

EASTERN NAZARENE COLLEGE QUINCY, MASSACHUSETTS

Academic Policy Manual

2016-2017



Eastern Nazarene College

DISCOVER YOUR PURPOSE

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Academic Standing/Discipline Policy - Undergraduate

Intent:

The academic standing/discipline policies and procedures are designed to protect the academic integrity of the students at ENC. Certain academic criteria are outlined which are expected of each student. Should the student fail to meet these criteria, there are specific disciplinary actions they must face in the interest of improving academic performance

Policy:

1. Academic records are reviewed twice a year for the purpose of determining academic standing.
2. There are four categories academic standing: Good Academic Standing, Academic Warning, Academic Probation, and Academic Suspension
3. Students who maintain a minimum grade point average according to the following schedule are considered to be in good academic standing.

<u>Traditional Undergraduate</u>	
Minimum Cumulative Credits	Attempted GPA
0-32.9	1.7
33-48.9	1.8
49-63.9	1.9
64 or more	2.0

<u>Non-Traditional Undergraduate</u>	
Associate programs	2.0 GPA
Bachelor programs	2.5 GPA

- a. For transfer students, the minimum cumulative credits attempted include all ENC and transferred credits. The minimum grade point average is based on credits earned only in courses at ENC.
- b. Students who fall below the above minimum standards are not in good academic standing and will be placed on academic probation or academic suspension.
- c. Students who have less than 19 attempted credits and an ENC cumulative gpa of less than 1.7 will be placed on academic warning.
4. Only students in Good Academic Standing may represent the college.
5. Students on academic **warning** or academic **probation** are
 - a. limited to 13 credits and must earn a minimum gpa of 2.0 for the probationary period.
 - b. required to draft an appropriate plan for academic success
6. Students failing to meet the requirements of the academic success plan will be reviewed by the Academic Standing Committee at the *end of the semester* and may be subject to academic suspension.
7. A student will be academically **suspended** if any one of the following criteria is met:
 - a. Students who have been on academic probation for two successive semesters will be placed on academic suspension.
 - b. Students who have been on academic warning or academic probation for one semester and the cumulative grade point average is not improved as determined by the Academic Standing Committee.
 - c. Students who have been at ENC for a minimum of two semesters and their cumulative grade point average falls below a 1.0 average.
8. At any time during the semester, the Provost may suspend a student for excessive absences from all of his/her classes as defined by the course syllabus.

9. Students may appeal their academic suspension to the Committee on Academic Standing. Students who successfully appeal their academic suspension will be placed on academic probation.
10. Suspended students may apply for readmission after one semester has lapsed. If a student applies for readmission he/she must present an official transcript of courses taken elsewhere during the suspended semester as evidence of their commitment to improving academic performance and success.

Procedure: Traditional Students

1. Students will be notified if they fail to meet the criteria for good academic standing within two weeks of the determination.
2. Students on Academic Warning, Academic Probation, or under Academic Suspension may not represent the college and are precluded from participating in the following activities:
 - a. Student government (including class councils), intercollegiate athletics, college drama presentations, college music ensembles, or ENC summer ministry teams. This restriction does not apply to intramural activities.
 - b. Students enrolled in a course that requires participation in any of the activities mentioned in section 4a will be allowed to participate only if
 - i. the course is required for their major and
 - ii. the course related activities are listed in the course syllabus and are required components of the course.
 - iii. The course must be within the 13 credit limit for the semester as outlined above in Policy section 5.
3. Required to meet with a representative from the Center for Academic Success to determine an appropriate plan for academic success. This plan is articulated in a contract that must be signed by the student, a representative from the Center for Academic Success, the student's academic advisor and then filed with the Office of the Registrar.
 - a. Failure to submit the signed contract to the Registrar's Office by the official drop-date for the semester may result in withdrawal for the semester.
 - b. Students on academic warning or academic probation are required to complete an Academic Progress Report twice during the semester and submit a copy to both their academic advisor and to the specified representative from the Center for Academic Success.
 - c. Students on academic warning or academic probation are required to meet with their academic advisor a minimum of 3 times a semester (suggested monthly) to review their academic progress.
 - d. Students on academic warning or academic probation are required to meet with a representative from the Center for Academic Success a minimum of 5 times during the semester to review the items stipulated in the agreed on contract. Bi-weekly meetings are strongly suggested.
4. If a student chooses to appeal an academic suspension,
 - a. The suspension may be appealed within 14 days from the date on the dismissal notification.
 - b. Appeals must be in writing, must be submitted to the Registrar's Office, and must include the reasons for the appeal and assessment of academic difficulties.
5. Applications for readmission must be signed by the Registrar's Office, Student Development, Student Accounts and Financial Aid.

Non-Traditional Students (AGS)

1. Within two weeks of academic standing determination, students will be notified if they fail to meet the criteria for good academic standing
2. Within three weeks of being notified of their academic standing, students who are not in good academic standing must sign an *Acknowledgement Form* and return it to the Associate Registrar in AGS.
 - a. Students on Academic Warning or Academic Probation are encouraged to contact their academic advisor, instructors, and the Center for Academic Success for advice, counsel, and to formulate a plan for academic success.
3. If a student chooses to appeal an academic suspension,
 - a. The suspension may be appealed within 14 days from the date on the dismissal notification.
 - b. Appeals must be in writing, must be submitted to the AGS Registrar's Office, and must include the reasons for the appeal and assessment of academic difficulties.
4. Applications for readmission must be approved by the AGS Registrar's Office, Student Accounts Office and Financial Aid Office.

History:

1. Policy format modified on 6-6-07.
2. Revised by APC on 11-10-10 and again on 2-3-2015
3. Approved by the faculty on 02-05-15
4. Modified to reflect AGS processes and approved by APC on 4-2-15
5. Brought to faculty for information on 4-29-15

Academic Standing/Discipline Policy - Graduate

Intent:

The graduate academic standing/discipline policies and procedures are designed to protect the academic integrity of the graduate students at ENC. Certain academic criteria are outlined which are expected of each graduate student. Should the graduate student fail to meet these criteria, there are specific disciplinary actions they must face in the interest of improving academic performance.

Policy:

1. Academic records are reviewed twice a year for the purpose of determining academic standing.
2. There are three categories of academic standing for graduate students: Good Academic Standing, Academic Probation, and Academic Suspension.
3. Graduate students who maintain a minimum grade point average (GPA) of 3.0 are considered to be in good academic standing.
 - a. No grade lower than a C+ is to be counted toward degree requirements. A grade of C+ will be acceptable for only six graduate credits. The minimum cumulative GPA for graduation is 3.0
4. Graduate students who fall below the minimum 3.0 GPA standard are not in good academic standing and will be placed on academic probation or academic suspension.
 - a. Graduate students earning a grade of C or lower in any graduate course may be placed on academic probation.
 - b. Any graduate student who remains on academic probation at the next determination of academic standing will be academically suspended.
5. At any time during the semester, the Provost may suspend a graduate student for excessive absences from all of his/her classes as defined by the course syllabus.
6. Graduate students who successfully appeal their academic suspension will be placed on academic probation.
7. Suspended graduate students may apply for readmission after one semester has lapsed. If a graduate student applies for readmission he/she must present an official transcript of courses taken elsewhere during the suspended semester as evidence of their commitment to improving academic performance and success.

Procedure:

1. Students will be notified if they fail to meet the criteria for good academic standing within two weeks of the determination.
2. If a student chooses to appeal an academic suspension,
 - a. The suspension may be appealed within 14 days from the date on the dismissal notification.
 - b. Appeals must be in writing, must be submitted to the Registrar's Office, and must include the reasons for the appeal and assessment of academic difficulties.

History:

1. Approved by APC on 4-2-15, brought to faculty for information on 4-29-15

Accommodation and Access



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INTENT

The Office of Accommodation and Access provides academic and personal support to undergraduate, graduate, and continuing education students with diagnosed learning disabilities; psychiatric disorders; hearing, visual, and physical impairments; or other medical conditions. This support is in the form of accommodations, modifications, and services for students with many types of disabilities including, but not limited to: learning disorders; attention deficit/hyperactivity disorder; psychiatric disorders; traumatic brain injury; deaf and hard-of-hearing; blindness and low vision; mobility impairments; medical conditions; autism spectrum disorders; and temporary disabilities, in the form of accommodations, modifications, and auxiliary aids

POLICY

1. It is the policy of Eastern Nazarene College not to discriminate on the basis of disability. As part of that policy, the College is committed to (a) ensuring the provision of accommodations and services necessary to enable students with disabilities to achieve their maximum potential as members of the College community; and (b) facilitating the integration of students with disabilities within the College community.
2. The Office of Accommodation and Access works with each student on an individual basis to determine and provide appropriate and reasonable accommodations, modifications, and auxiliary aids. The Americans with Disabilities Act of 1990 (ADA), the ADA Amendments Act (ADAAA), Section 504 of the Rehabilitation Act of 1973, and related state laws require institutions of higher education to provide reasonable accommodations to qualified individuals with disabilities.
3. Reasonable accommodations *do not* include fundamental alterations to course requirements. Furthermore, accommodations cannot be made that would place an undue administrative or financial burden on the College.
4. If a requested accommodation presents an undue burden or makes a fundamental alteration to course requirements, the College will attempt to propose alternative solutions and/or accommodations which do not create such hardship or make such alteration. Accommodations, modifications, and services are typically provided at no additional cost for the student. However, please be aware that an accommodation that would create an undue hardship on Eastern Nazarene College may not be provided.
5. The College will work in good faith with the person making the request to determine the availability of an acceptable alternative.
6. Students requesting services from the Office of Accommodation and Access are required to submit documentation to determine eligibility in accordance with Section 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1990, as amended.
7. The Office of Accommodation and Access reserves the right to determine eligibility and appropriate services based on the quality, recency, and completeness of the documentation submitted. All documentation is confidential and will remain in the Office of Accommodation and Access.

8. A further assessment by an appropriate professional may be required if co-existing and/or other disabling conditions are indicated. If a diagnosis is provided by an unlicensed individual, documentation from a licensed professional will be required. The student and the Office of Accommodation and Access will collaborate regarding accommodations.

Procedure

1. To set up an appointment with Disability Services, a student should call the Office of Accommodation and Access at (617) 745-3838 or email Justine_Restrick@enc.edu to arrange a meeting.
2. The following documentation is required to assist the Office of Accommodation and Access in collaborating with each student to determine appropriate accommodations and services. Documentation serves as a foundation that legitimizes a student's request for appropriate accommodations and services. Required documentation includes:
 - a) A psychological/educational evaluation or a neuropsychological evaluation must be performed by a professional who is certified and/or licensed in a field related to the diagnosis, such as a psychologist, learning disabilities specialist, educational therapist, or diagnostician in public school or college setting and who is a practitioner trained in the assessment of AD/HD, such as a developmental pediatrician, neurologist, psychiatrist. The diagnostician must be an impartial individual with no relationship to the family. Furthermore, the diagnostician's name, title, and professional credentials and affiliation must be provided.
 - b) The evaluation must be conducted within the past three (3) years. *Eastern Nazarene College may request re-evaluation for documentation that expires during the student's first or second year of attendance. The college is not financially responsible for testing.*
 - c) Documentation must include a clear statement with the diagnosis, a description of supporting past and present symptoms, as well as a statement indicating the current educational status and impact of this diagnosis in an academic setting.
 - d) A summary of assessment procedures and evaluation instruments used to make the diagnosis.
 - e) A narrative summary, including all scores, which supports the diagnosis.
 - f) Medical information relating to student's needs to include the impact of medication on the student's ability to meet the demands of the postsecondary environment.
 - g) A statement of the functional impact or limitations of the disability on learning or other major life activities and the degree to which it impacts the individual in the learning context for which accommodations are being requested.
3. Accommodations, modifications, and services are provided on a case-by-case basis. They may include, but are not limited to: additional time to complete quizzes and exams; distraction-reduced exam environment; use of computer for essay exams; use of hand-written responses rather than computerized answer sheet; note taker support; permission to tape record lectures; textbooks in alternative format; and assistive technologies. Additional services may include housing or dining service accommodations.

HISTORY

Reviewed by APC on 9/11/2014 and updated on 9/24/2014
Approved at the September 25, 2014 Faculty Meeting

CAS Course Exam Policy

Intent:

To establish a consistent process for students to access adapted exam scenarios in a timely fashion.

Policy:

1. In order to qualify for testing accommodation in CAS an ENC student must fall under one of the following two categories:
 - a. Students with disability accommodations who require special testing modifications (ie. a reader, scribe, audio/writing/recording technology, etc.)
 - b. Students with a special circumstance such as:
 - i. involved in a school-related event (ie. sports, choir, stage production, etc.) that conflicts with an exam date
 - ii. Students requiring an excused absence (ie. funeral, sudden illness, emergency situation, etc.)
 - iii. Students (ENC) enrolled in a distance education program at another institution
2. For students in Category 1a:
 - a. It is the policy of Eastern Nazarene College not to discriminate on the basis of disability. Please see the Policy on Disability Services for details.
 - b. The Office of Disability Services works with each student on an individual basis to determine and provide appropriate and reasonable testing accommodations and modifications.
 - c. To receive testing accommodations, students must provide appropriate and timely documentation to the Office of Disability Services. It is expected that students with a documented disability accommodation will inform the Office of Disability Services prior to the start of the semester.
 - d. Students who receive disability accommodations through the CAS will be briefed on the testing procedures at the beginning of each semester.
 - e. Professors who have students with testing accommodations will receive documentation at the beginning of the semester notifying him/her of any testing modification requirements for the student.
3. For students in Category 1b, CAS staff will verify with the ENC professor or requesting institution before a testing opportunity will be granted to the student.
4. A CAS professional staff member will be present as a proctor at the time of the exam.
5. Individual course syllabi will include a statement as to the procedure and time-window within which an exam must be taken at CAS.
6. Students can book a Testing-Room with CAS no sooner than 48 hours after the time they attempt to book an exam date and time. The “48 hour window” exists for the following reasons:

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- To ensure that there is enough time before the appointment for CAS to contact the professor and receive and process the exam
 - To allow time for preparations to be made for required testing modifications (if applicable).
 - To plan for a CAS staff member to be present as a proctor at the time of the exam.
7. All completed hard-copy exams will be placed in a sealed envelope with the seal signed by the CAS professional staff member who proctored the exam.
 8. Completed exams will be returned to the professor within 24 hours of completion. The acceptable options for returning exams include: secure electronic delivery, professor pick-up at CAS, sealed envelope delivery by a CAS student-worker messenger or professional staff member.
 9. If the student misses his/her appointment, both the student and professor will be contacted and it will be up to the professor's discretion whether or not the student may book a new appointment. The CAS will not reschedule an appointment unless the professor has approved it.
 10. NOTE: The soonest that a professor can expect to receive a completed exam is 3 days from the time the students books an appointment. The course procedures, grading schedule, and return of exams to students should reflect this time window.

Procedure

1. Appointments can be scheduled through the CAS website (see below for details)
2. Once the CAS has received the booking request, a CAS staff member will review the booking to identify the student's purpose for taking the exam in CAS.
 - a. For students in Category 1a: The professor should save the student specific documentation to use as reference for the entire semester. Students in this category are expected to know the procedures and be proactive with booking their appointments. Since paperwork detailing the students' accommodation plans are submitted to the professor, it is not required that the students receive further permissions for recurring appointments
 - b. For students in Category 1b: the CAS staff member will contact the professor listed in the booking request to verify if the student's appointment has been approved by that professor. The CAS will only approve a booking request once they receive verification from the professor.
3. Test Appointment Scheduling Procedures
 - a. Go to <http://enc.libcal.com> and select "Book a Testing Room." under the header "Room Bookings" on the left hand side of the screen
 - b. Scroll through the calendar to pick the date and time that you would like for your appointment.
 - c. The times are listed in half-hour slots next to each available seat #, To pick extended timeslots, keep clicking the timeslots that are in line with the Seat # that you have selected. The "Private Room" option is ONLY for testers with special modifications

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- that require a reader, a scribe, or technology assistance.
- d. Once you have selected your timeslots, fill in the dropdown form with all the appointment information including your name, ENC email, class, professor, and reason for reservation.
 - e. Click “submit” after you have completed the form.
 - f. The appointment will be approved by a CAS staff member once the proper documentation or professor-approval has been verified.
 - g. NOTE: The settings for the appointment booking system include a 48 hour buffer between the time a booking is submitted and the appointment time. For example, if I want to make an appointment for Wednesday at 11:00am, but it is currently Monday at 8:00pm, the website will not allow me to make that appointment. However, if it is Sunday at 8:00pm, and I want to book an appointment for Wednesday morning, I can submit that appointment request.

History:

1. Policy reviewed by APC on 4-15-2014
2. Faculty first-read at 4-30-14 Faculty Meeting
3. Policy edits reviewed and approved by APC on 8-28-2014
4. Approved by Faculty at the 8-29-2014 Faculty Meeting

Change of Major/Double Major Policy

Intent:

The following policy and procedure allow students to decide at any point in their tenure at ENC to change or add a major. A double major is defined as two complete majors both leading to the same degree, either Bachelor of Science (B.S.) or Bachelor of Arts (B. A.)

