



ACADEMIC POLICIES MANUAL

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Academic Policies

Academic success, a goal that we want all students to achieve, can be measured in many ways. This section identifies and explains the standards that Western has established as measures of academic success and indicates the policies and procedures that apply to the students who fail to meet the standards. The vice president for academic affairs, in consultation with the Faculty Academic Policies Committee and the Faculty Senate, is responsible for the development and implementation of these academic standards and policies.

Unit of Credit

Western uses the semester hour as the basic unit of credit. The semester credits assigned to a course are based on the specific learning objectives and the expected outcomes. In addition, the Colorado Commission on Higher Education has established minimum class times for credit courses. In the most common type of course (lecture-discussion), one credit requires at least 750 minutes of time in class. In laboratory courses, students are expected to spend 1,500 to 2,250 minutes in class for each credit earned.

Course Numbering System

Following is an explanation of the numbers used in identifying courses offered at Western:

001-099	Preparatory skills courses not counted toward the required 120 credits for a bachelor's degree. Students enrolled in preparatory skills courses will be assessed tuition separately for those courses.
100-199	Courses primarily for freshmen.
200-299	Courses primarily for sophomores. Freshmen may take them after consultation with an advisor. Many 200-level courses have specific prerequisites which must be completed prior to enrolling.
300-399	Courses primarily for juniors and generally not open to freshmen. Sophomores may enroll after consultation with their academic advisor.
400-499	Courses primarily for seniors and generally not for freshmen and sophomores.

Student Classification by Class Level

Students are classified according to the number of semester credits they have earned.

Classification	Semester Credits Earned
Freshmen	0-29
Sophomores	30-59
Juniors	60-89
Seniors	90 +

Academic Load

A standard course load over a 16-week semester is 15 credits. This is the most common load leading to graduation in four years.

Students are discouraged from carrying an overload. An overload is defined as more than 18 credits in a 16-week semester. Under no circumstances is a student to enroll for more than 21 credits in a 16-week semester. Students taking 19 to 21 credits in a 16-week semester are assessed a tuition surcharge for each credit over 18 credits.

Students who have a cumulative grade-point average of 3.000 or better may petition to take an overload in a given semester. The petition must be signed by the student's academic advisor and the chair of the student's major department. If the student's cumulative grade-point average is below 3.000, the petition also requires approval of the vice president for academic affairs. The completed petition must be submitted to Registration Services.

During a 10-week summer session, 6 credits is considered full time. A student may enroll in 12 credits without special approval. No more than 9 credits may be taken in a 5-week part-of-term. Students with a cumulative grade-point average of 3.000 or better may petition to take 13 to 15 credits. The petition must be signed by the student's academic advisor and the chair of the student's major department. If the student's cumulative grade-point average is below 3.000, the petition also requires approval of the vice president for academic affairs. The completed petition must be submitted to Registration Services.

No student may take more than 15 credits in the summer session.

Registration

Advising

All Western State College of Colorado students are assigned an academic advisor who can assist them in developing their educational plans and accomplishing career and life goals. Academic advisors are important resources as students develop course schedules. Consultation with an academic advisor is required before registration.

Course Descriptions

Course descriptions provide a summary of the course content. If there is a prerequisite that must be met before a student can register for the course, this information is stated in the course description. Prerequisites may include specific courses, class standing, declared major, and other requirements. If there is a corequisite course in which a student must be registered, this information is also stated in the course description. The Course Schedule, available prior to registration, includes information about courses offered in the given semester, such as the names of instructors, class meeting times and locations, and additional requirements.

Registration Procedures

New students are required to participate in one of the new student orientation programs. Information about registration and orientation is mailed to all new students admitted to the College. Currently enrolled students may register during the present semester for the next semester or summer session. Registration timelines and procedures are detailed in the Course Schedule.

Late Registration

Students should register for classes prior to the beginning of the semester. While they may register during the first week of the semester, students must understand that the limited availability of classes may prevent them from obtaining complete schedules. Late registrants may be assessed additional fees.

Add/Drop

After classes have begun in a 16-week semester, students may add an open class without petition until 5 p.m. on the fourth day of the semester. After the fourth day and until the end of the official drop period, students may add a course only with approval by the instructor. The add deadline for any course that meets for less than 16 weeks is two days. The student is responsible for understanding and communicating with the instructor, understanding course policies, and understanding any consequences of adding a course after the first class meeting.

Students may drop a course during the first 15% of the class meetings. This rule applies for both classes that meet for a full semester and classes that meet in sessions shorter than a full semester. (Note the difference between this rule and “withdrawal” explained on the next page.)

Western State College of Colorado faculty reserve the right to drop students from class rolls if they miss the first class meeting. Not all instructors require attendance the first class meeting, but many do. Students are strongly encouraged to attend all their first class meetings. If circumstances such as weather or flight arrangements prevent students from attending the first class session, it is the student’s responsibility to contact the instructor of each course to request that their seat in the class be held.

