

# ACADEMIC INFORMATION

## THE LIBERAL ARTS DEGREE REQUIREMENTS

The Liberal Arts Degree Requirements (LADRs) enable students to hone essential skills, acquire a breadth of learning, gain an understanding of disciplinary and interdisciplinary perspectives, and develop the capacity to integrate their learning. The LADRs enable students to develop essential skills, including the skills of writing and public speaking, critical and scientific analysis and interpretation, reflective judgment, and independent, creative, and integrative thinking. The breadth of the LADR program enables students to cultivate the physical, intellectual, ethical, and spiritual dimensions of their humanity. It also ensures that students acquire basic knowledge and understanding of themselves and their world, of human nature and the natural world, of great works of art and literature, of modern society, world languages and world culture, of faith and ethics, and of abstract and formal reasoning. The LADR curriculum gives prominent place to integrative and collaborative courses, which allow students to examine multiple perspectives, discover different disciplinary approaches, analyze complex problems, apply knowledge in multiple ways and contexts, and integrate learning.

## THE 4-4-1 CALENDAR

The academic calendar divides the year into three enrollment periods. These are a Fall Term of 13 weeks, plus an examination period, ending before Christmas; a Winter Term of 13 weeks, plus an examination period, beginning after the Christmas holiday and extending until the middle of April; and a four-week Spring Term.

## ACADEMIC ADVISING

To assist and support students in this intellectual venture, all Hanover students have an academic advisor selected from among the faculty. The Registrar assigns an academic advisor to each first-year student and transfer student. During the second year, when selecting a major field of study, students select a faculty member in that academic department to serve as their academic advisor. Students may elect to change academic advisors at any time in consultation with the Registrar.

Academic advisors aid students as they devise their undergraduate academic plans around the Liberal Arts Degree Requirements, major requirements, and electives and connect these plans with post-graduate goals. Conversations between advisor and student also focus on study techniques, conflict resolution, and other issues related to students' academic work. If students are to feel free to consult openly and frankly with their advisors, they must know each other better than a few formal appointments a year will allow. This means that students, as well as faculty, must take some initiative to build a productive relationship.

## GRADUATION REQUIREMENTS

Hanover College confers the Bachelor of Arts degree when the following conditions have been met:

1. The satisfactory fulfillment of the degree requirements mandated by the faculty;

2. The satisfactory completion of a minimum of 36 course units, which includes 1 unit for comprehensive evaluations or their equivalent (double majors must complete 37 course units), at least 17 of which must be taken at Hanover College and in no more than six of which the student has earned a grade in the D range;
3. The satisfactory completion of a program of major study, at least 50 percent of the courses for which must be taken at Hanover College. In no more than two of these courses (including comprehensive evaluations) shall the student have earned a grade in the D range;
4. The satisfactory completion of a comprehensive evaluation as required in the area of major study (two for double majors) to be recorded as a comprehensive evaluation unit, the grade for which shall be included in the calculation of all required grade point averages and, should the grade be in the "D" range, count in the number of "D" grades accumulated in the major and overall;
5. The achievement of at least a 2.00 cumulative grade point average, both in the total number of courses attempted at Hanover and in the total number of Hanover courses attempted for the major;
6. The successful completion of a senior culminating experience in the major. If that involves a senior thesis project, a copy of the project must be filed with the Duggan Library prior to the day of commencement;
7. College attendance for four years or the equivalent, the last year of which must be at Hanover College;
8. Attendance in academic attire at Commencement exercises, unless excused in advance by the Dean of Academic Affairs. A student must have 34 units to be eligible to attend Baccalaureate and Commencement.

**The primary responsibility for ensuring that all graduation requirements have been met lies with the student.**

## **REQUIREMENTS IN THE MAJOR AREA OF STUDY**

The major at Hanover College offers students a solid grounding as thinkers and practitioners in a particular discipline. The major's curricular function is to help students understand the epistemologies, methodologies, and vocabulary central to a discipline, the history of the discipline, the competing schools of thought within the discipline, and the technologies that support practice of the discipline. Hanover College provides the options of interdisciplinary majors and student-designed majors in order to provide flexibility for students who wish to focus on more than one field of study, but in each case the major must consist of a substantial grounding in one core discipline. By focusing students' academic experience on a particular field of scholarly inquiry or artistry over an extended period of time, the major helps students to refine the skills, ways of knowing, and modes of reflection central to that field, to become more precise in their thinking and more deliberate, experienced, and knowledgeable in their practice. Each student must complete at least one major. A limit of two majors may be selected; no more than one course may be counted toward both majors, unless the course is specifically required in one major. The first major must be declared no later than the Friday before Winter Term Break of the sophomore year. At least 50

percent of courses in a major area of study must be taken at Hanover College. Students must earn a minimum grade point average of 2.0 in their major courses, including any required cognate courses. No more than two courses, including the Comprehensive Examination, in which a student has earned a grade in the D range may be counted toward the fulfillment of a major (see section on Computation of Grade Point Averages).

All majors must, during their senior year, complete a senior culminating experience, which requires the integration or application of knowledge gained in courses related to the major. A senior thesis, an internship, or a specific course fulfills this requirement, depending on the major. See the section on Academic Programs for the specific requirements of each major.

Each major also requires a comprehensive evaluation in the senior year. Departments provide advance information to students of the nature of the evaluation and shall offer appropriate support for students preparing for the evaluation. The comprehensive evaluation is graded and the grade is noted on the transcript. The comprehensive evaluation carries the weight of a full course unit for purposes of calculating grade point averages, although it is not considered a course for purposes of determining full or part-time enrollment. Students who fail to achieve the level of performance deemed satisfactory by the department shall be given the opportunity to be re-evaluated once before their scheduled graduation date. Students who fail the second evaluation may petition the Student Academic Assistance Committee for permission to be evaluated for a third and final time. If the petition is granted, a period of at least 12 weeks must intervene between the second and third evaluations, and in no case shall the third evaluation be administered before the date on which the student was originally scheduled to graduate.

