

ACADEMIC INFORMATION

ACADEMIC HONESTY

In order to promote scholarly endeavor and growth within a Christian environment, Ouachita expects a high level of academic integrity from all its students. Violations of proper academic conduct constitute a severe disciplinary problem, which will result in penalties that may include expulsion from class or suspension from the University.

DEGREES OFFERED

The University offers the following degrees through its various schools: Associate of Arts, Bachelor of Arts, Bachelor of Science, Bachelor of Science in Education, Bachelor of Music, and Bachelor of Music Education. Specific requirements for these degrees appear in each individual School's section of this catalog.

GENERAL DEGREE REQUIREMENTS

Evidence of good moral character, fulfillment of all general and specific academic requirements, and formal approval by the faculty are the essential conditions for receiving a degree. A student may not participate in the commencement ceremony unless all conditions have been met.

A student must successfully complete the general requirements for graduation in either the catalog in effect at the time of admission or in a subsequent one. A student out of school more than two years must re-enter under the catalog in force at that time. Transfers see page 41.

A student desiring a second undergraduate degree from Ouachita must be admitted to candidacy by the dean of the appropriate school. Thirty additional hours beyond those required for the first degree must be completed, and any additional requirements must be met to the dean's satisfaction. The second degree cannot be the same as the first, and a different major must be designated.

A student is required to be present to receive a diploma at the next commencement after completing all degree requirements. In case of extreme hardship, a person may receive special permission to be graduated in absentia, if application is made to the President before the commencement date.

Details of General Degree Requirements

1. Interdisciplinary Studies: All students must successfully satisfy the general requirements in the School of Interdisciplinary Studies — see pages 67-70 for specific requirements.

2. Majors and Minors: A major consists of at least 24 hours, but not more than 40 in one department, with at least 12 on the Junior-Senior level.

A minor consists of at least eighteen hours, but not more than thirty, with at least six hours on the Junior-Senior level. The minor requirement may also be met with a second major or split minor. The split minor requires a minimum of nine hours in each of two departments with at least three hours from the Junior-Senior level in each department. Split minors must be approved by the student's advisor and the appropriate chairs. The requirement for a minor applies only to the B.A. and B.S. degrees.

Any combination of major(s) and minor(s) that meets the student's educational objective is acceptable. Specific requirements for majors and minors appear in departmental listings.

3. Grade Point Average: A student must have 24 hours with grades of C or higher in the major and must achieve a GPA of 2.0 overall and in all Ouachita work, as well as in the major and minor.

4. Chapel: A student must earn a chapel credit for every full-time semester (minimum of 12 semester hours) enrolled at Ouachita, up to a maximum of 7 credits. See page 54 for additional policies.

5. Foreign Language: Two semesters of the same foreign language are required. Exemption from the foreign language requirement will be given to students who make an acceptable score on a Modern Foreign Languages Department-administered competency examination. The foreign language requirement is waived for non-native English speakers.

6. Hours Requirement: A minimum of 128 semester hours is required for graduation.

NOTE: No more than 40 hours may be counted toward graduation in a student's major department. No more than 30 hours may be counted toward graduation in any other department. A maximum of 4 hours of music ensembles and 2 hours of physical education activities courses may count toward the 128-hour requirement.

7. Junior-Senior Hours: A student must complete a minimum of 42 hours of courses from the 3000/4000 level. At least 12 must be in the major and 6 in the minor. See chart below.

Junior-Senior Hours

Minimum Number of hours from 3000/4000 level courses required	42 hours
Minimum Number of hours from 3000/4000 level courses in major and minor	Major: 12 hours Minor: 6 hours
Minimum number of hours from 3000/4000 level courses completed in residence for major and minor (must total at least 12 hours)	Major: 6 hours Minor: 3 hours
Additional hours in major or minor:	3 hours

8. Residence Requirement: Only courses for which a student is enrolled at Ouachita count toward the residence requirement. A baccalaureate degree requires 60 resident hours, including 30 of the last 36. At least 12 in the major and 9 in the minor must be taken in residence. A minimum of 12 junior-senior hours in the major and minor must be taken in residence. Of those 12, at least 6 must be in the major and at least 3 in the minor. See chart below.

Minimum Resident Hours	Minimum Junior-Senior Resident Hours
Total – 60	Total – 12
12 in major, 9 in minor	6 in major, 3 in minor
30 of last 36	

Academic Advisors

Ouachita provides guidance for one's studies in two ways: (1) by the admission and degree requirements explained in this catalog, and (2) by faculty members who advise individual students toward their educational and vocational objectives. Freshmen are assigned to an academic advisor, but students may change advisors at will in the office of the dean of the school of their major.

