

GRADUATE ACADEMIC POLICIES HANDBOOK

for

CONCORDIA UNIVERSITY
SEWARD, NEBRASKA

2012-2013

NOTE: This handbook contains policies that are specific only to the Graduate College of the university. The policies contained in the “Academic Policies Handbook” also apply to the Graduate College, unless they are superceded by an alternate policy contained herein.

G-1.200 GRADUATE FACULTY MEETINGS

- I. The Graduate Council will determine the time, place, frequency and length of regular meetings.
- II. There will be at least two meetings each academic year.
- III. Meetings will be governed by Roberts’ Rules of Order, Newly Revised except as modified by the faculty policy.
- IV. The faculty may declare an executive session on a specific issue by a majority vote of those in attendance. No member or advisory member may be excluded from an executive session. The Graduate Council may request an executive session to be approved by the faculty in attendance.

Revised; Approved by Graduate Council, 9-2009; Approved by Graduate Faculty 2-2010*

G-1.415 GRADUATE COUNCIL

- I. Area of responsibility
The Graduate Council shall
 - A. Study, evaluate and make recommendations to the Graduate Faculty on policy matters related to the graduate and post-baccalaureate program of the university.
 - B. Interpret existing academic policies for the Office of the Provost.
 - C. Upon the recommendation of the Program Directors, recommend candidates to the Graduate Faculty for graduation.
 - D. Promote the overall quality of the graduate program and the well-being of the graduate students.
 - E. Represent the College of Graduate Studies on the University Council.
- II. Membership
 - A. Three members with three or more years of experience as a Graduate Faculty member are elected by the Graduate Faculty. Graduate Program Directors and Deans are ineligible for these elected positions. Faculty members are elected for two-year terms.
 - B. The Office of the Provost will recommend two Graduate Program Directors (one representing a program in Arts and Sciences and one from a program in Education) to serve the Graduate Council for one year terms. The recommendations must be approved by the Graduate Faculty.

- C. The Provost, Associate Provost, Dean of Education, Dean of Arts and Sciences, and a representative from the Registrar's office are non-voting ex officio members of the Graduate Council.

Approved by Graduate Faculty 9-2010

G-1.520 SECRETARY OF THE GRADUATE FACULTY

- I. The secretary to the faculty at large shall serve as the secretary for the Graduate Faculty.
- II. The secretary
 - A. keeps the official minutes of all Graduate Faculty meetings;
 - B. gives a complete set of minutes with all materials to the President at the end of the academic year;
 - C. is responsible for having the minutes duplicated and distributed to the members of the Graduate Faculty;
 - D. serves at the chair of the Nominations Committee;
 - E. provides the chair of the Graduate Council and the Associate Provost with the changes and additions in the Academic Policies Handbook as a result of faculty action;
 - F. is responsible for the publishing and distributing of a list of Graduate Faculty office holders and committee membership with committee chairperson and secretaries identified at the beginning of the school year.

Revised; Approved by Graduate Council 10-2009; Approved by Graduate Faculty 2-2010

G-2.299 COURSE NUMBERING AND REQUIREMENTS

Courses open only to graduate students are numbered in the 500 series. Courses numbered in the 400 series are open to undergraduate students.

Revised; Approved by Graduate Council, 9-2009; Approved by Graduate Faculty 2-2010

G-2.300 GRADUATE FACULTY ADVISING

- I. The purpose of the academic advising program is to effect the best possible union between the student and the curriculum. The programs of the university and the talents of the student should be brought into a relationship which satisfies the wishes and goals of the student, the objectives of the university and the needs of the ministries of the church.
- II. Every Graduate Faculty member is eligible to serve as an adviser.
- III. Graduate advisers are responsible for assisting students in filing a program of study.

IV. The appropriate dean assigns an adviser after giving the graduate student an opportunity to request a specific eligible faculty member from among those who do not have full advising loads.

V. Graduate advisers do not receive loadweight.

VI. The appropriate dean is responsible for orienting advisers to their role and preparing materials to assist them in their work.