Students completing two majors must complete a culminating experience and a comprehensive evaluation in each major.

Majors are offered in Art (History, Studio), Biology, Chemistry, Classical Studies, Communication, Computer Science, Cultural Anthropology, Economics, Elementary Education, English, Environmental Science, French, Geology, German, Health and Movement Studies, History, International Studies, Kinesiology and Integrative Physiology, Mathematics, Medieval-Renaissance Studies, Music, Philosophy, Physics, Political Science, Psychology, Sociology, Spanish, Theatre, and Theological Studies.

### **SELF-DESIGNED INTERDISCIPLINARY MAJOR**

Hanover students may choose to create a self-designed interdisciplinary major that joins **two or more liberal arts disciplines** in the analysis of a specific set of questions. (Given the intellectual challenges of a self-designed interdisciplinary major, a student ordinarily must have a cumulative grade point average of 2.75 or higher.) Students planning a self-designed major should make suitable arrangements early enough in their college career so that they can write a proposal and file for the major by February of their sophomore year. To initiate a self-designed major, a student will develop a tentative set of courses for the major. As with other interdisciplinary majors, the student must design a major that has a central disciplinary core and methodology. The student should approach a faculty member who teaches in the core discipline (or the division coordinator for the core discipline) with whom to discuss the proposed major. The student, faculty member, and division coordinator will discuss the proposal and possible faculty members to serve on an advisory committee. After discussion and consultation, the division coordinator will appoint a faculty advisor

and two additional faculty members from disciplines included in the major to serve on the faculty advisory committee. The student and faculty advisory committee will discuss and, if necessary, revise the proposed set of courses. The student will then write a proposal for the self-designed major. This proposal must:

1. Suggest a name for the proposed major;
2. Include a rationale for the planned major course of study, a statement of the student's curricular objectives, including competencies to be developed, the core questions that are to be explored, a clearly defined link between the disciplines involved, a statement explaining why this major is in the spirit of the **liberal arts** (and not occupational training), and the rationale for the courses that are included in the program of study;
3. Provide a plan of study that includes:
  - coursework dealing with the *epistemology* and the *theory* (or abstract conceptualization) within one of the disciplines;
  - a total of between ten and thirteen courses (alternative courses developing similar competencies can be suggested, such as ECO 113 **or** ECO 114);
  - at least six courses above the introductory level unless the faculty advisory committee recognizes a compelling reason why this is not feasible;
  - an indication of the discipline in which the student expects to do the senior thesis culminating experience (the senior thesis should normally be in the core discipline);
  - and, a comprehensive examination to be taken during the student's senior year.
4. Include a copy of the student's transcript.

After the proposal is completed and signed by the three faculty members on the advisory committee, the proposal is to be submitted to the division coordinator for approval. The division coordinator will then forward the proposal to the Curriculum Committee for final approval.

Once the Curriculum Committee approves a proposal, it will serve as the student's course of study. The faculty advisory committee members and the Student Academic Assistance Committee must approve any variance in coursework.

## **OPPORTUNITY FOR A MINOR**

The College offers, but does not require students to elect, minor programs. Each student may declare one or two minors in fields of special interest. At least 50 percent of courses in a minor area of study must be taken at Hanover College. Minors are offered in the following disciplines: Anthropology, Art (History, Studio), Asian Studies, Biochemistry, Biology, Chemistry, Classics, Communication, Computer Science, Creative Writing, Economics, English, Environmental Science,

Film Studies, French, Geology, Gender Studies, German, Greek, History, International Studies, Journalism, Kinesiology and Integrative Physiology, Latin, Mathematics, Music, Philosophy, Physics, Political Science, Psychology, Sociology, Spanish, Theatre, Theological Studies and World Religions.

A student may not elect a minor in the discipline in which he or she is majoring. A minor must be formally declared prior to the student's graduation. A minimum cumulative grade-point average of 2.00 in the courses satisfying the minor must be achieved in order for the minor to be designated officially on the student's records. Except for minor courses specifically required for the student's major, no more than one course may be counted toward both a major and a minor or toward two majors or two minors.

## **OPPORTUNITIES FOR CREDIT**

### **Advanced Placement Credit**

Advanced Placement courses taken in high school under the College Entrance Examination Board program will be recognized as follows: (a) If a student has earned a 4 or 5 in an Advanced Placement course, full credit will be given, provided the course meets relevant Hanover College prerequisite and graduation requirements. (b) If a student has earned a 3 in an Advanced Placement course, the decision as to acceptance for credit will lie with the department concerned, which may read and evaluate the student's Advanced Placement course examination. It is the student's responsibility to present his or her case to the department.

### **By-Pass Credit**

Students may enroll in an advanced course at Hanover without the necessary prerequisites if they can demonstrate their competence to the academic department involved. Students so enrolled in an advanced course may be awarded credit for one, but no more than one, of the bypassed prerequisite course(s), providing the student earns a grade of B or better in the advanced course and the department has adopted this policy. See departmental descriptions for specifics. No credit will be awarded, however, for course work that is required for admission to the College.

### **Dual Credit**

Hanover College will accept dual-credit courses as elective transfer credits upon request by the student entering the College. The courses may be used to satisfy LADR requirements when deemed equivalent or suitable. The courses may also satisfy requirements within a major or minor with departmental approval.

### **International Baccalaureate Credit**

Credit is granted for courses taken on the Higher Level under the International Baccalaureate program provided that the student earns a score of 5 or above on the qualifying exam. Both credit and satisfactory completion of the LADR requirement will be awarded. Courses that are not equivalent to LADR or major courses may earn elective credit. No credit will be awarded for courses taken on the Standard level.

### **Transfer Credit**

Courses of the type offered by Hanover College, but completed at other accredited academic institutions, may be accepted for credit at Hanover. Transfer credits are applied toward the total

number of course units required for graduation and may, in some cases, be used to satisfy requirements for the liberal arts degree, major, or minor program.

