



**ACADEMIC POLICIES MANUAL**

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## **Section I. Purpose and Procedures**

### **1.01 Introduction**

Academic success, a goal which Western wants all students to achieve, can be measured in many ways. This manual identifies and explains the standards which Western has established as measures of academic success and indicates the policies and procedures which apply to the students who fail to meet the standards. The Vice President for Academic Affairs, in consultation with the Faculty Academic Policies Committee, is responsible for the development and implementation of these academic standards and policies.

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## **Section II. Admissions Policies & Procedures**

### **2.01 Introduction**

Western State College of Colorado welcomes applications for admission. Applicants are evaluated on the basis of their previous academic performance, general background, standardized test scores, and personal attributes. Written personal statements, interviews, and recommendations from teachers, counselors, and others attesting to the applicant's leadership and academic talents are also considered.

All credentials submitted to the Admissions Office become the property of Western State College and will not be returned.

Applicants must complete the appropriate admission application form. A non-refundable admission fee must accompany the application form.

### **2.02 Criteria for Admission of First-Time Freshmen**

- a) Candidates for admission should be graduates from accredited high schools. All freshmen applicants must have their high school submit official transcripts directly to the Western State College Admissions Office. Applicants from non-accredited high schools and home-schooled students are considered on a case-by-case basis. Applicants who have completed their schooling in countries other than the United States (excluding U.S. overseas schools) should see the section on admission of international students.
- b) Freshman applicants should have completed the following secondary school units: (a) four units of English, (b) three units of math, including Algebra I & II, (c) two units of natural science, and (d) two units of social science. Units in modern language and computer science are strongly encouraged.
- c) Applicants with the best chance for admission will have a high-school cumulative grade-point average of 2.5 or better (A = 4.0) and rank in the upper two-thirds of their high-school graduating class. They will also have scored 20 or higher on the ACT or 950 or higher on the SAT.

- d) First-time freshman applicants are required to take either the American College Test (ACT) or the Scholastic Achievement Test (SAT). When registering for the test, an applicant should request that the Student Profile Reports be sent to Western State College of Colorado (Profile codes: ACT-0536, SAT-4946).
- e) GED Applicants. Those applicants who have not graduated from high school are considered for admission if they have successfully completed a GED program with an average score of 50 overall and a minimum score of 40 in each subject area.

### **2.03 Criteria for Admission of Transfer Students**

- a) Official Transcripts should be sent directly to the Western State College Admissions Office by all prior colleges or universities attended. Transfer applicants must have a combined grade-point average of at least 2.0 from all prior colleges or universities to be considered for admission. Transfer applicants must have completed at least the same level of coursework required of freshmen applicants.
- b) Only academic courses for which students have earned a letter grade of "C-" or better will be considered for transfer credit. Consideration will be given to applicants who demonstrate that the work completed at other institutions is of such quality that normal progress toward graduation is being made.
- c) Test scores, recommendations, high school records, interviews, and other relevant information may be used in assessing the application for admission. Transfer applicants who have earned fewer than 30 semester credits are required to submit scores from either the American College Test (ACT) or the Scholastic Achievement Test (SAT).
- d) Grades earned at other institutions are not included in the calculation of grade-point average at Western State College.

### **2.04 Admission of International Students**

- a) International students seeking admission must submit an application for admission, official high school and/or college transcripts (translated into English), along with the non-refundable application fee in American currency.
- b) Applicants must be graduates of high-school programs equivalent to similar programs in the United States. Applicants from countries where English is not a national language must have a score of 550 or better on the Test of English as a Foreign Language (TOEFL) or 213 on the computer-based TOEFL.
- c) Applicants must demonstrate by bank affidavit (English translation) that sufficient funds in U.S. currency is available to cover the costs of each year of anticipated study.

### **2.05 Readmission of Former Students**

- a) Students who leave Western State College and wish to return are required to apply for readmission, unless they have been granted a formal Academic Leave of Absence. Upon readmission, a student will receive the same academic standing under which she/he left. For example, a student who left the college in good

standing will be readmitted in good standing; a student who left while on academic probation will be readmitted on academic probation.