Revised; Approved by Graduate Council 9-2009; Approved by Graduate Faculty 2-2010

G-2.3119 CREDIT HOUR ALLOCATION

- I. One credit hour of graduate academic credit represents approximately 3-4 hours of instruction or instructional activities per week or 40-60 hours of instruction or instructional activities over the course of an academic module or term. Instruction and instructional activities may include but are not limited to: lecture, discussion and activities, readings, written or spoken projects, internships, practicum, labs, lab prep, review sessions, mediated discussion, media presentations (e.g. videos, podcasts), or simulations.

Approved by Graduate Faculty 5-2012; Approved by Graduate Council 3-2012

G-2.370 ADDS, DROPS, WITHDRAWALS

- I. Adds: A currently registered student may add a class during the first week of the module prior to 5:00 pm on Friday. If online registration is closed, the student must submit a [Class Add Form](#) (link to portal) and contact his or her Program Director to see if the student can get into the class.
- II. Student-Initiated Drops: A student may drop his or her registration from a course any time prior to the Friday of the second week of class. The [Student Drop Form](#) (link to portal form) must be received by the registrar prior to 5:00pm on the Drop Date.

A drop is a change in registration and is not entered into the student's official grade transcript. A 100% tuition refund will be issued to the student's account.

- III. Administrative Drops: A student who is a non-participant/non-attender in the first two weeks of class may be considered a "no show" and may be administratively dropped from the class. This drop constitutes a change in registration and is not entered into the student's official grade transcript. A 100% tuition refund will be issued to the student's account. Students will be notified by mail of an administrative drop.

- IV. Withdrawals: After the two-week drop period, a student may withdraw from a class any

time up to the withdrawal date using the [Student Withdrawal Form](#) (link to portal), and when approved, a “W” will be recorded on the student’s official record. This will not count in the student’s GPA however it will count in the number of hours attempted. Any tuition refund for a withdrawal will follow the appropriate refund schedule per class length.

After the withdrawal deadline, a student may not withdraw from a class. A letter grade will be posted for work completed for the class.

If a student stops attending a course after the drop date and does not complete the withdrawal process, the final grade will be based on the amount of work completed as compared to the work expected for the entire course. The student may have an “F” recorded on their official transcript. No tuition refund will be available. The grade will count in the student’s GPA, and it will count toward the number of hours attempted.

- V. Withdrawal Deadline: The withdrawal deadline is two weeks prior to the end of the course. The withdrawal deadline dates will be determined and published by the Registrar for each term.

Approved by Graduate Council, 1-2012

G-2.380 GRADING SYSTEM

- I. The system of letter grades (A,B,C,D,F, W and I), with pluses and minuses, is to be used. Letter grades with pluses and minuses are recorded in the permanent record and on the transcript.

- II. The following grade point system is used to determine grade point average.

A 4.000	C 2.000
A- 3.667	C- 1.667
B+ 3.333	D+ 1.333
B 3.000	D 1.000
B- 2.667	D- 0.667
C+ 2.333	F 0.000

- III. Grading System:

- A (-) The student has demonstrated a superior mastery of the material and has met the objectives of the course in a superior manner.
- B (+/-) The student has demonstrated a commendable mastery of the material and has met the objectives of the course in a commendable manner.
- C (+/-) The student has demonstrated a satisfactory mastery of the material and has met the objectives of the course in a satisfactory manner.
- D (+/-) The student has not demonstrated a satisfactory mastery of the material, but has met the objectives of the course in a minimal manner.
- F The student has failed to master the material or meet the objectives of the course.

- W The student has withdrawn without penalty; grade is not computed in grade point average. Given for withdrawal after the withdrawal deadline under authorized conditions.
- I The student has an incomplete; grade is not computed in grade point average.

Revised; Approved by Graduate Council 1-2010; Approved by Graduate Faculty 2-2010

G-2.381 GRADE AND TIME REQUIREMENTS

- I. The program must be completed within seven calendar years, beginning with the first course enrolled in the student's graduate program.
- II. The Graduate Council, upon recommendation of the student's committee and the graduate dean, may approve exceptions to the seven-year limit.
- III. For purposes of financial aid, Concordia considers graduate students to be making satisfactory progress toward their degree when they maintain a cumulative grade point average of 3.00 and complete their degree within seven years.
- IV. Eligibility for federal student loans is limited to seven years of full/half time enrollment. Full-time enrollment is defined as 6 hours per term. Half-time enrollment is defined as at least 3 hours per term.
- V. Credit in 500 level courses, taken within this institution, will be accepted only for courses in which a grade of C or higher was earned.
- VI. Depending on the admission policy of the program, a student may be allowed credit for work completed at the graduate level prior to enrolling at Concordia University. Application for the transfer of such credits must be made prior to admission. The applicant must provide official transcripts from a regionally accredited college or university documenting the completed work and the grades obtained for this work. These grades must meet the Concordia admission standards.

