

Student Academic Policies

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Degrees

Hastings College grants two undergraduate degrees: The Bachelor of Arts (B.A.) and the Bachelor of Music (B.M.). Hastings College also offers a two-year graduate program in Masters of Art in Teaching (M.A.T.). Students may meet academic requirements for a degree as set forth in any catalog in use during the period they are in college, provided the catalog was not issued more than five years before graduation. The final 30 credits for a degree must be earned at Hastings College. The Vice President for Academic Affairs (VPAA) may make exceptions to this policy.

Requirements for graduation with the Bachelor of Arts degree or the Bachelor of Music degree include the completion of 120 credits of college work, with a cumulative average of 2.0 or above in all work applied toward graduation, together with a minimum average of 2.0 in the major field, and a total of 36 credits of upper-division work (courses numbered 300 or above).

Requirements for graduation with the Masters of Art in Teaching degree include a minimum completion of 36 credits of graduate work with a cumulative average of 3.0 or above. Additional specific degree requirements can be found in the [MAT Catalog](#).

Degrees are awarded three times per year: December, May, and August. Commencement activities are celebrated in May. Students who complete requirements during the summer session or at mid-year will graduate on their transcript and may choose to participate in the May commencement.

To become official candidates for a degree (B.A., B.M., or M.A.T.), students must file an application-for-degree form in the Registrar's Office during the semester before the anticipated graduation. A list of candidates for graduation, limited to those students who can reasonably expect to complete degree requirements before the conclusion of the semester, will be kept current throughout the academic year by the Registrar's Office. Students whose names are on the graduation list at the time the commencement program goes to the printer will be permitted to march in the commencement ceremony. Students on the list who fail to complete all degree requirements prior to the deadline will receive an empty folder instead of a diploma and will not be eligible for official conferral of the degree until the next regularly scheduled graduation date. The official list of Hastings College degree recipients for each term is available upon request from the Office of the Registrar and a statement to that effect appears in the commencement program.

Minimum requirements for majors and minors can be found in the program listings.

Course Listings & Numbering

As a general rule, 100-level and 200-level (lower-division) courses are for first- and second-year students, and 300-level and 400-level (upper-division) courses are for juniors and seniors. Graduation requirements include at least 36 hours of upper-division work.

The following course numbers are uniform in all departments:

- 270 and 370 = Directed Study
- 470 = Independent Study
- 280 and 480 = Seminar
- 290 and 490 = Internship
- 390 = Elementary Teaching Methods
- 420 = Secondary Teaching Methods
- Courses numbered 500 and above may be taken for graduate credit.
- Graduate courses are listed in the Master of Arts in Teaching (M.A.T.) catalog.

Independent Study, Directed Study, and Internship

Independent Study (course number 470 in all departments) is an important feature of the Hastings College academic program. It is required in some departmental majors and is recommended for students planning to enter graduate school. Independent Study, which is open only to juniors and seniors who have a cumulative grade point average of at least 2.5 and an average of at least 3.0 in the field in which the study is being taken, implies original, truly independent work, with the primary initiative coming from the student.

Directed study, on the other hand, which implies greater structure and control by the instructor, is available for lower-division credit (course number 270) as well as for upper-division credit (course number 370) and does not have the same prerequisites as Independent Study.

The Internship Program (course numbers 290 and 490) allows students to earn academic credit for practical work experience under certain prescribed conditions. The Internship Committee regulates requirements for earning academic credit for internship experiences. Eligibility is limited to full-time students with at least sophomore standing and a grade point average of at least 2.5. At most 12 hours of internship credit may be applied toward the 120 hours required for graduation.

Advising

Upon enrollment to the college, all students will be assigned an academic advisor. The academic advisor is a staff or faculty member who serves as a guide to the student. The advisor is assigned once all admissions procedures are completed and the new student requests an appointment to register.

When students formally declare a major, they will be assigned an advisor from within the discipline of the major. Declaring students may be assigned to a general advisor. Students will meet with their advisor prior to registration to plan and/or confirm the student's class schedule. However, the advisor's role does not end with registration. During the course of the year, the advisor is available for conferences with the student on academic and other matters. A change of advisor may be accomplished by the student through the Request for Change of Advisor and/or Major form available in the Registrar's Office.

Course Load and Classification of Enrollment Status

Enrollment Status

A full-time student load is defined as 12-16 credits during the Fall or Spring semester. Full-time students are required to participate in at least 4 credits per academic block and are not allowed to take a block off. Students enrolled in fewer than 12 credits during the Fall or Spring semester are considered part-time. Students who wish to exceed 16 credits during a semester must have the permission of the Associate Dean for Academic & Student Affairs (ADASA) or the Vice President for Academic Affairs (VPAA) and will be assessed overload charges (see [Student Accounts and Billing Policies](#)).

Students may only be admitted and enrolled as full-time before a semester begins, or within the first five days of classes within the first block of the semester. Students who wish to begin taking courses in any other block of an academic term will be enrolled part-time until the beginning of the next semester in which they can enroll as a full-time student. Students who enroll as part-time are required to pay the per credit hour fee, are not eligible for institutional scholarships, and must live off campus until they become full-time.

Students are required to be registered for at least 12 credits by Census Day of the semester. Census Day is defined as the day after the last day to drop a course with no notation (refer to [Academic Calendar](#)). Students who are not enrolled full-time for the semester by Census Day of the first block of the academic term, but who later add credits to become full-time after this date, will be charged the applicable late registration fee (see [Student Accounts and Billing Policies](#)).

