

Academic Regulations and Procedures

All the students are responsible for knowing and observing the academic requirements and regulations of the University which are set forth in this section of the catalog. They are also advised to be familiar with related portions of the catalog, especially the *Courses of Study* section, and for knowing that academic policies in effect are always those stated in the current catalog.

Some academic procedures, as well as general regulations and information, appear in the *Student Handbook* which is published annually and issued each fall. The Registrar's Office website also contains academic information and certain reminders often appear in the student newspaper and the *Weekly Bulletin*. Students are expected to be familiar with all of this information.

E-MAIL COMMUNICATIONS

All students are issued an official Lander University email account when they enroll. **The student email account is the official email address to which the University will send electronic communications.** This official address will be recorded in the University's electronic directories and records for the student. For these reasons, **all students** are required to use, and maintain their university-provided email accounts. Information Technology Services will perform the account creation without any action necessary by the student.

ACADEMIC HONOR CODE

In order to maintain a high standard of academic excellence, Lander University supports an academic honor code for which both faculty and students are responsible. By subscribing to this code, the University is affirming its trust in the ability of the student to be self-discipline, responsible, and honorable in the pursuit of academic goals. The complete text of the code is presented in the *Student Handbook* provided each student and the *Faculty Handbook*. It is also available in the Offices of Academic Affairs and Student Affairs.

ENGLISH FLUENCY IN HIGHER EDUCATION

South Carolina's English Fluency in Higher Education Act requires that each public institution provides assurance that there exists an adequate procedure for students to report grievances concerning the inability of instructors to be understood in their spoken or written English.

Through the offices of deans, department chairs, and the Vice President for Academic Affairs and through the university's **Grade Appeal Process** (as described in the *Student Handbook*), students are provided both formal and informal procedures for any student to report grievances related to an instructor's ability to be understood in spoken or written English. Further, the vice presidents for academic and student affairs are required to monitor and report to the South Carolina Commission on Higher Education all grievances filed by students because of alleged instructor inadequacies in spoken or written English.

A copy of the Act is maintained in the Office of Academic Affairs and is available for review during regular office hours.

PLACEMENT TESTS CRITERIA

All degree-seeking freshmen and transfer students must either take placement tests in mathematics. All entering students who do not have 101 and 102 college-level foreign language credit must take the Foreign Language Placement Test (see Foreign Language Placement Policy below).

ENGLISH

All students will be placed into English 101 unless any of the following apply:

- Students have at least 680 Verbal SAT or at least 30 ACT English. These students may take the validation essay to attempt to earn credit for ENGL 101 and placement into ENGL 102.
- Transfer students who have credit for ENGL 101 will be placed into the next required English course. Students must seek advice from their advisor.

Please note that students with less than 400 Verbal SAT or less than 15 ACT English should consider enrolling in a developmental English course at a local community or technical college prior to enrolling at Lander.

MATHEMATICS

All students must take the Math Skills Assessment unless any of the following apply:

- Transfer students who transfer in credit for a course listed as equivalent to a Lander University mathematics course are exempt from taking the Math Skills Assessment. Please note, students whose program requires one or more additional courses in mathematics are strongly advised to take the Math Skills Assessment prior to enrolling in a mathematics course at Lander University.

FOREIGN LANGUAGE PLACEMENT POLICY

Prior to registration, the foreign language placement test will be taken by all students new to Lander.

Exceptions:

- a) Readmitted students who have previously taken the foreign language placement test.
 - b) Transfer students who have passed (with at least a “C”) modern foreign language courses equivalent to the first year proficiency (or higher) at other accredited colleges and universities.
 - c) Transfer students who have passed (with at least a “C”) a modern foreign language course equivalent to the second half year proficiency at other accredited colleges and universities. For example, SPAN 102 or FR 102.
 - d) Students seeking a second bachelor’s degree.
 - e) Students for whom English is a second language are exempt from the foreign language placement test and the university requirement. International students may take upper-level courses in their native tongue but must take the placement exam first.
 - f) Students who have never taken a specific language may take any language without taking the placement test.
- Students must contact the Director of the Academic Success Center, Learning Center 340, for a registration waiver.

- Students bringing in AP, IB, and CLEP scores may place out of the General Education foreign language requirement and will not be required to take the Foreign Language Placement Exam. Students must consult with the Admissions Office and/or their advisor to confirm their credit for foreign language.
- Transfer students who have passed (with at least a “C”) a modern language course equivalent to the first half year proficiency at other accredited colleges and universities must enroll in the second semester of their foreign language.
- Students cannot enroll for credit in a foreign language course below their placement level.
- No retroactive credit will be granted based on the foreign language placement test.
- Other languages: Students who come to Lander with a background in a foreign language other than Spanish, French, German, Russian, or Latin (such as Japanese) should contact the Director of the Academic Success Center, Learning Center 340, for placement test availability. To enroll in SPAN 101 or FR 101, students must contact the Director of the Academic Success Center for a registration waiver.

- **Non-Academic Learning Experience:** Students who have acquired familiarity with Spanish or French while living or traveling abroad for an extended period of time must take the Foreign Language Placement Test before enrolling in a foreign language class in order to determine placement. Students with familiarity with German, Russian, or Latin may also test in those languages to determine foreign language requirements.

ADVANCED STANDING

Through the following advanced standing mechanisms, baccalaureate degree students may earn Lander University credit at a level appropriate to their experience. Students may not earn Lander credit for a similar course in which they are enrolled, or have audited, failed or passed nor for sequential courses or two semester courses if they have already taken one of the courses. International students may not earn foreign language credit in their native tongue. Students who do not pass a particular test are not permitted to repeat that test.

When credit is awarded, the student’s record will reflect a grade of “P”.

No student will be permitted to acquire more than 30 semester hours of credit through advanced standing mechanisms except as stipulated under “Transfer Credit for Registered Nurses”

1. ADVANCED PLACEMENT

High school seniors who plan to enter Lander University should confer with their principal or guidance counselor regarding the Advanced Placement Program administered by the College Board. Applicants who have taken college-level courses in secondary school and have scored three or higher on Advanced Placement examinations may be granted advanced standing and college credit as indicated on the chart below.