Students will be expected to document the course content either through a copy of the catalog description of the course or a course syllabus.

Undergraduate courses will not transfer for graduate courses and will not count toward a master's degree.

In order for a course to transfer to Concordia, its number of graduate credits for a course taken at another university must be equal to or greater than the number of credits of a comparable course at Concordia, e, g., a two-credit course cannot transfer in for a three-credit course. Courses in which the student received lower than a 3.0 (B) will not be considered for transfer.

A maximum of 25% of the credits required in any given program may be accepted by transfer from an appropriately approved and accredited institution which follows the guidelines of approval by the Graduate Deans of Nebraska Colleges. Upon recommendation from the Program Director, the Dean of the College of Graduate Studies

may accept additional coursework.

- VI. Students taking graduate courses as undergraduate students must receive prior approval by the dean of the appropriate college, who shall also make a determination of the official date of admission into a graduate program.

Approved by Graduate Faculty 9-2010

G-2.382 ACADEMIC DISHONESTY POLICY

- I. Academic dishonesty is a serious offense that will result in serious penalties which may include course failure or expulsion from Concordia University.

- II. Academic dishonesty includes but is not limited to: cheating, fabrication, plagiarism, and lying.

Plagiarism occurs when students use the work, research, ideas, or words of any other person or source without proper citation or credit. Plagiarism includes but is not limited to: Submitting the same or similar work of a classmate, paraphrasing someone else's idea without attributing, quoting without using quotation marks and citing the source, taking information from the internet without quoting or citing sources.

Cheating includes but is not limited to: Using unauthorized materials such as notes, books, or electronic devices during an exam or assignment, inappropriate consultation with a classmate, copying answers from another student, studying from an old exam or assignment that was not allowed to be circulated, and accepting answer keys or exams that have been stolen or obtained under false pretense.

Fabrication includes but is not limited to: Citation of nonexistent sources, attributing an idea to a source that is not contained therein, invention of data.

Lying includes but is not limited to: Requests for special consideration from the instructor based on false information, fabrication of a medical or other emergency as an excuse for needing more time to work on an assignment or for missing an exam, claiming falsely to have completed or turned in an assignment, and falsely reporting an ethics violation by another student.

- III. Professors may require students to submit their work through plagiarism detection software programs.

- IV. Professors may have a plagiarism or academic dishonesty policy that is unique to a specific course and all professors should iterate the university statement on academic dishonesty in course guides. However, whether or not the professor has stated a policy, he or she has the right

to take action in cases of academic dishonesty. By accepting a syllabus and seeking credit for a course, a student accepts that the professor or the university has the right to fail them in a course or remove them from a program because of the academic dishonesty.

V. Students found to have committed academic dishonesty, are subject to any penalties applied by the professor as well as any institutional penalties that may be exacted. In other words, both the instructor and the university may enforce sanctions.

VI. All parties involved in academic dishonesty are considered equally guilty. Students sharing course materials with other students or doing work for other students are as guilty as the students who claimed or used the work or course material.

VII. When academic dishonesty occurs, professors are required to report the case and any penalties incurred to the department or program chair and to the provost's office. Each will review the case. If either the chair or the provost's office determines that additional sanctions are appropriate, the university may enforce penalties independent of or in addition to the professor.

VIII. Multiple incidents of plagiarism or other academic dishonesty may be immediate grounds for dismissal from the university.

IX. If it is discovered after a course is completed that a student has earned credit through dishonest means, then the Graduate Council will appoint a committee to review the situation and recommend action. Recommended actions may include, but are not limited to requiring work to be resubmitted and/or altering grades. Altering of grades may result in a student's degree being rescinded.

Revised, Approved by Graduate Faculty 5-2012; Approved by Graduate Council 3-2012;
Approved by the Graduate Faculty, 4-2011

G-2.385 INCOMPLETES

- I. A student may be given a grade of "Incomplete" when, in the judgment of the instructor, abnormal circumstances prevent that student from completing the course requirements.
- II. An incomplete is to be removed within 30 days after the last day a course meets.
- III. If the student's ability to complete the course within the 30-day extension is compromised by ongoing abnormal circumstances, an additional 30-day extension may be granted by the instructor in consultation with the program director and appropriate dean.