Policy:

1. To change or add a major, students must submit a request in writing to the Registrar's Office with their signature or emailed from their ENC email account
2. If a student decides to double major, he/she will need to consult with two advisors, one for each discipline.
3. All requirements from each major must be completed in the case of a double major.

Procedure:

1. Change of Major forms can be found in the Registrar's Office.
2. Change of Major forms should be filled out and signed by the student, and submitted to the Registrar's Office, or emailed from the student's ENC email account.
3. It is recommended that students consult with their current advisor and potential new advisor before making any changes or additions.

Nota Bene: The longer a student waits in their tenure at ENC to make changes to his/her major program, the longer it may take to graduate.

History:

1. Policy format modified on 10-25-10

Class Attendance Policy

Intent:

We recognize the importance of an attendance emphasis, which relates to the specific needs and environment of each course. We recognize the importance of attendance for learning varies depending upon the course structure and goals. Although the students are expected to attend all class sessions, the college recognizes that certain life events may prevent a student from being in a class or laboratory session. This policy is intended to establish reasonable parameters to guide the tension that exists between the college, student, and professor with regard to successfully meeting course and laboratory academic expectations.

Policy:

1. Students are expected to attend all class sessions.
2. Unexcused absences are not tolerated and must be reported
3. Faculty are encouraged to be attentive to students with excessive absences.
4. Students remain responsible for all missed class responsibilities while absent from class due to certain life events that prevent a student from being in a class or laboratory session. The following are considered examples of excused absences:
 - a. late registration
 - b. incapacitating illness,
 - c. serious illness or death in the family,
 - d. departmental field trips involving class membership for which proper permission has been obtained by the instructor from the Provost and Dean of the College.
 - e. in the event of interruption to their studies to perform U.S. military service or in the event of a summons for juror service.
5. Faculty must include an attendance policy in the class syllabus, which includes a reference to this all-college policy.
6. The course syllabus must clearly state the policy and procedure that the faculty will use for handling any unexcused absences
7. Faculty must provide a mechanism to allow the student to cover the class content missed and make-up assignments for excused absences. The mechanism must be clearly documented in the syllabus.
8. The following table is meant to serve as a guide for determining when a student has missed more class than is advisable for successfully completing the course. The recommended limit for the number of excused absences is specific to the course type and should not exceed the indicated limit below. A course should not have a more stringent attendance policy.

<i>Recommended per semester limits on excused absences</i>	
<i>TYPE OF CLASS / LAB</i>	<i># of Excused Absences</i>
<i>3&4 Credit 65-min classes</i>	<i>3 class sessions</i>
<i>3&4 Credit 81-min classes</i>	<i>2 class sessions</i>
<i>3&4 Credit One day a week</i>	<i>1 class Session</i>
<i>Once a week Lab</i>	<i>1 lab session</i>
<i>All other class/lab types</i>	<i>No more than 7.5% of total class time</i>

9. All absences beyond the limit are treated as unexcused.
10. Standard practice for most courses is that students who miss more than the recommended semester-limit in a given course will be subject to a range of penalties as outlined in the attendance policy of the course, including failing the course.
11. If a student violates the attendance policy the faculty must report the absences to the appropriate entity as designated by the Provost in consultation with the Academic Policy Committee

Note: From time to time, students may have a very legitimate reason for requesting an absence that extends beyond those granted in the syllabus (e.g. extended illness) but are not covered by educational leniency. When events such as this occur and the student is not on academic probation, has met class responsibilities, and he or she presents appropriate documentation, professors are strongly encouraged to work with the student to the extent possible.

Procedure:

1. Students are expected to inform the instructor before the absence and make arrangements to make up any missing work before the event.
2. The recommended procedure for students with UNEXCUSED absences in a given course is as follows:
 - a. The first absence after the limit will result in the student's name being reported to the Center for Academic Services (CAS).
 - b. The second additional absence will result in the student's name being reported to the Academic Dean.
 - c. The third additional absence will result in the student failing the course unless they withdraw or gain permission from the Academic Dean to reenter the class after a meeting of the student, professor, advisor and Academic Dean.
3. It is recommended that the professor issue a written warning to any student who exceeds the maximum allowance of missed classes in a course.
 - a. The professor should retain a copy of this written warning in personal records.
 - b. If any further absences occur, the student will be asked to confer with the Academic Dean/Vice President for Academic Affairs and may be required to drop the course without a refund and with a "W" or "F" grade, depending upon his or her standing at the time of the last absence.

History:

1. Policy format modified on 6-8-07.
2. Policy reviewed for APC on 3-23-11 and again on 3-14-2013, in a faculty forum on 3-21-2013, again by APC on 4-4-2013
3. Policy reviewed by DAC on 3-14-2013
4. Approved at Faculty Meeting on 4-10-2013
5. Amended and updated on ENC website in May 2014 and approved by the faculty on 8-29-2014

Class Attendance for Official College Related Events

Intent:

Provision must be made for absences in the case of official student representation of the College while still maintaining the academic integrity of academic courses and labs. Official representation of the college is an important partnership between the college and the student, providing educational and leadership opportunities for our students as well as a variety of services to our campus community, local community, and college constituencies. This policy represents the minimum required standard that courses/labs must accommodate. Faculty are free to find additional ways to accommodate the student through the agreement/contract approach outlined below in policy statement #6. Faculty are encouraged to include a clear statement on attendance in the course syllabus.

Policy:

1. This policy is an extension of the all-college *Class Attendance Policy*
2. The college shall maintain a clearly defined list of activities and events which are characterized as **Official College Related Events** and are hereby covered by this policy.
3. The college shall provide an academic structure that allows for students to be absent from class or lab for specific reasons and still be able to reasonably fulfill all academic expectations for the course/lab.
4. Only students in good academic standing may officially represent the college at an Official College Related Event
5. Absences for Official College Related Events may exceed the limits imposed in the all--college *Class Attendance Policy* as outlined below. Faculty must provide a mechanism for the student to cover the class content missed and any make--up assignments for excused absences that are within the stated limits. The mechanism must be clearly documented in the syllabus.

<i>Per semester limits on excused absences</i>		
TYPE OF CLASS / LAB	Standard # of Excused Absences	Limit inclusive of Official College Related Events
<i>3&4 Credit 65-min classes</i>	<i>3 class sessions</i>	<i>6 class sessions</i>
<i>3&4 Credit 81-min classes</i>	<i>2 class sessions</i>	<i>4 class sessions</i>
<i>3&4 Credit One day a week</i>	<i>1 class Session</i>	<i>2 class Session</i>
<i>Once a week Lab</i>	<i>1 lab session</i>	<i>2 lab session</i>
<i>All other class/lab types</i>	<i>No more than 7.5% of total class time</i>	<i>No more than 15% of total class time</i>

6. Participation in Official College Related Events may not cause absences that exceed the stated limit for any course/lab without a written and signed agreement/contract between the student and course/lab instructor. If there is a significant attendance issue due solely to conflicts arising from Official College Related Events, the student should consider finding a more appropriate time for taking the course or not participate in the Official College Related Event.

7. Standard practice for most courses is that students who miss more than the semester---limit in a given course will be subject to a range of penalties as outlined in the attendance policy of the course, including failing the course.\
8. If a student violates the attendance policy (i.e. exceeds the semester limits) the faculty must report the absences to the appropriate entity as designated by the Provost in consultation with the Academic Policy Committee. (see the all---college *Class Attendance Policy for specifics on reporting*)
9. Specifically for student-athletes
 - a. As per NCAA Rules, Student---athletes may NOT be absent from class or lab for practices or scrimmages.
 - b. At the start of each semester, and as needed during the semester, it will be the responsibility of all student---athletes to meet with the professor and present a comprehensive plan that addresses all course content and assignments to be completed. Student---athletes are strongly advised not to miss additional classes beyond those necessary absences for contests.
 - c. The Student---athlete has no control over the scheduling of contests, especially as related to make---up contests. Therefore, the college/faculty/coach must be willing to reasonably accommodate these changes during the semester.

Procedure:

1. During the advising sessions prior to registering for classes, academic advisors should work with their advisees to identify and document all potential activities and events which may lead to absences. Students should be prepared to inform their instructors at the start of the semester regarding all known class conflicts.
2. Students are responsible for notifying professors in advance and arranging to make up missed work for any and all absences.
3. Faculty are required to provide a reasonable mechanism for making up missed work for absences that fall within the stated policy limits.
4. At the beginning of each semester or at least 2 weeks prior to the scheduled activity, the person responsible for the Official College Related Event (Director, Conductor, Coach, Athletic Director) is required to send the Provost Office a list of names of the Student participants, the date of conflicts, and the actual starting and ending time of the conflict. For off---campus activities, the expected time to depart campus is required.
5. For informational purposes, the Provost Office will inform the community of students who are involved in representing the college at an Official College Related Event.

Official College Related Events that are subject to this policy:

1. **Athletic Events.** Students traveling with an athletic team to fulfill an intercollegiate athletic schedule as approved by the Athletic Director. The students must be an official member of the team and listed on the roster for the semester.
2. **Choirs and Theater Productions:** Scheduled choir tours, fall and spring play performances for approved drama and fine arts students. Accommodation for dress rehearsals will be granted on a limited basis.
3. **Conferences:** Participation with faculty at approved professional conferences where the

student is presenting work with a professor or their own original work. The student must be accompanied by a faculty member or other approved sponsor and must be listed on the official event programs representing Eastern Nazarene College.

4. **Field Trips:** A field trip taking students away from other classes should be an activity that first, cannot be completed outside of class---schedule hours. Second, it should be an activity that requires students to go as a class under the direct supervision of a professor. Attractions off the campus, though educational in nature, should not be the occasion of a field trip unless the above conditions apply. Field trips involving class absences are for regular credit courses and may not be taken during the school week by clubs or student groups. The instructor should plan a field trip well in advance of the scheduled date.
5. **Special course---related activities:** These are activities that are outlined in the course syllabus, limited in scope (e.g., practicum experiences extending over a semester do not qualify), require participation of a section or several sections of a class, or require the presence of students for a day or a few hours in an activity that is scheduled by an outside entity not under the control of the College (e.g., school board meeting).
6. **Special events and conferences.** Events sponsored by the General Church of the Nazarene that are specifically recommended and approved by the administrative team (i.e. Nazarene Student Leadership Conference).
7. **A trip or an activity in the service of the College.** Trips/activities approved by the appropriate administrative team member and that cannot be scheduled at any other time.

The following represents items for which this policy does not apply and would lead to an unexcused absence:

1. Club activities, intramural sporting events, or athletic scrimmages.
2. Practicums, or student teaching: Students may not be excused for regular classes for these purposes. They should arrange their classes at the start of the semester so that such activities will not interfere with their classes.
3. Service---learning projects. These projects are important for students but should be done at times that do not conflict with scheduled classes.
4. Paid work experiences or any work done for any type of compensation. While ENC acknowledges the need for such work, it should be scheduled around classes.
5. Personal issues such as illness, a death in the family, interviews, family vacations, mission trips, visits to other universities, etc. are covered under the general Class Attendance Policy

History:

- 1 Policy discussed with APC on 4-4-2013 and revisited on 8-29-2013
- 2 Brought to Faculty Meeting on 4-10-2013 and again on 8-30-2013
- 3 Approved by faculty on 8-30-2013

Course- Add/Drop/Withdrawal Policy

Intent:

The add/drop policy and procedure are designed to allow students to make changes to their semester schedules while also maintaining reasonable course and registration time frames for students and faculty.

Policy:

1. Students may make changes to their semester schedule through the eighth week of the semester.
2. The add period will be defined as the first week of the semester or its equivalent.
3. The drop period will be defined as the first two weeks of the semester or its equivalent.
4. A student may officially withdraw from a course through the eighth week of the semester or its equivalent.
 - a. A “W” will be recorded on the student’s transcript if a course withdrawal form is submitted on time.
 - b. Academic standing is based on total credits attempted during the semester, including withdrawn credits.
 - c. Failure to attend a course does not constitute withdrawal.
5. The Academic Calendar will list the add, drop, and withdrawal deadlines for the semester.

Procedure

1. Courses may be officially added or dropped by submitting change of course forms through the Registrar’s Office which include the advisor’s signature.
2. If the course has already begun, the student must also obtain the instructor’s signature.
3. All changes may be submitted in writing by the student or electronically by the advisor.
4. Changes to the student’s course schedule will be processed without academic record or fee during the add and drop periods.
5. After the add and drop periods, a fee will be charged for each withdrawal from a course.

History:

1. Policy format modified on 5-31-07.
2. Revised for APC on 10.28.10

Course Auditing Policy

Intent:

An audit is the privilege to attend a course for personal enrichment without receiving academic credit. Audited courses will be charged and included on a student's transcript as listed.

Policy:

1. Students must register for an audited course.
2. Permission from the instructor is required for students to audit a course.
3. To register for an audited course, an Audit Form must be completed.
4. If a student chooses to audit a course, he/she will be exempt from regular class requirements.
5. Students must pay $\frac{1}{2}$ of the regular per-credit charge for an audit, with the following exceptions:
 - a. Students who achieve Dean's List standing are allowed to audit one course during the following semester free of charge
 - b. People over 65 may audit courses for \$100.
 - c. Pastors may audit courses for \$100.
6. Senior citizens over 65 and pastors may audit courses for \$100.
7. An audited course will appear on a student's transcript only if the instructor confirms that a student has attended at least fifty percent of the classes. Courses that have been audited will appear on the student's transcript as 'AU'.

Procedure:

1. Forms to register for an audited course can be found in the Registrar's office.
2. Students who desire to audit a course will be accepted as space permits with preference being given to students enrolled in the course for credit.
3. Students who audit a course should not expect individual attention or personal evaluation from the instructor.

History:

1. Policy format modified on 6-4-07.
2. Updated by APC on 4-19-10
3. Approved by faculty on 5-6-10

Course Load Policy

Intent:

The course load policy and procedure are designed to protect the academic integrity of the student through setting a guideline for the amount of in-class time and work. The policy and procedure are not designed to limit students, but to help them manage a reasonable amount of work for the given semester. The policy and procedure are designed in respect to policies on enrollment, financial aid, athletics, housing and loan repayment.

Policy:

- 1) Credit or course load refers to how many credits a student is taking in a given semester.
- 2) Course load affects a student's eligibility for financial aid, housing, participation in collegiate sports, and repayment of student loans.
- 3) Students have an enrollment status of
 - a) **full-time** if they are taking 12 or more credits per semester.
 - b) **part-time** if they are taking 11 or fewer credits per semester.
 - c) **active** when enrolled for a semester.
 - d) **inactive** when not enrolled.
- 4) A student's status does not change during the summer if enrolled for the subsequent fall semester.
- 5) A typical course load is 15 credits in fall (5 classes) and 15 credits in spring, with a course load of at least 16 credits for three of the eight semesters at ENC.
- 6) Students may register for up to 17 credit hours without paying additional tuition.
- 7) Students must be enrolled for 12 credits per semester to be billed at the block tuition rates shown in Tuition and Fees for the current academic year.
- 8) If a student is enrolled in more than 17 credit hours per semester, it is considered a course overload.
 - a) Students must submit an academic petition for the overload credit
 - b) Students who have earned at least 57 credits and have a cumulative gpa of at least a 3.0 may register for up to 3 credits of course overload without petition
 - c) Students who are not in good academic standing are not allowed to register for a course overload.

Procedure:

Course Overload

1. Students must submit an Academic Petition to the Registrar's Office by the drop deadline to obtain permission for a course overload.
2. Each credit hour over 17 credits will be charged per credit according to the rates shown in Tuition and Fees for the current academic year.

History:

1. Policy format modified on 5-31-07.
2. Amended 10-7-09
3. Updated by APC on 11-12-10.

Course Syllabi Requirement Policy

Intent:

The course syllabus is written in order that students and faculty have an established form of the course guidelines and requirements as well as other important information pertaining to the course or instructor.

Policy:

1. It is the responsibility of each Faculty member to file a syllabus with the Office of the Provost and Dean of the College for each course, each semester.
2. A syllabus should consist of the following information:
 - a. Identification of the course which includes:
 - i. the course number,
 - ii. the number of credits,
 - iii. the time and place it meets,
 - iv. instructor's name,
 - v. instructor's office location, hours, and telephone number
 - b. A brief course description,
 - c. Listing of course objectives,
 - d. Calendar of course assignments including:
 - i. topics,
 - ii. lectures,
 - iii. readings,
 - iv. projects,
 - v. examinations,
 - vi. attendance requirements,
 - e. Delineation of course requirements to guide students so that they will understand what will be expected of them in the course,
 - f. Text and other course materials,
 - g. An explanation of how grading will be conducted in the course,
 - h. A caveat that indicates that the course schedule and procedures of the course are subject to change in the event of extenuating circumstances.

Procedure:

1. Syllabi should be submitted to the Office of the Provost and Dean of the College by the second week of the semester.
2. Students should receive a course syllabus by the first day of class.