Registration

Students who have been officially admitted to the university may enter at the beginning of any regular session. Students should register during the specified registration period, but only a student's official advisor may perform that function. Late registration is discouraged and is forbidden after the third day of classes. Students registering after the official Registration Day will pay a \$10 fee for each day late, up to a total of \$30. Students must complete initial registration for a regular semester by 4:00 PM on the third day of classes and may add a class until 4:00 PM on the sixth day of classes. Registration is not complete until the student has arranged payment of charges with the Business Office.

Students may preregister for courses during the specified preregistration period or any time thereafter until Registration Day. Newly-admitted freshmen complete preregistration during one of the official Early Registration sessions (ER) prior to Registration Day. Transfer students may preregister in the same manner as current students. Preregistered students must confirm their class schedule on Registration Day to be registered officially.

Credit will not be given in a course for which a student is not officially registered.

Changes in Registration

Students may obtain Drop/Add forms from the Dean of the School. After Registration Day, Ouachita charges a \$15 fee for each submitted form.

The last day to add, drop, or withdraw from a course appears in the official Ouachita calendar printed inside this catalog's front cover.

The form to add a course requires the signatures of the student's academic advisor and the instructor and Dean of the School.

A student may, with the signatures of the academic advisor and Dean of the School, drop a course prior to the deadline stated in the calendar.

A student may, with the signatures of the academic advisor and Dean of the School, withdraw from a course prior to the deadline stated in the calendar.

The distinction between dropping and withdrawing is as follows: A course which the student has officially dropped will not appear on the student's record. A course from which the student has officially withdrawn will be assigned a final grade of W.

Failure to attend without either dropping or withdrawing officially from a course will result in a grade of F.

Definition of the Credit Hour

The semester or credit hour, the basis for accreditation of academic work, typically represents one fifty-minute recitation or its equivalent per week for one semester. One recitation period presumes that the student must spend at least two additional hours in preparation, laboratory work, or both.

Academic Load

The average course load is 16 hours per semester. Fewer than 12 or more than 18 hours per semester is considered outside the range of the normal load. A person carrying 12 or more hours is classified as a full-time student. A student carrying more than 18 hours per semester must have the written permission of the dean of the school in which enrolled. Those registered for fewer than 10 semester hours, or not pursuing a degree program in the University, are classified as special students.

Overload exceptions will be based on the following grade point requirements: 18.5 hours, 2.8 cumulative GPA; 19 hours, 3.3 cumulative GPA; 20 hours, 3.6 cumulative GPA; 21 hours, 3.9 cumulative GPA. Loads over 21 hours will not be allowed.

In any semester, students may not register for more than 3 courses under the same instructor unless they have the approval of the departmental chair and permission from the dean of the school.

A student may not simultaneously register in another school without written prior permission of the Vice-President for Academic Affairs. The student's semester load will be determined by the total number of hours attempted in all institutions and is subject to the limits explained above. Students must receive written approval prior to enrolling for courses at another college or university either in person or by correspondence. The approval form is available in the Dean's Office.

Repeating Courses

A student may repeat a course in which a D or F has been previously recorded. The second and any succeeding grades will be used to calculate the grade point average, though all grades will appear on the transcript. If a student repeats a course in which a C or better has been recorded without prior Deans' Council approval, both grades will be included in the GPA, though credit hours will be recorded only once. Courses being repeated count toward the total load.

Enrollment as an Auditor

Enrollment as an auditor is permitted in all courses subject to the approval of the instructor and the Dean of the School. Enrollment as an auditor may be changed to one for credit if the change is made not later than the 6th day of class of the semester or the 2nd day of a summer term, and if the instructor and the Dean approve. Fees for enrollment as an auditor are the same as fees for enrollment for credit. The instructor will not accept from the auditor any papers, tests or examinations. Courses taken by an auditor will be listed on the transcript with the designation AU provided the student has attended at least 75% of the class meetings.

Classification of Students

Special students are those registered for fewer than 10 semester hours or not pursuing a degree program in the University.

An undergraduate student is not entitled to class privileges until certified by the Registrar as a member of that class. A student becomes a sophomore after earning 28.5, a junior after earning 58.5, and a senior after earning 88.5 semester hours.