Classification of Students

Students are classified according to credits completed as follows:

- First-Year: 0-26 credits
- Sophomore: 27-56 credits
- Junior: 57-86 credits
- Senior: 87+ credits
- Special: Not pursuing a degree

Credit Hour

In accordance with federal guidelines (34 CFR 600.2), Hastings College adopts the following definition of a credit hour:

A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that entails not less than:

1. 100 minutes of classroom or direct faculty instruction and a minimum of 200 minutes of out-of-class student work each week for approximately 8 weeks for one semester hour of credit, or the equivalent amount of work over a different period of time; or
2. At least an equivalent amount of work as required above for other academic activities, including laboratory work, internships, practical, studio work, service learning, undergraduate research, and other work leading to the achievement of learning objectives.

Faculty supervising service learning courses, undergraduate research, studio work, practicum, and other out-of-class academic work leading to the awarding of credit must report scheduled meeting times to the Academic Affairs Office for records and verification.

Faculty teaching courses that do not meet in the traditional format—including “arranged courses,” directed and independent study courses, and asynchronous courses—must demonstrate how those courses satisfy the spirit of the requirements listed above. All such courses must be approved by the Academic Affairs Office.

Student Rights Under FERPA

Please refer to [Family Educational Rights and Privacy Act](#) (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99).

Grades, Transcripts, and Academic Integrity

Grades & Grade Point Average (GPA)

- Grades are determined on the basis of A, excellent; B, good; C, average; D, poor; F, failure.
- Change of Grade: Once grades have been reported to the Registrar's Office, they may be changed only if the instructor has made an error.
- Incompletes: A student who has done satisfactory work but because of illness or circumstances beyond their control is unable to complete all course requirements and has satisfactorily completed 70% of the course requirements may be given a grade of Incomplete. The instructor, not the student, makes this decision. The deadline for Incompletes to be removed is six weeks after the last class day of the block in which the course is taken. If the course is not completed during that time, a grade of F will be submitted and entered on the transcript. Extensions of time for urgent reasons may be made by the Associate Dean of Academic and Student Affairs.
- A student may retake a course in an attempt to earn a higher grade. For retakes, the better of the two grades will count for credit and in the grade point average.
- A student's grade point average is calculated by dividing the total number of hours of credits into the total grade points received according to the following table:
 - A - 4 grade points
 - B - 3 grade points
 - C - 2 grade points
 - D - 1 grade point

Pluses and minuses are recorded on the transcript but do not affect the grade point average.

Student Academic Complaints

Student complaints about faculty should be taken seriously. In these cases, the faculty member's expertise, which is a matter of academic freedom, may conflict with a student's perceived sense of fairness.

This policy refers to academic complaints other than academic dishonesty. For non-academic complaints or academic dishonesty, students may consult the following College policies:

- [Academic Integrity](#) section below
- HC Cares Policy for Title IX, bias, discrimination complaints
- Student Conduct Policy in the Student Handbook for student life complaints
- Human Resource Policy Manual for student employment complaints

Please refer to the [HC Policy Library](#) for access to the most up-to-date policies.

Informal Student Complaints

Complaints should first be handled informally between the student and the instructor in a face-to-face or virtual meeting. The student may choose to include the Department Chair in a follow-up conversation about the informal complaint to facilitate mediation. See Advocates section below.

Formal Student Complaints

If the issue is not resolved and it meets criteria for a formal complaint, the student may choose to submit a formal academic complaint.

The criteria for a formal complaint is actual harm from the instructor through unfair application of or failure to follow course and College policies. “Actual harm” does not involve perceived or rude treatment, classroom style, or general grading policies. For example, the student may not like a particular professor’s classroom style or grading practices as a whole, but this does not constitute grounds for a formal complaint. The student may, however, use the informal complaint process to talk with the instructor and the Department Chair about issues that do not meet the criteria for “actual harm.”

At this point, if the student and faculty member are unable to resolve the issue, the most appropriate person to address the complaint or mediate the matter is the faculty member’s Department Chair, who will be familiar with the best practices of the discipline. If the complaint is about the Department Chair, the appropriate person to address the complaint or mediate the matter is the VPAA. With the exception of Title IX complaints, academic complaints about a faculty member should first be addressed by the Department Chair (or VPAA if the complaint is regarding the Department Chair). The student should submit a written account of the issue to the Department Chair (or VPAA if the complaint is regarding the Department Chair) that includes the following information:

- Student name
- Instructor name
- Course number and title
- Semester and block
- Description of the harm
- Course syllabus or relevant policies from the course syllabus
- Date of meeting with instructor
- Result of meeting with instructor

After reviewing the formal complaint and relevant policies, and talking with the student(s) and the instructor separately, the Department Chair (or VPAA) will issue a written decision explaining what action (if any) should be taken. The decision will be sent to the student(s) and the instructor.

Students may appeal decisions by the Department Chair to the VPAA/Dean of the Faculty. To appeal, the student must submit all communications (including emails and the original formal complaint) and written decisions to the VPAA. The VPAA will meet with the student, the instructor, and the Department Chair and issue a written decision to all parties within two weeks.