The determination of the acceptability of courses for transfer to Hanover and of their suitability for satisfying liberal arts degree or major requirements is the responsibility of the Registrar and finally of the Faculty of the College. Students have responsibility for collecting and presenting the documentation (course records, syllabi, etc.) necessary to the making of informed transfer credit decisions by the Registrar and/or appropriate faculty members.

Transfer credit will be identified on the student's Hanover transcript with a notation designating the institution at which the credit was earned and the total number of credits transferred. Grades earned in courses transferred for credit will not be included in the calculation of any grade point averages at Hanover unless specifically authorized by the Faculty, as in the case of affiliated Off-Campus Study Programs.

Students currently enrolled at Hanover College who wish to receive transfer credit for courses taken at other academic institutions (for example, in summer school programs) should secure approval from their faculty advisor and the Registrar before taking the course. Without prior approval, no assurance of transfer credit can be made.

Hanover College grants transfer credit for courses (including "dual credit" courses) completed at other institutions under the following conditions:

- 1) The transferring institution must be fully accredited by The Higher Learning Commission (North Central Association of Colleges and Universities) or a similar regional accrediting agency.
- 2) The course work must be representative of "The Liberal Arts." Course work taken at other Liberal Arts Colleges or at Colleges of Arts and Sciences at Universities is generally acceptable.
- 3) The course work must have received a grade of C- or better or the equivalent.

For the purposes of transferring courses to Hanover, the conversion rate of semester hours or quarter hours to Hanover units is:

- 3 or 4 semester hours course = 1 Hanover unit
- 2 semester hours = .5 Hanover unit
- 1 semester hour = .25 Hanover unit
- 5 or 6 quarter hours course = 1 Hanover unit
- 4 quarter hours = .666 Hanover unit
- 3 quarter hours = .5 Hanover unit
- 2 quarter hours = .33 Hanover unit
- 1 quarter hour = .166 Hanover unit

Courses taken at affiliated Off-Campus Study Programs will receive Hanover College units of credit for satisfactory completion of work and will count toward calculation of grade point averages.

For purposes of transferring a Hanover course to another institution, the official conversion rate is 1 unit = 4 semester hours or 6 quarter hours.

## COURSE REGULATIONS

### A. Course Load and Enrollment Status

1. **Normal load.** Normal load during the Fall and Winter Terms is four course units, and it is one course unit during the Spring Term. Health and Fitness activity courses and music courses may be taken in addition to the standard course load in any term. Programs with up to 5.25 course units during the Fall or Winter Terms and with up to 1.25 units during the Spring Term will be accepted with the approval of the student's advisor, provided the student is not currently on academic probation. Programs in excess of 4.50 units during the Fall and 5.50 units during the combined Winter and Spring Terms will be subject to additional tuition charges.

2. **Full-time status.** In order to be classified as a full-time, continuing student, a student must be enrolled in at least three course units exclusive of comprehensive evaluations during the Fall Term and in at least four course units exclusive of comprehensive evaluations and Cultural events during the combined Winter and Spring Terms. Full-time for Spring Term is one unit.

3. **Withdrawn status.** Except in instances in which a student is studying off campus with the approval of the College, a student shall be considered to have withdrawn from the College whenever he or she withdraws from all courses or fails to enroll in any courses during either the Fall or Winter Terms. Students who have withdrawn, but wish to return to the College, must request an Application for Readmission from the Registrar's Office.

### B. Enrollment in Courses

1. **Enrollment deadline.** Students will not be allowed to enter a course later than the fifth day of the Fall or Winter Terms or after the second day of Spring Term without special permission of the instructor and the Registrar.

2. **Enrollment in 100-level courses.** Junior and senior students may enroll in freshman-level courses (courses numbered 100) that satisfy general degree requirements under any one of the following conditions: (a) The enrollment is necessary to satisfy a specific degree requirement, because another option at the 200 or 300 level is not possible; (b) The enrollment is necessary in order to meet a specific requirement for the student's major and/or teacher certification program; (c) The enrollment constitutes a 'repeat' of a previously taken course under the terms and conditions prescribed by faculty regulations. In all other instances, juniors and seniors may enroll in freshman level courses only if they obtain the permission of the instructor and the approval of the faculty advisor. Instructors and advisors must recognize that such enrollments will be above and beyond those necessary to accommodate first-year and sophomore students seeking to enroll in these courses.

3. **Pass-fail option.** Juniors and seniors may select up to one elective course unit in the Fall and Winter Terms, to be graded on a Pass (C- or better)/Fail (D+ or less) Option basis, provided at least three course units (not counting the senior comprehensive examination) that term are in courses with regular grading status. The Pass-Fail Option must be declared no later than the last day of the drop/add period of the term in which the course is taken. Courses meeting College liberal arts degree or major or minor requirements, and courses in the department of the major or minor, may

not be taken with a Pass-Fail Option status. Once a student has satisfied a particular degree requirement, other courses which satisfy that requirement may be taken on a Pass-Fail Option basis.

**4. Repeating courses.** Students may repeat courses provided they obtain the approval of their advisor. A maximum of one course unit will be used for all attempts, and the grade for the most recent attempt will replace the earlier grade in calculating the cumulative grade point average. The transcript will show all attempted courses. For the purposes of this regulation, a course may be “repeated” either by completing the same course a second time or by completing a course in the same department that has been accepted by that department (with the concurrence of the Curriculum Committee) as covering the essential content of the original course.

**5. Senior thesis.** A student may enroll in two Senior thesis courses during the same term only with the permission of the Student Academic Assistance Committee.

**6. Auditing courses.** A course which is audited receives no credit and may not be counted toward satisfying the liberal arts degree requirements nor the major or minor.

The last day to change enrollment status from audit to credit is the last day of the drop/add period for the term in which the course will be taken. The last day to change from credit to audit status is the last day of the discretionary withdrawal period in the term in which the course will be taken (the discretionary withdrawal period is the first eight weeks of a term).