Class Attendance and Participation

Both faculty and students have shared responsibility in the education process. Class attendance and participation is the student's responsibility. The interactions a student has with the instructor and fellow students represent a significant portion of the learning process in coursework. Therefore, class attendance and participation is essential for a successful education. Instructors may set attendance and participation policies for each of their courses, which are specified in the course syllabus. If a student violates an attendance or participation policy, instructors may withdraw a student from class, lower the earned grade, and other actions as specified by the course policy.

An important responsibility for students is to be prepared for class. Such preparation for the average student expecting an average grade (“C”) typically requires 2-3 hours of studying or other types of preparation for every hour of coursework.

Variable Credit Courses

Variable Credit courses are courses which may be offered for a range of credits. The range of credits is set by the discipline, and is published in the catalog and class schedule. The types of courses generally encompassed by the term “variable credit” include Field Experience, Internship (described below), Independent Study, Directed Study, Practicum, Senior Thesis, and Research Problems. The learning objectives and academic requirements for these courses are established between individual faculty and individual students, and have specific academic outcomes defined before the course work begins.

Students must register for variable credit courses prior to beginning the studies associated with the course. Internship hours or study completed before the course registration is complete will not be counted towards the hours required for the course credit. The student must be enrolled for the credits during the term in which the studies begin. This coursework is part of a student's academic load for the semester. A request for changes to variable credit registration after the work begins may be considered through a petition process in extenuating circumstances. The petition must be signed by the instructor for the variable credit course, the department chair, and the Registrar.

To register for a variable credit course, the student must submit a completed and signed Approval Form for Registration in Variable Credit Course to the Registration Services office. Some disciplines may have additional requirements for registration in Variable Credit Courses. Substituting variable credit courses for required courses in the major or minor is at the discretion of the discipline; no variable credit course may be used to meet General Education requirements.

Internships

Internships offer students the opportunity to combine academic credit with work in their career field. The learning objectives and academic requirements for these experiences are established in collaboration with the student's faculty advisor, based on the employer's job description. The faculty advisor, employer, and student sign off on the learning objectives, agreeing in advance what the internship will entail. Students earn credit based on the number of hours to be worked, which is determined in advance. Each academic department establishes a requirement for the number of hours to be worked for each credit earned. Employers complete an evaluation of the intern at the end of the experience which faculty use in assessing the student's performance and grade.

Minimum eligibility requirements for internships are a 2.000 GPA and completion of at least 12 credits in the academic area of the internship. The internship policy of individual disciplines may be more stringent. Assignment of internship credit toward requirements of a degree program is to be decided by the academic area of the internship, and, in no case, can it count towards General Education requirements.

In order for internships to maintain academic integrity, Western State College of Colorado and a faculty member must be involved from the initial development of the learning objectives through the completion of the internship.

Students must register for internship credit prior to beginning the work associated with the internship. The student must be enrolled for the credits during the term in which the work is initiated. This course work is part of a student's academic load for the semester.

Taking Courses for No-Credit (NC)

Regularly Enrolled Students. Students may enroll in a course for no-credit (NC), but only at the time of registration. Students may not change from no-credit to credit or from credit to no-credit after the class has begun. Students enrolled for no-credit pay appropriate tuition and fees and are expected to attend classes regularly. No-credit courses are treated as a part of a student's course load for purposes of determining semester course-load limits.

Auditing Courses. Western invites citizens 60 years of age or older to participate in classes at the College on a space-available, no-credit, no-cost basis. (This does not apply to Extended Studies courses.) Students qualified to audit courses in this manner should make arrangements with the Academic Affairs office.

Withdrawal from Individual Courses

After the official add/drop period, a student may only withdraw from a course with approval of the course instructor and the student's academic advisor. Students who obtain these authorizations will receive a grade of "W" (which has no effect on the student's grade-point average; refer to sections on Grades and Grade-Point Average that follow). If two-thirds of the scheduled class time in any given course has been completed, the student is not allowed to withdraw, and a grade for the course (which does affect the student's grade-point average) is recorded. Specific withdrawal deadlines are published in the Course Schedule booklets for each semester.

Course instructors may also withdraw a student from a class for reasons such as inadequate academic progress or attendance, academic dishonesty, or disruptive behavior.

Withdrawal from College

Students who wish to withdraw from the College may do so any time during the semester. Contact the Vice President for Student Affairs to initiate an official withdrawal from the College. Students should also consult with course instructors and their academic advisor.

After the official Add/Drop period, but before the withdrawal deadline, a student wishing to withdraw entirely from the College will be given a grade of "W" for all courses except variable-credit courses. Once two-thirds of the scheduled class time in any given course has been completed, a student wishing to withdraw from the College will be given a "W" or a "WF" grade for each course, unless the course instructor deems that an "Incomplete" (see definition in the section on Grades and Grade-Point Average that follows) would be a more appropriate grade.

Withdrawal from Variable Credit Courses. After 15% of the course has been completed, a student wishing to withdraw from the College during a term when he or she is enrolled in a variable credit course (i.e., internships, practicums, field experiences, independent studies, etc.) must receive the approval of the supervising instructor. If a student obtains this authorization, a grade of "W" or a "WF" may be assigned. The coordinator of the specific program can explain the guidelines and consequences resulting from dropping or withdrawing from selected courses.

