

GRADUATE and ADULT EDUCATION  
ACADEMIC POLICIES HANDBOOK

for

CONCORDIA UNIVERSITY  
SEWARD, NEBRASKA

2016-2017

NOTE: This handbook contains policies that are specific only to the College of Graduate Studies and Adult Education of the university. The policies contained in the “Academic Policies Handbook” also apply to the College of Graduate Studies and Adult Education, unless they are superseded by an alternate policy contained herein.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, Health and Human Sciences) to serve the Graduate Council for one year terms. The recommendations must be approved by the Graduate Faculty.
- C. The University Provost, Dean of Graduate Studies & Adult Education, Undergraduate Deans, 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 (or designee) at the end of the academic year;
  - C. is responsible for distributing the minutes to the members of the Graduate Faculty;
  - D. serves as the chair of the Nominations Committee;
  - E. provides the chair of the Graduate Council, the Dean of Graduate Studies & Adult Education, and the University 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 Council membership 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-2.298 GRADUATE AND ADULT EDUCATION (DCP) TERMS AND CREDIT HOUR ALLOCATION**

- I. For the fall, spring and summer, face-to-face classes are held once a week through a session. Sessions last 8 weeks in the master's level graduate and DCP programs, and 16 weeks when taken with traditional (residential) students. One credit hour of graduate academic credit represents approximately 5-8 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. See the Course Guide section below for more information.

Approved by Graduate Council 10-2013; Approved by Graduate Faculty 11-2013; Revised 2-2014; Approved by Graduate Faculty 2-2014

## **G-2.299 COURSE NUMBERING AND REQUIREMENTS**

Courses open only to graduate students are numbered in the 500/600 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;  
Revised; Approved by Graduate Council 10-2013; Approved by Graduate Faculty 11-2013

## **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. Graduate advisers, consisting of program directors or student service representatives (as determined by program), are responsible for assisting students in filing a program of study.
- III. Graduate advisers do not receive loadweight.
- IV. The Graduate 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;  
Revised by Graduate Council 7-2014; Approved by Graduate Faculty 7-2014

## **G-2.370 ADDS, DROPS, WITHDRAWALS, & PROGRAM CHANGES**

- 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 contact his or her Student Services Representative/Advisor to obtain the Class Add Form.
- II. Student-Initiated Drops: A student may drop his or her registration from a course by 5 pm Central Time on Wednesday of the second week of class. This is to ensure proper processing before 5 pm Central Time on Friday so that students will be eligible for a 100% tuition refund. 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-attende in the first ten days of class may be considered a "no show" and will be administratively dropped on the tenth day (Wednesday). This is to ensure proper processing before 5 pm Central Time on Friday so that students will be eligible for a 100% tuition refund. 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

- A. Academic attendance and academically-related activity for a face-to-face courses includes:
- Physically attending a class where there is an opportunity for direct interaction between the instructor and students;
  - submitting an academic assignment;
  - taking an exam, completing an interactive tutorial, or participating in computer-assisted instruction;
  - attending a study group assigned by the university;
  - participating in an online discussion about academic matters,
  - initiating contact with a faculty member to ask a question about academic subject studied in the course.

- B. Academic attendance and academically-related activity for an online/distance education student includes:
- Student submission of an academic assignment,
  - student submission of an exam,
  - documented student participation in an interactive tutorial or computer-assisted instruction
  - a posting by the student showing the student's participation in an online study group that is assigned by the institution,
  - a posting by the student in a discussion forum showing the student's participation in an online discussion about academic matters,
  - e-mail from the student or other documentation showing that the student initiated contact with a faculty member to ask a question about the academic subject studied in the course.

IV. The definition of academic attendance and academically-related activity does not include activities where a student may be present, but not academically engaged, such as: living in institutional housing; participating in the university's meal plan; participating in a student-organized study group; logging into an online class without active participation; or participating in academic counseling or advising. A student's self-certification of attendance in an academically-related activity must be supported by institutional documentation of the student's attendance in the activity.