A request to audit a course must be approved by the instructor of the course and the student’s advisor. The student should confirm what the instructor’s expectations are for auditing the course, and it is the student’s responsibility to fulfill those requirements for a satisfactory audit. The course will appear on the student’s transcript, and bear the letter “AU” to indicate that the course was taken as an audit or “U” to indicate unsatisfactory completion of the audit. A student may audit a course during Spring Term provided the student is enrolled in a 1 unit course and all other criteria for auditing, as defined in this section, are met. Additional tuition charges may apply. See Tuition and Fees Section.

### **C. Withdrawal from Courses**

**1. Withdrawal from one course.** Students wishing to withdraw from a single course may do so without academic penalty, provided that such withdrawal: (a) takes place by the end of the eighth week of a Fall or Winter Term or by the end of the second week of a Spring Term course; (b) does not have the effect of reducing a fulltime student’s load below that necessary to maintain full-time status; (c) does not preclude a student from fulfilling a general degree requirement within the prescribed time. A grade of “W” for that course will be entered on the student’s record.

**2. Withdrawal from more than one course.** Students wishing to withdraw from more than one course during a given term, or to withdraw from a single course in circumstances which do not meet the requirements set forth under rule 1 above, may do so without academic penalty only after conferring with their instructor(s) and faculty advisor and only with the approval of the Registrar. Such withdrawal may be authorized because of a personal medical problem, a disabling family situation or a problem outside the control of the student. A grade of “W” for that course or courses will be entered on the student’s record.

3. **Withdrawal from the College.** Students wishing to withdraw from the College may do so without academic penalty prior to the end of the ninth week of the enrollment period. After this period, a student may withdraw from the College without penalty only with the prior approval of the Registrar. Such withdrawal may be authorized because of a personal medical problem, a disabling family situation or a problem outside the control of the student. A grade of “W” will be entered on the student’s record for each course in which the student is then enrolled, and the student’s academic status will remain as it was at the beginning of the term in which the withdrawal occurs.

4. **Withdrawal procedures.** A discretionary withdrawal form is available in the Registrar’s Office. Failure to obtain the necessary approval for withdrawal from a course or from the College shall result in the filing of regular letter grades for all such courses, and the student shall remain subject to all regulations governing probation and dismissal.

5. **Dismissal from the College.** A student who is dismissed from the College during a term for non-academic reasons shall receive a “W” for all courses in which he or she is enrolled and the student’s transcript shall carry the notation of “dismissed.” If the student is subsequently readmitted to the College, the notation shall then be deleted from the transcript.

#### **D. Attendance and Classroom Discipline**

Students are expected to be regular and punctual in their attendance at class and in the fulfillment of their other academic obligations, including those which are conducted on days immediately preceding or following a college recess. They are likewise expected to conduct themselves in a manner that is conducive to their own learning experience and that of their classmates.

Instructors have the authority to establish their own standards for attendance and other classroom behaviors, and to enforce these standards with appropriate disciplinary action, up to and including the removal of a student from the course, provided such standards and actions are consistent with existing faculty regulations. In exercising this authority, instructors should recognize and make due allowance for instances in which a student’s failure to fulfill academic obligations is a consequence of circumstances beyond the student’s control.

In instances when an instructor acts to remove a student from a course, the instructor should inform the student in writing of the intended action and notify the Registrar of the appropriate grade to be entered on the student’s academic record. In this, as in all manners of academic discipline, students have the right to appeal the instructor’s action to the Division Coordinator.

While instructors should attempt to honor the requests of their colleagues for students to be released from classroom obligations in order to participate in authorized course activities and other college programs, the instructor is the final determiner of whether such absences shall be excused.

#### **E. Final Examinations**

1. The faculty has mandated that no examinations in courses can be given during the last week of classes in order to allow students to complete other work and prepare for final quizzes, lab tests in science courses, or examinations in any course for which a final examination period has not been scheduled (such as activities courses in physical education or music lessons).

2. Final examinations must be given at the time and place identified on the final examination schedule published by the Registrar, unless a change has been approved in advance by the Dean of Academic Affairs. The convenience of travel arrangements is not generally considered legitimate grounds for the granting of such a change, and students should not make travel plans that may interfere with their final examination obligations.

3. In cases of a family emergency or similar exceptional circumstances, an instructor may allow a student to take the final examination in advance of the time at which it is scheduled to be given.

4. College policy will be that no student will be required to have three final exams on one day, but a student may do so if he or she chooses. If a student having three final exams scheduled on one day wishes to avoid the situation then it is the student's duty to bring this matter to the attention of his or her professors. Thereafter, the professors in consultation will alleviate the burden by determining which exam will be rescheduled.

## **WAIVING OF REQUIREMENTS AND REGULATIONS**

When circumstances warrant, students may seek modification of, or exemption from, one or more of the curricular requirements, course regulations, or academic policies set forth above. Petitions for such modifications must be submitted to the Student Academic Assistance Committee. The petition should (1) identify the requirement, regulation, or policy in question, (2) state the particular modification or exemption which is being sought, and (3) set forth the specific grounds and circumstances which justify the granting of the petition. Petition forms are available in, and should be returned to, the Registrar's Office.

## **GRADING POLICIES**

Students receive an electronic grade report for each of the three terms, but there are only two grading periods for purposes of calculating grade point averages. The first grading period coincides with the Fall Term enrollment period, and is called the Fall Grading Period. The second grading period combines the Winter and Spring enrollment periods into a single grading period called the Winter/Spring Grading Period. Thus, a student will have a term grade point average for the Fall Term and one for the Winter/ Spring Term.