History:

Revised by Nancy Ross
Revised for APC on 10.20.10

Course Transfer Policy

Intent:

To provide guidelines for students to receive credit for coursework completed at other colleges and universities.

Policy:

1. Credits from colleges and universities that are accredited by any of the six regional accrediting associations in the United States are acceptable for transferevaluation.
2. The Eastern Nazarene College Registrar shall determine which courses are eligible for transfer to ENC. Courses submitted for transfer credit shall receive ENC credit if the course meets a graduation requirement at Eastern Nazarene College and the course was completed with a grade of C- or better at an accredited degree granting institution.
3. When transfer course work is equivalent to a specific course at Eastern Nazarene College, credit is granted in the ENC course and that graduation requirement is met.
 - a) The Registrar shall consult with the department/division overseeing the program of study to review and approve all equivalencies.
 - b) General Education Cultural Perspectives (CP) requirements: The preference is for all ENC students to take the entire CP sequence. However, when transferring in as a Sophomore or a Junior, there is a diminished amount of time for a student to take the full CP sequence. Therefore, in addition to transfer courses that are a direct equivalent to a current CP course, incoming Transfer students may have transferrable courses meet the following General Education CP requirements under specific conditions.
 - i. The Courses eligible for transfer include:
 - Any approved History course will meet the requirement for CP195 West in the World
 - Any approved Art or Music appreciation/history course will meet the requirement for CP235 Arts and Music
 - Any approved Literature course will meet the requirement for CP245 Literature and Culture
 - ii. The following conditions must be met:
 - On entering ENC with a Sophomore standing a student will be eligible to meet two of the three stated General Education CP requirements. In the event that there is more than one course eligible for transfer consideration, meeting the CP195 requirement will take priority.
 - On entering ENC with a Junior standing a student will be eligible to meet all three of the stated General Education CP requirements.
 - iii. The approval process is managed as per 3a with consultation between the Registrar and the General Education Chair.
4. Transfer credit hours from non-accredited institutions will be tentative, pending achievement at ENC.
5. Transfer credit hours from colleges and universities outside the United States require evaluation by qualified outside agencies.
6. Transfer credit hours will be counted toward the Federal 150% completion rate regulation required for determining Satisfactory Academic Progress for the retention of financial-aid.

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7. There shall be no delineation between traditional courses and distance-learning/online courses as long as the course meets the criteria stated in items 1 and 2.
8. Up to 93 credits may be accepted in transfer, inclusive of previously stated exceptions.
9. For courses counting toward a major program, no more than one-half of the required graduation credits for the degree may be transfer credits.
10. For courses counting toward a minor, no more than one half of the coursework may be transfer credits.
11. Courses taken at other accredited colleges and universities that are evaluated for transfer credit prior to the student's first course at Eastern Nazarene College are not calculated toward the student's GPA. The student receives credit only.
12. All transferrable courses taken at other accredited colleges and universities after a student has completed at least one course at ENC will be transferred to ENC and the grade included in the calculation of the student's GPA.
13. Matriculated students wishing to take courses at other accredited colleges or universities for the purpose of receiving transfer credit toward their degree requirements must complete a Pre-Approval to Transfer Form.
14. Prior permission must be granted to use a transfer course as a grade replacement.
15. A traditional undergraduate student may enroll in a maximum of 4 transfer credits during a semester in which the student is simultaneously enrolled fulltime at ENC.
 - a) Credits taken at another college are NOT counted toward determining enrollment status (FT or PT) at ENC.
 - b) A student may exceed 4.0 credits of simultaneous transfer credit during a semester while enrolled full time at ENC only if they meet the following criteria:
 - i. Maintain a cumulative GPA of 3.0 or above
 - ii. Junior or Senior standing
 - iii. While submitting the Pre-approval to transfer form they must include a letter of support from a faculty member indicating that the student has the ability to complete the additional credits without having a deleterious effect on their concurrent ENC course experience concurrent ENC course experience.
 - c) Transfer Classes taken during the winter break and not while concurrently enrolled in courses at ENC are not applied to the 4-credit transfer limit.

Procedure:

1. Courses are evaluated by the major department for courses in the student's major degree, by General Education for core classes, or by the Registrar's Office for elective credit.
2. The student will receive a written report from the Registrar's Office upon completion of the transfer evaluation.
3. Prospective students must submit official transcripts of all coursework completed at other colleges or universities to the Registrar's Office for evaluation.
4. Transcript evaluation for coursework completed outside the United States requires evaluation by World Education Services, American Association of College Registrars and Admissions Officers International Education Services, or any member agency of the National Association of Credential Evaluation Services (NACES).
5. Matriculated students must seek pre-approval for transfer courses by submission of the Pre- approval to transfer form or through email documentation and approval.
 - a. The student must provide:

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- i. Where and when the course will be taken
 - ii. Course number
 - iii. A description of the course
 - iv. Specify the course requirement the requested transfer course might fulfill.
- b. If the pre-transferred course is approved, a student must request an official transcript be sent from the host college to Eastern Nazarene College in order for the course to be credited toward his/her degree

History:

1. Policy format modified 6-22-2007
2. Reviewed and updated for APC 3-15-2011 and again 10-13-11
3. Approved by Faculty at the 11-3-2011 Faculty meeting
4. Edited by APC on 2-19-15 to clarify which courses are transferrable, who determines the transferrable courses, and how transfer courses relate to Federal financial aid regulations
5. Presented to faculty at the 2-25-15 and approved by faculty at the 4-29-15 faculty meeting.
6. First read by the faculty at the 9-24-2015 faculty meeting, Edited by APC on 3-3-16 to clarify policy statement #15 regarding the 4-transfer credit during a semester limit.
7. 8-25-16 at the request of the General Education Committee, APC moved #4 under #3 as item "a" and added section 3b. 8-26-16: First Read by Faculty
8. Presented to faculty for a vote at the 9-22-16 faculty meeting - Approved

Credit Hour Policy

Intent:

To be eligible for federal aid programs, students must be enrolled in a minimum number of credit hours that meet specific criteria as determined by the US Department of Education. To ensure that ENC students are able to apply for federal student aid, our courses must meet the criteria that define a “credit hour” for federal aid purposes.

Background Information:

In 2011, the US Department of Education’s new quantitative guidelines regarding the definition of a credit hour went into effect. This definition states that a unit of credit is:

“An amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than:

- (1) One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit; or the equivalent amount of work over a different amount of time; or
- (2) At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.”¹

Since the new Federal definition is based on the definition of a Carnegie Unit that has historically been prevalent throughout higher education, it is appropriate to use that definition’s interpretation of “hour” to mean 50 minutes of class with 10 minutes allowed for travel time to the next class.

It is important to note that the US Department of Education has issued clarifying statements that affirm that this new definition “does not dictate particular amounts of classroom time versus out-of-class student work”² (i.e. “seat time”), but rather it requires that a credit hour *reasonably approximate* that amount of time in terms of **overall student engagement**.

Policy:

Consistent with both the definition of a Carnegie Unit and the current federal guidelines, all undergraduate courses at Eastern Nazarene College shall require an amount of work equivalent to 2,250 minutes (minimum) for each hour of credit offered. This minimum amount includes any combination of in-class instructional time, out-of-class student work, and/or any other time spent engaged in other academic activities that are awarded academic credit (i.e. “total student engagement time”). All courses must meet the required minimum number of minutes regardless of the duration of time over which the course extends. (e.g. a 3-credit course meeting for 5 weeks must have total student engagement time that is equivalent to that of a 3-credit course meeting for 15 weeks.) Graduate-level courses are expected to exceed the expectations for undergraduate courses.

¹Higher Education Opportunity Act, 34 CFR §600.2 (2010).

²United States Department of Education. (2011, March 18). *Guidance to institutions and accrediting agencies regarding a credit hour as defined in the Final Regulations published on October 29, 2010* [General letter, GEN-11-06].

Procedures:

Traditional Semester Courses

Courses scheduled according to the traditional 15-week semester structure will meet for 750 minutes of classroom instruction per credit hour and will include at least 1,500 minutes per credit hour of some combination of out-of-class student work and/or other academic activities.

Minimum Number of Total Minutes by Credit

Course	Minutes of Instruction	Minutes of Out-of-Class/Other Work	Total Minutes
1-credit	750	1,500	2,250
3-credit	2,250	4,500	6,750
4-credit	3,000	6,000	9,000

1. Instructional Time:

- a. Three-credit courses that meet on Monday/Wednesday/Friday (MWF) will meet at least 35 times in sessions lasting for 65 minutes each. This gives an in-class total of 2,275 minutes, which is 25 minutes over the required minimum.
- b. Three-credit courses that meet on Tuesday/Thursday (TR) will meet a minimum of 28 times in sessions lasting for 81 minutes each. This gives an in-class total of 2,268 minutes, which is 25 minutes over the required minimum.
- c. Three-credit courses that meet once a week will meet a minimum of 13 times in sessions lasting for 175 minutes each. This gives an in-class total of 2,275 minutes, which is 25 minutes over the required minimum.
- d. Four-credit courses will meet a minimum of 38 times in sessions lasting for 65 minutes each AND will meet an additional 9 times in sessions lasting for 60-minute. This gives an in-class total of 3,010 minutes, which is 10 minutes over the required minimum.

Instructional Time

	Number of Classes	Class Duration	Class Total	Finals	Total with Finals
3-credits, MWF	35	65 min	2,275 min	120 min	2,395 min
3-credits, TR	28	81 min	2,268 min	120 min	2,388 min
3-credits, once a week	13	175 min	2,275 min	120 min	2,395 min
4-credits, MWF	38	65 min	3,010 min	120 min	3,130 min
	9	60 min			

2. Final Exams:

- a. The Final Exam policy is published on the college website and can be found [HERE](#).
- b. A final semester examination and/or a major paper **is required** in each course.
- c. The Registrar’s Office publishes the final exam schedule at the start of each semester.
- d. All classes scheduled for a final exam **are required** to meet during the assigned time. Attendance at the scheduled final exam time **is mandatory**.

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- e. Permission of the Academic Standing Committee is required for the rescheduling or special administration of a final examination.
 - f. Seniors are exempt from taking final examinations in the Spring term prior to their graduation. Students who have enough credits to be classified a senior but are not graduating in the current academic year must take final exams.
 - g. In case of unavoidable absence from a final examination, the student must petition the Academic Standing Committee for permission to take a substitute examination at another time.
3. Out-of-Class Time:
- a. Teaching faculty are responsible to ensure that the estimated amount of time students spend engaged with course content outside of class (e.g. studying, reading, researching, completing assignments, etc.) meets the minimum amounts of out-of-class time described above.
4. Other Academic Activities:
- b. Other academic activities that are awarded academic credit (e.g. field work, internships, practica, lab or studio work, etc.) are subject to the same minimum requirements of total student engagement time.
 - c. 1.0 credit hour of internship increase shall require 35 hours of work.
 - d. Special course options (i.e. directed studies, independent studies, and independent research) are also subject to the minimum requirements of total student engagement time.
 - e. Supervising faculty for these activities are responsible to assess the level and amount of student learning and award credit according to this policy.

Nontraditional Courses

Courses taught in an accelerated format (i.e. that meet within a shorter duration of time than the traditional 15-week semester length) require a combination of in- and out-of-class work or other academic activities (i.e. total student engagement time) that is equivalent to at least 2,250 minutes per credit hour.

It is the responsibility of the faculty member to estimate this total student engagement time, document it clearly in the course syllabus and to ensure that all expectations for student learning in accelerated courses are consistent with those in traditional courses. Syllabi will be reviewed regularly by the Provost and the VP of Adult and Graduate Studies. Time estimations will be made in consultation with members of the teaching faculty and using a set of conversion formulas developed by the Carnegie Foundation specifically for online programs seeking to document clock-hour equivalencies. These formulas have become the standard for many institutions and accrediting agencies³.

Reading Calculations

It is assumed that the average undergraduate student will read a typical textbook at a rate of approximately 20 pages per hour. Material that is more dense or technical in nature is assumed to slow the rate to approximately 10 pages per hour (Powell, Helm, Layne, & Ice, 2012). To determine time spent on reading assignments, divide the number of pages assigned by the appropriate multiple (usually 20) to produce a time estimation in hours.

³ Charleston Southern University (n.d.). *CSU curricular guidelines to determining credit hours for online courses*.

Retrieved from http://www.csuniv.edu/facultyandstaff/curriculumcommittee/determiningcredithours_online_courses.pdf

DETC Accrediting Commission (October 2011). *Determining credit/clock hours*. Retrieved from

http://www.detc.org/2011fallworkshop/downloads/101811_DETC12%20-%20EVALUATOR%20-%20C.%2013.%20Determining%20Credit-Clock%20Hours.pdf.

Powell, K., Helm, J.S., Layne, M. & Ice, P. (2012). Quantifying online learning contact hours. *Administrative Issues Journal: Education, Practice, and Research* 2(2), pp. 80-93. Retrieved from

<http://www.swosu.edu/academics/aij/2012/v2v2/powell-helm-layne-ice.pdf>.

Upchurch, R.L. (2011). *A guidebook for curriculum development and assessment: For the classroom and online*.

Huntington, IN: Tools-to-Lead Publishing.

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For example:

$$\begin{aligned} & 84 \text{ pages of assigned reading} \\ & \div 20 \text{ pages/hour (for a typical textbook)} \\ & = 4.2 \text{ hours estimated for the reading assignment} \end{aligned}$$

Writing Calculations

It can be assumed that a student can produce one double-spaced page of approximately 250 words per page in 30 minutes. So to *begin* calculating the hours to produce a written assignment, divide the number of required pages by two (or divide the number of required words by 500, if the assignment guidelines specify a word count instead). For example,

$$\begin{array}{lcl} 2\text{-page paper} & \text{OR} & 500\text{-word paper} \\ \div 2 \text{ pages/hour} & & \div 500 \text{ words/hour} \\ = 1 \text{ hour estimated for composition of the assignment} & & \end{array}$$

There are, however, several other variables that must be accounted for when estimating the time an average student would spend writing a paper. For example, a paper requiring a high level of academic formality will take significantly more time to write than a paper of the same length with less formality. To allow for this, add up to two hours to the first estimate to account for time spent drafting and revising. A more informal paper generally requires less revision time, so is allotted just one additional hour. The most informal level of writing (i.e. those that can be written in stream-of-conscious style) does not receive any extra time estimates for the revision process. For example, if the same two-page paper from above requires a moderate level of formality and structure,

$$\begin{aligned} & 2\text{-page paper} \\ & \div 2 \text{ pages/hour} \\ & = 1 \text{ hour of composition} \\ & + 1 \text{ hour for drafting/revision} \\ & = 2 \text{ hours estimated for the total writing process} \end{aligned}$$

Similarly, papers that require significant research efforts (i.e. beyond the use of a textbook or other class materials) should have that time accounted for in estimates as well. For papers requiring three to five outside sources, two additional hours are granted per page of the finished paper. Those two hours can be adjusted depending on the number and type of sources required by the assignment. For example, if the same two-page paper listed above requires the use of 2 outside sources,

$$\begin{aligned} & 2\text{-page paper} \\ & \div 2 \text{ pages/hour} \\ & = 1 \text{ hour of composition} \\ & + 1 \text{ hour for drafting/revision} \\ & = 2 \text{ hours estimated for the total writing process} \\ & + 1 \text{ hour per page (i.e. 2 hours) for research} \\ & = 4 \text{ hours estimated for combined research and writing processes} \end{aligned}$$

Presentation Calculations

It can be assumed that students will need 30 minutes of preparation time for every minute an assigned presentation is scheduled to last, particularly if the student is creating a PowerPoint or other text-based presentation aid. Occasionally, presentation requirements are specified in terms of the number of PowerPoint slides a student is required to prepare. Since most presentations average one slide per minute, it can be assumed that the preparation time will be 30 minutes per slide. For example,

$$\begin{array}{lcl} 10\text{-minute PowerPoint presentation} & \text{OR} & 10\text{-slide presentation} \\ \div 2 \text{ presentation-minutes/hour} & & \div 2 \text{ slides/hour} \\ = 5.0 \text{ hours of text-based preparation} & & \end{array}$$

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Similar to written assignments, up to two extra hours are added on to allow time for rehearsal and for working with technical elements such as formatting. The number used is determined by the comfort level of the student with the topic and/or technology. For example,

$$\begin{aligned} & 10\text{-minute PowerPoint presentation} \\ & \div \underline{2 \text{ presentation-minutes/hour}} \\ & = 5.0 \text{ hours of text-based preparation} \\ & + \underline{1 \text{ hour for moderate level of rehearsal/tech rehearsal}} \\ & = 6.0 \text{ hours for total preparation} \end{aligned}$$

Time can also be added for research requirements at the same rate indicated above (under writing assignments). Frequently, presentations are assigned in conjunction with a written paper. In those instances, no additional time is added to the presentation for research since it is assumed the same time spent researching for the written portion will be used researching for the oral presentation.