ADVANCED PLACEMENT

Examination	Lander Equivalent Course	Passing Score
Note: See course description(s) for credit		
Art History	ART 101	3
Biology	BIOL 111-112	3
Calculus AB	MATH 131	3
Calculus BC	MATH 131-132	3
Chemistry	CHEM 111-112	3
Chinese Language	Elective Credit	3*, 4**, 5***
Computer Science A	CIS 130	3
Computer Science AB	CIS 130	3
	CS 200 elective	3
English Language and Composition	ENGL 101-102	3
English Literature and Composition	ENGL 101-102	3
Environmental Science	BIOL 107	3
European History	HIST 102-103	3
French Language	FR 101-102	3

French Literature	FR 101-102	3
	FR 101-102-201	4
	FR 101-102-201, 205	5
German Language	Elective Credit	3*, 4**, 5***
Government and Politics: Comparative		
Government and Politics: United States		
Human Geography	Elective Credit	3*
Italian Language and Culture	Elective Credit	3*, 4**, 5***
Japanese Language & Culture	Elective Credit	3*, 4**, 5***
Latin: Latin Literature	Elective Credit	3*, 4**, 5***
Latin: Virgil	Elective Credit	3*, 4**, 5***
Macroeconomics	ECON 201	3
Microeconomics	ECON 202	3
Music Theory	MUSI 111-112	
	113-114	3
Physics B	PHYS 201-202	3
Physics C: Electricity and Magnetism	PHYS 212	3
Physics C: Mechanics	PHYS 211	3
Psychology	PSYC 101	3
Spanish Language	SPAN 101-102	3
Spanish Literature	SPAN 101-102-201	4
	SPAN 101-102	
	201-202	5
Statistics	MATH 211	3
Studio Art: Drawing Portfolio	ART 103	3
Studio Art: 2-D Design Portfolio	ART 105	3
Studio Art: 3-D Design Portfolio	ART 106	3
United States History	HIST 111-112	3
World History	Elective, 3 hrs	3

* *Credit: 6 semester hours*

** *Credit: 9 semester hours*

*** *Credit: 12 semester hours*

2. COLLEGE-LEVEL EXAMINATION PROGRAM (CLEP)

CLEP is a national system of credit-by-examination. The program includes a variety of subject examinations which may substitute for specific Lander courses. Students earning passing scores, as indicated below, will receive credit for the following courses upon the submission of an official score report to the Registrar's Office. Lander students should consult with their academic advisor and submit a Coursework Approval Form prior to taking the examination. Test dates, applications (payment of a fee for each exam), and registration deadlines is available through the Academic Success Center.

Examination	Lander Equivalent Course	Passing Score
Note: See course description(s) for credit		
American Government	POLS 101	50
American History I	HIST 111	50
American History II	HIST 112	50
American Literature	ENGL 202	50
Business Law	BA 251	50
Calculus with Elementary Functions	MATH 131	50
College Algebra	MATH 111	50
College Composition*	ENGL 101	50
Educational Psychology	EDUC 240	50
English Literature	ENGL 201	50
French (Level 1)	FR 101-102	50
French (Level 2)	FR 101,102, 210,211	59
General Chemistry	CHEM 111-112	50
German (Level 1)	Elective Credit, 6 hrs	50
German (Level 2)	Elective Credit, 12 hrs	60
Human Growth & Dev.	EDUC 221 or PSYC 203**	50
Information Systems and Computer Applications	CIS 101	50
Introductory Accounting	ACCT 201	50
Principles of Macroeconomics	ECON 201	50
Principles of Microeconomics	ECON 202	50
Introductory Psychology	PSYC 101	50
Introductory Sociology	SOCI 101	50
Spanish (Level 1)	SPAN 101-102	50
Spanish (Level 2)	SPAN 101,102, 201, 202	63
Trigonometry	MATH 112	50
Western Civilization I	HIST 101	50
Western Civilization II	HIST 102	50

*Test must be validated by Department Writing Sample.

**Credit may NOT be earned by psychology majors.

3. The Regent's Exam is designed for students who wish to validate knowledge-based learning experiences.

Credit for the following courses may be earned, with examinations and Lander course equivalency indicated:

Lander Equivalent

<u>Examination</u>	<u>Course</u>
Human Resource Management	MGMT 315
Labor Relations	MGMT E
Organizational Behavior	MGMT 340
Abnormal Psychology	PSYC 251
Psychology or Aging	PSYC 303
Developmental Psychology	PSYC 203
Statistics	MATH 211

Students wishing to participate in the Regent's Exam should take the following steps:

1. Secure registration materials and information from the Academic Success Center (Carnell Learning Center 340)
2. Complete a Course Work Approval Form (Lander students)
3. Register for exam and pay fee.

4. TRANSFER CREDIT FOR REGISTERED NURSES

Upon the successful completion (with a grade of B or above) of the bridging course, NURS 307: (Professional Transition for Registered Nurses), RN students may earn advance standing credit that will satisfy up to 39 semester hours of nursing courses that are included in the Basic Nursing Core. (Refer to BSN requirements).

For questions and/or advising, see the director of the RN-BSN on-line option or the chair of the Department of Nursing.

5. WALT DISNEY WORLD COLLEGE PROGRAM

Lander University will grant two (2) semester hours of credit in COOP 284 for each course listed below (up to a total of 12 semester hours of credit); a maximum of 6 semester hours of COOP credit may be applied toward degree requirements. In order to be eligible to receive credit, a student must present a copy of an official student record from the Registry of Credit Recommendations, American Council on Education, One Dupont Circle, Washington, DC 20036-1193. In order to receive a grade of "Pass" (no letter grades will be awarded), a student must earn an overall score of 70% in each course for which the student desires credit.

Students who are engaged in a paid internship at Walt Disney World in one of a wide variety of roles at one of the Disney Theme Parks, Water Parks or Resort Hotels, open to all majors at all levels, can have the opportunity to earn college credit. The American Council on Education (ACE, the major coordinating body for all the nation's higher education institutions, seeks to provide leadership and a unifying voice on key higher education issues and to influence public policy through advocacy, research, and program initiatives) recommends that credit be granted for the following courses:

Disney College Program Practicum (63 hours over 20-weeks): utilizes a directed working and learning experience by expanding knowledge of successful organizational practices.