### **A. Grade Classifications**

The following grades carry the following weights in the computation of grade point averages:

A	4.0	exceptional, excellent in all respects
A-	3.67	
B+	3.33	
B	3.0	good
B-	2.67	
C+	2.33	
C	2.0	satisfactory
C-	1.67	
D+	1.33	
D	1.0	passing but unsatisfactory in some important respects

D-	0.67	
F	0.0	failure
FN	0.0	flagrant neglect, failure to meet the most basic obligations
I		incomplete
AU		audit without credit
CR		credit, no grade given
R		course repeated at a later date for another grade
S		pass (C- or better) in a pass-fail course
U		fail (D+ or less) in a pass-fail course
W		withdrawal
Z		deferred grade

## **B. Computation of Grade Point Averages**

1. The computation of the grade point averages required for graduation from the College, completion of a major course of study, and receipt of graduation honors shall include only grades earned in courses offered by Hanover College, and taught by its instructors, as well as in affiliated Off-Campus Study Programs.
2. The computation of the grade point average in the major shall include the grades earned in all courses which have been identified, whether in the College catalog or by the department/committee administering the program, as required for and/or as eligible to be counted toward the major.
3. The grade earned on the comprehensive evaluation in the area of major study shall be included, with a weight of 1.0 course unit, in the computation of all required grade point averages.

## **C. Incompletes**

Under certain circumstances, students who find themselves unable to meet all requirements of a course within the time allotted for the term may petition the Registrar to be granted an extension or "Incomplete." The student should obtain the appropriate form from the Registrar's Office and consult with the instructor.

1. An Incomplete may be granted only upon the grounds of a personal medical problem, a disabling family situation, or other circumstances beyond a student's control, and must be approved by the Registrar prior to the end of the term.
2. The petition of the Incomplete must indicate whether or not the instructor supports the granting of the Incomplete and must specify the date recommended by the instructor (in consultation with the student) for completion of the work.
3. The date agreed upon for completion of the work should be as soon after the conclusion of the term in which the Incomplete is granted as is consistent with the individual circumstances of the student and with sound educational practice, but in no event shall it exceed the end of the sixth week of the following enrollment period (including the summer enrollment period).
4. When approved, an Incomplete authorizes the instructor to file a temporary grade of "I" for the student at the end of the term. At the end of the time specified for completion of the work, the

instructor will evaluate the work that has been done and submit an appropriate course grade to the Registrar, who shall enter it in the student's record in place of the "I."

5. In the event that the student fails to complete the work in the time specified, a grade of "F" shall be entered for the course, unless the Registrar upon reviewing the case determines that the student be granted either a further extension of time or a withdrawal from the course.

#### **D. Z Grade**

The Z grade is to be used under certain circumstances where a faculty member finds himself or herself unable to meet the deadline for submitting a grade for a given semester. In such cases the faculty member may submit a Z as a grade for a student.

1. The Z grade must be converted to an appropriate final course grade as soon after the conclusion of the term in which the grade is granted as is consistent with the individual circumstances of the faculty member, but in no event shall it exceed the end of the second week of the following enrollment period (including the summer enrollment period).

2. In the event that a faculty member cannot enter an appropriate final course grade in the time specified, a letter of notification must be submitted to the Registrar explaining why the Z grade was given and a date by which the final grade will be filed.

#### **D. Appeal of Grades**

A student who believes that the evaluation of his or her work by a faculty member is unfair or inaccurate shall be entitled to make an appeal, following the procedure outlined below:

1. The appeal must be initiated no later than 30 days after issuance of the official grade report. It is expected that the appeal procedures described below will be completed by the end of the seventh week of the next enrollment period.

2. The first stage of appeal should be made to the faculty member involved, with whom it is expected most cases will be resolved. During this conference, the student and the faculty member can review the procedure by which the evaluation was made and the basis upon which the grade was determined.

3. When an instructor agrees that an error in computation or judgment has been made, a Change of Grade form should be completed by the instructor, and then filed with the Registrar, who must approve the change

4. If the conference with the instructor does not satisfy the student, the student may appeal the grade to the Division Coordinator. The Division Coordinator will meet with the student, the faculty member, and, at the Division Coordinator's discretion, another member of the faculty, preferably a senior member or chair of the department. He or she may request an examination of all papers, records, and other information pertinent to the appeal. After deliberation, the Division Coordinator will render a decision and notify both the student and the faculty member of that decision.

5. If the decision is unacceptable to either the student or the instructor, either may appeal the case to the Dean of Academic Affairs. The decision of the Dean is final.

## ACADEMIC STANDING

### A. Good Academic Standing

Good academic standing is determined by a student's success in meeting the academic standards mandated by the faculty of the College. These standards are defined in terms of the grade point average. Students currently on academic probation are not regarded as being in good academic standing.

1. **Term GPA.** The minimum required grade point average for each enrollment period (term) is one in excess of 1.50.
2. **Cumulative GPA.** The minimum cumulative grade point average required of students is defined in terms of the total number of course units accumulated toward graduation by the end of an enrollment period. They are as follows:
  - a. For students with 1.0 to 4.9 course units, a GPA in excess of 1.50;
  - b. For students with 5.0 to 9.9 course units, a GPA of 1.75 or above;
  - c. For students with 10.0 to 14.9 course units, a GPA of 1.90 or above;
  - d. For students with 15.0 or more course units, a GPA of 2.00 or above.

### B. Academic Probation and Dismissal

1. **Academic Probation.** At the end of any given enrollment period, a student will automatically be placed on academic probation under either one of the following circumstances: (a) the student earns a grade point average of 1.50 or less during the enrollment period; (b) the student fails to achieve the required minimum cumulative grade point average (see A.2 above). The probation status under (a) above may be waived by the Registrar for extenuating circumstances, provided the student's cumulative grade point average exceeds 2.0; to ensure being heard, a written appeal must be filed with the Registrar's Office within 10 days of the student's receipt of notification of probationary status.
2. **Academic Dismissal.** At the end of any given enrollment period, a student will automatically be dismissed from the College under any one of the following circumstances: (a) the student is currently on probation and fails to earn a grade point average of 2.0 or better for the enrollment period; (b) the student is currently on probation and fails to achieve the required minimum cumulative grade point average (see A.2 above); (c) the student, whether currently on probation or not, earns a grade point average of 1.0 or less for the enrollment period.
3. **Appeal of Dismissal.** A dismissed student may petition the Student Academic Assistance Committee for reinstatement on the basis of a pattern of improving performance or extenuating circumstances. To ensure being heard, a written appeal must be filed with the Registrar's Office within the time period stated in the notification of dismissal.
4. **Readmission after Dismissal.** Students who are dismissed are normally eligible to apply for readmission after a period of one year. Readmission is not automatic and will depend upon demonstrated productive activity in the interim. Under unusual circumstances, such as exceptional achievement, a student may appeal for readmission after a period of less than one year. A student desiring readmission should apply by requesting an Application for Readmission from the Registrar's Office.