Communication and Compliance:

- All academic policies are published on the faculty portal and on the ENC website
- Faculty are required to submit a copy of their syllabus to the office of the Provost at the start of each semester.
- The Academic Policy Committee is responsible for the academic calendar, daily schedule, and to ensure that all “seat-time” requirements are able to be met within the calendar and daily schedule structure.
- Curricular and syllabi review is part of the Program Review process.

Credit-Hour Compliance Example

EC242 Child Development

(syllabus rev: 3/9/2015) credits: 3

Session 1

In-Class Instruction:	4.00
Out-of-Class Work & Other Academic Activities:	7.70
Read Ch 1 (74p / 20)	3.70
Article reviews (2h reading + 2* [0.5h+1p/2] paper)	4.00

Session 2

In-Class Instruction:	4.00
Out-of-Class Work & Other Academic Activities:	11.60
Quiz prep (1ch x 1h)	1.00
Read Ch 2-5 (132p / 20)	6.60
Article reviews (2h reading + 2* [0.5h+1p/2] paper)	4.00

Session 3

In-Class Instruction:	4.00
Out-of-Class Work & Other Academic Activities:	18.70
Quiz prep (4ch x 1h)	4.00
Read Ch 6-9 (124p / 20)	6.20
Observation #1 (0.5h obs. + [2+4p/2] paper)	4.50
Article reviews (2h reading + 2* [0.5h+1p/2] paper)	4.00

Session 4

In-Class Instruction:	4.00
Out-of-Class Work & Other Academic Activities:	14.20
Quiz prep (4ch x 1h)	4.00
Read Ch 10-13 (124p / 20)	6.20
Article reviews (2h reading + 2* [0.5h+1p/2] paper)	4.00

Session 5

In-Class Instruction:	4.00
Out-of-Class Work & Other Academic Activities:	19.05
Quiz prep (4ch x 1h)	4.00
Read Ch 14-17 (131p / 20)	6.55
Observation #2 (0.5h obs. + [2+ 4p/2] paper)	4.50
Article reviews (2h reading + 2* [0.5h+1p/2] paper)	4.00

Session 6

In-Class Instruction:	4.00
Out-of-Class Work & Other Academic Activities:	22.00
Quiz prep (4ch x 1h)	4.00
Research paper ([6p*1h] research + [2+ 6p/2] writing)	11.00
Presentation of research (2+ 10min/2)	7.00

Estimated Student Engagement Time (hours)	
In-Class Instruction:	24.00
Out-of-Class Work & Other Academic Activities:	93.25
Reading	29.25
Article reviews	20.00
Quiz prep	17.00
Observations	9.00
Research paper & presentation	18.00
	====
Total Student Engagement Time:	117.25
Target Amount (3-cr course):	112.50

Cumulative GPA Policy

Intent:

To clarify the meaning and use of cumulative GPA.

Policy:

1. An *ENC Cumulative GPA* will be calculated for all students based only on courses taken at ENC.
2. The *ENC Cumulative GPA* will be used to determine Semester Honors, Graduation Honors, and Class Rank.
3. An *Overall Cumulative GPA* will be calculated for all students based on all courses on a student's transcript.
4. The *Overall Cumulative GPA* will be used for Academic Standing, Degree Requirements, and Scholarship Standing.

Procedure:

1. The *ENC Cumulative GPA* and the *Overall Cumulative GPA* will be determined each time the Academic Standing is determined for a student. See the *Academic Standing Policy* for more detail.

Published in:

Undergraduate Catalog

History:

1. Establishing an ENC Cumulative GPA was approved by the faculty at the 5-1-08 faculty meeting.
2. New format for policy statement completed on 9-8-08 and reviewed on 3-08-11.

Directed Study Policy

Intent:

Directed study is designed for upperclassmen that have irreconcilable class schedule conflicts.

Policy:

1. Students who participate in directed study must be upperclassmen.
2. Directed studies will not be approved for General Education curriculum courses.
3. Directed studies will only be approved if there are irreconcilable class schedule conflicts.
4. Course work is to be done outside the classroom with faculty supervision.
5. Weekly conferences will be held with the instructor.
6. A fee for private instruction will be charged in addition to tuition for the course.

Procedure:

How to Enroll in Directed Study

1. Academic Petition Forms must be used to apply for a Directed Study.
2. Forms are available in the Registrar's Office or on the college website.
3. Permission is required from the instructor of the course and the student's academic advisor.
4. Permission is needed from the Academic Standing Committee.
5. Petitions will only be considered if submitted by the last day of registration

History:

1. Policy format modified on 5-30-07.
2. Revised for APC on 10.20.10

Dual Degree Policy

Intent:

The following policy and procedure allow students to pursue a Dual Degree, defined as simultaneous pursuit of a Bachelor of Science (B.S.) and a Bachelor of Arts (B.A.)

Policy:

1. A dual degree student must complete the following requirements:
 - a. A minimum of 153 total credit hours
 - b. Completion of the General Education Core curriculum
 - c. Completion of two majors as specified in the departmental listings, with a grade of C- or better for all courses applied to either major
 - d. Completion of the senior year (30 credit hours) and a minimum of one-half of each major in residence at ENC
 - e. Electives completing the total number of credit hours needed
 - f. Comprehensive examinations in both major fields completed to the satisfaction of each major department
 - g. A cumulative grade point average of 2.0 or better

Procedure:

1. Change of Major forms, which can be used for declaring a dual degree, can be found in the Registrar's Office.
2. Change of Major forms should be filled out and signed by the student, and submitted to the Registrar's Office, or emailed from the student's ENC email account.
3. It is recommended that students consult with their current advisor and potential new advisor before making any changes or additions.

Nota Bene: The longer a student waits in their tenure at ENC to make changes to his/her major program, the longer it may take to graduate.

History:

1. Policy format modified on 6-7-07
2. Modified on 10-25-10

Final Examination Policy

Intent:

Examinations are a way of evaluating a student's learning in a given course. In keeping with the basic principles of academic integrity, the policies governing examination attendance and performance are to be specific and reasonable.

Policy:

Exams and Final Exams

1. A final semester examination and/or a major paper is required in each course.
2. A student who fails a course is not allowed to take a second examination until he/she has repeated the course.
3. Instructors are to be present at all final examinations or to make suitable arrangements for their substitutes.
4. Final examinations are scheduled by the Registrar.
5. Attendance at the scheduled final exam time is mandatory.
 - a. Students who have a serious conflict (serious illness, disability, death in the family, etc.) with the scheduled time must submit a petition to the Academic Standing Committee.
6. Students who are graduating in May or August are not required to take a final exam during the spring semester. Faculty members will determine and announce alternative requirements for graduating seniors
7. Students who have enough credits to be classified a senior but are not graduating in the current academic year must take final exams.

Procedure:

1. Academic petitions may be filed by students who wish to be granted special permission or exception to the official final exam schedule
 - a. Petitions may be picked up at the Registrar's Office.
 - b. If the reason is related to a disability, the student may petition the director of the Center for Academic Services, with documentation for permission to take a specially-scheduled examination.
 - c. Permission will not be granted to accommodate travel plans.
 - d. Students are advised to study the academic calendar and the final examination schedule, which is posted by October 1 and March 1, before making travel arrangements.
2. Those seniors who wish to take the final exam may do so with special permission from the professor and notification to the Registrar's Office.
 - a. If a student chooses to take a final examination, the exam must be taken at the scheduled final exam date/time.

History:

1. Policy format modified on 8-1-07.
2. Revised for APC on 10.28.10



Financial Aid Satisfactory Academic Progress Undergraduate

Intent:

Eastern Nazarene College has the following Satisfactory Academic Progress (SAP) Policy for students who receive financial aid.

Policy:

1. These standards require that a student progress toward an undergraduate degree during all periods of enrollment, including periods when a student did not receive financial aid.
2. Eastern Nazarene College will be **consistent in applying the SAP policies to full-time & part-time, independent and dependent students.**
3. **The Minimum Financial Aid SAP Standards are:**
 - a. Maintain required Cumulative Grade Point Average (CGPA) based on matrix below, or higher (a qualitative measure) **and**
 - b. Successfully complete at least 67% of the cumulative attempted credit hours (a quantitative measure) **and**
 - c. Make positive progress toward a program of study **within** 150% of the average published program length.

Undergraduate Students required CGPA

Total Number of Credits Hours Attempted	Minimum Cumulative GPA
0 - 32.9	1.7
33.0 - 48.9	1.8
49.0-63.9	1.9
64.0 or more	2.0

4. **The Financial Aid Eligibility Statuses are:**
 - a. **Eligible** – Student is meeting the minimum academic standards or has no academic history. Fully **Eligible** for financial aid.
 - b. **Warning** – Student did not meet minimum standards for CGPA and/or 67% completion rate in the previous evaluation period. Student is still **Eligible** for financial aid, but must reach all minimum standards by the end of the next evaluation period to maintain eligibility.
 - c. **Ineligible** – Student has had two consecutive evaluation periods below minimum standards for CGPA and/or 67% completion rate. Student is **Ineligible** for financial aid.
 - d. **Timeframe** – Students seeking an AA degree must complete the AA requirements within a maximum number of credits attempted (including transfer credits) of 93. Students seeking a Bachelor’s Degree must complete the BA requirements within a maximum number of attempted hours of at least 186 credit hours including transfer hours. If a student exceeds these credit hour limits, they are not making progress toward a degree within the 150% federal requirements; therefore student is **Ineligible** for financial aid. **When is Academic Progress Evaluated?** A student’s SAP will be evaluated at the end of each academic semester (i.e., fall, spring and summer semesters).

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5. **Successful completion of a class** is defined as earning a passing grade of A, B, C, D, or S.
6. **Unsuccessful completion of a class** is defined as **Non-Passing Grades** of: F, W, X NC, U, I
7. **New Financial Aid Students with prior academic history:** Eastern Nazarene College students with prior academic history will be evaluated at the time they apply for financial aid. They will receive one of three financial aid statuses.
 - a. **Eligible** – Student is meeting the minimum academic standards or has no academic history. Fully **Eligible** for financial aid.
 - b. **Warning** – Student did not meet minimum standards for cumulative GPA and/or 67% completion rate in the previous evaluation period. Student is still **Eligible** for financial aid, but must reach all minimum standards by the end of the next evaluation period to maintain eligibility.
 - c. **Timeframe** – Students seeking the AA degree must complete the AA requirements within a maximum number of credits attempted (including transfer credits) of 93. Student has attempted at least 186 credit hours toward a Bachelor’s Degree. Graduate students must earn their degree within the timelines set by the Graduate School per their graduate program. If a student exceeds these credit hour limits, they are not making progress toward a degree within the 150% federal requirement therefore student is **Ineligible** for financial aid.
 - d. **Transfer Students and Transfer credit hours:** Students transferring to Eastern Nazarene College are required to have all prior college transcripts evaluated for transfer credits. All credit hours accepted by Eastern Nazarene College will be used to determine 67% completion rate and maximum timeframe of 150%.
8. **Repeat Courses:**
 - a. **Non-Passing F/U:** A course with a Non-Passing grade of F or U can be repeated as many times as the college chooses to allow and the student will receive all eligible financial-aid
 - b. **Passing Grade A-D, S:** A course with a Passing grade of A-D or S can be repeated as many times as the college chooses to allow, however the student can only receive financial-aid for the first repeated attempt
9. **Determining Grade Point Average:**

Course Type & Grade	Included in GPA Calculation
Passing Grades: A-D	Included
Passing Grades: S	Not Included
Non-Passing Grades: F	Included
Non-Passing Grades: U, W, I, X	Not Included
Non-Passing Grades: NC	Not Included
Course Dropped by Add/Drop date	Not Included
Audited Courses	Not Included
Repeat Courses	Only highest grade is included

- a. For Repeat courses, only the course with the higher grade is used in calculating the student’s GPA when a course is repeated. The repeat course is only included once in the cumulative GPA calculation.

10. Determining Attempted Credits for completion rate (Pace) and Timeframe:

Course Type & Grade	Included in Attempted Credits for Pace and Timeframe
Passing Grades: A-D	Does count
Passing Grades: S	Does count
Non-Passing Grades: F	Does count
Non-Passing Grades: U, W, I, X	Does count
Non-Passing Grades: NC	Does not count
Course Dropped by Add/Drop date	Does not count
Audited Courses	Does not count
Repeat Courses	Does count (each time)

- a. For Repeat courses, each time a course is repeated, the credits will be included determining completion rate (pace) and timeframe.
 - b. **NOTE:** Each repeated course contributes to the total attempted credits for financial-aid purposes. A high number of repeated courses could jeopardize a student’s financial-aid eligibility based on progress toward completing a program of study within 150% of the average published program length as well as successfully completing at least 67% of the cumulative attempted credit hours.
11. **Audited Credit Hours:** Courses taken on an audit basis are not counted when determining the completion percentage or for purposes of determining your cumulative GPA.

12. How to Re-establish Eligibility?

- a. A student must bring his/her GPA and completion rate up to the minimum standards of the required CGPA, per matrix, and 67% completion rate. A student will be **Ineligible** for financial aid and cannot be reimbursed during this time.
- b. Mitigating Circumstances: If a student has experienced mitigating circumstances (illness, family illness, change of major) during the most recent evaluation period, they may submit an Appeal to reinstate financial aid eligibility. The student must explain, in the appeal, what has changed that will now allow them to meet the SAP requirements. The student must also submit supporting documentation with the appeal.
 - If the request is granted, the student will be placed on one of two Financial Aid Eligibility Statuses:
 - i. **Probation** – The student is expected to improve to minimum standards by the end of the next evaluation period. The student is Eligible for financial aid, but must meet minimum standards by the next evaluation period. A student cannot be on probation for two consecutive semesters.
 - ii. **Academic Success Plan** – The student cannot be expected to improve to minimum standards by the next evaluation period. The student and Eastern Nazarene College have agreed to a success plan to allow the student to meet minimum standards within a fixed number of evaluation periods. The student is fully **Eligible** for financial aid as long as they are strictly following the success plan. If at any time the student stops following the success plan and they are not meeting the minimum standards they will become **Ineligible** for financial aid. If a student meets minimum standards at any time while on a success plan their Financial Aid Eligibility status will be updated to **Eligible**.
 - If the request is not granted, the student will remain Ineligible for financial aid until they meet all minimum standards.

- c. Timeframe Mitigating Circumstances: if a student has not completed their program of study within the 150% timeframe and there are mitigating circumstances (illness, job related, family illness, change of major), they may submit an Appeal to reinstate financial aid eligibility.
 - If this application is granted, the student will be placed on the following Academic Eligibility Status:
 - i. **Timeframe Academic Success Plan** – The student and Eastern Nazarene College have agreed to a success plan. The student is fully **Eligible** for financial aid as long as they are strictly following the success plan. If at any time the student stops following the success plan they will become **Permanently Ineligible** for financial aid.
 - If the request is not granted:
 - i. The student will remain **Ineligible** for financial aid.
 - All students are limited to one Timeframe Academic Success Plan.

13. Students will be notified by email, of their sap status, at the end of each semester

14. Students will be notified of the regulations pertaining to the request for his or her social security number with the following notice:

NOTICE TO APPLICANTS
Student Financial Assistance Programs Disclosure of Social Security Account Number

Section 7(a) of the Privacy Act of 1974 (5U.S.C.552a) requires that when any federal, state, or local government agency requests an individual to disclose his or her Social Security Account Number, that individual must also be advised whether that disclosure is mandatory or voluntary, by what statutory or other authority the number is solicited, and what use will be made of it. Accordingly, applicants are advised that disclosure of the applicant's Social Security Account Number (SSAN) is required as a condition for participation in student financial assistance programs sponsored by the federal government, state, or the local government, in view of the practical administrative difficulties that would be encountered in maintaining adequate program records without the continued use of the SSAN. The SSAN will be used to verify the identity of the applicant and as an account number (identifier) throughout the life of the loan or other type of assistance in order to report necessary data accurately. As an identifier, the SSAN is used in such program activities as determining program eligibility, certifying school attendance and student status, determining eligibility for deferment or repayment of student loans, and for tracing and collecting in cases of defaulted loans. Authority for requiring the disclosure of an applicant's SSAN is grounded on Section 7(a) (2) of the Privacy Act, which provides that an agency may continue to require disclosure of an individual's SSAN as a condition for the granting of a right, benefit, or privilege provided by law where the agency required this disclosure under statute or regulation prior to Jan. 1, 1975, in order to verify the identity of an individual.

Procedure

1. All forms and procedures can be found on the ENC financial aid website at: <http://www1.enc.edu/financial-aid/>

History:

1. Policy reviewed and approved by APC on 8-28-2014 and brought to Faculty at the 8-29-2014 Faculty Meeting
2. Policy approved by faculty at the 8/29/14 faculty meeting
3. Edits for clarification on GPA and Attempted credits made on 8-22-16, no change in the policy.

Grade Appeal Policy

Intent:

The grade grievance procedure provides each student with the opportunity to appeal formally the final grade in a course because he or she believes that the grade has been awarded arbitrarily or capriciously. This procedure is not intended to handle disputes which may arise about the grading of individual exams or assignments during the semester. When such disputes arise, the student should contact the instructor immediately, rather than waiting until the end of the semester.