- A. Disney Communications Course (40.5 hours over 8-12 weeks): focuses on the concepts inherent in business communication and teaches participants how to apply them in the workplace.
- B. Disney Hospitality Management Course (34 hours over 8-12 weeks): conveys the fundamental knowledge and skills, and the inherent understanding about how and why quality counts, in the hospitality and service industry, specifically – exceptional service, productivity, product knowledge, sales techniques, continuous quality improvement, and financial matters.

- C. Disney ExpEARiential Learning (34 hours over 8-12 weeks): offers self-paced, experiential learning opportunities that identify and reflect basic adult learning theory within the *Walt Disney World*® Resort.
- D. Disney Human Resource Management Course (37 hours over 8-12 weeks): teaches fundamental human resource management skills that apply in a corporate setting. Course focuses on developing the knowledge and skills related to interviewing, employment and labor law, compensation, training, performance evaluation and maintaining effective environments.
- E. Disney Organizational Leadership Course (40 hours over 8-12 weeks): increases the skills of participants in identification, examination, and application of several leadership theories including classical learning in organizational leadership, time management, organizational change, teamwork, diverse work environments, performance coaching and feedback, and risk management.

6. INTERNATIONAL BACCALAUREATE DIPLOMA PROGRAMME

Lander University recognizes the competitive nature of the International Baccalaureate Programme. We are pleased to provide you with this evaluation of how we award credit for higher level examinations. To receive credit you must ask that official examination results be sent to the Registrar's Office of Lander University, 320 Stanley Avenue, Greenwood, SC 29649. If you have further questions, please contact Taylor Johnston at 864-388-8801.

IB Exam Area	IB Score	Credit Earned
Biology	5, 6, 7	BIOL 111 and BIOL 112
Computing Studies	4, 5, 6, 7	CIS 130
English A1	4 5, 6, 7	ENGL 101 ENGL 101 and ENGL 102
Geography	4, 5, 6, 7	GEOG 103
History	4, 5, 6, 7	HIST 103
Mathematics	4 5, 6, 7	MATH 131 MATH 131 and MATH 132*
Psychology	4, 5, 6, 7	PSYC 101
Social Anthropology	4, 5, 6, 7	ANTH 104
Visual Art	4, 5, 6, 7	ART 101

**A student scoring 5, 6, 7 would be able to enroll in either MATH 132 or in MATH 231. If the student opts for MATH 231, earning a grade of B or better in that course, coupled with passing the proficiency exam for MATH 132, would earn credit for MATH 132 as well.*

7. OTHER ADVANCED STANDING MECHANISMS

A. Through the American Production and Inventory Control Society Certification examination, students will receive credit as follows:

- 1) Two exams passed--BA 369: "Production Issues"; 3 semester hours of credit.
- 2) Four exams passed--BA 369: "Advanced Production Issues"; 6 semester hours of credit.

B. Through proficiency examinations administered by Lander University. The examinations are prepared and criteria for exemption established by the department or discipline concerned. In order to receive credit for the course a student wishes to exempt, the student must complete a Course Work Approval form prior to taking the proficiency examination. Should the score be sufficient, the student then enrolls in the course above the one exempted and must earn a grade of "B" or above. When credit is given, the student's record will reflect a grade of "P." If the student does not earn a grade of "A" or "B," no credit shall be given for the exempted course. Instead, the student will be required to take another course in the same discipline.

C. Advanced placement in composition courses is determined on the basis of a department administered and appraised writing sample which students produce during orientation.

Qualified students (see Placements Tests, English) may write this essay to validate exemption of ENGL 101. If they do so, they will receive three semester hours credit with a grade of "P."

D. Through a variety of standardized testing (including ACT, CLEP, SAT, GRE, PRAXIS, etc.) is offered at the University.

Students needing to take such tests can obtain brochures, applications, practice tests, and coaching in test-taking skills by contacting Academic Success Center, LC 341.

ACADEMIC SUCCESS CENTER

The Academic Success Center houses tutoring labs as well as administers several programs geared to student success and retention. The unit has responsibility for coordinating programs of the Commission of Higher Education for Access and Equity, which includes the SPRINT Program. Academic Success Center administers all placement and standardized testing, and coordinates the program for students with disabilities as well as the Academic Success Center Advisement Program (ASCAP) and the Student Academic Success Program (SASP). Tracking of provisional and probation student success is monitored in this area. The office is located in Learning Center (LC) 342, telephone (864) 388-8308. Visit our web site at: <http://www.lander.edu/asc>.

The Academic Success Center--Providing academic assistance to students, the Academic Support Center (ASC) offers placement testing, individualized help in study skills, peer tutoring in a variety of subjects, preparation for standardized tests, preparation for Pre-Professional Skills Test (PPST) for education majors, and special advising for students in the Academic Success Center Advisement Program (ASCAP). The Academic Success Center includes the Mathematics Laboratory, and the Peer Tutoring Laboratory and works in conjunction with the Writing Center provided by the Department of English and Foreign Language. These services offer instruction in all skills levels as well as opportunities for enhancing those skills. These services are free and available to all students: those who feel under-prepared for college work; those who wish to increase their GPAs or improve grades in specific courses; international students; students who have been away from formal education for some time; and students preparing for graduate or professional schools. The Academic Success Center is located on the third floor of the Carnell Learning Center (Telephone 864-388-8308).

Early Alert: This retention program is meant to help identify students who are having difficulty in coursework early in the term. These students will be referred to the Academic Success Center for tutorial assistance, study skills enhancement, and/or counseling. Early intervention is the key to success in college.

The Academic Support Center Advisement Program (ASCAP) provides intensive academic advising for freshman students and monitors individual student academic programs. The ASC tutoring lab coordinators serve as advisors to ASCAP students, giving individual attention to their specific academic needs, close supervision in all lab work, and careful advisement toward an academic major. The Director of Academic Success Center, who serves as Coordinator of ASCAP, assigns advisors, monitors and reports the success of students in the program, and tracks students after they leave the program. Students enter the program as undeclared majors and take general education courses while exploring options for a major. Most students remain in ASCAP for two semesters; during that time they build a solid basis for college success.

The Student Academic Success Program (SASP) provides individualized assessment of students on academic probation. Students are given specific advice on courses to repeat, study skill workshops or courses to attend, and tutorial services. All students on academic probation should report to Academic Success Center, LC 342.