## **ACADEMIC DISHONESTY**

The faculty of the College has adopted the following policies governing the identification of academically dishonest procedures on the part of students and the disciplinary actions appropriate to and/or prescribed for them.

### **A. Academic Dishonesty Defined**

An academically dishonest act is defined as “any action with the intent to deceive in order to gain an unfair advantage.” Such procedures as the following are academically dishonest:

1. The use by a student of material from published or unpublished sources without acknowledging those sources (see the faculty statement on “The Use of Source Materials”);
2. Submitting to a course, without acknowledgment, a paper that has been written in whole or in part by another person;
3. Copying answers written by another student for a quiz, examination, or other assignment;
4. “Collaborative” efforts in which students write together papers or portions of papers or other assignments and submit them to their instructors without acknowledging that collaboration;
5. The submission of the same paper, or substantially the same paper, by a student to two different courses without prior consultation with the instructors involved;
6. The falsification of documentation for a paper;
7. The falsifying of data for a laboratory assignment;
8. Any other procedure which involves the intent to deceive in order to obtain an unfair advantage, including the knowing and willing assistance of others in the practice of academically dishonest procedures.

### **B. Penalties for Academic Dishonesty**

1. The Faculty recognizes that students, in performing their academic duties, may engage in procedures, such as faulty or inadequate documentation, which are not the result of dishonesty, but derived from carelessness, confusion, lack of attention, etc. Such procedures are academically unacceptable, and an instructor should, at his or her own discretion, penalize a student for employing them.
2. However, when a student submits a paper, an examination, or any other assignment that is substantially the result of an academically dishonest procedure, the student shall receive a “0” for the paper, examination, or assignment, and his or her grade for the course shall be lowered not less than one letter grade.
3. An instructor should not assess a penalty for an academically dishonest procedure until he or she has made a thorough investigation of the matter and, if possible, conferred with the student or students in question.
4. Should a student who has already been penalized for an academically dishonest procedure commit a second offense in the same course, he or she shall receive a grade of “F” for the course and shall be removed from it. A student in such a situation shall not be permitted a discretionary withdrawal from the course in question.
5. Instructors who take disciplinary action against students are required to file a written report of each such instance and of the action taken with the chair of the Student Academic Assistance Committee. As in all other instances of evaluations made and grades assigned by instructors, students have the right of appeal (see section on Appeal of Grades).

### **C. Repeated Instances of Academic Dishonesty**

1. A faculty member who takes disciplinary action against a student for academic dishonesty is required to report his or her action in writing to the Chair of the Student Academic Assistance Committee. Upon receipt of two or more reports of academic dishonesty on the part of a single student, the Chair of the Student Academic Assistance Committee shall refer the matter to the Committee, which shall determine what further disciplinary action, if any, is to be taken against the student in question. Such additional disciplinary action may consist of sanctions up to and including dismissal from Hanover College.
2. When the Chair refers a student's case to the Committee as a whole, the student, as well as the faculty members who initially took disciplinary action against the student, shall be notified in writing of the fact and of their right to appear before the Committee to present information relevant to the case. The decision of the Committee shall be reported in writing to: the student involved, the chair of the Student Academic Assistance Committee, the Dean of Academic Affairs, and the President of the College. The decision of the Committee may be appealed to the Dean of Academic Affairs and to the President of the College.

### **HONORS AND AWARDS**

1. **Graduation with Honors.** Exemplary students having a 3.90 cumulative grade point average through the Winter/Spring Grading Period of the senior year earn the distinction of graduating *summa cum laude*. A 3.75 cumulative average entitles a student to graduate *magna cum laude*. A 3.50 cumulative average entitles a student to graduate *cum laude*.

To be entitled to these distinctions, students must have been in residence during their junior and senior years, unless studying off campus in courses for which Hanover graduation credit will be awarded.

Grade point averages for honors are computed only on the basis of grades and credits earned at Hanover College or in courses in affiliated Off-Campus Study Programs. Grades earned from other institutions of higher education are not included in the computation.

2. **Departmental Honors.** Departmental honors will be awarded to seniors upon nomination by the faculty of each department and approval of the Faculty. To be eligible for nomination, students must have completed 36 units of course work for which they have earned a cumulative grade point average of at least 3.20 overall and a grade point average in their major of at least 3.50. In addition, they must earn a grade of "A" or "A-" in their senior culminating experience and on their comprehensive evaluation as determined by the department.

3. **Dean's List.** To recognize and to commend those students who excel academically, the Office of Academic Affairs publishes the Dean's List twice each academic year, at the end of the Fall term and at the end of the Winter/Spring Term. The honor is reserved for those students who meet the following criteria:

**Fall Term:** A student must be enrolled full-time in the Fall Term, must complete no fewer than three graded units in that term, and must earn a grade point average of 3.50 or higher.

**Winter Term:** A student who will not be enrolled in Spring Term must be enrolled full-time in the Winter Term, must complete no fewer than three graded units in that term, and must earn a grade point average of 3.50 or higher.

**Winter/Spring Term:** A student must be enrolled full-time in Winter/Spring, must complete no fewer than three graded units in that term, and must earn a grade point average of 3.50 or higher.

Note that a course taken Pass/Fail does not constitute as a graded course unit.