Class Standing	Freshman	Sophomore	Junior	Senior
Hours Earned	0 – 28.5	29 – 58.5	59 – 88.5	89 – and above

Degree Plan

A student must file a degree plan in the appropriate dean's office as soon as the degree objective is decided. A degree plan is the official declaration of a student's major. Students who entered as freshmen may not participate in registration, including pre-registration, for their first junior semester until a degree plan is on file with the school dean. Transfer students who enter as sophomores or higher must file a plan during the first semester in residence, no later than the beginning of the pre-registration period.

The student prepares a degree plan stating curriculum objectives--including courses in the CORE, the major, the minor, and electives--to meet all degree requirements. The degree plan, developed in consultation with the academic advisor, becomes the program which, if completed successfully, leads to the conferring of the desired degree.

The student is responsible for the content and successful completion of the degree plan. Since the advising program and the degree plan are aids in meeting degree requirements, it is advantageous to file as early as possible.

Graduation Check

In order to verify that a student has met all requirements for graduation, a degree plan and a graduation check must be conducted. These checks are to be done in the semester prior to the student's semester of graduation. The following steps must be taken.

1. A degree plan check must be done by the dean of the student's major. After it is established that the student meets all graduation requirements, the student makes an appointment with the Registrar's Office for a Graduation Check.
2. A final graduation check must be conducted by the Registrar's Office.

It is the student's responsibility to make appointments for the Degree Plan Check and the Graduation Check. Students will not be considered for graduation until both steps are complete.

Henderson State University Courses For Ouachita Students

Ouachita students may take courses at H.S.U. that enhance their degrees, provided they have been approved by the chair of the Ouachita department and dean of the school in which the course is offered, the student's academic advisor, and the Vice-President for Academic Affairs. The Henderson instructor reports the grade directly to the Ouachita Office of the Registrar where the credit and grade are recorded on the student's transcript with the letter H preceding the departmental designation. The student is expected to meet all requirements established by Henderson and the instructor.

Students are expected to take all courses offered by Ouachita at Ouachita unless there is an irreconcilable schedule conflict.

Distance Learning

A student may take no more than 6 hours by correspondence or Internet-based instruction. The student must obtain prior approval from the chair of the department in which the course is offered and from the dean of the school. The

final course grade for a graduating senior must be submitted to the Registrar prior to the beginning of the student's final semester. Correspondence and Internet-based courses do not apply to the Ouachita residence requirement. Petition forms are available in the Office of the Registrar.

Credit by Examination

Ouachita grants degree credit on the basis of a number of advanced-standing examinations. Except as described in the section about the Honors Program (p. 58), the total credit by examination which may be counted toward a degree may not exceed 24 hours, and not more than 9 of these may be counted in the major, nor 6 in the minor. For courses passed by examination, credit but no grade is recorded. Credit by examination is recorded on the Ouachita student's record only after a full semester of standard college credit has been earned.

A student may not receive credit by examination in a course if more advanced work has been taken in that subject, or if a grade below C has been recorded in a course which is prerequisite to the course in which credit is sought. All programs that lead to credit by examination are considered as advanced placement programs. Their recommended use is to allow students to take more advanced courses in each of the specified areas rather than bypassing portions of the general education curriculum.

College Level Examination Program: The Subject Tests (with the essay portion, when available) may yield equivalent credit when evaluated by the appropriate department chair. Credit will be awarded only for CLEP Subject Examinations.

Tests may be scheduled and taken at any CLEP Center. Official score reports should be sent to the Office of Academic Affairs at Ouachita, center number 6549.

Credit by CLEP examination will not be given for a course in which more advanced work has been taken.

International Baccalaureate Program: Credit may be granted for a score of 5 or higher on the higher level examinations. Credit is not awarded for tests taken at the subsidiary level. Scores should be reported to the Office of Academic Affairs at Ouachita.

Ouachita Credit Examinations: In subjects in which no CLEP subject test is available, a student may receive credit in a course by passing an examination given by the chair of the department in which the course is offered. Permission must be obtained from the Dean of the School in which the student is enrolled, and a non-refundable fee of \$20 per semester hour must be paid to the Business Office in advance.

After the examination is completed, the instructor must submit the examination papers, signed application, and fee receipt or fee receipt number to the Dean of the School. The Dean of the School is responsible for having the credit recorded in the Office of the Registrar. The examination must be completed with a grade of C or above to receive credit. If the examination is successfully completed, credit but no grade will be recorded on the transcript.