CREDITS, COURSE LOAD, AND CLASSIFICATION

An undergraduate enrolled for 12 or more semester hours is classified as a full-time student (9 or more hours for a graduate student).

Overload--Students in good standing are limited to a maximum of 17 semester hours for a fall or spring semester and to a maximum of 17 semester hours in all of the summer sessions combined. Students on academic probation should be limited to a maximum of 14 semester hours for a fall or spring semester and to a maximum of 14 semester hours in all of the summer sessions combined.

Exceptions to this policy may be granted by the students' dean or department chair before registration for the overload.

Repetition of Course Work--A student is allowed to repeat any course, subject to the following stipulations.

1. A student can receive credit only one time for any course; unless noted differently in the course description.
2. The first grade shall be recorded on the transcript but shall not be used in determining the cumulative grade point average ratio. All grades earned for courses repeated more than one time (including F's) shall be included in computing the cumulative grade point ratio and recorded on the transcript regardless of the number of times the course is repeated.
3. *Courses taken elsewhere to repeat Lander course work may not be used to improve one's grade point ratio (GPA).*
4. To qualify for graduation with honors, a student may have no more than one repeated course on his record.
5. A student will not be allowed to repeat a course for a higher grade after a higher level sequential course has been passed unless it is a specific graduation requirement. Sequential courses are those listed in the catalog with hyphenated course numbers, for example: CHEM 111-112.

The University is not obligated to continue to offer courses or programs in a prior year's catalog which have been deleted officially from the curriculum.

Auditing - Auditing a course consists of attending classes and listening without the responsibility for any course assignments or examinations. No credit is earned by auditing a course and no credit may be earned in an audited course by examination or otherwise.

Requirements:

- All students who wish to audit must be admitted to the University in order to be eligible to audit a course.
- Students may only audit the same course once.
- No audited course may be repeated for credit at a later date.

Students must present approval from the college dean offering the course to the Office of the Registrar. Upon presentation of approval, the Office of the Registrar will complete the course registration if all requirements have been met. A student who has registered for a course on an audit basis and who wishes to change the registration to take the course for credit or a student who has registered for a course on a credit basis and who wishes to change the registration to take the course by audit must do so no later than the last day to add or register for courses as published in the University's academic calendar. Notification of the change must be made to the Office of the Registrar by the appropriate deadline.

Directed Independent Studies--Courses may be offered by Directed Independent Study (DIS) during fall and spring semesters only under special circumstances. Faculty members are not obligated to teach a course by DIS. A student may take a course by Directed Independent Study during a semester, provided:

1. The student has junior or higher standing at the University;
2. The course is listed in the catalog, but is not scheduled for that semester;
3. The course is listed as 300-level or higher;
4. The student is not repeating the course; and
5. Students may take no more than two courses by Directed Independent Study for degree purposes.

A request to take a Directed Independent Study must be submitted on the Directed Independent Study Application and Registration Form and received in the Office of the Registrar no later than the last day to add or register for classes for the semester or term of the Directed Independent Study.

Internships--Students interested in registering for an internship should consult with the academic advisor and department chair of their major. The Internship Application and Registration Form must be completed and returned to the Office of the Registrar no later than the last day to add or register for classes for the semester of the Internship.

Procedures regarding course substitutions, relief from requirements, and establishing transfer equivalencies

A course substitution means that a student may apply the credit earned in one course and substitute that credit in place of another course.

Relief from a requirement means that the student is given an exemption from completing the specific coursework necessary to satisfy a particular requirement. The student receives no credit for the relief. In this case, the credit hours associated with the requirement become electives for that student. For example, a student granted relief from a 3-hour requirement would not be required to have the specified 3 hours of coursework. Those 3 hours would now be considered elective hours.

Transfer equivalency means a course taken at another institution covers the same set of topics and material as a course offered at Lander. If the transfer course has an accepted Lander equivalency, the student will receive credit for the corresponding Lander course. In the case that a transfer course does not have a direct Lander equivalent, the student will receive elective credit for that transfer course.

Procedures for students seeking relief from a requirement

- A student seeking relief from a general education requirement or a university requirement, must petition the General Education Committee. Decisions will be made on a case-by-case basis.
- A student seeking relief from a requirement established by a Major program or a Minor program must petition the appropriate department. Decisions will be made on a case-by-case basis.

Procedures for students seeking course substitutions

Substitutions involving General Education Courses (non-transfer)

- Non-General Education to General Education:
 - Lander University courses which are not specifically approved as General Education Curriculum courses at Lander University cannot substitute for a General Education Curriculum course.
- Substitution within a competency:
 - If the student's Major program requires a specific General Education Curriculum course to satisfy a General Education competency, the student may petition to substitute the required General Education Course with another approved General Education course that addresses the same competency.
 - The student must petition the department of the major requiring the specific General Education course. Decisions will be made on a case-by-case basis.

Substitutions involving University course requirements

- A student wanting to substitute a course for a university course requirement, must petition the General Education Committee. Decisions will be made on a case-by-case basis

Substitutions of courses for a Major Program or a Minor Program (non-transfer)

- A student wanting to substitute courses within a Major program or Minor program must petition the department of the Major or Minor. Decisions will be made on a case-by-case basis.

Procedures involving courses transferring to Lander from another institution

In many cases, courses transferred from other institutions already have an accepted Lander course equivalency. These are the procedures for handling transfer courses for which the equivalency to an existing Lander course has not yet been established. These procedures also apply when an established equivalency is no longer accurate (because of catalog changes at either institution) and the equivalency needs to be updated.

- A student wanting to establish an equivalency (or update an existing one) between a transfer course and a General Education course must petition the General Education Committee. If the equivalency is approved, the Registrar's Office and the Admissions Office shall be notified of the update to add the course to the University's approved transfer list.

- A student wanting to establish an equivalency (or update an existing one) between a transfer course and a course within a Major program or a Minor program must petition the department offering the course of the course in question. If the equivalency is approved, the Registrar's Office and the Admissions Office shall be notified of the update to add the course to the University's approved transfer list.