Withdrawal in Absentia. If illness, injury, or other circumstances prohibit a student from being on campus to request withdrawal from the College in person, the student may notify the Student Affairs office (970) 943-2011 and request that the Vice President for Student Affairs act as the student's agent in notifying course instructors and the student's advisor.

Academic Leave of Absence

The Academic Leave of Absence policy is designed to allow students who plan to be absent from Western to continue their studies without completing an application for readmission (see Readmission of Former Students in the Admissions Policies and Procedures section of this Catalog). In addition, students returning from an approved Academic Leave of Absence will be given the same priority at registration as continuing students. Academic Leaves of Absence are granted for one semester or one year to continuing, degree-seeking students in good academic standing. Information regarding Academic Leaves of Absence and application materials is available in Registration Services.

Grades and Grade-Point Average

For the purpose of calculating a student's grade-point average (which determines academic standing), numerical values are assigned to letter grades on the following scale:

A = 4.000 grade points
A- = 3.670 grade points
B+ = 3.330 grade points
B = 3.000 grade points
B- = 2.670 grade points
C+ = 2.330 grade points
C = 2.000 grade points
C- = 1.670 grade points
D+ = 1.330 grade points
D = 1.000 grade points
D- = 0.670 grade points
F = 0.000 grade points

Computation of Grade-Point Average (GPA)

To obtain grade points earned in a course, multiply the number of credits per course by the numerical points for the grade earned in the course. Following is an example of a GPA calculation for 12 credits earned by a student taking four courses with each course worth three credits:

Course #1 - Grade earned=B	(3 cr) X (3.000 pts)	= 9.000 grade points
Course #2 - Grade earned=C+	(3 cr) X (2.330 pts)	= 6.990 grade points
Course #3 - Grade earned=C	(3 cr) X (2.000 pts)	= 6.000 grade points
Course #4 - Grade earned=B-	(3 cr) X (2.670 pts)	= 8.010 grade points
Total GPA credits=12		Total grade point=30.000

A student's semester GPA is calculated by dividing total grade points by total GPA credits (30.000/12 = 2.500 GPA). A student's cumulative GPA is calculated by dividing all grade points earned by all GPA credits.

All grade-point averages at Western are calculated to three decimal places and all requirements specifying grade-point averages (e.g., scholarships) are stated in terms of three decimal places.

Repetition of Courses

A student who has received a low grade in a course can improve his/her cumulative grade-point average by repeating that course and earning a higher grade. If the student repeats a course under the same title and/or number, only the credits and grade points of the most recent enrollment in that course (even if the repeated course grade is lower) are used in determining whether a requirement has been met and in calculating that student's cumulative GPA.

In addition, the following conditions apply to repeating a course:

Variable-credit courses are handled as exceptions to the policy on course repetition. A student who wishes to enroll in a variable-credit course to repeat credit previously taken under that course number, but not for additional available credit under that same course number, must contact Registration Services.

Course work repeated after the undergraduate degree has been recorded on the student academic record will not be included in the undergraduate GPA.

Grades Assigned Other than A, B, C, D, F

At the discretion of the faculty member teaching the course, a student who is unable to complete a course for reasons beyond the student's control (e.g., illness) may be assigned an "Incomplete" (IN). The student must have completed more than one-half of the course work at an acceptable level at the time of the request for an "Incomplete." The student and the faculty member must agree upon a plan for the completion of the work within a time period not to exceed one calendar year. When faculty give an "Incomplete", they must designate the student's existing grade in the course, the work to be completed for the "Incomplete" to be removed, and also indicate the grade that will be automatically given after one year if the work is not satisfactorily completed.

A grade of "Technical Failure" (TF) indicates that the student discontinued participation in the course without official approval. A "TF" is assigned 0.000 grade points.

Selected courses have been approved to be graded as "Satisfactory/Unsatisfactory" only and are so noted in their course descriptions. Only grades of "S" or "U" may be recorded for courses so designated. The grade of "S" is equivalent to letter grades of C- or above. The grade of "U" is equivalent to the letter grades of D+ or below, and no credits are earned. In no case may the grade of "S" or "U" be converted to a traditional letter grade. The S/U grade cannot be used in classes which allow the letter grades A-F.

Some courses or projects are intended to last longer than one semester. Such courses may be designated by the department or department chair at the time of registration and will be given an "In Progress" designation at the end of the semester. The "In Progress" (IP) designation can be used for a maximum of one year, the end of which a grade must be assigned.

Grades of "IN," "IP," "NC," "W," "S," and "U" are not counted in the computation of a student's grade-point average (GPA). Since "S" is not counted in calculation of grade point, it does not assist the student toward inclusion on the Dean's List or Honors designation at commencement.

"Incomplete" (IN) or "In Progress" (IP) grades completed after the undergraduate degree has been posted will not be included in the undergraduate GPA.

Attendance-Related Grades

A course grade of “Technical Failure” (TF) may be assigned by course instructors for students who failed to attend classes but who did not officially withdraw from the course. “TF” is assigned 0.000 grade points for purposes of computing grade-point averages. Whether students have completed enough of the course to be assigned a grade other than “W,” “TF,” or “IN” (see sections explaining letter grades) is determined by the respective course instructors.