Confidentiality and Ethics

In the event of academic complaint, all persons involved in the proceedings are expected to cooperate fully and to conduct themselves in an ethical manner. They have an obligation to strive for impartiality and objectivity, with ample respect for the care needed in reviewing academic complaints and the personal and professional harm that can result from unfounded accusations. Confidentiality in the proceedings is to be preserved to the greatest extent compatible with effective and efficient response. All parties are to be treated justly and fairly and with due respect to their reputations and future professional opportunities. The proceedings should be conducted as expeditiously as possible to arrive at the resolution of the complaint.

Advocates

Students may consult with faculty or staff advocates in the preparation of their complaint and may bring one faculty or staff advocate (such as the Associate Dean of Academic and Student Affairs) to any meeting in the complaint process. Similarly, instructors may ask that their Department Chair or the faculty senate president serve as an advocate.

While students may consult their parents or guardians in the preparation of their formal complaint, students are responsible for initiating and completing the complaint process. Parents who have questions or concerns about an academic complaint may contact the VPAA/Dean of the Faculty. Direct communication about academic complaints between parents/guardians and instructors is inappropriate.

Retaliation

Student academic complaints are taken seriously at Hastings College and can be productive means for positive change. Students will not be subject to retaliation of any kind for submitting academic complaints.

Academic Transcript Policies

An alumnus/alumna, previous student, or current student may request an official transcript from the Registrar's Office by visiting hastings.edu/transcripts. If you have questions about the process, please call the Registrar's Office at 402.461.7306.

Students transferring to Hastings College must send all official transcripts to the Admissions Office. Official transcripts must be sent to us electronically or by mail from the previous institution. Unofficial transcripts sent to us by the student will be used only for assessment of transfer credit. International students must submit a certified copy of all secondary school work, translated into English by World Education Services or, if a student athlete, Incredevals.

Pass/Fail Grading Policy

Full-time students with a grade point average of 2.0 and above may participate in a limited pass-fail program of up to four credits in the sophomore year and up to four credits in any semester of the junior and senior years, to a total of 16 credits.

The decision to take a particular course pass-fail must be made at the Registrar's Office by the end of the fourth day of the block. The pass-fail option may not be taken in any course applied to the Foundation, Exploration, major field or minor field, nor is it open to students on academic probation. Students may not retake a course pass-fail unless the course was taken pass-fail the first time.

Academic Integrity

The goal of a liberal arts education is to examine and create knowledge with others through intellectual and ethical dialogue. Academic honesty is thus a fundamental ethical standard of all academic communities. All members of the Hastings College community must take responsibility for their own behavior and give credit to others for their ideas and accomplishments.

Academic plagiarism and cheating will not be tolerated, and violators are subject to disciplinary action. The term "cheating" includes, but is not limited to: (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; and/or (3) the acquisition, without permission, of tests or other academic material belonging to a member of the Hastings College Faculty or staff. The term "plagiarism" includes, but is not limited to, the use, by paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

Faculty members are encouraged to discuss plagiarism and cheating with their classes at the start of each term and to emphasize the value of academic integrity and honesty.

In the event that academic dishonesty is suspected, the following procedure is recommended.

1. The faculty member holds a conference with the student. Ideally the problem would be resolved at this point to the satisfaction of both the faculty member and the student. The faculty member may report the issue to the Student Concerns Committee.
2. Some possible consequences a faculty member might exercise:
 - a. Redo the assignment.
 - b. Fail the assignment.
 - c. Fail the course.
3. If the faculty member imposes penalties (such as b or c above), they must file a written report of the incident with the Associate Dean of Academic Affairs (ADASA), who will acknowledge the offense by letter to the student. The letter goes into the student file as a warning. The violation is not reported on a student's transcript.
4. Any repeat offenses will be addressed by the ADASA. Some possible consequences they might exercise include:

- a. Allowing the warning letter(s) to remain in the student's academic file.
 - b. Requiring successful completion of a designated course on academic honesty.
 - c. Placing the student on academic probation for a semester.
 - d. Academically suspending the student.
5. A student may appeal a decision of the ADASA through a hearing with the Student Academic Affairs Committee (SAAC).
- a. The student first files a written appeal through the Academic Affairs Office (academicaffairs@hastings.edu). All further correspondence on this matter must take place between the student and the Academic Affairs Office only.
 - b. The written appeal will be sent to the voting members of the SAAC.
 - c. The SAAC will view the written appeal and view the evidence initially provided by the faculty member. Both the faculty member and student are invited to meet with the Committee separately in order to address the facts of the appeal.
 - d. The SAAC will make its final determination, which may not be appealed.
 - e. The ADASA will contact the student with the SAAC's decision.

Academic Progress

Satisfactory Academic Progress, Probation, Suspension, Dismissal

Students are expected to make satisfactory progress toward completion of the degree.

Minimum standards of satisfactory academic progress are as follows:

1. Successful completion of at least 67% of all coursework.
2. Minimum cumulative and semester grade point averages as follows:
 - a. 1.65 after one semester
 - b. 1.8 after two semesters
 - c. 1.9 after three semesters
 - d. 2.0 after four or more semesters

Students who do not meet these minimum standards will be placed on academic probation.

At the conclusion of each semester the record of students on academic probation will be carefully reviewed by the Student Academic Affairs Committee (SAAC). One of the following three actions will be taken:

1. The student will be removed from academic probation if the student now meets the standards of satisfactory academic progress.
2. The student will continue to be placed on academic probation for another semester.
3. The student will be academically suspended.