#### **4. College Prizes and Awards.**

*The Alumni Awards for Scholarship, Character and Citizenship* are given each year to a group of seniors who are chosen by the faculty as representative of the students in whom the College purposes of scholarship, character and citizenship are best achieved.

*The John Finley Crowe Citation for Scholarship and General Excellence:* Established by vote of the faculty in 1955, this citation is awarded to the outstanding graduating senior man on the basis of excellence in areas of Christian character, scholarship, leadership, and social responsibility. The recipient is chosen by the President of the College, the Vice President for Academic Affairs, and the Vice President for Student Affairs from the three senior men ranked highest by vote of the faculty.

*The Henry C. Long Citation for Scholarship and General Excellence:* This citation to the outstanding graduating senior woman is given by the trustees of the College. Senior women are judged on their scholarship, leadership, Christian interests and practices, world-mindedness, social skills and understanding, and the general quality of campus citizenship. The recipient is chosen by the President of the College, the Vice President for Academic Affairs, and the Vice President for Student Affairs from the three senior women ranked highest by vote of the faculty. The Henry C. Long Citation was first awarded in 1947 when the Long College for Women, created by the will of Henry C. Long, became an integral part of Hanover College. Long College for Women merged with Hanover College in 1978.

*The Alpha Lambda Delta Award* is given annually to recognize outstanding academic achievement of a senior who is a member of Alpha Lambda Delta, a national honor society.

*The Hanover College Independent Men's and Women's Awards* are given annually to the unaffiliated senior man and woman who best combine high scholastic standing, extracurricular leadership, and high moral character.

*The Hanover College Interfraternity Award* is given annually to the fraternity senior man who best combines high scholastic standing, extracurricular leadership, fraternity leadership, and high moral character.

*The Hanover College Panhellenic Award* is given annually to the outstanding senior sorority woman who best combines high scholastic standing, extracurricular leadership, sorority leadership, and high moral character.

*The Phi Beta Kappa Faculty Award for Student Scholars* is given to support the scholarly pursuits of a junior who exemplifies the Phi Beta Kappa motto that "the love of learning is the guide of life."

*Scholarship/Leadership Awards:* Presented by the Parents' Association, these awards recognize students who have successfully combined positions of responsibility on campus with academic achievement. Nominations are solicited from each recognized campus organization and final selections are made by a committee representing the Parents' Association, the Office of Student Affairs, and the Office of Academic Affairs.

*Scholar/Athlete Awards:* Presented by the Parents' Association, these awards are given to athletes who have distinguished themselves through successfully combining scholarship, athletic performance, and a positive mental attitude. The Outstanding Senior Athlete Awards are given annually to the senior male and female athletes best exhibiting these qualities.

*The Interfraternity Scholarship Trophy* is awarded each enrollment period to the fraternity whose members and pledges have attained the highest grade point average during the preceding period.

*The Panhellenic Scholarship Trophy* is awarded each enrollment period to the sorority whose members and pledges have attained the highest grade point average during the preceding period.

*The Sigma Chi Foundation Scholarship Award:* A trophy is awarded each year to the fraternity at Hanover ranking the highest in scholarship for the preceding academic year.

#### **5. Departmental Prizes and Awards.**

*The Robert R. and Clara J. Beach Award in Sociology* is awarded each year to the student who is judged to have done the most outstanding work in sociology.

*The Robert E. Bowers History Award:* Established in 1980 by friends, colleagues and former students in honor of Dr. Bowers, this award is given annually to the outstanding history student as determined by the Department of History.

*The Dorothy S. Bucks Award in English.* Endowed by Dr. Bucks, this award is to be presented annually to the outstanding graduating senior in the Department of English.

*The Richard L. Conklin Award in Physics:* Funded by a former student of Dr. Conklin, this award is presented annually to the sophomore physics major who shows the most promise of a fruitful career in physics or a closely-related science.

*Distinguished Departmental Awards* are presented annually in departments and majors in which no endowed prizes and awards have yet been established to recognize outstanding student work. These departments include Anthropology, Art and Art History, Business Scholars Program, Classical Studies, Communication, Computer Science, Economics, Education, Environmental Science, French, Geology, German, Kinesiology and Integrative Physiology, Medieval Renaissance Studies, Music, Philosophy, Political Science, Psychology, Spanish, Theatre, and Theological Studies.

*The Joseph W. Evans Prizes* are awarded annually for the two best essays on the impact of recent developments in science and technology on economic and social life.

*The Phyllis J. Fleming Prize for Distinction in Physics.* Endowed by Dr. Linda Miller to honor Dr. Fleming '46, the Prize recognizes students interested in physics by providing them with financial support for further study and/or research in that discipline.

*The John B. Goodrich Prize in Oratory:* Endowed by P.E. Goodrich, this prize is given annually to the winner of an all-college competition.

*The M. L. Greiner Art Purchase Award:* This endowed fund provides money to purchase the most outstanding artwork of students (based upon all-college competition) during each academic year. These purchased works become a part of the Hanover College Greiner Collection.

*The Ned Guthrie Chemistry Award:* Endowed by Dr. Carl Weatherbee '40, this award is given to the chemistry major who has made the most significant contribution to the College in the current academic year.

*The Dr. Edward J. Hamilton Essay Prizes:* Endowed by Edward H. Hamilton, Christie Patterson Hamilton, Elizabeth Hamilton Best, and Dr. James H. Hamilton, these prizes are awarded for the two best essays on any problem of ethics. Open to students who have studied ethics.

*The M. Anwarul Haq International Studies Award* is given to the student who has done the most outstanding scholarly work in international studies.

*The Aubra Jade Hiland Award for Creative Writing* was endowed in 2005 in memory of a former Hanover student by her family and friends to honor the student with the most promise in creative writing.

*The Jonathan Livingston Lowes Award in English:* This award, consisting of a properly inscribed book in the student's specialty area, is presented annually by vote of the Department of English to the student whose career in advanced research is judged to be most promising.

*The Frank S. Luttmer Award for the Study of History through International Experience.* Given to a student selected by the History Department whom the members of the department believe will most benefit from the kind of educational experience Prof. Luttmer offered in his Spring Term course in Florence.