- b) Students who have attended other institutions during their absence from Western State College must also request official transcripts be sent to Western State College by all colleges or universities attended. Courses that have a letter grade of “C-” or better may be considered for transfer credit. Grades earned at other institutions are not included in the calculation of grade-point average at Western State College.

## **2.06 Students Seeking a Second Undergraduate Degree**

Students seeking a second undergraduate degree must meet all residency and major and/or minor requirements. This includes a minimum of 30 hours in residence at Western State College. They are considered to have satisfied freshman- and sophomore-level General Education requirements by virtue of the work completed for their first undergraduate degree.

## **2.07 Unclassified Admission**

- a) An applicant not wishing to pursue a degree at Western State College may be admitted as an unclassified student by completing the “Unclassified Application Form,” submitting a \$25 application fee, and submitting a written statement of their educational intentions.
- b) Western sets policies regarding the unclassified admissions process, criteria for acceptance, limitation of credit, and the courses available to unclassified students.
- c) Should the student wish to pursue a degree in the future, a regular application form must be completed, and the admissions requirements in effect at that time must be met. A maximum of 12 credits taken as an unclassified student will apply toward a degree at Western. Exceptions may be considered on a case-by-case basis. For further information, contact the Admissions Office.

## **2.08 Special High School Student Admission**

Qualified high-school juniors and seniors under the age of 21 may take courses at Western through the Post Secondary Enrollment Options program, earning both high-school and college credit. Western sets policies regarding the admissions process and criteria, limitation of credit, and courses available to Post Secondary Enrollment Options students. Contact the Admissions Office for more information.

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# **Section 3 Transfer Credit, AP Credit, CLEP, Other Credit**

## **3.01 Credit for Advanced Placement**

The College recognizes that each year a number of outstanding high school seniors hope to accelerate their academic progress by taking one or more subjects which are taught at the college level. Western allows credit for Advanced Placement in all subject areas. A minimum score of 3 is required for credit to be

granted for most AP tests (for some tests, a score of 4 is required). Scores must be submitted by the College Board directly to the Admissions Office.

### **3.02 Credit for International Baccalaureate Program**

- a) Western recognizes the International Baccalaureate (IB) Program and for students who have completed the IB diploma program, grants credit based on performance on individual IB exams.
- b) Western will grant a minimum of 24 semester credits of course equivalencies toward the student's general education or graduation requirements as long as all IB exam scores are 4 or greater. Students who have completed the IB diploma program and have earned a score below a 4 on any of the individual subject exams may earn fewer than 24 semester credits of course equivalencies.
- c) Official IB scores must be sent to the Admissions office from the International Baccalaureate Organization.

### **3.03 Credit for Transfer from Two-Year Colleges**

- a) Western will accept courses for which grades of "C-" or better have been earned from accredited two-year colleges. The maximum number of credits that Western will accept toward a bachelor's degree is 60 semester credits.
- b) Credits accepted in transfer, which are comparable to those offered at Western, will apply toward satisfying requirements of the General Education Program and requirements of the standard and comprehensive major and minor programs. Courses not equivalent to specific Western State College courses or excluded from acceptance toward any of Western's program requirements may or may not be accepted as electives. Exceptions to evaluations of transfer credit by the Admissions Office may be requested by the appropriate academic department.
- c) Credit accepted in transfer from two-year institutions can only be counted as lower division credit. This applies even if the course equivalency is for an upper division course at Western.
- d) Transfer credit accepted on a provisional basis from a college which is a candidate for accreditation (as recommended in the American Association of Collegiate Registrars and Admissions Officers Transfer Credit Practices) can only be validated by the student completing 30 credit hours at Western with a 2.0 cumulative grade-point average.
- e) Articulation agreements and transfer guides have been developed with all of the Colorado two-year institutions. Transfers from Colorado two-year programs who complete the state-wide Core Curriculum will be considered to have satisfied the freshman and sophomore portions of Western's General Education program, including the competencies. This core requirement completion must be noted on the student's transcripts.