IV. An incomplete that is not removed prior to deadlines above will be recorded as a “Failure.”

V. Incompletes are removed when the instructor files a “Grade Change Form” with the registrar.

VI. Theses, independent studies, and projects are exceptions to the policies above. These ordinarily must be finished within one calendar year.

VII. The program director is to provide opportunity for students to remove incompletes in the absence of the instructor.

Revised: Approved by Graduate Council 1-2012; Revised; Approved by Graduate Council 10-2006

G-2.400 STUDENT APPEALS

I. Students have the right to pursue an appeal during the time of their program. The following lines of appeal have been designed to assure students that they have been dealt with in a Christian manner that is in keeping with the purpose and the policies of Concordia University.

II. All appeals must be submitted in writing and addressed to the designated administrative officer within five business days after the student has been notified of the decision. The written appeal should state the basis on which the appeal is being made and should contain specific information.

III. Appeals must be submitted in writing and should be directed to one of the following administrators (in the order listed) within five business days based on a student's notification of a decision a student wishes to dispute:

- A. Relating to course work, grades, or cheating: course instructor, program director, appropriate dean, the Office of the Provost
- B. Student academic records: Registrar, University Provost
- C. Financial matters: Business Office, Chief Financial Officer
- D. Program requirements: Program Director, appropriate dean, University Provost

IV. The decisions of the University Provost and the Chief Financial Officer may be appealed to the University President, whose decision is final.

V. All final appeals to the President must be submitted within five business days after the student has been notified of the decision.

Revised; Approved by Graduate Council 9-2009; Approved by Graduate Faculty 2-2010

G-2.410 COMMENCEMENT

- I. Formal commencement exercises are held at least once each year in conjunction with a regularly scheduled graduation exercise of the university.
- II. Students may participate in commencement exercises if:
 - A. They have met all the academic requirements of their programs, or
 - B. They are currently registered for the final class required in their programs, and have three or fewer credit hours to complete in their programs.

Revised, approved by Graduate Council 11-2009; Approved by Graduate Faculty 2-2010

G-2.700 SYLLABI

- I. Terminology
 - A. Course Prospectus: The document containing the basic elements of a new course used to gain approval for it from the various entities of the university.
 - B. Course Syllabus: An official document of the University containing curricular information defining an existing course and approved by the entities of the university.
 - C. Course Guide: A document, compatible with the course syllabus that is provided to students in order to articulate an individual instructor's approach to teaching and assessing the course.
- II. Syllabus Format

The outline for both the Course Prospectus and the Course Syllabus shall include, but is not limited to, the items listed below (It is anticipated that there will be no differences between the Course Prospectus and the Course Syllabus unless noted in the outline):

 - A. Course Number and Title

(In a prospectus the course number has not yet been assigned so it is shown at PFX xxx where PFX is the department prefix and "xxx" is shown in place of the number to be assigned)
 - B. Academic Credit
 - C. Course Description

(Because the prospectus is used for course approval, the course description may be more elaborate; in a syllabus, this description will include the Catalog Description complete with prerequisites, if appropriate.)
 - D. Place of Course in the Curriculum
 - E. Goals and Objectives
 - F. Content

(In a prospectus, the content section might be a list of principal topics, whereas in a course syllabus, this content should be expanded. However, the principal topics might well be the major heading of the content Outline, with elaboration into one

or more subheadings.)

- G. Methodology
- H. Student Roles
- I. Assessment
- J. Representative Bibliography
(This need not be extensive in a Prospectus)
- K. Dates of Initial Approval and Revision