Study at Other Institutions--A Lander student who wishes to receive credit for courses taken at another institution during any academic term must secure prior permission from his advisor, his major department chair, and the Registrar. The request must be made on a Coursework Approval form available in the Office of the Registrar. A current course description from the institution the student wishes to attend must accompany the form if an articulation is not listed within the University's "Transfer Guides". Upon completion of the course(s) at another institution, the student must request an official transcript to be sent to the Lander University Office of the Registrar. Approval granted on a Coursework Approval form does not waive any of Lander University's academic policies governing transfer of coursework. The following stipulations apply to students who wish to study at other institutions:

- Courses taken at another institution cannot be used to improve the Lander grade point average.
- A grade of "C" or better is required in a course in order for the course to be considered for transfer to Lander.
- A maximum of 64 semester hours from a regionally accredited technical or two-year college will be accepted as credit toward graduation. A maximum of 93 semester hours from regionally accredited four year institutions will be accepted as credit toward graduation.
- For degree completion, at least 25% of the total semester credit hours must be earned through instruction by Lander University. In addition, a minimum of 12 semester hours of 300-400 level credits in the major must be earned through instruction by Lander University.

Classification Undergraduate students are classified at the beginning of each semester according to the total number of semester hours credit earned. Classification has no bearing on scholastic eligibility and serves as an indicator of normal progress toward a degree. Undergraduates are classified as follows.

Freshman	0-29 semester hours
Sophomore	30-59 semester hours
Junior	60-89 semester hours
Senior	90 semester hours

SOUTH CAROLINA RESIDENTS at least 60 years of age

Section 59-111-320 of *The Code of Laws of South Carolina, 1976*, as amended, authorizes state-supported colleges, universities and technical schools to permit South Carolina residents at least 60 years of age to attend classes on a space-available basis without payment of tuition, provided the applicant meets admission requirements and other standards of the institution, and if these persons do not receive compensation as full-time state employees.

The program definition of "full-time employees" is defined as employment that consists of at least thirty seven and one half hours a week on a single job in a full time status. A person who works less than thirty seven and one half hours a week but receives or is entitled to receive full time employee benefits shall be considered to be employed full time. A person who meets the eligibility requirements of the Americans with Disabilities Act must present acceptable evidence that they do not satisfy their prescribed employment specifications in order to qualify for this waiver.

Lander University further stipulates that the “no payment of tuition” opportunity may only be applied for the first attempt of a course. An exception will be given if the qualified resident is a degree-seeking student and repetition of a course is necessary for graduation requirements. Qualified residents will be allowed to register for classes on the first day of classes for each semester or summer session.

GRADING SYSTEM

Credit will be granted only for courses in which a student earns a grade of A, B, C or D and for the grade of P, explained below. Symbols used in the grading system and their meanings are as follows:

A: Excellent--Indicates achievement of distinction. Four quality points are given per semester hour.

B: Good--Indicates achievement above that required for graduation. Three quality points are given per semester hour.

C: Average--Indicates average achievement. Two quality points are given per semester hour.

D: Poor--Indicates achievement at a level below that required for graduation. One quality point is given per semester hour.

P: Passing--Indicates satisfactory achievement in no-credit or no-grade options. No quality points.

F: Failure--Indicates unsatisfactory achievement. No quality points are given and *is considered in computing the grade point average*.

FA: Failure because of excessive absences. No quality points are given and *is considered in computing the grade point average*. Students earning this grade are considered to have “dropped out unofficially”; instructors assigning this grade must provide on the final grade roster the student’s last date of attendance in the class.

AU: Audit--Indicates status as auditor. No credit is earned by auditing a course and no credit may be earned in an audited course by examination or otherwise.

W: Withdrew--Indicates withdrawal from the course.

I: Incomplete--Incomplete is assigned at the discretion of the instructor when, in the instructor’s judgment, a student is unable to complete some portion of the assigned work in a course because of an unanticipated illness, accident, work-related responsibility or family hardship; it is not intended to give students additional time to complete course assignments unless there is some indication that the specified condition or event prevented the student from completing course assignments on time. By arrangement with the instructor, the student will have up to six months from the last day of examinations for the semester in which to complete the work and for the instructor to submit a grade. After six months, an “I” which has not been made up is changed to a grade of “F”. *Re-enrolling in the course will not make up an Incomplete grade*. It is the responsibility of the student to ensure that all arrangements for removal of the incomplete have been made and that all work for completing course assignments has been accomplished.

Grade Point Average--Grade points in any course are computed by multiplying the number of semester hour credit assigned to the course by a number determined by the grade according to the following scale.

A = 4; B = 3; C = 2; D = 1; F = 0; FA = 0

The grade point average is determined by dividing the total number of institution grade points earned by the total number of institution GPA hours for courses receiving any grade in the preceding list. The following grades do not affect the grade point ratio: AU, I, P, R, W.

Grade Reports--At the end of each Fall, Spring and Summer terms, students will access their final grades on-line through Bearcat Web.

Grade Appeals and Changes--*The Student Handbook* describes the grade appeals process. Neither grade changes nor appeals for grade changes can be made after one calendar year from the time the grade was given. After graduation no grade can be changed or appealed.

Transcripts--Requests for official transcripts of a student's academic record should be addressed to the Office of the Registrar. Procedures for requesting an official transcript can be found at <http://www.lander.edu/registrar/transcripts.html>.

A transcript of a student's record carries the following information: current status; a detailed statement of the scholastic record showing courses pursued with semester hours carried, semester hours earned, grades, grade points, the system of grading, all failures, incomplete grades, and academic penalties such as academic probation, suspension, or other restrictions. A student's official record concerns academic performance only. No partial record will be issued.

No official transcript will be issued to or for a student who is indebted to Lander University.

ATTENDANCE REGULATIONS

All students are expected to attend class as regularly scheduled and are responsible for consulting instructors' syllabi regarding attendance requirements. Students missing a class are expected to consult with their instructor(s) to obtain permission to make up missed course work. Those students wishing to seek relief from attendance requirements due to an impending absence are required to contact the course instructor(s) at least one week prior to the date of absence. University Student Representatives (approved by the President) who must attend University-sponsored events will be given relief from an instructor's attendance requirements if they notify the instructor(s) at least one week prior to the event.

OFFICIAL DROP/WITHDRAWAL

From a Course-- Students may drop a course completely during the first week and withdraw from a course without academic penalty (earn a grade of W) during the subsequent seven weeks of the fall or spring semester. Any petition to drop or withdraw from individual classes after the seventh week will be considered only if the petition presents circumstances which are compelling, non-academic and beyond the control of the student (e.g., extended illness or related distress) and which would directly impact the student's ability to fulfill the course requirements. Individual course drops or withdrawals do not automatically guarantee a refund of tuition.