### **3.04 Credit for Transfer from Four-Year Institutions**

- a) Western will accept courses for which grades of "C-" or better have been earned from accredited four-year colleges or universities. The maximum number of credits that Western will accept toward a bachelor's degree is 90 semester credits.

- b) Credits accepted in transfer, which are comparable to those offered at Western, will apply toward satisfying requirements of the General Education Program and requirements of the standard and comprehensive major and minor programs. Courses not equivalent to specific Western State College courses or excluded from acceptance toward any of Western's program requirements may or may not be accepted as electives. Exceptions to evaluations of transfer credit by the Admissions Office may be requested by the appropriate academic department.
- c) Transfer credit accepted on a provisional basis from a college which is a candidate for accreditation (as recommended in the American Association of Collegiate Registrars and Admissions Officers Transfer Credit Practices) can only be validated by the student completing 30 credit hours at Western with a 2.0 cumulative grade-point average.

### **3.05 Credit for Transfer by Military and Non-Traditional Programs**

- a) Western will accept credits for both military service training and non-traditional training as recommended by the American Council of Education.
- b) The maximum number of credits that Western will accept toward a bachelor's degree is 30 semester credits.
- c) Credits accepted in transfer, which are comparable to those offered at Western, will apply toward satisfying requirements of the General Education Program and requirements of the standard and comprehensive major and minor programs.
- d) Courses not equivalent to specific Western State College courses or excluded from acceptance toward any of Western's programs requirements may or may not be accepted as electives.
- e) Exceptions to evaluations of transfer credit by the Admissions Office may be requested by the appropriate department.
- f) Western will not grant credit for "life experience," that is, credit for experience gained from "work-related" activities.

### **3.06 Credit for College Level Examination Program (CLEP)**

- a) Western will award credit for both the general and subject CLEP exams. Students may be awarded a maximum of 20 semester credits as a result of completing the general CLEP examinations. This credit may only be used to satisfy general education requirements at Western. The English Composition test is not approved for credit at Western.
- b) Students who enroll at Western State College as first-time freshmen or as second-term freshmen must present necessary CLEP credentials by the end of their first year in school in order to receive credit for the CLEP general examinations.
- c) In awarding credit on the basis of subject examinations, Western State College follows (approximately) the recommendations of the Council on College-Level Examinations. This means that credit is awarded on the basis of a scaled score of 50, which is approximately at the 50th percentile.
- d) For a list of subjects and courses awarded CLEP credit, contact the Admissions Office or Academic Support Center. Total credit generally permitted under CLEP and other programs leading to credit by examination for any one student is limited to 40 semester hours. Exceptional cases may be appealed.

- e) Students transferring CLEP credits from another institution will be notified by the Admissions Office about how these credits fulfill requirements at Western State College.

### **3.07 Resolution of Transfer Disputes Among Colorado Institutions**

- a) Students transferring from Colorado institutions may file an appeal of Western State College's evaluation of their transfer credits by adhering to the following procedure. The office responsible for the appeals process is the Admissions Office.
    - 1) The appeal must be filed in writing to the Admissions Office of Western State College within 15 calendar days of their receipt of the evaluation. Failure to file in this timely manner will mean that the original evaluation will be binding. Western will respond to any timely appeal in writing within 15 calendar days of the receipt of the appeal.
    - 2) If the initial appeal does not resolve the dispute, the student may appeal in writing to the student's previous institution(s) within 15 calendar days. The presidents of the two institutions (or their representatives) may then resolve the dispute. Agreement between the institutions will constitute a final and binding decision, which Western's Admissions Office will communicate to the student.
    - 3) If resolution is still not attained, the student may file an appeal with the Colorado Commission on Higher Education (CCHE) within 15 calendar days of receipt of the decision by The Office of the State Colleges in Colorado. The CCHE may then resolve the dispute. Their decision will be final and binding.
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## **Section 4 Credits, Student Classification and Academic Load**

### **4.01 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 hour requires at least 750 minutes of time in class. In laboratory courses, students are expected to spend at least 1,500 to 2,250 minutes in class for each unit of credit earned.