- III. The content of each syllabus shall be approved by the faculty of the graduate program and the department in which the program resides for administrative purposes. Changes in a syllabus may be initiated at the program faculty or the department level in consultation with the other (department or program faculty).
- IV. It may be necessary for format elements to appear in the syllabi, other than those given in the outline in II, in order to meet the needs of the other college of the University. Governance Units may require these elements, as necessary, for courses in any of the programs in the respective college. When a change in syllabus format is required, the governance unit shall submit to the dean of the college (or his/her designee) a plan for implementation of the revision that is sensitive to the resources and time needed by faculty members to complete the revision.
- V. The Provost (or designee) shall maintain the syllabi of the university and facilitate changes through the deans as needed in accordance with this policy. The Provost shall be the custodian of the copies of the syllabi.
- VI. A copy of the approved syllabus for each course within a College shall be filed in the office of the Dean of that College. It shall be the duty of the Dean of each College to insure that all syllabi are kept current.
- VII. Ordinarily, the Program Director or the Department Chair shall designate the task of maintaining or revising the syllabus to an instructor who is sufficiently current with the course. Occasionally, circumstances may indicate that a part-time person be designated.

Revised, Approved by Graduate Council 12-2009; Approved by Graduate Faculty 2-2010

G-4.155 ADMISSION

- I. Students must submit the following materials in order to be considered for regular admission to the Graduate College:
 - A. Application for admission form and payment for any associated fees.
 - B. An official transcript of credits showing bachelor's degree from a regionally accredited college or university and at least a 3.0 cumulative grade point average.
 - C. For international students, other documents and certifications as required by law or as specified in the graduate catalog.

- II. Students who do not meet the regular admission standards may be admitted on a provisional basis. Students admitted with provisional status may enroll for a maximum of nine hours of graduate work. Upon completion of these nine hours and having achieved a 3.0 grade point average in these courses, the graduate college will move the student's status from provisional to regular status. If the student does not achieve a 3.0 grade point average upon completion of these nine hours, the student may be dismissed from the graduate program. See also G-2.400 Student Appeals.
- III. Admission standards to specific graduate degree programs
 - A. shall be established by the program director and approved by the program's academic department and dean.
 - B. shall be clearly identified in the graduate catalog.

Revised: Approved by Graduate Council 11-2009; Approved by Graduate Faculty 2-2010

G-6.100 CURRICULUM

- I. Academic program regulations
 - A. The Concordia University Graduate Catalog shall describe the approved graduate-level curricular structure and programs of the university.
 - B. Established academic programs at Concordia may be altered for an individual student as a result of proficiency tests, advanced placement tests, or a program of credit by examination.
 - C. The faculty, through its departments, is responsible for establishing standards of student performance and evaluation procedures to ensure achievement of the standards by all graduates.
 - D. A student who matriculates before a curricular revision is adopted may follow either the revised curriculum (accomplished by a change in catalog year) or the curriculum under which the student matriculated.
 - E. Students whose progress toward a degree has been interrupted for three years must meet requirements stated in the most recent catalog.
- II. Curriculum
 - A. The development of the curriculum is the responsibility of the Graduate Faculty (Synodical Handbook, 2007, 3.8.3.8.10.d; Concordia University Faculty Policy 1.100 Principle 3).
 - B. Colleges and academic departments may add new programs or make curricular revisions to existing programs within their colleges or academic departments. Academic programs include, but are not limited to, degrees, certificates, specializations, concentrations, and clinical and laboratory experiences. When changes will have an impact beyond a college or academic department there should be consultation between colleges, departments, administrators, and professional/technical staff as the changes are being proposed. Consultation and comments should be invited for a minimum of two weeks through the usual

communication channels, including the cune-curriculum@cune.edu distribution list. When decisions and changes are subsequently approved at the department or college level, they should be publicly announced through those same venues. Concerns may be brought to the attention of the Graduate, or University Council at any point in the process.

- C. The academic departments, the graduate program directors and their department chairs shall be responsible to their appropriate colleges, and the colleges and their deans shall be responsible to the Provost, in the requests for budget support, implementation, and supervision of the curriculum and the coordination of programs developed by the faculty.

Revised; Approved by Graduate Council, 1-2010; Approved by Graduate Faculty 2-2010

G-6.110 GRADUATE PROGRAM FACULTY

- I. Membership eligibility: Full time faculty with earned doctorate or terminal degree in field, with exceptions in unique situations, will be appointed to the Graduate Faculty by the President.
- II. Faculty Responsibilities
 - A. The Graduate Faculty participates in the formulation and evaluation of the objectives and curricula of the graduate programs in accord with the general policies on higher education of The Lutheran Church—Missouri Synod.
 - B. The Graduate Faculty
 - 1. Constructs, revises and approves the graduate curriculum
 - 2. Determines the graduate level certificates and degrees to be offered
 - 3. Determines requirements for the attainment of graduate certificates and degrees.
 - 4. Approves the graduate program admission and retention policies
 - 5. Approves policies governing graduate students
 - 6. Approves graduate students for graduation
 - 7. Elects the members of the Graduate Council
 - 8. May request reports from administrative officers
 - 9. The Graduate Faculty exercises its responsibilities directly, through the Graduate Council and, as necessary, through ad hoc committees.

