion of at least one major. Students are expected to declare a major prior to attaining junior standing. General information about the types of degrees offered at Stephens is given below. Specific information about the requirements for each major is found in the Programs of Study section of the catalog.

### The Bachelor of Arts Degree

A Bachelor of Arts degree may be in a single-discipline or interdisciplinary, or be a student-initiated major.

A Bachelor of Arts degree includes at least 24 semester hours of specified credit, of which at least 15 semester hours must be at or above the 300 level. As many as 45 semester hours may be required in the major, including courses within and outside the prefix of the major. The last 15 semester hours in all degree programs must be earned through Stephens College or its programs.

A student-initiated Bachelor of Arts degree, including the Liberal Studies major, is subject to the above guidelines and is planned jointly by the student, her adviser, and the department chairs or coordinators who represent the primary disciplines that will comprise the major. Declaration forms and guidelines are available in the Office of the Registrar.

### The Bachelor of Science Degree

A Bachelor of Science degree may be in a single discipline or interdisciplinary, or be a student initiated major.

A Bachelor of Science degree includes at least 45 semester hours of specified credit, of which at least 15 semester hours must be at or above the 300 level. As many as 57 semester hours may be required in the major, including courses within and outside the prefix of the major. The last 15 semester hours of credit in all degree programs must be earned through Stephens College or its programs.

A student-initiated Bachelor of Science degree is subject to the above guidelines and is planned jointly by the student, her adviser, and the department chairs or coordinators who represent the primary disciplines that will comprise the major. Declaration forms and guidelines are available in the Office of the Registrar.

### The Bachelor of Fine Arts Degree

The Bachelor of Fine Arts degrees may be in a single discipline or interdisciplinary, or be a student-initiated major.

The Bachelor of Fine Arts degree must include at least 60 semester hours of specified credit of which at least 15 semester hours must be at or above the 300 level. A Bachelor of Fine Arts degree may specify up to 75 semester hours of required credit in the major, including courses within and outside the prefix of the major. The last 15 semester hours of credit in all degree programs must be earned through Stephens College or its programs.

A student-initiated Bachelor of Fine Arts degree is subject to the above guidelines and is planned jointly by the student, her adviser, and the department chairs or coordinators who represent the primary disciplines that will comprise the major. Declaration forms and guidelines are available in the Office of the Registrar.

### Minors

Students completing a baccalaureate degree program may elect to include a minor selected from those offered by the academic areas of the college. There is no student-initiated minor. The requirements for minors are found in the Programs of Study section of the catalog. A minor requires a minimum of 15 semester hours, of which 6 semester hours must be 300-level or above. Students may elect additional courses in the prefix of the minor, up to a maximum of 24 hours. Lower-level courses required for a major, but not in its prefix, may also count toward a minor (not applicable to interdisciplinary majors). Completed minors are recorded on the student's academic transcript but not on the diploma.

### Concentrations

A concentration consists of 15 to 24 semester hours organized exclusively for inclusion in the Liberal Studies major. The concentration may be disciplinary, interdisciplinary or interdepartmental. One advanced-level course (3 semester hours) is to be designated as the capstone (senior requirement) course.

### Double Majors or Minors and Dual-Degree Programs

Students may earn a double major by completing all general and specific requirements for two majors that are available in the same degree program, after which a single diploma is awarded. Two minors may be completed in any baccalaureate degree program. Students may earn dual degrees by completing the general and specific requirements that pertain to two degree programs, such as a Bachelor of Arts major and a Bachelor of Science major, and completing a minimum of 150 semester hours. The student will receive a diploma for each degree. A dual-degree program may require additional semesters to complete. Double majors or dual degrees may not be earned within the same department (or combination of departments if the major is interdisciplinary).

### Associate in Arts Degree

The Associate in Arts degree requires completion of a two-year academic program based primarily in the liberal arts.

The Associate in Arts degree may be conferred in December, May or August. Applications for this degree must be filed in the Office of the Registrar one semester in advance of the date on which the degree is to be awarded (the graduation fee will be charged). The requirements are as follows:

**Residency:** A student who enters as a freshman must be a full-time student for at least four semesters; transfer students must enroll full-time for at least two semesters. Part-time students must earn 24 semester hours through Stephens College to meet the residency requirement. The last 15 semester hours in the degree program must be earned through Stephens College.

**Liberal Arts:** Completion of all lower division liberal arts courses including Composition I and II or its equivalent.

**Semester Hours and GPA:** A minimum of 60 semester hours of college-level credit and a cumulative GPA of no less than 2.0 (C) are required.