### **4.02 Student Classification by Class Level**

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

<u>Classification</u>	<u>Semester Hours Earned</u>
Freshmen	0-29
Sophomores	30-59
Juniors	60-89
Seniors	90 +

### **4.03 Student Academic Load**

- a) Sixteen-week Course Load.
    - 1) A standard course load over a 16-week semester is 15 credits. This is the most common load leading to graduation in four years.
    - 2) Students are discouraged from carrying an overload. 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 credit hours.
    - 3) If a student has a cumulative grade-point average of 3.000 or better, she/he may, with a petition signed by the student and approved by the student's advisor and the chair of the student's major department (or the Advising Center if no major is declared) and then submitted to the Registrar, get approval to take an overload in a given semester. If the student's cumulative grade-point average is below 3.000, the petition also requires the approval of the Associate Vice President for Academic Affairs.
  - b) Ten-week summer session course load
    - 1) 6 credits will be 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.
    - 2) Students wishing to take 13 to 15 credits in a 10-week summer session may do so if they have a 3.000 GPA with the approval of the advisor and the chair of the student's major department or the Advising Center if no major is declared. If the student has less than a 3.000 GPA, she/he must also obtain the approval of the Vice President of Academic Affairs.
    - 3) A tuition surcharge must be paid for any course load of 13 to 15 hours. No student may take more than 15 credits in a 10-week summer session.
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## **Section 5 Registration**

### **5.01 Advising**

All Western State College 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, and consultation with an academic advisor is required before registration.

### **5.02 Registration Procedures**

New students are strongly encouraged to participate in one of the registration/orientation programs. Information about registration/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.

### **5.03 Late Registration**

Students are strongly encouraged to register for classes prior to the beginning of the semester in which they wish to enroll. 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.

### **5.04 Add/Drop**

- a) 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.
- b) Students may drop a course without any entry on their permanent record only before 15% of the class meetings for any given course have been held. This rule applies for both classes that meet for a full semester or classes that meet in sessions shorter than a full semester. (Note the difference between this rule and “withdraw” explained below.)
- c) Western State College faculty reserve the right to drop students from class rolls if they miss the first class meeting. Not all faculty 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 will be the student’s responsibility to contact each faculty member to request that his/her seat in the class be held.
- d) If, in violation of the course instructor’s announced attendance policy, a student has excessive absences, the course instructor may initiate the grade “W” (withdraw) during the withdrawal period.
- e) Course instructors may also withdraw a student from a class for violations of academic integrity or disruptive behavior. The Registrar will notify the student that she/he has been withdrawn from the course.

### **5.06 Class Attendance**

Faculty members make every effort to make coursework meaningful. Students should feel a similar obligation to attend classes. The interactions a student has in the classroom, both with the faculty member teaching the course and with fellow students, represent a significant part of coursework. Faculty members may set specific attendance policies for each of their courses and specify those policies in the course syllabus.

### **5.07 Internships**

- a) Internships offer students the opportunity to combine academic credit with work in their career field. The learning objectives and academic requirement for this experience 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.
- b) Minimum 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.
  - c) In order for internships to maintain academic integrity, Western State College and a faculty member must be involved from the initial development of the learning objectives through the completion of the internship.
  - d) Students must register for internship credit (variable credit course) 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 being done. This coursework is part of a student's academic load for the semester.

### **5.08 Taking Courses for No Credit (NC)**

- a) Regularly enrolled students may enroll in a course for no credit (NC), but only at the time of registration. Students may not change from no credit (NC) to credit or from credit to no credit after the class has begun. Students enrolled for no credit (NC) pay appropriate tuition and fees and are expected to attend classes regularly. No-credit courses are treated as a part of a student's courseload for purposes of determining semester courseload limits.
- b) 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 Vice President for Academic Affairs, Taylor Hall 221, (970) 943-3045.