*The Charles and Dorothy Lynn English Prizes* are two prizes given annually for the best papers submitted on any subject in connection with the regular course work of any junior or senior course. Dr. Willis T. Gatch donated these prizes with a purpose of stimulating English proficiency in all academic disciplines. Papers must be nominated by the faculty member to whom they were originally submitted.

*The Eli Mace Essay Prize*, endowed by Dr. and Mrs. William H. Mace, is awarded for the best essay submitted on any problem arising out of World War I.

*The R. Earl Martin Physics Award* is an annual prize endowed by Dr. Carl Weatherbee '40 and is given to the outstanding senior majoring in physics.

*The Morse Mathematical Award* is given to the student attaining the highest scholastic standing in mathematics.

*The A. Glenn Mower, Jr., Pre-Law Award:* An annual award to the senior intending to pursue the study of law who best exemplifies the qualities of integrity, sensitivity to the needs and concerns of individuals, commitment to public service, and intellectual capacity for the study and practice of law. This award includes a cash payment to the recipient's chosen law school to help defray first-year expenses.

*The Charles Lathrop Pack Essay Prize* is awarded for the best essay submitted by a student of the College on any phase of the problem of reforestation or the development of woodlands.

***The Aastik Pokhrel Internship Award.*** Given to a student selected by the Career Center Internship Coordinator who plans an internship in community organizing, peace and conflict resolution, gender and LGBT issues or a study abroad in Nepal.

*The Enos Pray Biology Award* is given to the outstanding senior biology student as determined by the department. This award is made possible by a gift from Dr. Thomas Mayer '73 in honor of professor emeritus Enos Pray, who taught at Hanover from 1953 to 1981.

*The President's Evening to Honor the Arts:* The work of students from the Art and Art History Department, Music Department and Theatre Department is honored on this evening.

*The Darryl L. Steinert Award in Physics* is awarded to the junior physics major showing the greatest promise of pursuing physics or physics-related research leading to the completion of an senior thesis during the senior year. The award is endowed by Dr. Sean Points and other former students of Dr. Steinert.

*The Philip R. Taylor Award for Student Publishing* was endowed in 2005 in memory of a former Hanover student by his family and friends to support a student in his or her publishing or presentation of an Senior thesis project.

*The J. Dan Webster Award in Biology* is given to an outstanding junior biology major in honor of Dr. Webster, professor emeritus of biology. The award is made possible by a gift from the late Dr. Patricia Walne '54, distinguished professor of botany at the University of Tennessee.

*The Dr. Edward Payson Whallon Essay Prize* is awarded for the best essay submitted by a student on "The Religious Purpose in the Founding of Hanover College in Helping to Educate Young Men for the Gospel Ministry."

*The Margaret Kitchel Whallon Essay Prize* is awarded to the student who writes the best essay on the subject: "John Finley Crowe, the Hero Founder of Hanover College."

*The Keith and Gwen White Award for Graduate Study in Chemistry* is endowed by Dr. Carl Weatherbee '40 and his wife, Lucille, and is given annually to the outstanding student of chemistry intent on

pursuing graduate study in the field or planning to enter medical school and selected by the Department.

*The Dr. John E. Yarnelle Mathematics Prize:* Established in 1975 in honor of Dr. Yarnelle by alumni in mathematics, this prize is given each spring to the outstanding junior mathematics major chosen by the Department of Mathematics.

*The George A. and Sara O. Zirkle Award* in Psychology is endowed by Dr. Carl Weatherbee '40 and his wife, Lucille, and is given annually to the outstanding senior student of psychology as determined by the department.

**NOTE:** *If in the opinion of the judges there are no deserving entries in a given year, any of the above listed prizes may not be awarded in that year.*

## **STUDENT RECORDS AND TRANSCRIPTS**

A record of the student's academic progress is kept in the Registrar's Office, where it is available for review by the student. A certified transcript will be provided upon receipt of a written request that bears the signature of the student. Students may fill out a Transcript Request Form in the Registrar's Office, request a transcript by letter, or request it by fax.

All requests should include:

1. student's full name (including maiden or other name, if used while at Hanover);
2. dates of attendance;
3. social security number;
4. address (and fax number if necessary) of the person, school, or company to whom the transcript is to be sent;
5. the return address of the student;
6. a check for \$3.50 per transcript requested (plus additional shipping charges if overnight delivery is necessary; fax requests must also include a copy of the check made out to Hanover College or your VISA or Mastercard information);
7. **the signature of the student and the date of the request.**

Transcripts are usually mailed within five days of receiving a request. An unofficial copy of a transcript may be faxed to a fax machine number, and an official, sealed transcript sent to another address. Transcripts that are picked up at the Registrar's Office will be stamped "UNOFFICIAL COPY" unless they are sealed by request.

Please note that transcript requests cannot be honored if you are financially indebted to the College. If you are unsure about your account, please call the Registrar's Office (812-866-7051) in advance of submitting your request and your records will be checked. Also note that transcripts cannot be ordered by telephone, as federal law requires the signature of the person whose transcript is requested.

Requests for transcripts, grades, or other information such as courses completed, etc. cannot be issued to an outside party unless the student has given the Registrar written permission to release

this information to that specific party, as allowed under The Family Educational Rights & Privacy Act (FERPA).

Mail transcript requests to:	Fax transcript requests to:
Registrar's Office	812-866-7054
Hanover College	
P.O. Box 108	
Hanover, IN 47243-0108	

## **ASSESSMENT**

The academic departments of Hanover College, as well as some of the administrative offices that serve the academics of the College, participate in a process of assessment. The goal is to evaluate the effectiveness of classroom instruction and our students' ability in writing across the curriculum, verbal communication, and critical thinking, with an eye toward improvement. Toward this end, students may be asked to participate in the process, which is guided by the Committee on Learning and Teaching comprised of faculty, students, and administrative representatives.