Revised, approved by Graduate Council 11-2009; Approved by Graduate Faculty 2-2010

G-6.111 ADJUNCT GRADUATE FACULTY

- I. Definition: Individuals who are employed to teach graduate courses on a course-by-course basis.
- II. Eligibility
 - A. Adjunct Graduate Faculty members must have an earned doctorate, terminal degree,

or equivalent in the field; or, a master's degree with extensive experience and expertise in the field of the course.

- B. Adjunct Graduate Faculty members must demonstrate a commitment to the mission and vision of the university as articulated in the Mission and Vision Statement.

III. Status and Duties

- A. Part-time
- B. Individuals are identified as advisory Graduate Faculty members

Revised, approved by Graduate Council 11-2009; Approved by Graduate Faculty 2-2010

G-6.120 GRADUATE STUDENT CLASSIFICATION

Following admission, graduate students are classified as follows:

I. Degree Seeking Students

A. Regular Status

1. Students who have met the regular admission standards as identified in the graduate catalog and maintain a grade point average of 3.0 in their graduate courses at Concordia.
2. Students who are seeking admission or have been admitted to a graduate degree program of the university and maintain a grade point average of 3.0 in their graduate courses at Concordia.

B. Provisional Status

1. Students who have been admitted as provisional according to the standards identified in the graduate catalog and have not yet completed 9 new hours of graduate coursework at Concordia with at least a 3.0 grade point average in those classes.
2. Students whose cumulative grade point average has fallen below 3.0. Such students may have 9 credit hours in which they can try to restore their grade point average to at least the 3.0 level. If they fail to do so, students may be dismissed from the University. See also G-2.400 Student Appeals.

II. Non-Degree Seeking Students

- A. Students taking coursework only or seeking certifications, endorsements, or pursuing other non-degree areas of study.

Revised, Approved by Graduate Council 1-2010; Approved by Graduate Faculty 2-2010

G-6.310 COURSE LOAD

For degree seeking students, a six-hour course load during the regular term fulfills the full-time status requirement for graduate students. Incomplete courses carried over from a previous

term shall be counted as part of the current course load at one-half the normal load weight.
 Refer to G-2.385 re: Incompletes.
 See G-6.120 re: Graduate Student Classification.

Revised; Approved by Graduate Council 12-2009; Approved by Graduate Faculty 2-2010

G-6.315 GRADUATE STUDENT CULMINATING EXPERIENCE

- I. Graduate students must successfully complete a culminating experience.
- II. This experience should encourage reflection and problem solving in practical areas, rather than rote recall of specific information from a particular course.
- III. The program director carries the responsibility for developing this experience, insuring the academic integrity of the process, and planning for the evaluation of the students' performance.
- IV. The format of the experience may vary.
- V. The program director may involve other faculty in evaluating the students' work and may require a student to rework portions of the experience or the entire experience itself, one time only.

Revised; Approved by Graduate Council 12-2009; Approved by Graduate Faculty 2-2010

G-6.320 REQUIREMENTS FOR GRADUATE CREDIT

- I. Graduate courses should estimate approximately 45 hours of course-related study activities for each hour of graduate credit awarded. This time can include face-to-face instruction if appropriate for the course. For courses without a face-to-face component, and estimate of time needed to complete required activities for the class can be used to calculate the total time required for the course
- II. Program directors are responsible for monitoring compliance with this policy

Revised; Approved by Graduate Council 12-2010; Approved by Graduate Faculty 2-2010

G-6.325 DIRECTED SELF-STUDY OPTION

A directed self-study option may be available to students. Courses designed under this option are completed through independent study and conferences with the instructor rather than in a classroom setting. The maximum number of hours to be completed in this way is 12, and

any hours accepted from other institutions for graduate work will reduce this number in an equivalent amount. The dean of the appropriate college must approve the request for courses using this delivery system.