### **5.09 Agreements Among State Colleges**

- a) The Trustees of the State Colleges in Colorado have established cooperative agreements among the State Colleges (Adams State College, Mesa State College, Metropolitan State College of Denver, and Western State College) that allow students registered at any one of the four State Colleges to register for and attend classes at any of the other State Colleges.
- b) Western students who take courses at any of the other State Colleges not only can count the credits toward their degree requirements at Western, but also are allowed to have the grade-points earned in such courses count toward their GPAs.
- c) When Western students take advantage of course opportunities at the other State Colleges, Western is designated as the "home" institution, and the other State College which they attend is designated the "host" institution.

- d) While no limits are placed on the number of courses a student may take at another State College, the student is still obligated to meet the requirements for graduation from Western, including “residence” requirements (see the Residence Credit Requirements section below).
- e) For further information on these cooperative agreements among the State Colleges in Colorado please contact the Registrar’s Office at Western (970-943-2047).

### **5.10 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. If a student obtains these authorizations, he or she will receive a grade of “W” (which has no effect on the student’s grade-point average--refer to the section on Grades and Grade-Points below). 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 class schedule booklets for each semester.

### **5.11 Official Withdrawal from College**

- a) Students who wish to officially withdraw from the College may do so any time during the semester. Contact the Dean of Students in the Student Affairs Office to initiate an official withdrawal from the College. Students should also consult with course instructors, their academic advisor and/or the Academic Support Center.
- b) After the official Add/Drop period, but before the last one-third of the term has begun, 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 section on Grades and Grade-Point Averages that follow) would be a more appropriate grade.
- c) **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 either “W” or “WF” may be assigned. The Coordinator of the specific program can explain the guidelines and consequences resulting from dropping or withdrawing from these selected courses.
- d) **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 Dean of Students’ Office (970) 943-2011 and request that the Dean of Students act as the student’s agent in notifying course instructors, the student’s advisor, and obtaining grades.

## 5.12 Academic Leave of Absence

The Academic Leave of Absence policy is designed to allow students who plan to be absent from Western State College 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 are available in the Registrar's Office.

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## Section 6 Grades and Grade Point Average

### 6.01 Numerical Values of Grades

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

### 6.02 Computation of Grade-Point Average (GPA)

- a) To obtain grade points earned in a course, multiply the number of credit hours per course by the numerical points for the grade earned in the course. Following is an example of a GPA calculation for 12 credit hours 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 credit hours	12	Total grade points	=30.000

- b) A student's semester GPA is calculated by dividing total grade points by total credit hours attempted ( $30.000/12 = 2.500$  GPA). A student's cumulative GPA is calculated by dividing all grade points earned by all credit hours attempted.
- c) 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*, with no rounding procedure used to reduce them to a smaller number of decimal places.

### **6.03 Repetition of Courses**

- a) A student who has received a low grade in a course can improve her/his 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.
- b) In addition, the following conditions apply to repeating a course:
  - 1) For coursework taken for the first time prior to the Summer of 1991, recalculation of cumulative GPA on the basis of course repetitions is not automatic; in order to assure that such a recalculation is done, a student must notify the Registrar's Office each time a course is repeated.
  - 2) 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 the Registrar.
  - 3) Coursework repeated after the undergraduate degree has been recorded on the student academic record will not be included in the undergraduate GPA.

### **6.04 Grades Assigned Other than A, B, C, D, F**

- a) 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 coursework 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.
- b) A grade of "TF" (Technical Failure) indicates that the student discontinued participation in the course without official approval. A "TF" is assigned 0.000 grade points.
- c) Selected courses have been approved to be graded as *Satisfactory/Unsatisfactory* solely and are so noted in their catalog 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, and the credit hours are counted toward hours earned (except for remedial courses, MATH 099 and ENG 099. The grade of "U" is

- equivalent to the letter grades of D+ or below and no credit hours 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.
- d) 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.
  - e) 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, at the end of which a grade must be assigned.
  - f) Incomplete (IN) or In Progress (IP) grades which are completed after the undergraduate degree has been posted will not be included in the undergraduate GPA.