Grade Corrections

Faculty members must submit requests for grade corrections to the Registrar within one year following the recording of the incorrect grade.

Academic Standing

The faculty recognizes that the adjustment to college life may have a negative effect on the early academic performance of some students. To allow for this adjustment period, the 2.000 cumulative grade-point average requirement (ultimately necessary for graduation with a bachelor’s degree) is not immediately imposed on beginning students, though all students should strive to achieve at least the minimum level of a 2.000 GPA every semester.

A sliding scale of categories of “academic deficiency” is applied to students who fall below this minimum. Students who are notified that they fall into any of these categories should re-examine their academic goals and their study habits and should avail themselves of the services provided by Western to help them to succeed academically. Students who perform at less than a 2.000 level, even if they are not technically “academically deficient,” should take steps to improve their academic performance.

Academic Dean’s List

Students who have attained a grade-point average of 3.700 during a semester, while carrying a full course load, will be placed on the Academic Dean’s List. A full course load is 12 or more credits of letter-graded courses in a 16-week semester or six or more credits of letter-graded courses in a summer session.

Good Standing

Students whose cumulative grade-point average exceeds that which would place them on probation are considered to be in good standing. This minimum grade-point average is defined in the section below titled “Academic Probation.”

Academic Alert

Students who have cumulative grade-point averages of 2.000 or higher are sent notices at the end of any semester in which they receive a semester grade-point average lower than 1.500, alerting them that corrective action should be taken to improve their performance.

Academic Probation

Students are placed on academic probation when their cumulative grade-point average falls below the minimum required (see below). It is an early warning that students should take steps to improve academic performance. Students are placed on academic probation if they:

- are in the first semester of enrollment at Western (regardless of the number of credit for which they are enrolled) and receive a semester GPA below 1.500;
- have attempted fewer than 10 credits and have less than a 1.750 cumulative GPA at the end of a non-probationary semester;
- have attempted between 10 and 44 credits and have less than a 1.880 cumulative GPA at the end of a non-probationary semester; or
- have attempted 45 or more credits and have less than a 2.000 cumulative GPA at the end of a non-probationary semester.

Students are expected to raise their cumulative grade-point average to the required level during the probationary semester. Academic probation ends when the student achieves the required cumulative grade-point average. Students on probation achieving at least a 2.000 semester grade-point average (even though the cumulative grade-point average has not reached the specified level), may be permitted to continue for an additional probationary semester.

Academic Suspension

Academic suspension notices are issued at the end of fall, spring, and summer semesters to all students who, during a probationary semester, fail to achieve at least a 2.000 semester grade-point average and do not have the cumulative grade-point average required to be in good standing:

- Students who have attempted fewer than 10 credits and have less than a 1.750 cumulative GPA at the end of a probationary semester are placed on academic suspension. Students who have attempted between 10 and 44 credits and have less than a 1.880 cumulative grade-point average at the end of a probationary semester are placed on academic suspension.
- Students who have attempted 45 or more credits and have less than a 2.000 cumulative grade-point average at the end of a probationary semester are placed on academic suspension.
- In addition, any student who earns less than a 1.000 GPA in any semester may be placed on academic suspension.

The period of suspension is for one calendar year. A student to whom such a suspension notice is issued at the end of a fall semester is eligible to return a year later, at the beginning of spring semester. A student suspended at the end of the spring semester is eligible to return a year later, at the beginning of the summer session. In order to return to Western after serving the specified academic suspension period, the suspended student must apply for readmission through the Registrar.

Credits earned at another institution during a period of academic suspension are evaluated by the criteria explained in the Admissions Policies and Procedures section of this Catalog.

Students who believe that exceptional circumstances contributed to their suspension may submit a written petition, through the Registrar, to the Academic Appeals Committee (a sub-committee of the Faculty Academic Policies Committee). The petition form is available from the Registrar and must be submitted no later than five working days before the start of any semester during which that student wishes to re-enroll at Western. Each petition is reviewed by the Academic Appeals Committee to determine whether the appeal is granted.

The Academic Appeals Committee is authorized to specify conditions, beyond those described in these general policies, which reinstated students must meet in order to continue at Western.

Academic Dismissal

If a student returns from a period of academic suspension, the student's academic standing will be "probation after suspension." If she/he does not earn a 2.000 or higher semester grade-point average during any semester prior to earning or exceeding the cumulative grade-point average required at that point in his/her academic career, no further probationary semester is allowed, and the student is issued an immediate notice of academic dismissal.

Readmission from an academic dismissal is possible only by action of the Academic Appeals Committee, according to the established procedures of that committee. The committee will not accept for review any dismissal appeal petition before two calendar years have transpired since the dismissal. If a student is granted readmission following academic dismissal, credits earned at another institution are evaluated by the criteria explained in the Admissions Policies and Procedures section of this Catalog.

Errors in Determining Academic Suspension/Dismissal

Students whose suspension or dismissal resulted from an error in grading or recording will be readmitted (the suspension or dismissal will be removed from their academic records) upon receipt by the Registrar of written notification from the appropriate faculty member. Such errors in grading or recording should be resolved before the Add Deadline of the semester the student is to be readmitted.