Advanced Placement: The University accepts credits established by a grade of 4 or higher on the Advanced Placement program of Educational Testing Service. Tests are given by the high schools in May of each year. Inquiry

should be made directly to the teacher of the course or the principal of the high school. Scores should be reported to the Office of Academic Affairs at Ouachita.

Course Offerings

All courses are open to all students, subject to any prerequisites or restrictions listed in the course description. Every effort is made to offer courses during the semesters specified in the catalog.

The University reserves the right to withdraw, add or change courses.

The schedule of classes is available for distribution at least one week in advance of pre-registration. For specific information about all course offerings, contact the Office of Academic Affairs.

Numbering of Courses of Instruction

A four-digit number is assigned to each course in the university curriculum and is unique within the department or school that lists the course. Half-credit courses are indicated by a 5 following the decimal point.

The first digit of the course number indicates the course's academic level. If the first digit is 1, the course is primarily for freshmen; if 2, for sophomores; if 3, for juniors; and if 4, for seniors.

The second and third digits usually designate the order in which the course is to be taken in relation to other courses in the same department. For example, CORE 2313 should be taken before 2323. Special middle digits 70-99 are used to indicate special categories of courses. For example, 70-79 are used for variable topics courses in some departments; 80-96 for special courses, individual studies and workshops; and 98 for Honors Directed Studies, Seminars and Thesis. For example, Philosophy 2981 indicates an Honors Directed Study in that department.

The fourth digit (and fifth, in some instances) indicates the amount of credit assigned to the course. For example, CORE 1013 indicates that three semester hours are considered attempted and three hours of credit are given for successful completion of the course. MUEN 1000.5, Concert Choir, indicates one-half hour of attempt or credit.

Special Courses and Individual Studies

Group studies, readings, and research courses are available in many departments. The purposes of these studies are enrichment of the curriculum, involvement in current issues, employment of expertise of resident or visiting scholars, and study of topics not included in standard courses. Topics may be proposed by an instructor or 3 students on application forms supplied by the Dean of the School by mid-semester prior to the projected course offering. Applications should describe succinctly the study's bounds, the research design, or the creative work to be undertaken. If approved by the department chair and the Dean of the School, the course will appear in the regular class schedule. The course name should be a brief but accurate description of the study's subject and should not parallel another course in the catalog. A student may take a maximum of 12 hours in such courses but not more than 8 of these in the major.

A special course may be offered on a Satisfactory-Unsatisfactory basis when recommended by the department chair and approved by the Dean of the School.

Successful completion of a course so offered will not contribute to the required 2.0 GPA in the major or minor.

Developmental Programs

Ouachita offers programs for students with demonstrated deficiencies in essential skills. Tutoring and special courses in reading, mathematics, and study skills are available. See pages 64-64.

Courses by Conference

Seniors who lack required courses which are not currently scheduled and for which no suitable substitution can be found may take catalog courses by conference. They must secure in advance of registration the consent of the instructor, the departmental chair and the Dean of the School.

Grades

Scholastic achievement at Ouachita is indicated by these symbols:

- A indicates superior work.
- B indicates good work.
- C indicates average work.
- D indicates the minimum standard for passing.
- F indicates failure to achieve a passing quality of work.
- I indicates that a student's required work is incomplete and is given at the discretion of the instructor for good and sufficient reason. A grade of "I" automatically becomes "F" unless the deficiency is made up before the end of the next semester.
- W indicates that the student officially withdrew from the course.
- AU indicates that a student was registered as an auditor, not for credit, and attended at least seventy-five percent of the class meetings.
- S indicates credit for work done under the Satisfactory-Unsatisfactory policy (below) which will not carry quality credits or affect the GPA.
- U indicates unsatisfactory work in a non-graded course and calculates as an "F" in the GPA.

Satisfactory-Unsatisfactory Policy:

Junior and senior students with a cumulative GPA of 2.0 or higher may take 2 elective courses on a satisfactory-unsatisfactory basis with prior approval of their instructor, advisor, and dean. The student will be assigned the grade of S (credit, satisfactory performance) or U (no credit, unsatisfactory performance). Permission to take an elective course on a Satisfactory-Unsatisfactory basis must be obtained during the first 6 days of a regular term, or during the first 2 days of a summer term. The enrollment status may not reverse after the sixth day of a regular term, or the first two day of a summer term.