No laboratory section offered by the College of Science and Mathematics or clinical section offered by the Department of Nursing may be added after that lab/clinical section has met for the first time.

From the University--Students who find it necessary to withdraw from all classes must process an Official Withdrawal and/or Temporary Leave form with the Registrar's Office. Complete withdrawal after the drop deadline will result in grades of W for all registered course work. Students may not completely withdraw following the last day of classes.

TEMPORARY LEAVE

Students who intend to reenroll at Lander after an attendance break of one or two regular semesters may request an official temporary leave. Such a leave may be granted for either one or two regular semesters if the applicant was in good standing at the end of the last term completed at Lander and if the enrollment break is caused by appropriate personal, medical, or emergency reasons. The Official Withdrawal and/or Temporary Leave form is filed with the Office of the Registrar. Completion of the application and approval of the request constitutes a contract between

Lander and the student involved. This contract obligates Lander to furnish access to certain services during the non-enrollment period and binds the student to reenroll by no later than the mutually-agreed-upon date. Lander approvals include signatures of the appropriate academic advisor, academic department chair, the Vice President for Student Affairs, a representative of the Business Office, and the Registrar.

Students approved for a temporary leave are eligible for:

1. Registration for classes without the necessity of applying for readmission (as long as the application for a Temporary Leave is processed no later than two weeks prior to the registration in question);
2. Participation in residence hall room requests at the same time as students currently in residence (as long as the application for a Temporary Leave is processed at least two weeks prior to the appropriate housing deadlines);
3. Certain University scholarships; and
4. Use of the Jackson Library with a temporary ID

Students not eligible for temporary leave:

- Foreign students, because of Federal laws governing them, may not have a break in their studies except during the summer.
- Special/Non Degree students, whether undergraduate or graduate, admitted for one semester only.

ACADEMIC RENEWAL

Academic renewal provides undergraduate students with poor academic records an opportunity to resume their studies at Lander without the burden of the previous grade point average (GPA). Undergraduate students who have not attended Lander for at least three calendar years and who have a cumulative GPA below 2.0 may wish to consider applying for academic renewal. Students should apply during the first semester of return to the university. Students who are approved for academic renewal have their previous Lander course work adjusted on their transcript as follows: Lander University coursework that has been applied toward a completed undergraduate degree at Lander University or at any other institution is not eligible for adjustment.

1. All previous *hours carried* and ALL previous *quality points* are removed from GPA calculations (the effect is to provide the student with the benefit of resuming studies at Lander with a GPA of zero).
2. ALL previous *hours earned* with grades of “D” are removed (all hours earned for grades of “A”, “B”, “C” and “P” remain).
3. The student is placed on academic probation in the first semester of study following the absence of three or more years.

There is no loss of previous transfer credit. All grades remain on the student’s transcript; the transcript notes that Academic Renewal was applied and the date that it was applied. The cumulative GPA is calculated for courses taken during and following the semester academic renewal is approved. Academic renewal may be granted only once, is irreversible and disqualifies the student for graduation with honors. See “Students Right to Petition” section for additional information and application procedures.

ACADEMIC HONORS

Standards regarding eligibility for academic honors are applicable to all undergraduate students. Administration of these regulations is the responsibility of the Vice President for Academic Affairs, who is not empowered to waive any of the provisions. Under extraordinary circumstances, a student may be granted relief from these regulations by the Faculty Senate through petition to the Grade and Judicial Appeals Committee. Petition to the Grade and Judicial Appeals Committee must be made no later than November 1st for December graduates and no later than April 1st for May graduates. August graduates must also appeal by April 1st of the semester prior to the summer in which they expect to graduate.

Semester Honors Three honor rolls recognizing academic achievements are published each fall and spring semester. Only students whose term GPA is based on a minimum of 12 semester hours (**excluding developmental studies courses and other courses with grades of P**) and who receive no grades of F, FA or I, are eligible for recognition. Freshmen with a GPA of 3.00-3.49 are listed on the *Freshman Honor Roll*; the names of undergraduates who have earned a GPA of 3.5 to 3.9 appear on the *Dean's List*. Any student whose GPA is 4.0 is included on the *President's List*.

ACADEMIC STANDING

GOOD STANDING

A student is considered to be in good standing and making normal progress toward a degree as long as academic probation is avoided.

ACADEMIC PROBATION

At the end of the fall semester, spring semester or all summer sessions, a student is placed on academic probation if the cumulative Institution GPA of Lander University work is below the minimum acceptable level of achievement outlined below:

Overall <u>Hours Earned*</u>	Cumulative Institution <u>Grade Point Ratio</u>
0-29	1.700
30-59	1.900
60-	2.000

**Includes transfer, advanced standing, etc.*

A student receiving two or more grades of “F” in any one term is placed on academic probation regardless of GPA. Probationary status at Lander University is based on the concept that a student should be informed when the average is so low that graduation within a reasonable time is in doubt.

A student on academic probation should limit their course load to four courses or 14 hours. This student is expected to work closely with the academic advisor in attempting to overcome all academic deficiencies. The student is also expected to limit extracurricular activities. The Student Academic Success Program (SASP) provides individualized advice for students on academic probation.

ACADEMIC SUSPENSION

A student on academic probation for at least one semester is placed on academic suspension under any of the following circumstances:

1) When the level of achievement falls below the one outlined in the following table:

Overall <u>Hours Earned*</u>	Cumulative Institution <u>Grade Point Ratio</u>
0-29	1.300
30-59	1.500
60-89	1.700
90	1.900

* Includes transfer, advanced standing, etc.

- 2) A student receiving two or more failing grades in two successive terms or combination of one semester and all summer sessions taken successively will be suspended regardless of GPA.
- 3) If a student is found guilty of an infraction of the Academic Honor Code, the student may be placed on academic suspension. Unless action is imposed under the Academic Honor Code, no student will be suspended for academic reasons without being placed on academic probation for at least one semester. A student who earns a minimum grade point average (GPA) of 3.000 but whose cumulative GPA falls below the minimum level for suspension is continued on academic probation.