There is one exception to the practice of allowing students at least one semester on academic probation prior to an academic suspension. Students who earn a 1.25 or below grade point average in any semester are referred to the SAAC for possible immediate academic suspension. Each case will be decided individually and on its own merits.

The following conditions apply to academic probation and suspension:

1. Students placed on probation may be restricted to a reduced course load, provided an opportunity to earn structured study credits, or directed to meet with their academic advisor and/or the Student Engagement Team on a regular basis.
2. Students on probation may be required to enroll in and pass a study skills course at the SAAC's discretion.
3. Students on probation may not take advantage of the pass-fail option.
4. Students placed on academic suspension may apply for readmission after one semester. Readmission is by act of the SAAC or by the Associate Dean of Academic and Student Affairs on behalf of the SAAC. Such readmission will always be on academic probation.
5. Students who cannot qualify for removal from probation after a suspension will be subject to academic dismissal.

Appeals Process:

1. The student may appeal to the Student Academic Affairs Committee (SAAC) by emailing the ADASA with a formal appeal in writing within ten days of receiving notice of probation or suspension.
2. The SAAC will meet to reconsider their decision in light of the written appeal and issue its decision shortly after its meeting.
3. The student may file a written final appeal with the Vice President of Academic Affairs, whose decision is final.

Dean's List

The Dean's List, issued twice during the academic year, includes those students who achieve a 3.7 (without rounding) grade point average or higher in a minimum of 12 credits graded on the traditional A-F scale.

Summer-school grades are not used in compiling the Dean's List. Students with grades of Incomplete are not eligible for the Dean's List.

Alpha Chi

The official national scholastic honorary society at Hastings College is Alpha Chi, a local chapter of which was established in 1949. Membership is limited to the top 10 percent of each of the junior and senior classes.

Those eligible must have been on campus at least one year, completed at least 12 credits of coursework in the semester in which they are eligible, and met the academic standards established by the organization and Hastings College. Students with grades of Incomplete pending are not eligible for Alpha Chi.

Graduation Honors

Graduation honors are awarded annually at Commencement Exercises to those students with outstanding academic records in their undergraduate work, who have been in residence at Hastings College for at least two years, and who have a minimum of 100 hours of credit on the A-F grading scale.

Degrees with distinction are awarded as follows:

- Summa Cum Laude, overall cumulative GPA of 3.97 (without rounding) or above;
- Magna Cum Laude, overall cumulative GPA of 3.94 (without rounding) or above;
- Cum Laude, overall cumulative GPA of 3.85 (without rounding) or above.

Departmental honors with high distinction are awarded to graduating seniors who have earned a 3.85 (without rounding) in their major area of study; departmental honors with distinction go to those with a 3.7 (without rounding) average in their major area of study.

Transfer, Exam Credits & Performance Credits

Associate of Arts Degree Transfer

Hastings College will accept the Associate of Arts degree from an accredited junior college or technical-community college and all work, regardless of grade, for which credit was allowed toward the A.A. degree. Transfer students with an Associate of Science degree may petition the Office of Academic Affairs to receive the same articulation.

To earn the bachelor's degree from Hastings College, transfer students with the Associate of Arts degree must complete a minimum of 60 additional hours (at least 30 in upper-division courses), all Foundation, Exploration, minor and major field requirements, and the 120-hour graduation requirement. Transfer students with an Associate of Arts degree or 60 transferable credits need not complete requirements for a minor.

Articulation Agreements

In addition to articulation agreements reached with several individual institutions, Hastings College is a participant in the Nebraska Association of Collegiate Registrars and Admissions Officers Articulation Agreement and the Nebraska Transfer Initiative. Details are available at the Registrar's Office.

Credit by Examination

Students may earn as many as 30 semester hours of credit through one or more of the following:

1. The Advanced Placement Program of the College Board (AP)
2. The College Level Examination Program (CLEP), also of the College Board
3. International Baccalaureate (IB) North America

Policies on Advanced Placement are described below. Under CLEP, scores above the 50th percentile are normally acceptable, although most departments require satisfactory performance on an additional essay examination. Under IB, scores of 4 or above in the examinations will normally qualify for up to 4 hours of credit, subject to the approval of the department concerned.

IB Theory of Knowledge and extended essay examinations are also awarded credit if passed with a grade of C or higher. Students receiving an IB diploma should read the Special Transfer Policies section. No additional tuition charge is made for the acceptance of AP, CLEP, or IB credit.

Advanced Placement (AP) Credits

Advanced Placement (AP) is a program of the College Board and the Educational Testing Service whereby students may earn college credit for work completed in high school. Credit is granted automatically to students whose scores on AP examinations are 4 or 5. Credit is not granted to students whose scores are 1, 2 or 3. Institutions will receive AP score data electronically in an encrypted format from the College Board. Internet delivery of scores uses an anonymous server. After scores are processed, the electronic score report is placed on the server, triggering an email informing schools that data are available for download.

The email contains an internet address that can then be accessed to collect, save, and process the data. Once scores are received by the Hastings College Academic Affairs office, the student will receive a letter outlining any credit earned based on exam scores of 4 or 5.