Policy:

1. Each Grade Grievance submitted according to this procedure must be an individual action by an individual student, and “class action” grievances by one student on behalf of several students or an entire class are not permitted.
2. Each academic division shall select a Division Grade Grievance Committee at the beginning of the academic year in September.
 - a. This committee will hear all grade grievances during the next 12 months, rather than selecting a different committee for each grade grievance.
 - b. Substitute members shall be selected to replace any committee member who is himself/herself involved in a grade grievance.
 - c. Substitute members shall be selected to replace any committee member (faculty or student) who is unavailable for an extended period of time (e.g., spring and/or summer).
3. The Division Grade Grievance Committee shall be composed of three (3) faculty members and two (2) students, selected by appropriate division procedures. The student grievant, however, may request in advance in writing that the two (2) students be excused and that his or her grievance be heard only by the three (3) faculty members. The committee shall conduct a hearing according to the following guidelines:
 - a. A detailed record shall be kept of the hearing, preferably a taped sound recording.
 - b. Both the student and instructor shall be permitted an adviser. Advisers must be members of the college community, i.e., students or full-time faculty or staff members.
 - c. The hearing shall be a closed hearing.
 - d. Both the student and the instructor may call witnesses. The student, instructor, advisers, and committee members all have the right to question any witnesses that are called; and the deliberations of the committee shall be in executive session.
4. Each Division shall select a maximum of two (2) faculty members plus one alternate who are available over a 12-month period for assignment to the College Grade Grievance Committee.
 - a. These selections shall be made by the appropriate faculty advisory council/committee at the beginning of the academic year in September.
 - b. Unlike the Division Grade Grievance Committee, this STEP III College Grade Grievance Committee may of necessity have a different membership for each grievance.

5. The College Grade Grievance Committee shall be chaired by the Registrar and shall have the following additional members: division head/program director or his/her designee; two (2) faculty members, one of whom is from the involved division, but not from the department in which the grievance originated wherever possible – if not possible then one appointed by the Academic Dean; and one (1) student appointed by Student Government/Graduate Student Representative.
 - a. The two faculty members shall be selected by the Registrar from an available pool of nominees representing all departments
6. The time limits/deadlines for submitting grievances/appeals, holding meetings, and making decisions are to be followed by all parties. However, extensions of the time limits not to exceed five (5) working days may be requested in writing by any of the involved parties. Such requests must originate prior to the expiration of the stated time limit. The division head/program director of the involved division/program will make the decision to approve or to deny each request for a time limit extension at STEP I or STEP II. Decisions regarding STEP III time limit extensions will be made by the Registrar.
7. Guidelines for filing a formal grievance are as follows:
 - a. A grievance must be based on evidence that the instructor has been arbitrary and/or capricious in awarding a grade.
 - b. The written grievance must describe specifically the perceived arbitrary or capricious action of the instructor. The student should also present all other evidence or documentation in support of his/her allegations. The appeal must be submitted within 5 days of the next semester in order to be considered.
 - c. Disagreement with an instructor's judgment in and of itself is not basis for a grievance, nor is disagreement with an instructor's grading standards, if such standards have been described in advance for the class, and have been applied fairly to all students in the class.
8. “Working days” are defined as Monday through Friday while classes are in session.
9. Grievances relating to grades awarded for the spring semester ending in May shall normally be pursued the next fall, measuring all stated deadlines with respect to the start of the fall semester in September.
 - a. If the instructor is teaching on campus during the summer session and the student is enrolled on campus during that same session, then with their mutual agreement, the grievance can be pursued during the summer. However, should either the instructor or the student prefer to wait, then action of the grievance will be postponed until the fall semester.
 - b. The only exception in which the grievance shall be pursued during the summer session without the consent of an instructor who is teaching on campus, is for any case in which the disputed grade affects the student's plans to graduate in August of that year. In such cases, if the instructor is unwilling to participate, the division head/program director may act on his/her behalf.
10. Throughout this procedure, the title “division head” shall be interpreted to include “program directors” or “program coordinators” for appropriate academic units, including Graduate and Professional Studies.
11. Students are discouraged from seeking counsel or “off the record” opinions from division heads, program directors or other senior administrators (particularly the

Registrar who may become involved later if there is a STEP III appeal) while action is still pending on a grade grievance at the department level.

12. When the Grade Grievance Procedure results in an instructor's grade being changed without his or her agreement, then all College records containing that grade in which the name of the instructor appears shall be identified with an asterisk(*). On these records, the asterisk will be footnoted with the following statement: "This grade is the result of an appeal procedure." On those records in which the instructor's name does not appear, the grade will not be marked with an asterisk, nor will there be any other indication that the original grade was changed.

Procedure:

13. **STEP I** -- Instructor and Student (Informal)

- a. If a student wishes to appeal a final grade, the student must contact the instructor within five (5) working days after the start of the next semester; i.e., the semester following the one in which the disputed grade was given.
- b. If the instructor is teaching on campus the next semester, but is temporarily unavailable or simply cannot be reached during this five-day period, then the student should deliver written request for an appointment with him/her, stating the reason, to the division head/program director no later than the final day of the five (5) day period. If the Division head/Program Director is the faculty member being challenged, the Division grade grievance committee will establish an alternative committee member to serve in their place.
- c. With the aid of the division head/program director in scheduling an appointment, the instructor and student must then meet as soon as possible and discuss the disputed grade privately. Whenever possible, conflicts over grades should be resolved informally between the instructor and the student as a result of this STEP I discussion. Again, if the Division head/Program Director is the faculty member being challenged, the Division grade grievance committee will establish an alternative committee member to serve in their place.
- d. If the instructor has left the college permanently, or is not available for a period of sixty (60) days or more (e.g., if the instructor is away on sabbatical leave, or medical leave), then the division head shall act in his/her behalf and make a decision either in support of or against the grievance.
- e. In making this decision, the division head/program director shall review all available grade records, discuss the matter with the student, and, with the written consent of the student, request and evaluate a written statement submitted within ten (10) working days by the instructor concerning the disputed grade.
- f. The division head/program director cannot act in this manner on behalf of the instructor during the spring-summer period simply because the instructor is not teaching during either spring or summer session, unless the disputed grade affects the student's plans to graduate either in December of that year.

14. **STEP II** -- Division Grade Grievance Committee (Formal)

- a. If the grade dispute is not resolved in Step I to the student's satisfaction and he or she still believes that the grievance has merit based on the facts of the case, the student has the right to file a formal written grievance to the division

- head/program director who will forward it immediately to the Division Grade Grievance Committee.
- b. A grievance must be filed within fifteen (15) working days after the start of the next semester following the one in which the disputed grade was given.
 - c. Within TEN (10) WORKING DAYS after receipt of the written grievance, the division head/program director must schedule a hearing before the Division Grade Grievance Committee.
 - d. The division head/program director cannot simply make a personal judgment that the grievance is without merit, and thus refuse to give it to the Division Grade Grievance Committee. However, after scheduling the hearing, the division head/program director may request a closed three-person meeting in his/her office with just the instructor and the student, to discuss informally the disputed grade one final time.
 - e. If either the instructor or the student refuses to attend such a meeting, the division head/program director cannot require his/her attendance, and the grievance hearing is then held as previously scheduled.
 - f. If the closed meeting is held, the division head/program director shall act only as a facilitator or mediator. His/her role is restricted solely to promoting further discussion, not to imposing his/her judgment and/or making a decision in the case.
 - g. If the dispute is resolved in this meeting, the written grievance shall be withdrawn and the scheduled hearing canceled.
 - h. If the dispute is not resolved, the grievance hearing is then held as previously scheduled. In such cases, the division head/program director shall not communicate his/her opinions/judgments regarding the grievance and/or the discussions in the closed meeting to the members of the Division Grade Grievance Committee.
 - i. Within FIVE (5) WORKING DAYS of the date of the hearing, the Division Grade Grievance Committee shall present its decision/recommendations in writing to the division head/program director for immediate distribution to the student and the instructor.
 - j. Either the student or the instructor may appeal the decision/recommendations of the Division Grade Grievance Committee to the College Grade Grievance Committee, under the conditions listed below. This appeal must be filed within five (5) working days of receipt of the decision.
15. **STEP III -- College Grade Grievance Committee (Appeal)**
- a. Either the instructor or the student grievant may submit a written appeal of the prior decision at STEP II by the Division Grade Grievance Committee within FIVE (5) WORKING DAYS of written receipt of that decision, if one of the following conditions is met:
 - i. There was at least one dissenting vote at the STEP II level; or
 - ii. New evidence or new witnesses not previously considered or heard at STEP II become available.
 - b. In the absence of at least one of the above conditions, simple disagreement with the decision rendered at STEP II is not a sufficient basis for an appeal. In other words, there is no automatic right of appeal in every case requiring that the College Grade Grievance Committee reconsider the entire grievance case.

- c. If the appeal is based on new evidence or new witnesses, the written appeal statement must explain precisely how this evidence or testimony relates directly to the alleged arbitrary or capricious awarding of the disputed grade.
- d. The appeal shall be submitted to the Office of the Registrar with a copy to the division head/program director.
- e. The College Grade Grievance Committee shall review all written documents which were available to the Division Grade Grievance Committee, the tape recording of the STEP II hearing, and the final report and decision of the STEP II Committee. The College Grade Grievance Committee may reconvene the participants in the STEP II hearing to answer questions, if desired.
- f. Within twenty (20) working days of the receipt of the appeal, the College Grade Grievance Committee shall issue a written STEP III decision to both the instructor and the student. This decision shall be final; no further appeal is possible.

History:

1. This policy first became effective on 9-1-93.
2. Policy format modified on 5-31-07.
3. Policy approved by the APC on 10-23-09.
4. Policy approved by the faculty on 2-4-10.

Grading System Policy and Procedure

Intent:

The grading system should promote the importance of care and fairness in evaluation of student work. The policy and procedure for the grading system must support current academic policy.

Policy:

1. Standing in courses is indicated by letter grades as follows:
 - a. **A and A-** indicates distinctly superior work;
 - b. **B+, B and B-** indicates meritorious work;
 - c. **C+, C and C-** indicates average work;
 - d. **D** indicates unsatisfactory work, but passing;
 - e. **F** indicates failure.
 - f. **I** indicates incomplete work. A student must petition the Academic Standing Committee for permission to submit work later than the last day of final exams. All work must be completed by the eighth week of the subsequent semester or earn a grade of F for the course.
 - g. **W** indicates “withdrawal” provided the student withdraws in accordance with the published withdrawal deadline or receives permission of the Academic Standing Committee. No quality points are involved.
 - h. **X** indicates “incomplete” for lack of final examination. This is a temporary grade and is given on petition to the Academic Standing Committee, pending permission to make up a missed final examination.
 - i. **S** indicates “satisfactory” and shall be recorded if the instructor turns in a grade ranging from A to C-. No quality points are involved.
 - j. **U** indicates “unsatisfactory” and shall be recorded for a D or F. No quality points are involved.
 - k. **NC** indicates “no credit.”
 - i. A first-year freshman student may petition the Committee on Academic Standing to replace an F grade with an NC. In general, such petitions will only be granted for elective courses.
 - ii. Although an NC indicates non-passing work, it carries no quality point value and thus has no effect on cumulative grade point average.
2. In order to receive credit for a course in which an F has been received at the end of a term, a student must repeat the course.
3. Students cannot enroll in courses for which a failed course is a prerequisite except by approval of the Academic Standing Committee.
4. Numerical values, or quality points, are assigned to the letter grades according to the following scale for each semester hour for each course involved:

a. A = 4.0	e. B - = 2.7	i. D = 1.0
b. A - = 3.7	f. C+ = 2.3	j. F = 0
c. B+ = 3.3	g. C = 2.0	
d. B = 3.0	h. C - = 1.7	

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5. The only reason for a faculty member to change a final grade (other than a grade of X or I) is the discovery of a computational error. Grade changes for a reason other than computational error must be approved in writing by the Provost and Dean of the College.
6. Faculty members are required to keep detailed records of the performance of students in a class record book or in an electronic format for at least five years after completion of the course.
7. Final grades
 - a. Faculty are not to issue final grades to students; Final grades are issued only by the Registrar's Office.
 - b. A final grade is required for every student in every course.
 - c. Final grades must be submitted by the faculty of record by the deadline(s) stated by the registrar in the published academic calendar.
8. Mid-Term Grades for Traditional Undergraduates
 - d. All students should be apprised of their standing in each course based on grades in all evaluated coursework to date as of the mid-term grade period published in the academic calendar. These grades are not made a part of students' permanent record but are used for counseling and advisement

Procedure:

Issuing of Grades and Grade Changes

1. Faculty must enter Mid-Term and final grades through the ERP-Portal for all students.
2. Final grades are posted on the student's personal ERP-Portal no later than one week after the end of the final exam period each semester.
3. Students may request a paper copy of their final grade report from the Registrar's Office.

History:

1. Policy format modified on 5-30-07.
2. Revised for APC 11-22-10
3. Approved by APC 2-18-11, with change of incomplete deadline from third week to eighth week.
4. Sent back to APC from 3-2-11 faculty meeting to review "W" grade and ~~maintains a passing grade and language~~
5. Approved by Faculty 4.7.11
6. Discussed with the faculty at the 12-3-2015 faculty meeting, Edited by APC on 3-3-16 to clarify final-grades and to add mid-term grading language.

Graduation Honors Policy

Intent:

To recognize students who have earned above average ENC cumulative grade point averages.

Policy:

1. Graduation honors are awarded to students who have the following final ENC cumulative grade point averages:
 - a. 3.9 - Summa Cum Laude
 - b. 3.7 - Magna Cum Laude
 - c. 3.5 - Cum Laude
2. Students who are in the top 15% of their graduating class and have completed a minimum of 42 credits at ENC are eligible for nomination to Phi Delta Lambda National Nazarene Honor Society.
 - a. Class rank is based on the ENC cumulative grade point average
 - b. Transfer credits are not included in this calculation.

Procedure:

1. Final cumulative grade point is determined by the Registrar after student's final grades have been submitted prior to graduation.
2. Seniors graduating with honors are recognized in the Commencement program and their honors are read during the ceremony.
3. Candidates for Phi Delta Lambda are forwarded from the Registrar to the president of Phi Delta Lambda during the week before graduation.

History:

1. Formatted and updated: 12-09-2010
2. Approved by APC 2-18-2011

Academic Honors Policy

Intent:

The Honors System was created to reward students for superior academic work.

Policy:

1. Academic Honors - Dean's List and Honor Roll
 - a. Honors are based on all grades earned at Eastern Nazarene College.
 - b. To qualify for the honor roll or Dean's List for a given semester, students must be enrolled in at least 12 credits (not counting satisfactory/unsatisfactory courses and developmental courses).
 - c. Students must earn a semester GPA of at least 3.7 to be named to the Dean's List
 - d. Students must earn a semester GPA of at least 3.2 to be named to the honor roll.
2. Phi Delta
 - a. Students are eligible for Phi Delta if they obtain two consecutive semesters on the Dean's List and maintain a cumulative GPA of at least 3.7.

Procedure:

1. Students are notified of honors by the Provost and Dean of the College following each fall and spring semester.
2. Students who qualify for Phi Delta status are recognized during the honors chapel in the spring semester.

History:

1. Formatted on 12-09-2010
2. Approved by APC 2-18-2011

Independent Study Policy and Procedure

Intent:

Independent study is designed for upperclassmen that would like to investigate a topic or problem not covered in the general curriculum.

Policy:

1. Students who participate in independent study must have a classification of at least a sophomore to be considered.
2. Students who participate in directed study must have at least a 3.0 cumulative GPA.
3. A faculty member must sponsor the project.
4. Petitions will be considered in cases where a student wishes to pursue a subject of particular interest not already treated extensively in a regular course.
5. Students will receive initial guidance, occasional consultation and final evaluation from the faculty member who sponsors the project.
6. The Academic Standing Committee will not approve more than three concurrent Independent Study sponsorships for any faculty member.

Procedure:

How to Enroll in Independent Study

1. Academic Petition Forms must be used to apply for an Independent Study.
2. Forms are available in the Registrar's Office or on the college website.
3. Permission is needed from the faculty member who sponsors the project and from the student's academic advisor
4. Permission is needed from the Academic Standing Committee.
5. Petitions will only be considered if submitted by the last day of registration

History:

1. Policy format modified on 5-30-07.
2. Revised for APC on 10.20.10

Academic Integrity Policy for Undergraduate and Graduate Studies

Intent:

A cornerstone of academia is a commitment to academic integrity. In a scholarly community, the importance of having respect for one's own work and the work of others is essential; building a sense of trust among members of such a community is crucial as individuals create, share, and apply scholarly work. The importance of academic integrity is heightened within a Christian community of scholars in that we are also accountable to God for any behaviors of a dishonest nature. In consultation with administrators, faculty and students, Eastern Nazarene College has set forth basic standards of academic integrity.