Academic suspension lasts for at least one spring or fall semester. A student who has been suspended may apply for readmission only to a spring or fall semester.

After two or more suspensions from Lander University, a student is not allowed to reapply for admission for at least one calendar year.

Applications for readmission must be submitted to the Admissions Office. The University Admissions and Petitions Committee reviews applications and makes the decision on readmission for applications received by the published deadline.

The University reserves the right to cancel a student's registration with a full refund should the student enroll prior to being officially notified of an academic suspension.

A student on academic suspension may not be admitted to, or continue in, any program of Lander University for credit or for grade point purposes. *Credit earned at other institutions while a student is on academic suspension from Lander can be applied toward a degree from Lander University provided the student petitions for credit and the courses are transferable. In order to be eligible to petition for credit, the student must be readmitted to Lander, subsequently have earned no less than 12 semester hours of credit through instruction by Lander University AND maintained a semester grade point average (GPA) of 2.200 or better on those semester credit hours. Credits earned at other institutions cannot be used for improving the Lander University GPA.*

Any student suspended from Lander University for academic deficiencies has the right to make an appeal to the Admissions and Petitions Committee prior to completing the first or second suspension period. An appeal for admission or continuation following suspension must be submitted in writing prior to the first day of classes and must stipulate in detail the facts of each case which might warrant a review of the suspension decision. If the petition is approved, the student is permitted to enroll at the specified registration period and continues on academic probation. A student suspended more than twice no longer has the right to appeal a suspension and must remain separated from Lander University for at least one calendar

EXPULSION

If a student is found guilty of an infraction of the Academic Honor Code, the student may be expelled from the University and not be allowed to reapply for admission.

GENERAL DEGREE REQUIREMENTS

The student is solely responsible for meeting all program requirements for graduation. The academic advisor will assist and advise students prior to the decision to enroll in courses but is not responsible for ensuring that students satisfy all the program requirements

Degrees--Lander University confers the degrees of Bachelor of Arts, Bachelor of Science, Master of Education, and Master of Arts in Teaching in Secondary Art Education on candidates recommended by the faculty. See the “Graduate Programs” section for information on the Master of Arts in Teaching in Secondary Art Education, the Master of Education degree in Elementary Education and the Master of Education degree in Montessori Education.

A candidate for the first Bachelor of Arts, or Bachelor of Science degree must complete at least 121 credit hours, with an overall minimum grade point average of 2.00 on all work attempted through Lander University instruction. A candidate for any bachelor degree must earn at least 25% of the total credit hours required for the degree, including a minimum of 12 credit hours of 300/400 level credit in the major, through instruction by Lander University.

All bachelor degrees require a minimum of 30 hours numbered 300 and above. At least 12 of these upper level hours must be in the student’s major.

Students pursuing a degree at the University Center of Greenville through Lander University are advised to contact the Lander University advisor at the Center in order to review Center guidelines regarding transfer credits, semester hours required in residence, etc.

Credit in a major---Credit in a major consists of at least 30 semester hours with a minimum grade point ratio of 2.00. The major includes major core requirements, major emphasis requirements, additional requirements and teacher certification requirements.

Credit in a minor—Credit in a minor typically consists of 6-7 courses. See the department pages for specific requirements.

Correspondence and/or extension courses--A maximum of 15 semester hours of credit is allowed for work done through correspondence and/or extension (non-resident credit) courses.

Fine Arts and Lectureship Series (FALS)--All undergraduate, degree-seeking students are required to attend 15 FALS-approved events for which they receive one semester hour of credit toward graduation. Students may attend approved events scheduled on campus, in the city of Greenwood and in city of Greenville.

Students enrolled in an on-line degree program are not required to satisfy the FALS requirement but may need to complete elective hours to meet the minimum degree hour requirement.

Second undergraduate degree candidates are not required to satisfy the FALS requirement.

Students may not receive credit for approved events in which they participate or for any event for which Lander University academic credit is given and may receive credit for only one performance of each event. It is the

student's responsibility to obtain the appropriate attendance card from the event sponsor at the entrance of the event before the event begins and turn it in at the conclusion of the event to the event sponsor.

Candidates for graduation must have attended the required number of events and have the appropriate FALS card(s) returned to the Office of the Registrar no later than the close of business on the last day of classes on the campus of the term in which graduation is expected to occur. FALS events during the summer are limited in number.

Graduating under a catalog--A student may choose to graduate under the catalog current during the initial term of enrollment or any subsequent catalog of attendance; except for teacher education majors (see the "College of Education" section). A student may not, however, elect to graduate under a catalog more than eight years old. The University is not obligated to continue to offer courses or programs in a prior year's catalog which have been deleted officially from the curriculum.

A junior or technical college transfer student may choose to graduate under the Lander University catalog in effect at the time of the student's initial enrollment at an accredited junior or technical college as long as the date does not exceed three years prior to Lander University enrollment and the catalog is no more than eight years old.

This policy is applicable to students who are enrolled, who have withdrawn or dropped out or who have been suspended. Any student readmitted after a break may choose a catalog in effect 1) during any period of previous enrollment, or 2) at the time of reenrollment, or 3) during any subsequent period of enrollment as long as that catalog is no more than eight years old at the time the student graduates.

Notification of choice of catalog must be given in writing to the Office of the Registrar on the Application and Approval for Graduation form. If required courses are no longer offered by the University, the Vice President for Academic Affairs shall choose courses to meet degree requirements.

"Graduating under a catalog" pertains to degree requirements only, including major and minor. Academic policies in effect (under the "Academic Information" section of this catalog) are always those stated in the current catalog.

A degree candidate must meet all University requirements regarding registration, payment of fees, residency, and personal conduct.

SECOND UNDERGRADUATE DEGREE

Requirements for a second undergraduate degree are as follows:

1. Completion and award of an undergraduate four-year degree program.
2. Completion of at least 31 semester hours with a minimum of 12 semester hours of 300/400 level credit in the major which must be earned through instruction by Lander University.
3. Completion of two semesters in residence after the first degree has been completed.
4. Meeting of all prescribed requirements in the specified major for the second degree as well as the "GENERAL DEGREE REQUIREMENTS" listed in the University Catalog, Academic Regulations section.
5. Students who have earned a bachelor's degree from a regionally accredited institution are not required to meet the General Education Requirements or the University Requirements.