The following is a list of the AP examinations most frequently presented for college credit and the corresponding Hastings College courses in which credit is given. The grade on the transcript will be Px, which means “Passed by Examination.” Such grades are not computed in the grade point average

| Advanced-Placement Examination | Corresponding Hastings College Course | Credits |
|-------------------------------------|---------------------------------------|---------|
| 2-D Art and Design | ARTH 101 | 4 |
| 3-D Art and Design | ARTH 102 | 4 |
| Art History | ARTH 310 | 4 |
| Biology | BIOL 100 | 4 |
| Calculus AB | MATH 150 | 4 |
| Calculus BC | MATH 160 | 4 |
| Chemistry | CHEM 111 | 4 |
| Comparative Government and Politics | POLS 230 | 4 |
| Computer Science A | CSCE 210 | 4 |
| Drawing | ARTS 111 | 4 |
| English Language/Composition | WRIT 200 | 4 |
| English Literature/Composition | ENGL 110 | 4 |
| Environmental Science | SCIE 353 | 4 |
| European History | HIST 002 | 4 |
| French Language/Culture | FREN 101 | 4 |
| German Language/Culture | GERM 100 | 4 |
| Human Geography | HIST 242 | 4 |
| Latin | LATN 104 | 4 |
| Macroeconomics | ECON 213 | 4 |
| Microeconomics | ECON 211 | 4 |
| Music Theory | MUSC 111 | 4 |
| Physics 1 | PHYS 201 | 4 |
| Physics 2 | PHYS 202 | 4 |
| Psychology | PSYC 100 | 4 |
| Spanish Language/Culture | SPAN 101 | 4 |
| Spanish Literature/Culture | SPAN 103 | 4 |
| Statistics | MATH 210 | 4 |
| U.S. Government/Politics | GOVT 200 | 4 |
| U.S. History | HIST 214 and HIST 216 | 8 |
| World History | HIST 004 | 4 |

International Baccalaureate

Hastings College will accept the International Baccalaureate Diploma, including standard level and higher-level performance in the course of study. Credit is granted to students whose scores on the IB examinations are 4 or higher. Theory of Knowledge and extended essays will be granted credit if passed with grades of C or higher. All examinations need to be verified by the International Baccalaureate North America, and coursework will be articulated on a course-by course basis according to the description provided by the IB high school. A maximum of 30 credits will be applied to the student's HC program of study.

The following is a list of the IB courses most frequently presented for college credit and the corresponding Hastings College course in which credit is given. The grade on the transcript will be Px, which means "Passed by Examination." Such grades are not computed in the grade point average.

| IB Course | Corresponding Hastings College Course | Credits |
|-------------------------|---------------------------------------|---------|
| Biology S-L | BIOL 100 | 4 |
| Biology H-L | BIOL 100 | 4 |
| Chemistry S-L | CHEM 100 | 4 |
| Chemistry H-L | CHEM 100 | 4 |
| Dance S-L | PEHP elective | 1 |
| Dance H-L | PEHP elective | 2 |
| English S-L | WRIT 200 | 4 |
| English H-L | WRIT 200 and ENGL 110 | 8 |
| Film S-L | ENGL elective | 2 |
| Film H-L | ENGL elective | 3 |
| French S-L | FREN 101 | 4 |
| French H-L | FREN 101 | 4 |
| German S-L | GERM 100 | 4 |
| German H-L | GERM 100 | 4 |
| History S-L | HIST 290 | 4 |
| History of Americas H-L | HIST 214 | 4 |
| Latin S-L | LATN 104 | 4 |
| Latin H-L | LATN 104 | 4 |
| Math Studies S-L | MATH 100 | 2 |
| Math Studies H-L | MATH 210 | 4 |
| Mathematics S-L | MATH 100 | 2 |
| Music S-L | MUSC elective | 2 |
| Music H-L | MUSC 111 | 4 |
| Physics S-L | PHYS 201 | 4 |
| Psychology S-L | PSYC 100 | 4 |
| Psychology H-L | PSYC 100 | 4 |
| Spanish S-L | SPAN 101 | 4 |
| Spanish H-L | SPAN 101 | 4 |
| Theatre S-L | THRE elective | 2 |
| Theatre H-L | THRE elective | 3 |
| Visual Arts (A) S-L | ARTH 101 | 4 |
| Visual Arts (A) H-L | ARTH 102 | 4 |

| IB Course | Corresponding Hastings College Course | Credits |
|---------------------|---------------------------------------|---------|
| Visual Arts (B) S-L | ARTH elective | 4 |
| Visual Arts (B) H-L | ARTH elective | 4 |
| Theory of Knowledge | (DEPT) 270 | 1 |
| Extended Essay | (DEPT) 270 | 3 |

Transfer Credits

Transfer students are welcome at Hastings College, and the College will make every effort to see that all transferable credit is accepted. The Registrar, with the advice and consent of the academic departments concerned, makes final determination. Transfer work from other institutions will not be officially credited to the Hastings College record until the student has been officially accepted for admission and declared a candidate for a Hastings College degree. Official, raised-seal transcripts must be received directly from all high schools and colleges attended. Carry-in transcripts are not acceptable. Transcripts of any AP, CLEP or IB work must be received directly from the organization. Any transfer work applied toward teacher certification requirements is subject to the approval of the Teacher Education Policy Council. Each transfer student will receive a summary of credits, indicating which courses have been accepted for transfer. Any transfer work applied toward a major is subject to approval by the department concerned. The summary should be examined closely, and any appeals must be brought to the attention of the Registrar before the end of the first full semester as a full-time student at Hastings College.