Background Information: Basic Standards of Academic Integrity:

While it is not prudent or practical to attempt to specify an exhaustive list of unacceptable behaviors related to academic integrity, examples of unacceptable behavior include, but are not limited to, the following:

- Cheating (e.g., using any unauthorized materials or devices during an examination, allowing other students to submit your work under their name, changing responses on an exam after it has been graded, etc.).
- Plagiarism, which is presenting the work of others as your own, either directly or by implication (e.g., not giving credit to the original source for any thoughts, ideas, quotations, charts, etc. included in one's own work, etc.).
- Falsifying information (e.g., reporting of undocumented data, fabricating a set of data, fabricating volunteer hours required for a course, etc.).
- Stealing and/or distributing exams which have not been authorized for release or otherwise taking advantage of dishonest behavior for the purpose of gaining an unfair academic advantage.

Policy:

1. At Eastern Nazarene College, integrity and honesty are expected and required in all activities associated in any way with academic course work.
2. The basic standards of academic integrity are to be presented during new student orientation, included in syllabi, and discussed at the beginning of each course.
3. Faculty who identify serious instances of academic dishonesty are required to report them to the Registrar immediately, but no later than two weeks after the due-date for grades to be submitted. (Serious instances are defined as cases where the faculty member concludes that the student's grade will be negatively impacted by their assessment of dishonesty.)
4. The Registrar will indicate to the faculty member if this is a first offense, which means that the consequence is in the hands of the professor and will not exceed an F in the course.
5. If this is not the first offense, the report will be evaluated by the Academic Standing Committee in conversation with the faculty member. Consequences can extend to expulsion from the College.
6. Students can appeal this decision in writing to the Provost and Dean of the College no later than two weeks after being informed of the consequences of the offense by the faculty member or Academic Standing Committee. The Provost and Dean of the College will make a final decision in consultation with the faculty member and/or Academic Standing Committee no later than two weeks after receiving the student's appeal.

Procedure:

Guidelines for reporting and meeting with the student(s)

1. The faculty member will hold a meeting with the student (no later than two weeks after reporting the offense to the Registrar), during which a clear explanation is given of why the incident is considered to be an act of academic dishonesty. A face-to-face meeting is the preferred method of communication. If a face to face meeting is problematic, the student should be contacted by phone or through email communication. If the student does not comply with the invitation to meet or fails to respond to phone messages or email communication, the determination of consequences will continue in his/her absence.
 - i. The professor may invite a colleague (e.g., the Division/Department Chair) to this proceeding (or include them on the phone or email communication); however, this invited colleague may not take part in the proceedings.
 - ii. The student may be accompanied by a person of his or her choice (or include them on the phone or email communication); however, this person may not take part in the proceedings.
 - iii. If the professor or student include an additional person in the proceedings they must also inform all parties of the identity of the additional person including a brief explanation of why they have been asked to join the proceeding.
2. The student's name, along with evidence of the misconduct and a description of the action taken by the professor, are to be submitted to the Registrar's Office and will be recorded accordingly as described below.
3. The student may appeal the decision of the professor as described below.
4. For situations that have been substantiated, the professor for the course may consider a range of consequences to be applied to the situation, either in whole or in part.
 - a. The professor may also ask for guidance in deciding what type of consequence is justified for a particular breach of academic integrity by contacting the Academic Standing Committee for advice. Even if advice is requested from the ASC, the final decision is made by the faculty member.
5. Depending upon the severity of the breach of academic integrity, suggested consequences include but are not limited to:
 - a. Allow the student to re-submit the assignment for full or partial credit.
 - b. Give "0" points for the assignment or another reasonable grade reduction which accurately reflects the level of academic dishonesty.
 - c. Fail the student for the course, even if the student has accumulated sufficient points for a passing grade; a voluntary withdrawal from the course is not acceptable.

Institutional Procedure

1. When the Registrar's Office receives a report of academic dishonesty it will be recorded and the student will be sent official notification on letterhead from the Provost and Dean of the College that the offense has been recorded.
 - a. At this time the student will also be invited to submit a statement describing the incidents in question.

- b. This notification will also include a copy of the dishonesty policy to remind the student of the serious consequences that could occur should they continue dishonest practices.
2. After the first offense, if no further incident of academic dishonesty occurs for said student subsequently, the report of the first incident is to be expunged upon graduation. Otherwise, all offenses will remain recorded in the registrar's office.
3. In the event this offense is **not** the first in the student's academic career at ENC, the Registrar's Office will notify the chair of the Academic Standing Committee immediately. The ASC will address the situation in the following manner:
 - a. Prior to calling a meeting to discuss the situation, the ASC committee chair will review the evidence on file and request additional clarification from the professor(s) and/or student if necessary.
 - b. The committee will then meet and deliberate on the evidence gathered to make a consequent decision.
 - c. Within three working days of the meeting, a letter indicating the committee's action will be sent by the committee to the student via email and registered mail, with copies forwarded to the student's academic advisor, reporting professor(s) and to the Registrar's Office.
 - d. Within seven working days of the date on which said written communication was issued, the student may appeal the decision of the deliberating body via the appeals process described below.
4. The committee may consider a range of consequences to be applied to the situation, including but not limited to:
 - a. Immediately expel the student, denying future admission to ENC.
 - b. Immediately implement off-campus suspension of the student from the College for a specified period of time (i.e. the rest of the current semester, the following semester, or a specified sequence of courses)
 - c. Implement some slightly more lenient punishment than off-campus suspension
 - d. Place student on academic probation for a specified period of time (i.e. the rest of the current semester, following semester, or a specified sequence of courses)
 - e. If the academic breach involved plagiarism, require student to work with CAS and a tutor on demonstrating that they understand plagiarism and/or to attend a plagiarism workshop.

Student Appeals Procedure

1. A student may appeal the decision of the professor or of the Academic Standing Committee by submitting a written appeal to the Provost and Dean of the College within seven working days of when written communication was sent.
2. If the student is appealing the decision of the professor, the Provost and Dean of the College, or his/her designee, is to schedule a meeting with the student, the professor, and the respective Department/Division Chair/s within 10 working days of receiving the written appeal from the student.
 - a. The student may be accompanied by a person of his or her choice.

- b. If the accompanying person is an attorney, the student must give the Provost and Dean of the College at least 24 hours advance notice so that ENC may have legal representation present. However, this accompanying person may not take part in the proceedings.
3. If the student is appealing the decision of the Academic Standing Committee, the Provost and Dean of the College or his/her designee, is to schedule a meeting with the student, and two representatives of the ASC within 10 working days of receiving the written appeal from the student.
 - a. The student may be accompanied by a person of his or her choice.
 - b. If the accompanying person is an attorney, the student must give the VPAA at least 24 hours advance notice so that ENC may have legal representation present. However, this accompanying person may not take part in the proceedings.
4. For all appeals, the Provost and Dean of the College, or his/her designee, is to issue a written decision to the student within 3 business days of the appeal meeting, with copies forwarded to the professor/ASC, the student's academic advisor and to the Registrar's Office.
5. The appeal decision is at the discretion of the Provost and Dean of the College, or his/her designee, and is final.

History:

1. Approved by APC in updated format on 2-8-10
2. Approved by Faculty on 5-6-10
3. Updated by APC to accommodate AGS calendar and procedures 11-6-14
4. Approved by the faculty on 12-4-14

International Baccalaureate (IB) Recognition Policy

Intent:

ENC allows students to receive credit for Higher Level (HL) International Baccalaureate Diploma exams depending on the score.

Policy as approved and as it will appear in the 2011-2012 College Catalog:

International Baccalaureate (IB) Recognition Policy:

Eastern Nazarene College will grant credit for Higher Level (HL) International Baccalaureate Diploma exams with scores of 5 or above; a score of 4 will result in a course waiver. An official score report must be provided to the ENC Registrar before credit is awarded. Each Department will determine the number of credits to be granted in their discipline and the ENC course equivalent. Students may choose to forego credit should they prefer to enroll in the equivalent course at ENC.

Policy:

1. College credit may be granted for Higher Level (HL) International Baccalaureate Diploma exams with scores of 5 or above.
2. A course waiver may be granted for Higher Level (HL) International Baccalaureate Diploma exams with a score of 4.
3. An official score report must be provided to the ENC Registrar before credit is awarded.
4. Each Academic Department will determine the number of credits to be granted in their discipline and the ENC course equivalent for the HL/IB exam
5. Students may choose to forego credit should they prefer to enroll in the equivalent course at ENC.

Procedure:

1. Students must have official test results sent directly from International Baccalaureate to the Registrar's Office for evaluation and for the student record.
2. The Registrar's Office will forward the course curriculum to the appropriate academic department for evaluation.
3. Credit or course waiver will be awarded based on the academic department evaluation of the HL/IB course curriculum and student exam score.

History:

1. Policy approved by APC on 9.10.2010
2. Approved by faculty on 10.6.2010
3. Formatted 10.7.2010

Minor Policy

Intent:

A minor allows students to focus on a second area of academics or specialization.

Policy:

1. Students must add or drop a minor through the Registrar's Office.
2. Minors are offered in most areas of study in which a major is offered.
3. Minors generally consist of 15 credits
4. A minimum of one half of the credits for the minor must be completed at ENC.
5. Students are permitted at any time during their tenure at ENC to add or drop a minor.

Procedure:

1. The Change of Major Form should be filled out, signed and submitted to the Registrar's Office by the student who wishes to add or drop the minor.
2. The student should consult the academic catalog to determine which classes are needed to complete the minor.

History:

1. Policy format modified on 6-7-07.
2. Revised for APC on 10.28.10

Pass/Fail Grading

Intent:

Students may elect to take a class on a pass/fail basis according to the following policy and procedure.

Policy:

1. Students may choose to take courses that do not meet General Education requirements or departmental requirements on a pass/fail basis.
2. Students must consult with their advisor and submit the appropriate paperwork to the Registrar's office in order to take a class pass/fail.
3. Changes from regular grading to pass/fail grading or vice-versa may not be made after the posted deadline.
4. The grade choices for pass/fail courses are "S" and "U."
 - a. A grade of "S" (Satisfactory) shall be recorded if the instructor turns in a grade ranging from "A" to "C-"
 - b. A grade of "U" (Unsatisfactory) shall be recorded for a "D" or "F".
5. Quality point average shall not be affected under the Pass/Fail option.

Procedure:

1. Pass/Fail forms can be found in the Registrar's Office.
2. Students may choose to take a class as pass/fail and must submit all forms before the end of the eighth week of classes.

History:

1. Policy format modified on 6-6-07.
2. Revised 12-09-2010
3. Approved by APC 2-18-2011

Academic Petition Policy

Intent:

The academic petition policy provides a means for students to request an exception to current academic policy or an exception to a curricular requirement.

Policy:

1. The student must submit a completed academic petition form, a letter of request, and any additional required documentation, to the Academic Standing Committee.
2. Incomplete petitions will not be considered by the committee.
3. Results of the petition are communicated to the student and academic advisor and any other pertinent parties
4. In some cases, the Registrar is empowered by the Academic Standing Committee to make decisions for the following areas:
 - a. Directed Study/Independent Study
 - i. Student is not a freshman and is in good academic standing.
 - ii. Student is a Physics, Engineering, or Mathematics major and the course is not offered regularly.
 - iii. Course is required for the student to meet graduation requirements and the course is not being offered.
 - iv. An advising error has required the student to take a course out of sequence in order to stay on track to graduate
 - v. The student's advisor has approved the petition.
 - vi. A professor has agreed to the directed study/independent study, indicated by their signature on the petition form
 - vii. A syllabus is attached to the petition.
 - viii. For Independent Studies, the student has a GPA of 3.0 or higher
 - b. Overload Petitions
 - i. The student is petitioning for a 2.0 credit or less overload and the student's cumulative GPA is a 3.0 or higher.
 - ii. The student is a music major and is petitioning for a 1.0 credit overload due to Gospel Choir or A Cappella.
 - iii. The student is not a freshman in developmental courses.
 - c. Add/Drop/Withdrawal after Deadline
 - i. Personal emergency prevented student from meeting deadline.
 - ii. Professor unavailable/advisor unavailable to sign form.
 - iii. Course is Gospel Choir, A Cappella, music lesson and it is signed by professor
 - iv. PE activity class that has not yet started.
 - v. Proof student was not notified they were enrolled in the class from the waitlist.
 - vi. For Withdrawals: Student provides medical documentation to withdraw after the deadline and was previously in good standing in the course.

- d. Language Requirement
 - i. Evidence the student grew up in a foreign, non-English speaking country.
 - ii. Test evidence from the Boston Language Institute to prove proficiency in a foreign language (Student may take a proof of competency test in the identified language at the student's expense)
 - iii. If student was required to take a TOEFL exam for admission into ENC.
- e. Final exam changes in the event of a death in the student's family or of a close friend.

Procedure:

1. Petition forms are available from the Registrar's Office or from the college website (<http://www1.enc.edu/subpage.aspx?id=6961>)
2. Completed forms must be submitted to the Registrar's Office.
3. Petition results are communicated to the student within 1 to 2 weeks.

History:

1. Formatted 11.01.11
2. Approved by APC and OFFICIAL on 1-12-2012

Registration Policy and Procedure

Intent:

The registration and pre-registration policy and procedure are designed to insure that students consult with their academic advisor as they progress through their academic program of study.

Policy:

1. Registration for all students takes place on the day before classes start each semester.
 - a. All student schedules must have the approval of their academic advisor.
 - b. No student will be permitted to register (or pre-register) for any course, without meeting the necessary pre-requisites unless student obtains permission from the instructor.
 - c. Registration is complete when all information necessary has been properly recorded; schedules, residence, and other matters have been approved; and finally, satisfactory financial arrangement has been made and approved by Student Accounts.
2. Pre-registration for New Students - Freshmen
 - a. The Registrar's Office prepares a schedule for all new freshmen based on their area of interest
 - b. Students will have the opportunity to make changes to their schedule in consultation with their advisor prior to the first week of classes.
3. Pre-registration for Returning Students
 - a. Pre-registration for returning students takes place during the spring semester for the following academic year.
 - b. Students are pre-registered according to student classification, with juniors registering first, followed by sophomores and freshmen.
4. Registration for Transfer Students
 - a. The Registrar's Office provides each transfer student with a transfer evaluation report to show how the transferred classes have been evaluated.
 - b. Transfer students need to review this report carefully prior to meeting with their advisors to create their class schedules on registration day.
 - c. Transfer students who wish to pre-register should consult with their advisors either in person or via email in advance of Registration day.
5. Late Registration
 - a. All students are expected to be present and to complete registration no later than registration day.
 - b. A late fee is charged to students who register for classes after registration day.
 - c. No student will be allowed to register after the first full week of classes.

Procedure:

1. All returning and transfer students must submit a schedule to the Registrar's Office that has been approved by their academic advisor.
2. Freshmen who choose to attend the summer VIP weekend will have the opportunity to review and revise their pre-registration with their advisor or departmental representative.

3. All students may view their schedules through MyENC at any time after submission.
4. All necessary class registration forms are available in the Registrar's Office.

History:

1. Formatted 12-09-2010
2. Approved by APC 2-18-2011

Senior Comprehensive Exams

Intent:

Each department is to provide an examination or develop another culminating activity which has as its purpose the demonstration of knowledge and/or skills acquired in the major and the integration of content in the major.

Policy:

1. Each department is to provide an examination or develop another culminating activity which has as its purpose the demonstration of knowledge and/or skills acquired in the major and the integration of content in the major.
 - a. A culminating activity other than a comprehensive examination shall be subject to the approval of the Committee on Academic Policy.
2. Results in the form of pass/fail for the comprehensive examination shall be forwarded to the Registrar .

Procedure:

1. Each department should clearly define what is expected to successfully complete the senior comprehensive exam or culminating activity.
2. Results of the comprehensive exam or culminating activity must be reported to the Registrar's Office by the end of the 12th week of the semester.

History:

1. Policy formatted on 10.28.10

Undergraduate May-Term Credit Limit Policy

Intent:

The basis for a limit to the number of credits that an undergraduate student can earn during the May term is related to the time expectation to successfully engage with the course material. In a three-week semester there are 14-15 scheduled class days. At three contact-hours per day. The expectation of two to three hours of engagement outside of class for each hour in class results in a commitment of nine to twelve hours per day for one three-credit class.

Policy:

1. During the three-week May term enrollment is limited to a maximum of 3.0 credits.
2. A student may petition for up to a three-credit overload, resulting in a maximum of 6.0 credits.
3. A petition and a letter of support from the academic advisor must be submitted to the Academic Standing Committee within one week of the published Spring registration date

Procedure:

1. If a student elects to petition for more than 3.0 credits:
 - a. A printed petition or detailed email must be received by the chair of the Academic Standing committee within one week of the published spring registration date.
 - b. It is advisable that a student have
 - i. junior or senior standing,
 - ii. a cumulative GPA of 3.0 or above,
 - iii. *permission of all summer course instructors*

History:

1. Drafted at the March 3, 20-16 Academic Policy Committee meeting.
2. Presented to the faculty at the 3-30-16 faculty meeting

Withdrawal from College Policy

Intent:

Should a student choose to withdraw from ENC, the following are the policy and procedure which should be followed in order to complete the withdrawal process.