### **6.05 Attendance-Related Grades**

- a) Grades for courses taken by students who cease to attend classes, but who do not officially withdraw from the College may be assigned “TF” (“Technical Failure”) by the respective course instructors. “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.
- b) Courses for which a grade of “W” has been submitted to the Registrar’s Office shall not be used in calculating overloads. With proper approval, students may replace such courses during the same semester with another course or courses bearing an equal or lower number of credits without being subject to overload policies (petition or surcharge).

### **6.06 Grade Corrections**

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

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## **Section 7 Academic Standing**

### **7.01 Introduction**

Because Western recognizes that, for some students, the adjustment to college life has a negative effect on their early academic performance, the 2.000 cumulative grade-point average requirement (ultimately necessary for graduation with a bachelor’s degree) is not immediately imposed on beginning students. Nevertheless, all students should strive, from the start, to achieve at least this minimum level.

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 seek services provided by Western to help them to succeed academically. Further, students who perform at less than a 2.000 GPA level, even if they are not technically “academically deficient,” should take steps to improve their academic performance.

## **7.02 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. The names of these students will be posted throughout the campus, and they will receive a letter of congratulations from the Vice President for Academic Affairs.

## **7.03 Academic Alert**

Students who have cumulative grade-point averages of 2.000 or higher are sent academic alert notices at the end of any semester in which they receive a semester grade-point average lower than 1.500.

## **7.04 Academic Probation**

- a) Western places students in this category when they fall below the minimum cumulative grade-point averages required (see below). It is an early warning that the student needs to take steps to improve academic performance. A student is placed on academic probation if that student:
  - 1) Is in the first semester of enrollment at Western (regardless of the number of credit hours for which the student enrolled) and receives a semester GPA below 1.500;
  - 2) Has attempted fewer than 10 credit hours and has less than a 1.750 cumulative GPA at the end of a non-probationary semester;
  - 3) Has attempted between 10 and 44 credit hours and has less than a 1.880 cumulative GPA at the end of a non-probationary semester;
  - 4) Has attempted 45 or more credit hours and has less than a 2.000 cumulative GPA at the end of a non-probationary semester.
- b) The student is expected to raise her/his 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. If a student on probation achieves at least a 2.000 semester grade-point average (even though her/his cumulative grade-point average has not reached the specified level), that student may be permitted to continue for an additional probationary semester.

## **7.05 Academic Suspension**

- a) Academic suspension notices are issued at the end of Fall, Spring and Summer semesters to all students who have not previously been suspended and who, during a probationary semester, have failed to achieve the grade-point average required by their probationary status:

- 1) Students who have attempted fewer than 10 credit hours and have less than a 1.750 cumulative GPA at the end of a probationary semester are placed on academic suspension.
  - 2) Students who have attempted between 10 and 44 credit hours and have less than a 1.880 cumulative grade-point average at the end of a probationary semester are placed on academic suspension.
  - 3) Students who have attempted 45 or more credit hours and have less than a 2.000 cumulative grade-point average at the end of a probationary semester are placed on academic suspension.
- b) In addition, *any* student who earns less than a 1.000 GPA in any semester may be placed on academic suspension.
  - c) 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.
  - d) Credits earned at another institution during a period of academic suspension are evaluated by the criterion explained in the Admissions Policies and Procedures section of this catalog.
  - e) 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 State College. Each petition is reviewed by the Appeals Committee to determine whether the appeal is granted.
  - f) If the Academic Appeals Committee affirms a petition, then the Committee is authorized to specify conditions, including but not restricted to these general regulations, which reinstated students must meet in order to continue beyond at Western State College.

## **7.06 Academic Dismissal**

- a) If a student returns from a period of academic suspension and does not attain a 2.000 or higher semester grade-point average during any semester prior to attaining or exceeding the cumulative grade-point average required at that point in her/his academic career, no further probationary semester is allowed, and the student is issued an immediate notice of academic dismissal.
- b) 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 criterion explained in the Admissions Policies and Procedures section of this catalog.