When examining work for possible transfer credit, the Registrar will consider the following:

1. Whether the institution is accredited by one of the regional accrediting associations: North Central, New England, Middle States, Northwest, Southern, or Western. Acceptance of credit from unaccredited institutions cannot be assured, although exceptions are frequently made in the case of certain special purpose institutions: Bible colleges accredited by the American Association of Bible Colleges and nursing schools accredited by the National League for Nursing. In certain situations transfer credit may be accepted provisionally and then validated by additional evidence, such as satisfactory work in residence. The Registrar makes final determination.
2. Whether the work is comparable to work offered at Hastings College and applicable to a Hastings College degree program.
3. Whether the grades are C or above. Grades below C do not transfer unless accepted as part of an Associate of Arts degree (see below). For graduation, transfer students must achieve a 2.0 average in all work taken at Hastings College. Official grade point averages are based on all credits taken at Hastings College and all acceptable transfer credits. If the grading system at the work institution from which the credit is accepted is clearly not comparable to the grading system at Hastings College, then the grades will go on the Hastings College record as P.

Hastings College awards credit in semester hours. Credit from quarter-hour institutions will be accepted at the rate of two-thirds of a semester hour per quarter hour. When transferring courses, upper-division credit hours will be determined based on the level the course was completed (usually related to the transferring institution's policy on course numbering). In most cases, transfer courses completed at a community college will not earn upper-division credit hours.

Special Transfer Policies

Registered Nurses who have completed their work at a school of nursing accredited by the National League for Nursing may earn a B.A. degree in Health Systems from Hastings College by completing 65 additional hours (at least 28 in upper-division courses) and by meeting all core requirements.

Performance Credit & Participation Requirements

One credit a year is given to students in a performance area without paying an overload fee. Performance areas include athletics and any co-curricular/curricular performance area (media, theater, music, forensics). Students receive this credit at the completion of their season. Students who participate in multiple areas of performance will still earn only one free credit a year. Students can choose the performance area in which they receive the credit. Students will take the major ensembles and theater production for 0 or 1 credit hour depending if they have room in their schedule. Students can take the classes for P/F if requested. ATHL credits can only be taken P/F.

- Performance Credit Class Options
 - COMM 140/240/340/440 Practicum in Applied Media
 - COMM150/250/350/450 Practicum in Forensics
 - MUSC250 BAND
 - MUSC260 Choir
 - MUSIC265 Choral Union
 - THRE 101/201/301/401 Production Involvement
 - ATHL100/200/300/400 Athletics

To be eligible to participate in intercollegiate contests such as music ensembles, theatre, forensics or athletics, students must be registered for a minimum of 12 credits and doing satisfactory work in them at the time of participation.

Withdrawing from the College

There are five main ways that a student can withdraw (or be withdrawn) from the College:

1. Official Withdrawal (student-initiated)
2. Administrative Withdrawal (institution-initiated)
3. Medical Withdrawal
4. Withdrawal for Military Service
5. Dismissal from the College

Official Withdrawal

An Official Withdrawal is when a student initiates the withdrawal process by completing the official Hastings College [withdrawal form](#) and clearly states their intent to withdraw from Hastings College.

Students can specify on the withdrawal form if they would like to withdraw immediately, at the end of the block, or at the end of the academic term. Students who specify they want to withdraw at the end of the block or the end of the academic term will have a DATE OF WITHDRAWAL that matches their selection (i.e., the last day of the block or term). Students who specify they want to withdraw immediately will have a DATE OF WITHDRAWAL as the date the student completed the withdrawal form according to the time stamp on the submitted form. If the student completed the form during a scheduled break of 5 or more days, the DATE OF WITHDRAWAL will be the last class day before the break. In rare cases, the college may need to establish the date that the student last participated in an [academically-related activity](#).

Administrative Withdrawal

An Administrative Withdrawal occurs when the College initiates the withdrawal process because the student(1) never participated in or has stopped participating in all courses in which they are enrolled, and (2) the student never initiated an Official Withdrawal by completing the withdrawal form.

For Administrative Withdrawals, the DATE OF WITHDRAWAL will be the last day the student participated in an [academically-related activity](#).

Medical Withdrawal

A Medical Withdrawal occurs if a student is unable to complete the Official Withdrawal process due to extenuating circumstances beyond their control (e.g., accident, illness, grievous personal loss). In these cases, the DATE OF WITHDRAWAL will be the last day the student participated in an [academically-related activity](#). Please refer to the [Student Medical Withdrawal Policy](#) for details on how to request a Medical Withdrawal.

Please be advised that a Medical Withdrawal refers to a Withdrawal from the College; students cannot medically withdraw from a single course. If a student is struggling with course(s) due to a medical reason and wish to inquire about possible accommodations, they should complete a [Request for Accessibility/Accommodation Form](#) or contact Studio 200.

Withdrawal for Military Service

A Withdrawal for Military Service occurs when a student is unable to complete their enrollment at Hastings College as a result of being called for national service or being drafted with ineligibility for deferment. The student will be required to submit a copy of their military orders for verification and to be eligible for refunds. The following policies will apply in the case of refunds:

- The institutional [Refund Policy](#) will be applied for student billing charges and institutional financial aid based on the time of the withdrawal.
- Return of federal financial aid will depend on [Return of Title IV](#) (R2T4) guidelines.
- The student's housing and meal plan will be prorated based on use.