Policy:

1. A student must file a withdrawal form with the Registrar's Office when withdrawing from the college.
2. When a student withdraws (or is withdrawn) from school prior to the end of a semester, a prorated amount of the student's institutional scholarships and grants will be withdrawn from the student's account, based upon the refund guidelines.
3. Additionally, Title IV federal and state financial aid will be repaid to the appropriate program(s) as mandated by regulations published by the U.S. Department of Education.
 - a. Title IV refunds will be repaid in the following order: Federal Direct Loan Program, Federal Perkins Loan Program, Federal Pell Grant Program, and other SFA.
4. To be eligible for any refund, a student must complete the appropriate withdrawal procedure. If a student withdraws from school during the semester, tuition, fees and room, will be refunded according to federal policy, as follows:

<u>Fall and Spring Semester:</u>	<u>Summer Session:</u>
Day 1 @ 100%	Day 1 @ 100%
Day 2-7 @ 90%	Day 2-4 @ 75%
Day 8-14 @ 75%	Day 5-7 @ 50%
Day 15-28 @ 50%	Day 8-9 @ 25%
Day 29-56 @ 25%	

- a. Any refund for unused board will be made on the basis of the number of weeks the student attended.
 - b. No refunds for board will be made for a portion of a week. These refund policies conform to the requirements of the Higher Education Act Amendments of 1992.
 - c. If a recipient of financial assistance withdraws and is scheduled a refund, all or part of this refund will be used to reimburse the financial aid program from which the student received funds.
 - d. For music lessons, no refund will be given after the posted drop deadline without approval of the chairperson of the Music Department.
5. The official withdrawal date is the date established by the student with the Registrar.
6. Adjustments are computed as of the end of the week in which the student makes official withdrawal.
7. For Administrative Withdrawal, see Academic Standing and Discipline policy

Procedure:

1. A withdrawal form may be obtained from the Registrar's Office.
2. The student must obtain the signatures of the Registrar's Office, Student Accounts, Student Development and Financial Aid
3. The completed withdrawal form is returned to the Registrar's Office to be filed in the student's record.
 - Can an Email from the student officially initiate the process?
 - Can an email from each office serve as an official signature?
 - If yes, can/should there be a mandatory step for the student to show up face to face with at least one office
 - Should we add a required or suggested step for the SDO/Retention exit interview

History:

1. Policy format modified on 8-1-08
2. Academic review on 11-1-11
3. Financial Aid and Student Accounts review finalized 11-14-11
4. Approved by APC and OFFICIAL on 1-12-2012

Application for Degree/Candidacy

Intent:

The Application for Degree/Candidacy Policy is designed in order that students complete all requirements for their degree in a timely fashion, and are approved for eligibility in senior events such as graduation, baccalaureate, etc. This policy and procedure were designed in respect to Graduation Policy and Procedure.

Policy:

1. To be considered a candidate for a baccalaureate degree in any specific year, the student must have filed an application for degree candidacy signed by the student's advisor.
2. Any change in the student's approved degree candidacy plan may delay his/her graduation.
3. Only candidates for the degree will participate in the formal activities of the senior year.
4. No student will participate in commencement unless all scholastic and financial requirements have been met.
5. The ultimate responsibility of meeting all requirements for the degree rests entirely with the individual student.

Procedure:

1. Students must file an application for degree candidacy signed by the student's advisor by no later than November 1 of the junior year.
2. Students should review their progress after each semester to ensure they are staying on track to graduate. Degree audit reports are available on MyENC for students to help track their progress and to register for classes. The reports show which courses are needed to complete a specific major and what courses have been taken.

History:

1. Policy format modified on 7-3-07.
2. Policy updated by APC on 2-8-10.
3. Approved by faculty on 5-6-10

To be included in the faculty manual in section 3 as item 3.3.1

Affirming Tenure at Eastern Nazarene College

Eastern Nazarene College affirms the historic role of tenure in securing academic freedom, protecting teachers from hegemonic administrations, and enabling long-term faculty to have the power to defend and uphold the traditional values and purposes of the College.

In addition, the role of tenure at ENC must be organically related to the social and communal expectations for faculty that have emerged and are continuing to emerge out of our social life together as a Christian educational institution. One way to accomplish this is to imagine the kind of professor that emerges out of our communal aspiration as “exemplar.”

This community narrative highlights five aspects or characteristics: education and experience, involvement in Christian faith, teaching excellence, scholarship and professional achievement, and institutional and community service. Out of this narrative emerges a vivid affirmation of the academic, religious and moral life of ENC and the kind of person who exemplifies such a life.

Tenure at ENC intends to be a mutual and supportive relationship between the community and the faculty member. The act of granting tenure is the community’s affirmation that a particular person aspires to and approximates the community “exemplar” and therefore ENC invests trust in the individual to embrace the ENC ideal. It is also the individual’s acceptance of the ENC ideal and his/her investment in that vision as a guiding framework for his/her life and work at Eastern Nazarene College.

APPROVED BY FACULTY FEBRUARY 2012

Calendar Structure

A calendar change is necessary to accommodate the faculty action in May 2012 to change from the current minimum of 650 minutes per credit hour to a new standard minimum of 750 minutes per credit hour to meet federal guidelines and industry standards.

Class Schedule

Same as Current			Proposed		
MWF			TR		
Period	start	end	Period	start	end
1	7:45:00 AM	8:50:00 AM	1:05	1	7:45:00 AM 9:06:00 AM 1:21
2	9:05:00 AM	10:10:00 AM	1:05	2	9:20:00 AM 10:41:00 AM 1:21
Chapel	10:25:00 AM	11:15:00 AM	0:50	3	10:55:00 AM 12:16:00 PM 1:21
3	11:30:00 AM	12:35:00 PM	1:05	Community 1.5 hour	
4	12:50:00 PM	1:55:00 PM	1:05	4	1:45:00 PM 3:06:00 PM 1:21
5	2:10:00 PM	3:15:00 PM	1:05	5	3:15:00 PM 4:36:00 PM 1:21

Fixed Structure

- 3-credit Classes
 - 18 TR Classes of 81 minutes in length provides 2268 minutes, 18 minutes more than required minimum of 2250 minutes
 - 35 MWF Classes of 65 minutes in length provides 2275 minutes, 25 minutes more than required minimum of 2250 minutes
- 4-credit Classes
 - 38 MWF Classes of 65 minutes in length plus an additional 9 60-minute sessions on either Monday, Tuesday or Thursday for a total of 3010 minutes, 10 more than required minimum of 3000 minutes

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Fall Semester

- Start on the Tuesday before or after Labor day
- When starting before Labor day there would not be class on Labor day
- The last day of Classes shall be no later than December 11
- The last day of finals shall be no later than December 18
- The Monday before the Tuesday class start shall be a registration/orientation day
- Columbus day and a WRF 3-day Thanksgiving break shall be observed
- Monday evening One-day-a-week classes will be held on Columbus day, Classes resume at 4:00PM
- Final Exams will start the day after classes end and run for 5 days not including Sat or Sun
- MWF 3-credit class have 3 flex-days to accommodate storm-days and for faculty planning

Spring Semester

- Start on the second Wednesday of January
- The last day of Classes shall be the last Thursday in April
- The last day of finals shall be no later than May 10
- There will be one advising day in week 10
- There will be an Academic Symposium day in week 13
- Easter break shall include Good Friday and Easter Monday
- Spring Break shall be one full week Monday --- Friday
- Monday evening One-day-a-week classes will be held on Easter Monday
- The Friday after classes end will be a Junior Senior day w/o classes
- Final exams will start on Monday run for 5 days
- MWF 3-credit class have 3 flex-days to accommodate storm-days and for faculty planning

Flexible Structure (However is proposed for the foreseeable future)

- There will be one faculty development / student programming day in week 5 Fall and Spring
 - Week 5 is selected for student retention reasons
- For 2013-2014 and 2014-2015 the Faculty Development days would be in place as presented.

The number of flex days could increase if a new semester long faculty development program were implemented eliminating the need for the Faculty Development Days, however the impact on student programming on that day would need to be considered.

4 Credits Class Options

There are 4 different options for delivering a 4-credit course within the proposed calendar. These four options, along with careful scheduling, will allow a student to have up to four 4-credit classes in a given term. Rarely does a student ever have 3 4-credit classes in a semester.

1. All 38 MWF 9 out of 14 Tuesday Community Hour
2. All 38 MWF 9 out of 14 Thursday Community Hour
3. All 38 MWF 9 out of 12 Monday "Chapel Hour"
4. All 38 MWF 9 60-minute sessions designated during the lab time connected to the course

There remains room for up to 3 flex-days if more than 9 of the T, R, M class times are used

Labs

1. 1, 2, 3, 4, and 5 hour labs are necessary depending on course and content (variable credit)
2. 5-hour TR Labs will be scheduled to end no later than 6:45
3. Labs will be scheduled to start as early as feasible

	Number of Lab Sessions				
	Mon	Tue	Wed	Thur	Fri
Fall one day a week	12	15	13	13	13
Spring one day a week	12	14	13	14	13
Fall 2 sections Mon, Tue	12		12		
Spring 2 sections Mon, Tue	12		12		

Standards

Current Standard

Credit Hours Course	Total Minutes
Per Credit	650
3	1950
4	2600

New Standard

Credit Hours Course	Total Minutes
Per Credit	750
3	2250
4	3000

	# of Days	Class Length (min)	Total Minutes
MWF - 4 credit	40.0	65	2600
MWF - 3 credit	39.0	50	1950
MWF - 3 credit*	30.0	65	1950
TR - 3 credit	26.0	75	1950

# of Days	Class Length (min)	Total Minutes
38 / 9	65 / 60	3000
34.6	65	2250
27.8	81	2250

- Minimum of 750 minutes per credit-hour, 2250 per 3-credit, 3000 per 4-credit
- 35 MWF 3-credit classes per term at 65 minutes in length
- 28 TR 3-credit classes per term at 81 minutes in length
- 13 evening One-day-a-week 3-credit classes at 180 minutes in length
- Minimum of 12 lab sessions per semester

Class Schedule

Same as Current			
MWF			
Period	start	end	
1	7:45:00 AM	8:50:00 AM	1:05
2	9:05:00 AM	10:10:00 AM	1:05
Chapel	10:25:00 AM	11:15:00 AM	0:50
3	11:30:00 AM	12:35:00 PM	1:05
4	12:50:00 PM	1:55:00 PM	1:05
5	2:10:00 PM	3:15:00 PM	1:05

Current			
TR			
Period	start	end	
1	8:00:00 AM	9:15:00 AM	1:15
2	9:30:00 AM	10:45:00 AM	1:15
3	11:00:00 AM	12:15:00 PM	1:15
Community 1.5 hour			
4	1:45:00 PM	3:00:00 PM	1:15
5	3:15:00 PM	4:30:00 PM	1:15

Proposed			
TR			
Period	start	end	
1	7:45:00 AM	9:06:00 AM	1:21
2	9:20:00 AM	10:41:00 AM	1:21
3	10:55:00 AM	12:16:00 PM	1:21
Community 1.5 hour			
4	1:45:00 PM	3:06:00 PM	1:21
5	3:15:00 PM	4:36:00 PM	1:21

Fall Day/Lab count				
MWF		TR		
38		28		
M-T Lab		W-Th Lab		
12		12		
Number of Class Days				
12	15	13	13	13
Mon	Tue	Wed	Thur	Fri

Spring Day/Lab count				
MWF		TR		
38		28		
M-T Lab		W-Th Lab		
12		12		
Number of Class Days				
12	14	13	14	13
Mon	Tue	Wed	Thur	Fri

Columbus day evening and Easter Monday evening provide the 13th Monday needed for one-day-a-week classes

Classroom Use Policy

Intent:

The classroom and laboratory facilities of Eastern Nazarene College that are allocated to academic scheduling through the Registrar's Office are dedicated primarily for the use of the instructional program. All other uses of general purpose classrooms are secondary to the instructional needs.

Policy:

1. ENC's classrooms are assigned on the established priority basis listed below.
 - a. Regularly scheduled classes for all programs: traditional undergraduate, LEAD, and graduate programs
 - b. Special classes/class meetings (including but not limited to supplemental instruction, make-up classes, review classes, snow-day make-ups)
 - c. Examinations
 - d. Faculty committee and departmental meetings.
 - e. Special academic events (e.g., guest lecturers, symposia)
 - f. Student organization meetings
 - g. Outside organizations

2. Use of classrooms beyond the instructional program:
 - a. General purpose classrooms requested for non-instructional purposes by members within the ENC community are assigned only after the needs of the instructional program have been met.
 - b. Facilities are provided to recognized campus-based activities on an impartial basis, subject to the requirements of this Classroom Use Policy, and other established College rules and regulations
 - c. ENC will not provide facilities for any activities which it judges to be inconsistent with the mission of the College, or have likelihood of interfering with the processes of the College, of infringing upon the rights of others, or of endangering the health or safety of the College community or their guests.
 - d. In order to maintain the facilities properly, authorized College staff and security personnel reserve the right to access all facilities at all times.
 - e. Identification of any individual on the premises of the College may be required at any time at the discretion of an appropriate College Administrative Representative or College Security Personnel.

Procedure:

1. Classrooms for instructional use for Main Campus programs are assigned by the Registrar based on class enrollment and instructional requirements.
2. Classrooms for LEAD programs are assigned to cohort groups by the Associate Registrar for LEAD.
3. Requests for general purpose classrooms for non-instructional purposes by members within the ENC community are made through the Registrar's Office.
4. Requests for use of rooms by outside organizations are made through the Coordinator for Conference Services. Applicable fees will be charged.

History:

First draft: 10-17-2007

Approved by APC 12-03-2010

Approved by Faculty 1-20-2011

Assistance for Graduate Study Policy

Intent:

Eastern Nazarene College recognizes and supports the need for faculty who do not hold a terminal degree in their field to pursue an advanced degree in order to remain employed under the guidelines of section 3 of the Faculty Handbook. Faculty may request tuition assistance towards advanced degrees under the following guidelines.

Implementation: This policy will be in effect for all faculty receiving assistance as of academic year 2012-2013. The policy does not apply to assistance granted prior to the 2012-2013 academic year (i.e. obligations outlined in item #7)

Policy:

1. Eligibility: Full-time faculty in tenure-track faculty positions who do not already have a terminal degree within their field.
2. Faculty must maintain full time employment status and a satisfactory employment record during the course of study.
3. Policy parameters:
 - a. ENC will provide
 - i. 50% of tuition costs and course/dissertation related fees.
 - ii. up to \$500/year for dissertation-related expenses.
 - b. General student-fees, books, and other non- course/dissertation related expenses are the responsibility of the faculty member.
 - c. The maximum assistance per academic year shall not exceed \$5000.
 - d. ENC will provide support for up to a maximum of four continuous years of course study and up to four years of dissertation support.
 - e. For faculty who are already in a program of study on hire, a pro-rated timetable will be negotiated and clarified when hired.
 - f. The maximum overall assistance provided to the faculty shall not exceed \$22,000. (i.e. 4 years of tuition = \$20,000 + 4 years of dissertation = \$2,000).
 - g. Should the faculty member opt for a course release as outlined in 3h, the course release will be factored into the overall assistance at the equivalent level of \$2500 per course.
 - h. In lieu of tuition assistance, the faculty member has the option of requesting up to four course releases during the completion of the terminal degree with no more than two in one year as per the *Policy for Tenure-track Faculty without a Terminal Degree*. All course releases must be arranged and approved by the department chair or division chair, as appropriate, before being submitted to the Provost for approval.
4. In order to receive reimbursement for allowable costs, faculty must provide official proof of payment as well as official proof of successful completion of the coursework as defined by the terminal degree granting institution.
5. ENC will provide Assistance for Graduate Study on a semester-by-semester basis when the faculty member has an approved academic plan, approved Assistance for Graduate Study reimbursement request form, signed tuition repayment agreement and submits

an invoice from the terminal degree granting institution. The faculty member must also present evidence of successful completion of each course at the end of each semester in the course of study.

6. This Program is funded on a year-to-year basis, with the level of funding determined by the college budgeting process.
7. Faculty receiving Assistance for Graduate Study have an obligation to Eastern Nazarene College as outlined below:
 - a. Faculty who receive Assistance for Graduate Study will be required to sign a loan agreement with Eastern Nazarene College.
 - b. It is expected that the faculty member will remain employed full-time with the college for a minimum of four full years following the receipt of their terminal degree. In the event of a voluntary employment termination (Resignation or Retirement, as per section 405 of the Employee Handbook), the faculty member must reimburse the college for the cost of disbursed Assistance for Graduate Study according to the following schedule:
 - i. departure prior to receipt of the terminal degree – 100% is owed to the college
 - ii. departure after the 1st year – 25% of the cost is forgiven and 75% is owed to the college
 - iii. departure after the 2nd year – 50% of the cost is forgiven and 50% is owed to the college
 - iv. departure after the 3rd year – 75% of the cost is forgiven and 25% is owed to the college
 - v. departure after the 4th year – 100% of the cost is forgiven and nothing is owed to the college
8. The faculty or staff member must reimburse the college for any course that is not successfully completed.
9. Tax implications for tuition assistance will be reviewed on a case-by-case basis as per IRS Guidelines in IRS Publication 970, (irs.gov/pub/irs-pdf/p970.pdf). If the tuition assistance is deemed a taxable expense, it will be reimbursed via Payroll check.