GRADUATION

Application for degree--A candidate for a degree must file a formal Application and Approval for Graduation form with the Office of the Registrar by the date published in the current catalog which is set in the term prior to the graduation term. An application for a degree is not accepted unless the student has paid all fees required by the University, including the graduation fee. Candidates for graduation must complete all institution course work in the anticipated term of graduation and by the semester deadline date for final grades in order to receive their

diploma/degree. Graduating students with physical disabilities are expected to communicate with the Office of the Registrar regarding accommodations needed for their participation in commencement ceremony upon submission of their application. After the submission of a graduation application to the Office of the Registrar, if a student's graduation plans change, academically or personally, the student must contact the Office of the Registrar by the third week of the graduation semester. Failure to notify the Office of the Registrar results in a diploma replacement fee upon reapplication. Students who apply to graduate in August and who complete all requirements receive their diploma in early August and are automatically included in the following December ceremony. Candidates for graduation who fail to complete all requirements for the anticipated term of graduation must submit a new Application and Approval for Graduation form by the appropriate deadline and pay a diploma replacement fee.

Participation in Commencement Ceremony –Student participation is allowed if

- the student has submitted an application for graduation for the specific commencement ceremony,
- the student receives initial approval for the specific commencement ceremony signified by signed copy of the application received from the Registrar's Office, and
- for those students who must complete the Fine Arts Lectureship requirement, it is completed by the last day of classes for the specific commencement ceremony.

An official or unofficial withdraw of all classes during the graduation semester will disqualify participation.

Any other conditions which disqualify a student from participation in the commencement ceremony must be appealed directly to the president of the University.

Conferring of Degree -- Degrees for students who take course work at another institution during their term of graduation will not be conferred if an official transcript of that coursework cannot be received by the Office of the Registrar within one month of the term graduation date. The student bears the responsibility of requesting the transcript to be sent to the Office of the Registrar.

Posthumous degree—Enrolled undergraduate and graduate students whose untimely death prevents degree completion may be awarded a posthumous degree. The award of a posthumous degree may be an appropriate recognition of a student's academic achievement when that student's progress would have likely fulfilled the requirements of a degree except for the occurrence of death. Posthumous degrees may be awarded to the deceased students at the discretion of the appropriate college dean and the vice president of academic affairs and with the consent of the deceased student's family under the following conditions:

- A. When a student death occurs after ALL requirements for the awarding of the degree have been completed.
- B. When a student death occurs at a time when the student is enrolled in courses that would complete the degree requirements and that student otherwise has met all university, college and department requirements and is in good financial standing with the University.

If the University approves awarding of the degree posthumously, the Office of the Registrar will place the student's name on the appropriate degree list. The diploma and a copy of the commencement program will be released to the family. Upon posting the degree, the transcript will be annotated to indicate that the degree was awarded posthumously.

The family may wish to have someone attend the commencement ceremony and receive the student's diploma. These arrangements should be made with the University through the Office of the Registrar prior to the

commencement date. If the person representing the student wishes to participate in the commencement ceremony and receive the diploma, the reader for the ceremony will announce his/her name as follows: "Jane Doe on behalf of Robert Jones".

Awarding Major Program Honors-Students can earn undergraduate Honors in any major as long as the following conditions are met:

- The student is pursuing an undergraduate degree;
- The student meets all of the major honors conditions set forth in the Catalog which is current at the time the student graduates;
- The dean of the college of the student's major provides initial notification in writing to the Office of the Registrar that the student is eligible for major honors within the first month of the graduation semester.
- The dean of the college of the student's major provides final notification in writing to the Office of the Registrar that the student has earned major honors no later than the semester day and time deadline for final grades for the anticipated term of graduation.
- Given the above, the Honor's student's transcript will be notated as follows: "Graduated with Honors in (student's major)".

Graduation Honors

Golden L Award -- Awarded to students who have earned a cumulative GPA of at least 3.500 in the last 60 hours of undergraduate work through Lander University. The following course work may not be used to meet the required hours or to meet the GPA requirement (1) course work not completed in residence at Lander University (CLEP, credit earned by exam, transfer course work, etc.) and (2) Lander University course work graded on a "Pass/Fail" scale. Should hours be drawn from part of a semester's work, the GPA hours from the course(s) with the highest grades from that semester, regardless of the hours earned in the course(s), will be used for the calculation.

Latin Designations - The following designations indicate a consistently high level of academic achievement through the student's academic career. These designations are granted to students who have achieved a cumulative GPA of at least 3.500 on all Lander work as well as a combination of all Lander work and all coursework taken at other institutions. Courses and GPA calculations removed for academic renewal participants will be reinstated for the honor review. The designation is awarded based on the institution cumulative GPA.

Summa Cum Laude --A cumulative GPA of 3.90-4.00 with no more than one failing grade or one repeat course

Magna Cum Laude -- A cumulative GPA of 3.75-3.89 with no more than one failing grade or one repeat course

Cum Laude -- A cumulative GPA of 3.50-3.74 with no more than one failing grade or one repeat course

STUDENTS' RIGHT TO PETITION

Students have the right to seek specific relief from the application of the academic policy of the University. To do so, the student must submit the request in writing on a Petition to the Office of the Registrar or Appeal for Readmission form to the Office of Admissions. The request should include a concise letter of the circumstances which have led to the request and any required or suggested supporting documentation. At a minimum, the following deadlines must be observed:

- ❖ Petitions that must go to the Admissions and Petitions Committee must be completed and submitted to the Office of the Registrar no later than the close of business on the work day PRIOR to the Committee meeting

day at which the student wants the request to be heard. Petitions and supporting documents submitted after this deadline will be considered at the next monthly meeting of the Committee.

- ❖ Appeals for Readmission must be completed and submitted to the Office of Admissions (additional instructions are on the form) no later than August 1 for a Fall readmission and December 1 for a Spring readmission. Students can Appeal for Readmission only to a Fall or Spring semester. Appeals for Readmission submitted after these deadlines will not be considered unless the student can demonstrate circumstances beyond their control that prevented them from completing the process on time.

The Admissions and Petitions Committee meets at least once during each month of the year; the specific dates and times of these meetings are posted outside the Office of the Registrar (Learning Center 122) and at <http://www.lander.edu/registrar/resources/petition.html>.