### **7.07 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.

### **7.08 Academic Amnesty**

Students who have not attended Western State College 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 credit hours attempted at Western will not be used in calculating the overall grade-point average. Petitions by the student may be obtained in the Registrar's Office and returned to this office for review by the Academic Policies Committee. Students must submit a petition for academic amnesty before the end of their first term of reentry. Academic Amnesty will be granted to a student only once upon reentry.

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## **Section 8 Graduation Requirements**

### **8.01 Operative College Catalog**

- a) 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 Requirement Audit or file an Application for the Bachelor Degree. 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.
- b) Each operative catalog year begins at the start of the summer session , and ends with the conclusion of the following spring semester.
- c) 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.

### **8.02 General College Requirements**

- a) A minimum of 120 semester hours of credit is required for graduation. Of the 120 total credits required, students must earn 40 credits in upper-division courses

- (those courses numbered 300 and 400). Fifteen of these 40 upper-division credits must be earned in courses that are part of the standard or comprehensive major programs.
- b) 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.
  - c) All requirements specified in this section are minimums; some programs require levels beyond these minimums.

### **8.03 Residence Credit Requirements**

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

### **8.04 Major and Minor Requirements**

- a) Each student is obligated to meet either: i) the requirements of a standard major program and 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 ii) 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.
- b) Students must complete a capstone experience (minimum of 2 credits) as part of the standard or comprehensive major. A student may earn a second or additional major by completing the requirements of each major. Academic programs, including specific major and minor requirements are established by the Vice President for Academic Affairs in consultation with the Curriculum Committee and the Faculty Senate.<sup>1</sup>
- c) 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.
- d) 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.
- e) All degrees, majors, emphases, and minors desired must be declared on the "Application for the Bachelor Degree" card.

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<sup>1</sup> Revised March, 2003

## **8.05 General Education Requirements**

All students must complete the Western State College General Education program including the Essential Skills and the Liberal Arts requirements as approved by the Vice President for Academic Affairs in consultation with the Curriculum Committee and the Faculty Senate.<sup>2</sup>

## **8.06 Graduation With Honors**

- a) In order to graduate with honors, a student must have an overall cumulative grade-point average at Western State College as follows:
- |                 |               |
|-----------------|---------------|
| Cum Laude       | 3.500 - 3.749 |
| Magna Cum Laude | 3.750 - 3.899 |
| Summa Cum Laude | 3.900 - 4.000 |
- b) 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. 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, which still must include a minimum of 40 GPA hours completed in residence.

## **8.07 Graduation Requirement Audit**

- a) *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, on-line grade reports, and copies of the student's permanent record.
- b) Students must submit academic program and General Education evaluation forms through their advisor to the Registrar's Office 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.

## **8.08 Application for the Degree**

Students are required to file an "Application for the Bachelor Degree" card with the Registrar's Office during the first two weeks of the semester in which they expect to complete all degree requirements.

## **8.09 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 9 or fewer hours to complete program requirements and be registered for those hours the following term, or

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<sup>2</sup> Revised March, 2003

have a capstone, internship, or student teaching to complete and be registered for it the next term it is offered. Students must be in good standing and 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.

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## **Section 9 Academic Integrity**

### **9.01 Introduction**

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 be honest and that they 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 are not limited to the following infractions:

### **9.02 Definitions**

- a) **Plagiarism.** Presenting another person's work as one's own, including paraphrasing or summarizing of the works of another person without acknowledgment, including the submitting of another student's work as one's own. 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.
- b) **Cheating on Examinations.** Involves giving or receiving unauthorized help before, during or after an examination. Examples of unauthorized help include the use of notes, texts or "crib sheets" during an examination (unless specifically approved by their instructor).
- c) **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 or without assistance from another person or source, is a violation of academic honesty. It is also a violation of academic honesty knowingly to provide such assistance. Collaborative work specifically authorized by an instructor is allowed.
- d) **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, the falsification of the results of experiments or of computer data).
- e) **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.

### **9.03 Consequences of Violations**

Violations of academic integrity may result in the following: an F grade 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 will be reported to the Office of Academic Affairs.

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## **Section 10 Academic Due Process for Students**

### **10.01 Introduction**

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 State College.