Regarding their academic credits, students requesting a Withdrawal for Military Service have three options. Please note that the same option must apply to all classes within the academic block of the withdrawal (i.e., students cannot be graded out of one course and drop another).

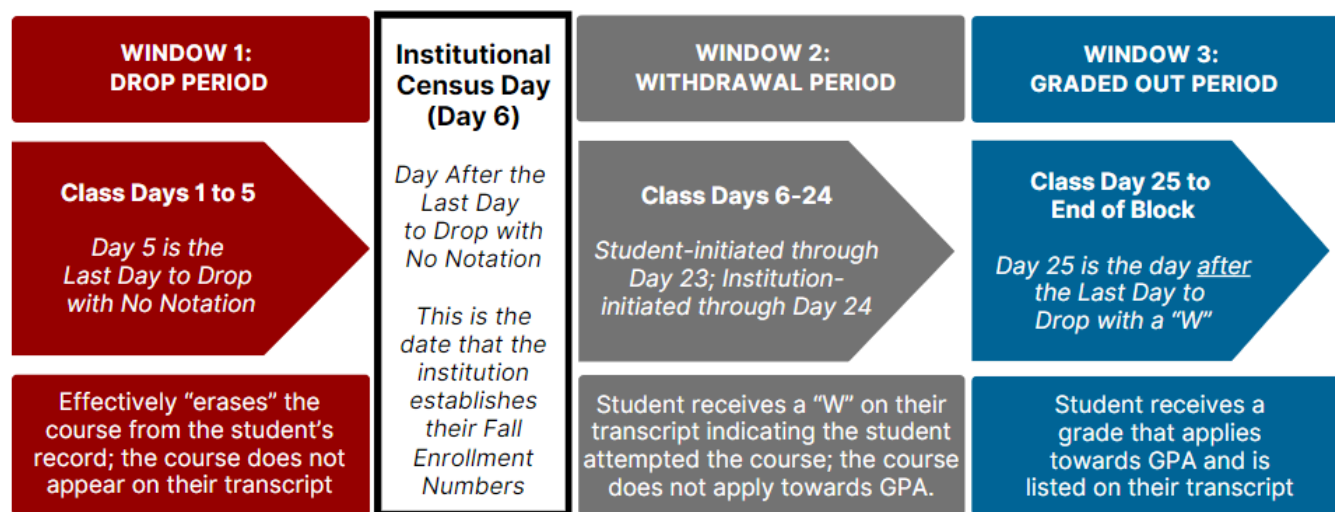
1. If the Withdrawal for Military Service occurs within the [Drop Period](#), the student may drop all courses within the block and remaining term, which effectively erases or removes the courses from the student's enrollment record.
2. The student may request incompletes for all classes within the block of the withdrawal and arrange to complete them following the policy for [Incompletes](#).
3. The student may request to be graded out for all classes within the block of the withdrawal. This option will depend on the extent of course completion and will need to be approved by all course instructors.

Dismissal from the College

Students can be dismissed from the college for failing to make satisfactory progress towards completion of their degree or for behavioral conduct violations. Please refer to the [Academic Progress](#) section of this document, the [Student Code of Conduct](#) within the Student Handbook, and the [HC Cares Policy](#) for details on academic progress and behavioral requirements of students while attending Hastings College.

Dropping or Withdrawing from a Course

Students also have the option of dropping or withdrawing from a single course. There are three main windows that students should be concerned about when considering this option. Students should be aware that there are different resulting outcomes for each window of time regarding how the dropped or withdrawn course applies towards their enrollment status, credits attempted, and GPA calculation. The graphic below provides a brief summary of these options and their resulting outcomes.



Course Drops

The first five days of an academic block are defined as the Drop Period for course enrollment. During this period, students may drop (or be dropped) from a course, which effectively erases or removes the course from the student's enrollment record. There are two methods for dropping a course enrollment: (1) student-initiated drop or (2) institution-initiated drop.

The student-initiated drop occurs when the student completes a drop/add form and submits it to the Registrar's Office within the first 5 days of class. Although students are not required to add a course at the time they drop a course, students should be aware of how dropping a course might impact their enrollment status (i.e., dropping below the required 12 credit hours to be a full-time student).

The institution-initiated drop occurs through a class enrollment certification process within the first few days of class. Instructors are required to certify their course enrollment lists by the 4th day of class by reporting attendance to the Registrar's Office. Students who have not been attending the course and who fail to complete an [academically-related activity](#) within the course will be dropped from the course by the Registrar's Office.

If dropping a course results in falling below the required 12 credit hours to be a full-time student, the student's enrollment status will change to less than full-time and could result in adjustments to the student's charges,

financial aid, eligibility for on-campus housing, eligibility for students on an F1 Visa, and eligibility to participate in co-curricular activities (e.g., athletics, forensics, etc.).