Academic Amnesty

Students who have not attended Western State College of Colorado for six years or more may, upon returning to Western, petition for academic amnesty. Academic amnesty allows students to count prior credits earned at Western of "C-" and above in meeting total graduation requirements. It also allows students to have a fresh start in their overall grade-point average, as the previous credits attempted at Western will not be used in calculating the overall grade-point average. Petitions by students may be submitted, through the Registrar, to the Faculty Academic Policies Committee. Students must submit petitions for academic amnesty before the end of their first term of re-entry. Academic Amnesty will be granted to a student only once.

Graduation Requirements

Four-year Graduation Plan

Western State College of Colorado has adopted a four-year graduation plan. If a student signs the four-year graduation plan agreement, fulfills all of the conditions, and is still unable to graduate in four years, the College will absorb the cost of the additional course work required for the degree. The four-year graduation plan is available on the Registration Services web page.

Operative College Catalog

All first-time entering students are allowed six years from their entering date as degree-seeking students to complete requirements in force at the time of their entrance to Western. During the six-year period, students may elect to satisfy requirements specified in a Catalog more recent than the one under which they entered. Students must, however, indicate to the Registrar which Catalog they want used for the evaluation of their credits when they request a “Graduation Update.” Students who do not complete requirements within the six-year time limit must meet all the requirements of the Catalog in effect the year in which they apply for graduation. Exceptions to this policy will be considered on a case-by-case basis.

Each operative Catalog year begins at the start of the summer session and ends with the conclusion of the following spring semester.

Readmitted or currently enrolled students who choose, or are required to use, a Catalog more recent than the one in effect when they entered must satisfy all requirements in the new Catalog with the following exception: They are allowed to use courses already posted to the permanent record in satisfying the General Education requirements.

General College Requirements

A minimum of 120 semester credits is required for graduation. Of the 120 total credits required, students must earn 40 credits in upper-division courses (those courses numbered 300 and above). Fifteen of these 40 upper-division credits must be earned in courses that are part of the standard or comprehensive major programs.

At the time of graduation, students are required to have a minimum overall cumulative grade-point average of 2.000 or better, as well as a 2.000 or better grade-point average in their major. All requirements specified in this section are minimums; some programs require levels beyond these minimums.

Resident Credit Requirements

Every candidate for a degree must earn a minimum of 30 credits from Western State College of Colorado. This 30-credit minimum must include: a) at least 15 credits in the major, b) at least eight credits in the minor, and c) the final credit earned.

Credit earned for student teaching, independent study, internships, and other courses that may require off-campus experiences are treated as “resident” credit if the student has registered for that credit through Western directly.

If a student registers for courses at another institution, regardless of the auspices under which such registration occurs, then such courses cannot be counted as “resident” credit at Western.

Major and Minor Requirements

Each student is obligated to meet either: (a) the requirements of a standard major program and a minor in another discipline, requiring a minimum of 30 credits earned in the major and a minimum of 18 credits earned in the minor; or (b) the requirements of a comprehensive major program, requiring a minimum of 48 credits with no minor required. The requirements of some majors and minors exceed these minimums. Students must complete a capstone requirement (minimum of 2 credits) as part of the standard or comprehensive major. Capstone courses are incorporated in the degree requirements listed in the Academic Programs section of this Catalog.

A student may earn a second or additional major by completing the requirements of each major.

A student may earn a second or additional emphasis within a major by completing the requirements of each emphasis, which must include a minimum of 18 unduplicated credits. To graduate with both a B.A. and a B.F.A., a student must complete the requirements of both degrees and complete a minimum of 150 credits. All degrees, majors, emphases, and minors desired must be declared on the “Application for the Bachelor Degree” card.

General Education Requirements

All students must complete the Western State College of Colorado General Education Program including the Essential Skills and the Liberal Arts requirements. Specific requirements are described in the General Education section of this Catalog.

Graduation With Honors

In order to graduate with honors, a student must have an overall cumulative grade-point average at Western State College of Colorado as follows:

Cum Laude	3.500 - 3.749
Magna Cum Laude	3.750 - 3.899
Summa Cum Laude	3.900 - 4.000

In order to be recognized for honors at a commencement ceremony, a student must have achieved the required grade-point average in all work completed at Western, with a minimum of 40 GPA credits in residence at Western. Up to eighteen of these credits may be in progress during the final semester. Any honors status which is posted to a student’s permanent record upon graduation will reflect the grade-point average that student earned on all work completed at Western.

Graduation Requirement Audit

Students are responsible for meeting all Western’s academic requirements. The College attempts to assist students in monitoring their academic progress by providing an academic advisor, academic program and General Education evaluation forms, online grade reports, and copies of the student’s permanent records.

Students must submit academic program and General Education evaluation forms through their advisor to Registration Services during the semester in which they expect to earn their 89th credit hour. The Registrar reviews the evaluation forms and updates the student and the student’s academic advisor on requirements not yet completed.