Courses in observation in the public schools and in student teaching, the Washington Seminar, Honors Program studies, internships, and all credit by examination are regularly offered on a Satisfactory-Unsatisfactory basis. A special course in a departmental major may be offered on an S-U basis when recommended by the department chair and approved by the dean of the school.

Changes of Grades

Instructors may change final grades as soon as they discover an error. A grade that has been allowed to stand unchallenged past Monday of the tenth week of the next semester is considered final.

Quality Credits and Grade Point Average

Quality credits are assigned to the grades on the following formula: the number of semester hours credit times 4 for an A, 3 for a B, 2 for a C, and 1 for a D, and none for an F or U.

The GPA is calculated by dividing the sum of quality credits by the sum of attempted hours for grades A through F and U and carried to 3 decimal places.

GPA requirements for graduation are 2.000 cumulative on all course work, 2.000 on all Ouachita course work, 2.000 in the major, 2.000 in the minor.

Academic Honors Recognition

The honor roll compiled at semester's end lists the names of undergraduates whose grade records are considerably above average. The minimum qualifying quality credit average is 3.500 or above on those courses for which credits are given. Students who have a 4.000 GPA are named to the **President's List**. Students who have a GPA of 3.500 up to 3.999 will be placed on the **Deans' List**. To be eligible for the President's or Dean's Lists, a student must not only have the stipulated quality credit average but also must be registered for at least twelve hours of academic courses and have no incomplete or failing grade for the semester.

Graduation with honors is accorded to graduates who achieve at least a 3.500 overall GPA for both their college careers and on their work at Ouachita. Graduation with honors is based on the following levels of achievement:

Cum Laude	3.500-3.749 cumulative GPA
Magna Cum Laude	3.750-3.949 cumulative GPA
Summa Cum Laude	3.950 or higher cumulative GPA

The Faculty must recommend that students graduate with honors.

Academic Probation

Academic Probation is the status of a student whose academic performance is below minimal standards. After grades are posted, the student, advisor, and Registrar will be notified of the student's placement on Probation I, Probation II, or Academic Suspension.

A student who lacks a minimum cumulative GPA of 2.000 will be placed on Probation I. A part-time student who lacks a minimum cumulative GPA of 2.000 will be placed on Probation I when the attempted hours reach the equivalent of a full load (12 hours).

A student on Probation I status whose semester or cumulative GPA is less than 2.000 will be placed on Probation II. A part-time student on Probation I status whose semester or cumulative GPA is less than 2.000 after the next 12 hours will be placed on Probation II.

A student on Probation II status whose semester or cumulative GPA is less than 2.000 at the end of a regular semester will be placed on Academic Suspension. A part-time student who is on Probation II status whose semester or cumulative GPA is less than 2.000 after the next 12 hours will be placed on Academic Suspension.

While on Academic Suspension, a student may not earn credit to be transferred to Ouachita.

After being placed on Academic Suspension status, a student may apply for readmission following a lapse of at least one regular semester. At the Deans' Council's discretion, a student on Probation II whose semester work would result in Academic Suspension may be considered for immediate readmission if the student has attempted 89 or more semester hours and makes a semester GPA of 2.000 or better. In all cases, written application to the Deans' Council for readmission must state reasons for desiring reinstatement and plans for remedying academic deficiencies.

A student who has been suspended for academic reasons and readmitted to the University will be placed on Probation II status.

Freshmen entering on Conditional Admission I and students placed on Probation I must complete a diagnostic reading examination and, if examination results so indicate, enroll in ASKL 1031 Fundamentals of Reading or ASKL 1041 Developmental Reading. A student entering on Conditional Admission I must enroll in ASKL 1001 Resources for Learning. The academic load of a student on Conditional Admission I, Conditional Admission II, Probation I, or Probation II must not exceed 14.5 hours, except by permission of the Coordinator of Academic Services. The student's program of study should help that student attain regular academic status.

A student on Probation I, as a condition of registration, shall have passed or be enrolled in ASKL 1001 Resources for Learning and repeat such courses with D or F grades that will contribute most to the requirements of a degree. A student may repeat a course in which a D or F has been previously recorded. The second and any succeeding grades will be used to calculate the GPA.

A student on Probation II or Conditional Admission II, as a condition of registration, shall sign a contract of participation in the Student Retention Program. A student's failure to honor the contract will be grounds for being asked to withdraw from school. As a minimum, a student on Conditional Admission II or Probation II must repeat such courses with D or F grades that will contribute most to meeting degree requirements.