Procedure

1. A letter of intent must be submitted to the Provost office by December 1st of the academic year prior to enrolling in graduate courses. This letter must contain information regarding the educational institution; planned course of study, degree sought, and tuition costs.
2. The Provost office will reply to the faculty member by January 1st of the academic year prior to enrolling in graduate courses as to approval to apply for the Assistance for Graduate Study
3. By February 1st of the academic year prior to enrolling in graduate courses, the faculty member must complete the full application for Assistance for Graduate Study including a detailed academic plan, Assistance for Graduate Study reimbursement request form and a signed tuition repayment agreement. Forms are available in the office of the Provost.
4. Newly hired tenure track professors may apply before the beginning of the upcoming semester. The application must provide registration documentation for the approved program of study.
5. At the end of each semester, the faculty member will present an official Bursar's receipt/invoice and academic transcript to the Provost Office.

History:

1. Policy revised and reviewed by the President's Cabinet August 2011 and by the Dean's Advisory Cabinet, Academic Policy Committee, and Department Chairs during September and October 2011.
2. Policy brought to the November 3, 2011 faculty meeting for discussion and review. Adoption postponed until it could be realigned with the new **Policy for Tenure-track faculty without a Terminal Degree**.
3. Reviewed by Academic Policy Committee and approved by the President's Cabinet September 2012
4. Presented to the faculty on September 20, 2012

Granting Faculty Emeriti Status Policy

Intent:

To recognize faculty members who retire after 20 or more years of full time teaching at Eastern Nazarene College.

Policy:

1. Faculty members who have taught full time at Eastern Nazarene College for 20 years or more and who retire in good standing are eligible to be granted emeritus status.
2. Faculty members must be nominated for emeritus status by the Vice President for Academic Affairs and the President of the College,
3. Nominated faculty must be approved by the Academic Committee of the Board of Trustees for the College.
4. Emeritus faculty may continue to teach part time or on a course by course basis at the discretion of the Vice President for Academic Affairs.
5. Emeritus Faculty Privileges
 - **Baccalaureate and Commencement:** Emeritus faculty members are invited to attend all full regalia events and to march with the faculty.
 - **Faculty Voting and Committee Status:** Emeritus professors are voting members of the Faculty. Therefore, they are eligible to serve on elected or appointed College Faculty committees.
 - **Campus Facilities:** Emeritus faculty will have access to the library, all athletic facilities and both mail and email services.
 - **Courses:** Emeritus faculty can enroll and attend classes free, subject to space availability and approval from the instructor
 - **Directory Listing:** Emeritus faculty shall be listed in the college telephone directory. Faculty should inform their department office of any change in address.
 - **Office Space:** In cases where emeritus faculty continue to be active members of the teaching community (teaching, committee work, etc.) office space may be granted, depending on the availability of suitable options.

History:

1. Emeriti Status Policy and Emeritus Faculty privileges approved by Faculty 3-05-2009
2. Policies reviewed and combined into one document 3-08-2011

Guidelines for Mentorship in the Tenure & Promotion Process

Intent:

This policy is intended for faculty in tenure track positions who are at the rank of Assistant Professor. During the probationary contract period it is important that ENC offer appropriate guidance to all tenure---track faculty seeking to achieve promotion and tenure at ENC.

Policy:

1. A tenure and promotion workshop will be held annually in the fall to outline the tenure and promotion policy process and portfolio construction. Faculty at the rank of instructor who may choose to pursue tenure at a later time are encouraged to participate in these workshops.
2. During the probationary contract period, a yearly sequence of guidance toward tenure and promotion will be provided.
3. Prior to the start of the third year of the probationary contract period, all tenure---track faculty shall select three tenured faculty members to serve on a *Promotion and Tenure Advisory Team*. The duties of the Promotion and Tenure Advisory Team shall consist of:
 - i This advisory team should serve to provide advice and guidance to help the tenure---track faculty member orient her/his work at ENC toward the goal of developing a successful tenure and promotion portfolio.
 - ii The advisory team shall select a chair who will be responsible for calling the annual meetings and communicating with the faculty member. The chair can rotate among the advisory team each year until the faculty member is evaluated for tenure.
 - iii In year three, the Promotion and Tenure Advisory Team shall assist the faculty in preparing a mid---probationary review portfolio.
 - iv The advisory team will meet with the faculty member at least once a year to provide ongoing guidance toward maintaining their portfolio and moving toward applying for promotion and tenure commensurate with the faculty manual timeline and guidelines.
4. All tenure---track faculty shall submit a mid---probationary review portfolio to the Office of the Provost before the end of the third year contract period. All tenure---track faculty shall undergo a mid---probationary review by the tenure committee during the Fall of the fourth year of the probationary contract period. The mid---probationary review portfolio shall be assessed against the tenure criteria standards. The outcome of this review shall be either:
 - i An endorsement that the faculty member is adequately on a career path to successfully meet or exceed the tenure standards.
 - ii A recommendation that the faculty member adjust their focus and/or time management in order to establish a better workload balance to best ensure that they are on a path to meet the tenure standards.
 - iii A determination that the faculty member is not on a path to meet the tenure standards at ENC within policy guidelines.

5. The results of the mid---probationary review shall be submitted in writing to the Provost within one weeks of the review. A copy of the letter shall be provided to the faculty member under review. The faculty member may elect to provide a written response to the results of the review within two weeks of receipt of the review letter.

Procedure

1. The following timeline sequence will be followed during the Probationary contract period for faculty in tenure track positions who are at the rank of Assistant Professor:
 - **Year one:** Newly hired faculty shall attend a New Faculty Orientation held annually in the Fall. Tenure and Promotion policy and procedure will be reviewed as part of this orientation.
 - **Year two:** Tenure---track faculty member shall attend a Tenure and Promotion workshop offered by the office of the Provost.
 - **Year Three:** All tenure---track faculty members will choose three tenured faculty who will serve on a *Promotion and Tenure Advisory Team*. A mid---probationary review portfolio shall be submitted to the office of the Provost by May 15th of the third year of the probationary contract period
 - **Year Four:** In the fall, a mid---probationary review shall be conducted by the tenure committee in consultation with the *Promotion and Tenure Advisory Team*.

History:

Reviewed by APC on 1.12.2012, 3.1.2012, 4.5.2012

Reviewed by faculty on 3.15.2012,

Approved by faculty on 4.18.2012

Leave of Absence Policy

Intent:

Should a student require a Leave of Absence from ENC, the following are the policy and procedure which should be followed in order to complete the process.

Policy:

1. A student must request a leave of absence with the Registrar's Office by filing the appropriate form.
2. When a student withdraws (or is withdrawn) from school prior to the end of a semester, a prorated amount of the student's institutional scholarships and grants will be withdrawn from the student's account, based upon the refund guidelines.
3. Additionally, Title IV federal and state financial aid will be repaid to the appropriate program(s) as mandated by regulations published by the U.S. Department of Education.
 - a. Title IV refunds will be repaid in the following order: Federal Direct Loan Program, Federal Perkins Loan Program, Federal Pell Grant Program, and other SFA.
4. To be eligible for any refund, a student must complete the appropriate withdrawal procedure. If a student withdraws from school during the semester, tuition, fees and room, will be refunded according to federal policy, as follows:

<u>Fall and Spring Semester:</u>	<u>Summer Session:</u>
Day 1 @ 100%	Day 1 @ 100%
Day 2-7 @ 90%	Day 2-4 @ 75%
Day 8-14 @ 75%	Day 5-7 @ 50%
Day 15-28 @ 50%	Day 8-9 @ 25%
Day 29-56 @ 25%	

- a. Any refund for unused board will be made on the basis of the number of weeks the student attended.
 - b. No refunds for board will be made for a portion of a week. These refund policies conform to the requirements of the Higher Education Act Amendments of 1992.
 - c. If a recipient of financial assistance withdraws and is scheduled a refund, all or part of this refund will be used to reimburse the financial aid program from which the student received funds.
 - d. For music lessons, no refund will be given after the posted drop deadline without approval of the chairperson of the Music Department.
5. The official leave of absence date and the duration of the absence is established by the student with the Registrar.
6. Adjustments are computed as of the end of the week in which the student makes official withdrawal.

Procedure:

1. A leave of absence form may be obtained from the Registrar's Office.
2. The student must obtain the signatures of the Registrar's Office, Student Accounts, Student Development and Financial Aid
3. The completed leave of absence form is returned to the Registrar's Office to be filed in the student's record.

History:

1. Policy format modified on 8-1-08
2. Academic review separated policy from Withdrawal from College Policy on 11-1-11
3. Financial Aid and Student Accounts review finalized 11-14-11
4. Approved by APC and OFFICIAL on 1-12-2012

Policy for Tenure-track faculty without a Terminal Degree

Intent:

To ensure that tenure-track faculty have the appropriate time and support to move toward promotion and tenure in a timely manner.

Policy:

1. Faculty in a tenure-track position who are not already enrolled in an approved terminal degree program must enter an approved terminal degree program within one academic year of starting at ENC.
2. The faculty member has the option, on hire, to be placed at the Instructor rank for up to 3 years. Faculty who are not yet enrolled in a terminal degree program would then have the option of remaining at the rank of instructor during the first two years of their course of study for a total maximum of three years at the instructor rank at ENC.
3. Faculty who choose to be placed at the rank of Instructor on hire, are required to seek promotion to Assistant Professor no later than during the third year at the rank of instructor. If the terminal degree is completed prior to the third year, then the faculty member is required to seek promotion to Assistant Professor during the year that the terminal degree is completed. On promotion to Assistant Professor the tenure clock would start.
4. The faculty member must submit an academic plan to be approved by the Provost. This plan must include an estimated date of completion for the terminal degree.
5. The faculty member must present evidence of timely progress towards achieving the terminal degree by submitting an official academic transcript at the end of each semester in the course of study.
6. ENC shall provide assistance to aid in the pursuit of the terminal degree. This assistance shall come in the form of either financial support or course release time. While pursuing the terminal degree, the faculty member may choose one of the following two options in any given year.
 - a. request financial graduate assistance as per the Graduate Assistance Policy.
 - b. make use of course releases to be used at the discretion of the faculty member
 - i. with no more than two in one year.
 - ii. no more than four total during the completion of the terminal degree.
 - iii. all course releases must be arranged and approved by the department chair or division chair as appropriate.

Procedure:

1. An academic plan must be submitted to the office of the Provost with the following information: name of educational institution, planned course of study, degree sought, and length of program.
2. At the end of each semester, the faculty member will present an official academic transcript to the office of the Provost. The transcript should be submitted no more than 4 weeks after the end of the completed semester.
3. Faculty have the option to appeal a department or division chair's decision to deny an instructor's request to opt for the course release (policy 6b). A letter of appeal should be submitted to the Office of the Provost along with a copy to the department or division chair

History:

Reviewed by APC on 1.12.2012

Edited and formatted for APC review on 2.2.2012, reedit approved by email vote on 2.13.2012, sent back to APC from the 2-15-2012 faculty meeting to clarify item #6, reviewed and approved by APC on 3-1-2012.

Approved by Faculty at the March 15, 2012

Sabbatical Leave Policy

Intent:

A sabbatical leave rewards ENC faculty with professional leave for the purpose of professional development and for the enhancement of the faculty member’s ability to contribute to the college.

Policy:

1. All members of the faculty at the Assistant Professor, Associate Professor, or Full Professor rank.
2. Faculty may apply for the initial sabbatical leave during the sixth year of full-time teaching at Eastern Nazarene College for a sabbatical leave during the seventh year.
3. For subsequent sabbaticals, the faculty member shall be eligible every seventh year after the granting of the initial leave.

Academic Years at ENC	1	2	...	6	7	8	9	...	13	14
				Apply	Sabbatical Taken				Apply	Sabbatical Taken

4. Sabbatical leave is given with the expectation that the faculty member will return following his/her leave.
5. Sabbatical leave shall consist of one full academic year leave of absence at half-salary or one full semester leave at full salary. During such leave normal fringe benefits (College contribution to the retirement annuities, medical and group life insurance) will be continued.
6. Leaves should generally not be for more than one year plus contiguous summers. Leaves for as long as a year will not interfere with salary increases or promotions in rank.
7. The sabbatical application process shall consist of: a formal letter of intent submitted to the Provost and Dean of the College, a proposal reviewed by the Instructional and Professional Development (IPD) committee, an IPD recommendation to the Provost and Dean of the College, a letter of response from the Provost to the applicant.
8. The faculty member granted a sabbatical must submit a written report at the conclusion of the sabbatical leave outlining the activities and achievements of the sabbatical as they relate to the plans and objectives stated in the proposal.
9. The College reserves the right to deny a request for a leave, either for financial or educational reasons, even if the faculty member is eligible and the purpose of the leave is valid. It will strive to deny appropriate leaves as infrequently as possible and, when it must deny them, with as much equity as attainable, considering both the purpose for which the leave is requested and the time since the individual has had equivalent opportunity for scholarly growth.

Procedure:

1. A formal letter of intent must be made in writing to the Provost and Dean of the College by November 15th of the academic year prior to the desired academic year for sabbatical. Such request should outline the general nature of the proposed program of study or research together with its purposes and expected benefits to the individual and the College.
2. A detailed sabbatical application must be submitted to the IPD committee on or before January 15th of the academic year prior to the desired academic year for sabbatical. Proposal guidelines and structure can be obtained from the chair of IPD.
3. The Instructional and Professional Development (IPD) committee shall review all sabbatical applications and submitted a recommendation letter to the Provost and Dean of the college on or before February 28th of the academic year prior to the desired academic year for sabbatical.
4. The Provost shall inform the applicant of the decision by April 1st of the academic year prior to the desired academic year for sabbatical.
5. Typically two sabbatical leaves can be awarded for any academic year.
6. The IPD shall evaluate the application guided by a point system, which shall include points assigned for years of service, for the quality of the written proposal as well as the benefit to the professional development of the faculty member and to the enhancement of the faculty member’s contribution to the College.
7. The following point schedule will be used for ranking Sabbatical Leave proposals:

Points	Category	Points
Up to 20	Academic Years at ENC when applying for initial sabbatical or since prior sabbatical	
	Years	
	6-9	5
	10-13	10
	14-17	15
	18+	20
Up to 10	Explain the overall purpose to be achieved during this sabbatical leave	10
Up to 30	Explain the specific objectives for fulfilling this purpose	
	i. Specific areas of study/research/writing/teaching/involvement	15
	ii. Specific activities within these identified areas.	10
	iii. Proposed timeline/target dates for accomplishing these specific activities	5
Up to 35	Explain the impact of your proposed sabbatical on:	
	Teaching students	15
	Advising and mentoring students	10
	Personal and professional development	10
	What is it that motivates or excites you about this proposed Sabbatical	5
Up to 100	Total possible points	100

History:

Format revised 6.25.2007

Reviewed and edited for APC on 10.20.11

Approved by the Faculty 11-03-2011

Travel Course Policy and Procedures

Intent:

To provide guidelines for faculty interested in planning a travel course.

Policy

1. As early as possible, however no later than 3 months prior to the academic year, the course offering must be approved by the Dean's office. Even if this is a course that has been offered in the past, or is on a regular rotation, each individual occasion the course is offered must be approved by the Dean's office.

Include the following when proposing the course:

- A rationale for the current offering of the course (who needs it or would benefit from it; why off campus? Etc)
 - An itemized budget that includes the details included in the cost per student, cost per chaperone, and any peripheral costs that can be anticipated
 - The course budget must demonstrate that the course fees cover the entire cost of travel (beyond the cost of tuition).
 - A course syllabus that includes a proposed itinerary (dates, locations, housing, contacts) which should be updated prior to departure
2. Advertising for the course can begin only after the Dean's office has approved the offering.
 3. Once a tentative list of interested students has been gathered, the professor must check students' eligibility to travel with the Office of Student Life and also in terms of academic standing with the registrar's office.
 4. Next, students should be registered for the course so that the bursar's office can begin assigning course costs to students' accounts.
 5. Reservations, ticketing, and contracts should not be commenced until the class list is established. Under no circumstances should purchases pertaining to the trip be made prior to the Dean's office granting approval for the course offering.
 6. At least one chaperone must be an ENC faculty member. Chaperone(s) will never leave the students alone over night.
 7. Before departure, students must sign a travel covenant form (submitted to the Dean's office before departure) that clearly states
 - The ENC lifestyle covenant remains in effect while off campus
 - The chaperone(s) have ultimate authority while off campus; if a chaperone

judges a student's behavior to be inappropriate, they can choose to send that student home at any time (at the student's expense).

8. The Dean's office must approve significant deviations from the travel itinerary (such as a change in countries or dates of travel) and the professors must communicate these approved changes to the registrar's office.
9. No travel courses will be permitted to go to countries on the State Department's Travel Warning List (http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html).

History:

1. Adopted by the Faculty on 3-5-2009 and reviewed on 3-08-11.