Application for and Awarding of the Degree

Students are required to file an “Application for the Bachelor Degree” card with Registration Services during the first two weeks of the semester in which they expect to complete all degree requirements. Degrees are awarded at the end of the semester in which all degree requirements are completed provided all requirements are completed and grades recorded within 25 working days after the last day of that semester. If requirements are not completed and recorded within that period, the graduation date for the diploma and transcript is the semester during which the work is completed and grades recorded. In this case, students must notify Registration Services when all requirements are completed and file a new “Application for the Bachelor Degree” card.

Commencement

All students who complete requirements for graduation and are entitled to receive degrees are encouraged to participate in commencement exercises. In order to participate in commencement a student must have nine or fewer credits left to complete graduation requirements and be registered for those credits the following term; or have only a capstone, or internship to complete and be registered for it the next term it is offered. Students must be in good standing and must submit a request to be included in the commencement ceremony to the Registrar during the first two weeks of the semester in which the commencement is held.

Academic Integrity

As members of the academic community, students are expected to recognize and uphold standards of intellectual and academic integrity. The College assumes, as a basic and minimum standard of conduct in academic matters, that students will be honest and that they will submit for credit only the products of their own efforts. Both the ideals of scholarship and the need for practices that are fair require that all dishonest work be rejected as a basis for academic credit. They also require that students refrain from any and all forms of dishonorable conduct in the course of their academic work. Dishonest work may include, but is not limited to, the following infractions:

Plagiarism. Presenting another person’s work as one’s own, including paraphrasing or summarizing of the works of another person without acknowledgment, and the submitting of another student’s work as one’s own is considered plagiarism. Plagiarism frequently involves a failure to acknowledge in the text, notes, or footnotes the quotation of paragraphs, sentences, or even a few phrases written or spoken by someone else.

Cheating on Examinations. Giving or receiving unauthorized help before, during, or after an examination is considered cheating. Examples of unauthorized help include the use of notes, texts, or “crib sheets” during an examination (unless specifically approved by the instructor).

Unauthorized Collaboration. Submission for academic credit of a work product, or a part thereof, represented as being one’s own, which has been developed in substantial collaboration with assistance from another person or source, is a violation of academic honesty. It is also a violation of academic honesty to knowingly provide such assistance. Collaborative work specifically authorized by an instructor is allowed.

Falsification. It is a violation of academic honesty to misrepresent material or fabricate information in an academic exercise or assignment (e.g., false or misleading citation of sources or the falsification of the results of experiments or of computer data).

Multiple Submissions. It is a violation of academic honesty to submit substantial portions of the same work for credit more than once without the explicit consent of the instructor(s) to whom the material is submitted for additional credit.

Consequences of Violations

Violations of academic integrity may result in the following: a grade of “F” or a “zero” for the assignment, an “F” for the course, withdrawal from the course, or suspension or expulsion from the College. Serious violations of academic integrity are reported to the Office of Academic Affairs.

Academic Due Process for Students

It is the objective of these procedures to provide for the prompt and fair resolution of the types of problems described herein which students may experience at Western:

Definitions

Complaint. An informal claim by an affected student that a faculty member or an academic administrator has violated, misinterpreted, or improperly exercised his/her professional duties.
Complainant. An affected student who makes a complaint.

Grievance. A written allegation by an affected student that a faculty member or an academic administrator has violated, misinterpreted, or improperly exercised his/her professional duties. The grievance should include the possibility of a remedy.

Grievant. An affected student who files a grievance.

Respondent(s). The faculty member(s) and/or academic administrator(s) identified by the affected student as causing or contributing to the complaint or grievance.

Grievance Committee. A committee composed of one faculty member selected by the grievant, one faculty member selected by the respondent, and three faculty members selected by the vice president for academic affairs (or assignees).

Time Limits. When a number of days are specified herein, they shall be understood to exclude Saturdays, Sundays, holidays, College vacation days, and other days when the College is not in session and holding classes.

Academic Administrator. Professional personnel of the College, other than teaching faculty, who are in positions to make academic decisions affecting students, including but not limited to, department chairs, associate vice president for academic affairs, vice president for academic affairs, and the President.

Informal Complaint Procedure

The complainant shall discuss the problem with the respondent(s). If the problem is not mutually resolved at this time, the complainant shall confer with the immediate supervisor(s) of the respondent(s). (This usually will be the Chair(s) of the Department(s) to which the respondent(s) is assigned.)

If satisfactory resolution is still not achieved, the complainant must confer with the vice president for academic affairs.