Regaining Regular Academic Status

A student on Conditional Admission I, Probation I or Probation II may attain regular academic status by meeting the following conditions:

1. Achieve a semester AND cumulative GPA of 2.000. For the purpose of attaining regular academic status, the GPA will be calculated at the end of the fall and spring semesters and the second summer term.
2. Maintain a minimum course load of 12 semester hours during the semester or 10 semester hours during the summer if a full-time student, or accumulate attempted hours equal to a full-time load (12 hours) if a part-time student.

Academic Appeals

Any student seeking an exception to academic policy may petition the Deans' Council. Forms are available in the Office of the Registrar or that of any dean of a school. The Deans' Council will notify the student in writing of its decision. Referrals or appeals from the Deans' Council to the President must be made in writing, with all pertinent records and reports included. No appeal will be considered until all materials are furnished. The President's response to the referral/appeal will be made in writing to the student, with copies to members of the Deans' Council, Registrar, and Vice President for Academic Affairs.

Class Attendance

Students are expected to attend all classes in which they are enrolled. Absentee policies for particular classes are at the discretion of the individual faculty member.

Academic Requirements for Chapel

A student must earn a chapel credit for every full-time semester (minimum of 12 hours) enrolled at Ouachita, up to a maximum of 7 credits. Note the following exception to the 7-chapel requirement. Chapel credits are not awarded, nor expected to be earned, during the semester of student teaching or participation in an international studies semester.* [*For example, if a student is absent from campus during a semester's study abroad and returns to campus to complete the student teaching semester during the eighth semester of enrollment at Ouachita, the student is required to have 6 chapel credits to meet graduation requirements.] Chapel credit is granted by the Registrar at the conclusion of each semester.

In order to receive a semester's chapel credit, a student must attend at least three-fourths of the regularly scheduled chapel programs or complete the Open Chapel requirement. (To receive a chapel credit, a student can miss **no more than 4** chapel programs.) Students who are deficient in chapel credits can enroll in Chapel Makeup I or II through the Office of Academic Affairs.

OPEN CHAPEL: Juniors or seniors may opt to take an open chapel for one semester. The student may pre-register for open chapel during the normal pre-registration process. Open chapel verification reports may be obtained in the Dean of Students' office at the beginning of each semester. Completed reports must be turned in to the Dean of Students' office by noon on Wednesday prior to final exams in order to receive a chapel credit.

TRANSFER STUDENTS: Transfer students are required to earn 1 chapel credit for every semester of full-time enrollment at Ouachita, up to a maximum of 7 chapel credits. Full-time enrollment is defined as a minimum of 12 semester hours. **No chapel credit will be awarded for chapel attendance at former colleges or universities.**

SECOND DEGREE STUDENTS: Students who attend Ouachita to seek a second degree are required to earn 1 chapel credit for each semester they are enrolled as a full-time student, up to 7 credits. If the student's first degree is from Ouachita, the chapel requirement has been met.

ACCELERATED STUDENTS WITH CLEP AND/OR AP: Students who have received credit for CLEP and/or AP must earn a chapel credit for each semester of enrollment up to 7 credits.

The chapel requirement is for **all full-time students.**

Withdrawal from the University

A student may withdraw voluntarily or at the request of the University. The student may be asked to withdraw if

1. it is determined that the student's actions or attitudes are unworthy of a good campus citizen;
2. his or her scholastic record falls below normal expectations or for failure to remove an academic warning status, as explained on page 53; or
3. the student's financial record is unsatisfactory to the University.

When a student withdraws from the University for any reason, that student must report in person to either the Office of Student Services or the Office of Academic Affairs. From that point, clearance will be obtained from the Business Office, Library, and other check points. Withdrawal is complete when the residence hall check-out sheet is forwarded to the Office of Student Services. Failure to complete the process will result in continued charges for food and housing. Any student who withdraws or is suspended must leave campus within 24 hours. Instructors will assign letter grades to any student who withdraws from the University after the last day to withdraw from a course designated in the school calendar.

TRANSCRIPTS

A student wishing to have a transcript sent to another institution should request one at least a week before it is needed. The request must be approved by both the Registrar and the Business Manager. No transcript or other evidence of attendance is issued to or for a student who is in debt to the University until such indebtedness has been paid in full. Each transcript must include the student's complete academic record at the university. Transcripts are issued only at the student's written request. Release of student academic records is subject to the provisions of the Family Educational Rights and Privacy Act (FERPA). There is no charge for transcripts.