## **Policies Governing Academic Matters**

### *Academic Integrity*

Stephens College is a community of scholars committed to truth. The validity of a Stephens College degree depends upon the integrity of the work that it represents. Academic dishonesty violates the ethical standards of our community and stunts students' intellectual and personal development. Stephens has therefore adopted an academic dishonesty policy that imposes penalties for students who commit acts of academic dishonesty.

### *Academic Dishonesty*

Academic dishonesty includes but is not limited to the following:

1. Committing plagiarism. Plagiarism means presenting another person's work as one's own. The work in question could be research data, a text of any kind, a performance, musical composition, design, work of visual art, photograph, film, video, choreography, or any other type of intellectual property, whether copyrighted or not. This includes buying another person's work from any source and presenting it as one's own.
2. Cheating. Cheating means engaging in any dishonest behavior on examinations, tests, quizzes, assignments, or any other academic activity. This includes use or attempted use of unauthorized assistance, collaboration (unless expressly permitted by the instructor), and unauthorized possession of examinations or other academic materials belonging to a member of the college faculty or staff.
3. Engaging in activities that disadvantage another student, including destruction, defacement, alteration or unauthorized removal of resource materials, or sabotaging another student's work.
4. Turning in substantially the same work for more than one course (unless expressly permitted by the instructors).
5. Misrepresenting oneself or one's circumstances in order to obtain an advantage in academic activities.
6. Using copyrighted material without obtaining the appropriate rights or permissions. The material in question could be a computer program, a text of any kind, a performance, musical composition, design, work of visual art, photograph, film, video, choreography, or any other type of copyrighted material.
7. Fabricating or falsifying any data, information, or citation in an academic activity.
8. Aiding another student in any act of academic dishonesty.

The procedures to be followed in cases of academic dishonesty are outlined below.

1. An instructor suspecting academic dishonesty will first make a concerted effort to confer with the student.
2. If, after conferring with the student, or attempting to confer with the student, the instructor is convinced the student is not guilty of academic dishonesty, the matter will be dropped.
3. If, after conferring with the student, the instructor is convinced the student is guilty of academic dishonesty, the instructor will impose the penalty or penalties specified in the course syllabus. If the instructor has not stated a penalty or penalties in the syllabus, the penalty will be no more severe than a grade of failure or no credit for the assignment in question. If the instructor imposes a failing grade for the course, the student will not be allowed to withdraw to avoid the penalty. **The instructor is required to report all acts of academic dishonesty to the office of the Vice President for Academic Affairs. The report will be forwarded to the Academic Standing Committee. A record of every incident of academic dishonesty will be retained in the office of the VPAA.**
4. If the student chooses to appeal the instructor's decision she/he may request a hearing before the Academic Standing Committee by delivering a written request and all supporting evidence to the office of the VPAA within ten (10) days of notification of the instructor's decision. Pending the outcome of the hearing the student should continue to attend the class.
5. Having received a request for a hearing from the office of the VPAA, the chair of the Academic Standing Committee will, in a timely manner, convene the committee for the hearing. The committee chair will notify the student and the instructor of the time and place of the hearing at least three (3) days prior. The student and the instructor have the right to appear in person in front of the committee at the hearing. If he or she considers it advisable, the committee chair may invite other individuals to take part in the hearing. The hearing will provide a fair opportunity for both the student and the instructor to present fully the specific details of the case. Upon conclusion of the hearing, the Academic Standing Committee will rule by vote in closed session. The Committee will notify the student, the student's academic advisor and instructor of its decision in writing. The written notification will clearly outline the consequences of subsequent instances of academic dishonesty by the student. The Academic Standing Committee may decide:
  - To confirm the instructor's finding and impose the penalty or penalties specified in the course syllabus, or
  - To confirm the instructor's finding and in consultation with the instructor, impose a different penalty, or
  - To reverse the instructor's finding, impose no penalty and direct the instructor to impose no penalty.
6. In addition to the hearings described above, the Academic Standing Committee will separately review all cases in which a student is guilty of academic dishonesty on more than one occasion. In these cases, the Committee may recommend to the Vice President for Academic Affairs that the student be placed on disciplinary probation, be suspended from the College, or be expelled from the College.
7. In cases of academic dishonesty that affect a degree already conferred, the Academic Standing Committee will make a recommendation to the President of the College regarding revocation of the degree.
8. All decisions of the Academic Standing Committee are final.

### *Falsification of College Records*

Falsification of College records or of records provided to the College is grounds for disciplinary action. Failure to declare college credit attempted or earned elsewhere is considered falsification of records. Incidents will be reported to the Academic Standing Committee, which will follow the same procedures outlined for academic dishonesty.