Formal Grievance Procedure

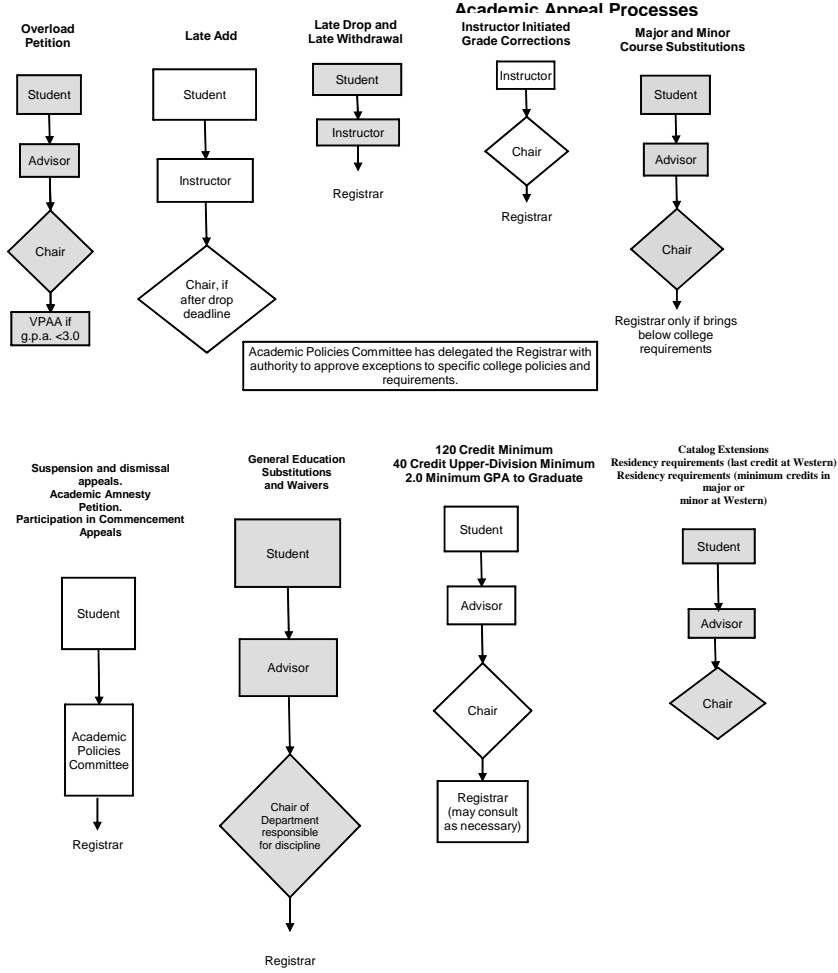
If the complaint is not suitably resolved, the student has the right to file a grievance with the vice president for academic affairs within six months of the time that the grievant could or should have known of the action which is the basis of the problem. This written allegation shall indicate what has already been done to resolve the complaint. Preservation of relevant documents and of precise records of actions taken is advantageous.

The grievance committee shall be formed under the supervision of the vice president for academic affairs, and a hearing shall be scheduled within 15 days after that officer receives the written grievance from the grievant.

The grievance committee shall hear testimony from the grievant, the respondent, and whomever else it deems appropriate.

Within 15 days after completion of the hearing(s), the grievance committee shall submit its findings to the vice president for academic affairs for implementation as deemed appropriate by that officer. A copy of the finding of the committee and of the implementing decision of the vice president for academic affairs shall be given to the grievant and the respondent. The grievant may withdraw the grievance at any point in the proceedings by doing so in writing to the vice president for academic affairs. The vice president for academic affairs may grant an extension of the time limit for good cause.

If the grievance has not been resolved satisfactorily after the above procedures have been completed, the grievant is advised that he/she may appeal to the President of Western State College of Colorado, and ultimately, to the Board of Trustees.



Appendix II Academic Advising

Advising Mission Statement

Western State College of Colorado promotes the intellectual maturity and personal growth of its students. The aim of academic advising at Western is to assist students in becoming lifelong learners by developing educational plans that are compatible with their academic, career, and life goals and to assist students in developing an appreciation of values appropriate to a liberally educated individual.

The role of faculty in the academic advising process is to guide this student initiated development process and nurture the skills necessary to remain committed to a lifetime of learning. The role of the student in the academic advising process is to develop short-term and long term academic goals.

Statement for Handbooks, Webpages, External Communication

Advising is a vital piece in student persistence and success, and is viewed as important in the overall enrollment management strategy of the college. Advising is an integrated, developmental process that contributes to a student's overall college experience. Advising helps students not only in their academic choices, but also in life and career goals. To this end, every undergraduate student is required to meet with their academic advisor before registering for the next semester. Advisors are required to be familiar with the catalog requirements and possible course choices which may best assist students in their progress toward their degree. Students are encouraged to consult frequently with their academic advisor, and academic advisors are encouraged to reach out to their advisees at key stages in their academic career.

The advisor is not responsible for counseling of the student in personal areas but will be able to refer students to the appropriate offices on campus for professional assistance on non-academic matters.

RESPONSIBILITIES:

Student

Contact advisor to make advising appointments at least once each semester to discuss progress, goals and semester schedules. Immediately contact advisor if cannot keep a scheduled appointment and reschedule the meeting.

Be prepared for these meetings with preliminary semester plan, questions, and appropriate catalog material. Specifically, have access to and know how to use current catalog.

Know requirements for completing degree. Ask advisor for guidance and clarification when requirements are not understood.

Work with advisor to establish and clarify academic and career goals. Seek referrals to other campus offices when one needs additional guidance.

Take action and accept responsibility for own academic success at Western.

Make informed decisions and register for classes on time.

Become informed and empowered to advocate on one's own behalf.

Seek out information regarding academic calendar and deadlines, and be responsible for taking action as needed within those deadlines.

Maintain original copies of all advising records and documents and bring to each advising session.

Academic Advisor

Stay current regarding discipline as well as college policies and procedures.