Revised; Approved by Graduate Council, 12-2009; Approved by Graduate Faculty 2-2010

G-6.326 INDEPENDENT STUDY COURSE—GRADUATE PROGRAM

- I. An independent study course is a regular course taken independently through study and consultation with an instructor.
- II. The rationale for enrolling in an independent study course shall be presented by the student to the program director who will confer with the dean of the appropriate college and the supervising instructor.
- III. Procedures to be followed in the study as well as a target date for completion of the independent study shall be submitted by the student in consultation with the supervising instructor and the dean of the appropriate college.
- IV. Final action on the request for an independent study will be made by the Office of the Provost.

Revised; approved By Graduate Council 12-2009; Approved by Graduate Faculty 2-2010

G-6.400/APH 2.345 BACHELOR'S TO MASTER'S PROGRAMS

- I. Departments may establish accelerated Bachelor's to Master's programs, in which qualified undergraduate students are allowed to take graduate courses that count toward undergraduate majors while earning credit toward a graduate degree.
- II. Application to the program may be made after a student has earned 75 undergraduate credit hours.
- III. To begin the program, students must earn at least 90 hours of undergraduate credit, and have a GPA of at least 3.75.
- IV. Students may take no more than 6 hours of graduate hours per semester.
- V. Students may register for no more than 15 total hours per semester.
- VI. Students may count no more than 12 hours toward requirements in both graduate and undergraduate programs (double-dipping).
- VII. Students may earn no more than 18 total graduate hours while an undergraduate.

This new policy applies to Graduate and Degree Completion students, and will become effective immediately upon passage by Graduate Faculty. It follows current practice.

Approved by Graduate Council 1-2012

G-6.515 FACULTY TEACHING RESPONSIBILITY

- I. Faculty members shall organize and teach their courses in a way that will provide students with adequate time within the scheduled term of the course to complete the requirements of the course.
- II. Although faculty members organize and teach their courses in a variety of ways, they shall employ effective, considerate classroom management procedures. They shall:
 - A. Present the course objectives clearly to the students at the beginning of the course.
 - B. Organize the course so that the class requirements and presentations reflect the course objectives.
 - C. Evaluate student achievement during the course and at the end of the course.
Evaluation should measure the level of attainment of the course objectives and the quality of work submitted to in meeting those objectives.
 - D. Provide constructive evaluation of assignments and enable student learning.
 - E. Enable students to provide feedback on the course and the teaching of the course.

Revised; Approved by Graduate Council, 1-2010; Approved by Graduate Faculty 2-2010

G-6.516 SECOND MASTER'S DEGREE

- I. This policy applies to students earning a subsequent master's degree from Concordia University.
- II. Students are prohibited from earning the same degree twice.
- III. Any course that has been used toward an earned graduate degree at another institution shall not be accepted for transfer credit. Transfer courses used in one master's degree program at Concordia shall not be accepted as credit toward another degree.
- IV. A maximum of 9 credit hours from the first Concordia master's degree and appropriate to the second degree may be applied toward the second degree from Concordia University. These must have been completed within the previous 10 years. Exceptions to the time limit must be approved by the program director and the dean of the appropriate college.

Revised; Approved by Graduate Council, 1-2010; Approved by Graduate Faculty 2-2010

G-6.517 DUAL DEGREE PROGRAMS

- I. Dual degree students will be required to complete a minimum of 48 hours coursework with no more than 18 hours of shared courses between the two programs. For example, a dual program may require 15 hours exclusive to each program and 18 hours of electives

common to both programs or 18 hours exclusive to each program and 12 hours of electives common to both programs.

II. Both degrees will be awarded simultaneously.

III. Dual degree students must be admitted to and complete the requirements for degrees in both programs.

IV. Dual degree students must maintain the academic and ethical standards required of both programs. Students in good standing in one program, but not the other, may be allowed to continue in the school in which they are in good standing.

V. Students who do not complete the dual degree program requirements (i.e., who withdraw for any reason from one of the two programs) will be required to meet the full requirements of the remaining program in which they are enrolled.

Approved by the Graduate Faculty 9-2010

* All of the policies listed in the academic policies handbook have been approved by the Graduate Faculty. Dates of revisions (if known) are provided for information purposes.