Course Withdrawals

At the end of the Drop Period, the Course Withdrawal Period begins and lasts through the 24th day of class. The Course Withdrawal Period provides an opportunity for students to withdraw (or be withdrawn) from a course before the Course Grade Out Period begins. Course withdrawals can be either student-initiated or institution-initiated. For students who withdraw from a single course, the following outcomes apply:

Areas not affected by withdrawing from a single course:

- The withdrawn course has no impact on the student's GPA
- The withdrawn course has no impact on the student's charges or financial aid
- The withdrawn course has no impact on the student's eligibility for on-campus housing

Areas that are affected by withdrawing from a single course:

- There will be a "W" on the student's transcript to note the course was attempted but not completed
- The withdrawn course will impact the student's eligibility for National Association of Intercollegiate Athletics (NAIA) and F1 Visa status, as the withdrawn course does not count as "active" credits.
- The withdrawn course could impact [Satisfactory Academic Progress](#) (SAP), which has associated consequences for eligibility of Federal Student Aid and the repayment of Federal Student Loans.

Students who are considering a course withdrawal should contact their academic advisor, athletic coach (if applicable), the Registrar, and the Financial Aid Office.

The student-initiated withdrawal from a course occurs if the student completes a drop/add form and submits it to the Registrar's Office within the first 23 days of class. It should be noted that depending on the time of the course withdrawal, it may not be possible for a student to add another course at the time of the withdrawal.

The institution-initiated withdrawal occurs if a student has passed the Drop Period but has stopped attending and participating in the course. At the request of the Instructor, the Registrar's Office may remove the student from the course for lack of participation through the first 24 days of class. In the case of an institution-initiated withdrawal, the Registrar's Office will notify the student and the student's advisor of the withdrawal. For institution-initiated withdrawals, the date of the course withdrawal will be the last day the student participated in an [academically-related activity](#).

Course Grade Out

At the end of the Course Withdrawal Period, the Course Grade Out Period begins and lasts through the end of the academic block. Students who stop attending or participating in the course after the Withdrawal Period has ended will be graded out of the course. The course grade is shown on the student's transcript and is factored into the student's GPA. Students will receive a grade based on the work they did in the course.

Definition of Participation in an Academically-Related Activity

The U.S. Department of Education has established specific definitions of what constitutes student participation in an *academically-related activity*. Specifically, the student must establish *active engagement* ([34 CFR 600.2](#)) in the course.

Active Engagement is defined as active participation in an instructional activity related to the student's course of study that:

- 1) is defined by the institution in accordance with any applicable requirements of its State or accrediting agency:
- 2) Includes, but is not limited to:
 - i) Attending a synchronous class, lecture, recitation, or field or laboratory activity, physically or online, where there is an opportunity for interaction between the instructor and students.
 - ii) Submitting an academic assignment.
 - iii) Taking an exam or assessment.
 - iv) Participating in an interactive tutorial, webinar, or other interactive computer-assisted instruction.
 - v) Participating in a study group, group project, or an online discussion that is assigned by the institution.
 - vi) Interacting with an instructor about academic matters.
- 3) Participation is NOT:
 - i) Living in institutional housing
 - ii) Participating in the institution's meal plan
 - iii) Logging into an online class or tutorial without any further participation
 - iv) Participating in academic counseling or advisement

The definition outlined above is utilized when establishing a student's last day of attendance at the college or within a specific course. If there is no documented attendance or evidence of *academically-related activity* within a course, the student is considered to never have begun the course. If there is no documented attendance or *academically-related activity* for any class, the student is considered to never have attended Hastings College for that term or block.

Other Policies

Institutional Charges Refund Policy

Refer to [Financial Aid Information & Policies](#) and [Student Accounts & Billing Policies](#).

Class Size

The College reserves the right to cancel any course for which fewer than 12 students are registered. Exceptions may be made for courses required of the major field and offered less frequently than once a year.

Class Attendance

It is essential that each student consult directly with the course instructor prior to each and every absence from class. While class attendance policies of individual faculty members may vary, regular class attendance is expected of Hastings College students. Students should miss class only when absolutely necessary.

Faculty members have the authority to request that students with excessive absences, as defined in the [Universal Attendance Policy](#), be withdrawn from their classes. (See [Administrative Withdrawals](#) above.) If removed from all courses, the student will also be withdrawn from the college.

A student who must be absent because of illness or other important personal reasons should inform their instructors as soon as possible by contacting each professor using their HC email address.

Hastings College students have the opportunity to participate in a variety of college-related activities that may occasionally take students away from regularly scheduled classes. See the [Universal Attendance Policy](#) for more information on students' responsibilities in such situations. As a courtesy, faculty and staff sponsors fill out an off campus form, with the support of the Academic Affairs Office, that lists the students who will be absent and the dates and times of the absences. This form is available for reference to all faculty and staff and the communication does not excuse the student from responsibility for material covered in the class.

Graduation Rates

In accordance with the Student Right-to-Know Act, Hastings College makes available on an annual basis to students and potential students the graduation rates of all first-time, full-time students who matriculate at Hastings College. This information can be found on the [Hastings College Consumer Website](#).

Service Learning

Students gain valuable life experience when they link their academic course work with service to meet identified community needs. Service learning allows students to make real world connections between the learning in the classroom and its application in the community. For example, students in a social change course can design and help to implement policy changes for a local agency. Through community engagement, students gain deeper understandings of themselves, the academic content of their courses, their community, and the process of problem solving.

Opportunities are available locally, nationally, and internationally. Students are also encouraged to design their own projects in consultation with faculty members. Please contact the Director of Service Learning for more information.

Student Life

See [Student Handbook](#).