Be knowledgeable about college resources and how students access them, e.g., financial aid, career services, learning assistance center, library resources, mental health counseling, disability services, multicultural center, service learning opportunities.

Maintain confidentiality, and be knowledgeable about legal issues related to student records such as FERPA, ethics, sexual harassment, and students' rights and responsibilities as defined in the student handbook.

Post hours and provide contact information so students can make advising appointments. Keep scheduled appointments and contact students to reschedule when necessary.

Provide guidance and assistance to students in the decision making process in areas such as forming semester plans, short and long term academic and career goals, and time management. Be sure students are informed about their responsibilities regarding the advising process. Help students define and develop realistic goals.

Maintain original copies of all advising records and documents and bring to each advising session.

Institution

Establish standards for student advising documentation, require that students and advisors maintain copies, and establish a system for that information to transfer to new advisor if advisor changes.

Set clear responsibilities for students and faculty advisors.

Provide professional development for advising.

Provide clear and accessible tools such as advising check sheets and student/advisor agreements which clearly delineate the advisor and advisee roles.

Make resources available via a website. Include links to policies, procedures, internal advising information and national advising links.

Develop system for distributing transcripts electronically to faculty, in a readable format.

Seek student feedback on advising system regularly (assessment).

Appendix III Academic Appeal Form

TO THE ACADEMIC APPEALS COMMITTEE OF WESTERN STATE COLLEGE:

I, _____ , _____
(full name) (student number)

hereby petition for readmission to Western State College for the _____ semester following an academic suspension/dismissal (circle the appropriate one). During my last term of attendance at Western, I was majoring in _____, and my academic advisor was _____

I () DO () DO NOT wish to schedule a personal appearance before the appeals committee.

NOTE: Failure to provide ALL of the required information in the manner specified (see outline below) is a basis for a negative decision by the committee on your appeal.

Provide here an address and phone number at which you can be contacted.

Phone: _____

I () DO () DO NOT wish to schedule a personal appearance before the appeal committee.

PROVIDE ON A SEPARATE SHEET OF PAPER ATTACHED TO THIS FORM RESPONSES TO THE FOLLOWING FOUR ITEMS:

Describe what you did during the probationary term at the end of which you were suspended (or dismissed) to improve your academic performance and GPA.

Describe your employment situation during that semester. (Where did you work? What did you do? How many hours per week did you work on the average? At what times of the day/night did you work?)

Describe, in a similar way, your extra-curricular and recreational activities during that semester.

Describe events that have occurred, actions you have taken and plans you have made to change the circumstances you described in responding to items A-C above, so that the committee can be confident that the same or similar factors will not again negatively affect your performance if you are readmitted to Western.

On a separate sheet of paper for EACH previous term of enrollment at Western in which you did not achieve at least a 2.0 term grade point average, clearly identify the term being described on the sheet and then describe, for that term, (a) your employment situation, (b) your extra-curricular and recreational activities, (c) any extraordinary circumstances that contributed to your earning a grade point average below 2.00 and (d) the steps which you took to improve.

If there are any courses for which you have received a grade of "incomplete" and for which you have not yet completed the work, identify them and for each course tell us (a) why you received an incomplete, (b) why you haven't completed the work and (c) your plans to complete the work required.

(A) State your long-term career and academic goals.

(B) Identify the specific courses in which you wish to enroll during the term for which you are petitioning for readmission

(C) Provide any other information you think may be helpful to the Appeals Committee in reaching its decision.

Appendix IV Senate By-Law (Section 11)

Section 11 The Academic Policies Committee.

11.1 Duties. The Academic Policies Committee shall make recommendations to the Senate on all matters related to academic standards, including, but not limited to: a. academic evaluation policies, standards, and procedures b. academic calendar c. admission d. suspension e. transfer credits f. re-admission qualifications g. advising and academic counseling h. the grading system i. academic due process for students (in such areas as grade appeals, plagiarism and other forms of cheating, falsification of records, etc.) j. graduation requirements

The committee is also charged with applying these policies to individuals insofar as that application falls within the charge of one of the following mandated subcommittees:

11.2 Membership. The Academic Policies Committee shall have its membership chosen in accordance with Article II, Section 2. In addition membership shall include: a) chief academic officer of the college administration; b) chief student affairs officer of the college administration; c) administrative officer with primary responsibility for conducting the registration of students into courses; and d) the administrative officer in charge of academic support services for students. The designee of any of these administrative officers who works directly under the supervision of that officer may substitute for that administrative officer. (Amended 10/18/93; 3/18/96; Replaced 8/31/98)

11.3 Student Representation. The Committee shall include one student member appointed by the student government body in order to assure consideration of student views with respect to policies relating to academic standards. (Amended 10/18/93) (Amended 3/18/96)

11.4 Rights of Members and Procedural Rules.

- a. All members shall have all rights normally attendant upon membership, including, but not limited to, the right to: participate in debate; make, second and amend motions; and vote (or abstain from voting) on any and all matters properly come before the committee.
- b. In the absence of Senate Bylaws, Rules, or other directives to the contrary, the committee may establish its own rules of procedure and operation. (Added by amendment 10/18/93)