### **10.02 Definitions**

- a) **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.
- b) **Complainant.** An affected student who makes a complaint.
- c) **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.
- d) **Grievant.** An affected student who files a grievance.
- e) **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.
- f) **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).
- g) **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.
- h) **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.

### **10.03 Informal Complaint Procedure**

- a) The complainant shall discuss the problem with the respondent(s).
- b) 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.)
- c) If satisfactory resolution is still not achieved, the complainant must confer with the Vice President for Academic Affairs.

#### **10.04 Formal Grievance Procedure**

- a) 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.
- b) The grievance committee shall be formed under the supervision of the Vice President for Academic Affairs and a hearing shall be scheduled within fifteen days after that officer receives the written grievance from the grievant.
- c) The grievance committee shall hear testimony from the grievant, the respondent, and whomever else it deems appropriate.
- d) 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.
- e) The grievant may withdraw the grievance at any point in the proceedings by doing so in writing to the Vice President for Academic Affairs.
- f) The Vice President for Academic Affairs may grant an extension of the time limit for good cause.
- g) 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, and ultimately, to the Trustees of the State Colleges in Colorado.

#### **10.05 Grievance Committee Procedures**

- a) The grievance committee shall elect a chairman from among its members.
- b) The chairman of the grievance committee shall appoint a secretary, who shall keep minutes.
- c) The procedures of the hearing shall be at the reasonable discretion of the chairman of the grievance committee.
- d) The chairman of the grievance committee shall notify the grievant and the respondent of a mutually acceptable date, time and place of the scheduled hearing(s).
- e) The grievant and the respondent shall have full responsibility for preparing and presenting evidence to support their cases.
- f) No legal counsel shall be permitted at hearings.
- g) The grievance committee shall have access to all relevant information regarding the case, except for unwaived confidential information.
- h) If more than one grievant appeals for the same cause, the collective grievances may be heard by a single committee.



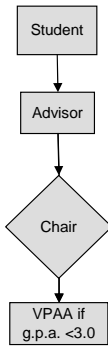
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## **Appendix I Academic Appeal Processes**

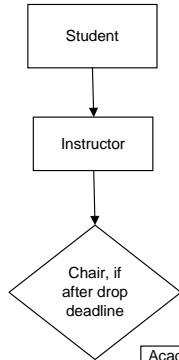


**Academic Appeal Processes**

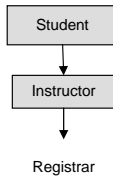
**Overload Petition**



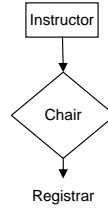
**Late Add**



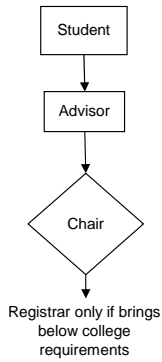
**Late Drop and Late Withdrawal**



**Instructor Initiated Grade Corrections**



**Major and Minor Course Substitutions or Waivers**

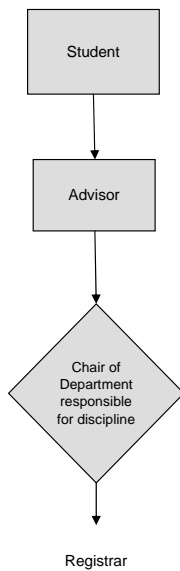


Academic Policies Committee has delegated the Registrar with authority to approve exceptions to specific college policies and requirements.

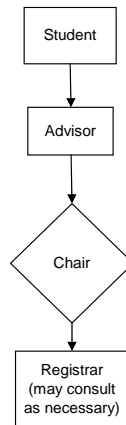
**Suspension and dismissal appeals.  
Academic Amnesty Petition.  
Participation in Commencement Appeals**



**General Educator Substitutions and Waivers**



**120 Credit Minimum  
40 Credit Upper-Division Minimum  
2.0 Minimum GPA to Graduate**



**Catalog Extensions  
Residency requirements (last credit at Western)  
Residency requirements (minimum credits in major or minor at Western)**