- V. Withdrawals: After the ten day drop period, a student may withdraw from a class any time up to the withdrawal date using the Student Withdrawal Form which can be obtained from the Student Services Representative/Advisor.
- A. 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.
- B. If a student is administratively withdrawn within the first ten days of a term during the first Module, or makes the decision to withdraw after the tenth day of the Module, the student must submit an Intent to Return form for the second Module to the applicable Student Services Representative. Otherwise, the student's registration for the second Module will be cancelled.
- C. Any tuition refund for a withdrawal will follow the appropriate refund schedule per class length.

- D. After the withdrawal deadline, a student may not withdraw from a class. A letter grade will be posted for work completed for the class.
- E. If a student stops attending in the judgment of the Student Services Representative, after consulting with the instructor, then the student will be administratively dropped or withdrawn no later than 14 days after the student's last date of attendance. If he/she is administratively withdrawn, a grade of "W" will be recorded on the official transcript by the Graduate Registrar upon notification by the Student Services Representative. The student's tuition refund is based on the date of the submission of the withdrawal form. After the withdrawal deadline, a student may not be withdrawn from a class.
- F. If a student stops attending after the withdrawal deadline, the final grade will be based on the work completed on the last date of attendance as compared to the requirements of the full course which may result in the grade of "F" being recorded on the 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.
  - 1. Whenever a student is awarded a final grade of "F" for a course, the instructor must record a Last Date of Attendance along with the final grade. Passing grades do not require a Last Date of Attendance.
    - a. Earned F: Enter the last date of the module.
      - i. If the student attended through the end of the course, the instructor should record the last scheduled date of the course as the Last Date of Attendance. (Considered to be an Earned F.)
    - b. Unearned F: Enter the Last Date of Attendance.
      - i. If the student did not attend through the end of the course, the instructor should enter the Last Date of Attendance (Considered an Unearned F).
- VI. **Withdrawal Deadline:** The withdrawal deadline is three weeks prior to the end of the course. The withdrawal deadline dates will be determined and published by the Registrar for each term.
- VII. **Program Change Deadline:** Students who wish to change their programs of study can only do so at the end of a Financial Aid Term. Thus, the program changes can only be done at the end of the Fall 2 Module (late December); Spring 2 Module (late April); or the Summer 2 Module (late August) of each Academic Year. Students who wish to change their programs of study in the middle of a Financial Aid Term, must withdraw from their current programs of study at the end of the first module in that Financial Aid Term, and resume study in their new programs at the beginning of the next Financial Aid Term.

Approved by Graduate Council 1-2012; Approved by Graduate Council 6-2014; Revised and approved by Graduate Council 7-2014; Revised by Graduate Council 5-2015; Revised and approved by Graduate Council 2-2016; Revised by Graduate Council 3-16; Revised by Graduate Council 8-2016, Revised by Graduate Council 12-16; Revised by Graduate Council 6-2017

### **G-2.371 MEDICAL OR COMPASSIONATE ATTRITION**

- I. A student may request and be considered for a **medical attrition** when extraordinary circumstances, such as a serious illness or injury prevent the student from continuing all course work. The medical attrition policy covers both physical health and mental

health difficulties. An extraordinary circumstance is just that, a circumstance that could not reasonably be predicted or expected. A recurring or chronic illness or past medical conditions or instances that have occurred, or a present condition that the student is being treated for do not create extraordinary circumstances. A medical attrition request may be made only in extraordinary cases in which serious illness or injury in a manner that could not be foreseen or anticipated.

- II. A student may request and be considered for a **compassionate attrition** when extraordinary personal reasons, not related to the student's personal physical or mental health (for example, care of a seriously ill child or spouse whose care requires all available time by the care provider, or a death in the student's immediate family), prevent the student from continuing in course work.
- III. All applications for attritions require thorough and credible documentation which includes the provider(s) name, credentials, address, fax, phone and e-mail address (no relatives will be accepted as providers) on the health care provider's letterhead stationery and signed by the authorized health care provider. Requests will be reviewed by a committee consisting of the Director of Student Financial Services, Director of Academic Services, the Graduate Registrar, and the Student Nurse in the case of medical attritions.
- IV. It is possible for a student to reapply for admission to Concordia University, Nebraska after a medical or compassionate attrition is granted. The student may be asked to supply documentation from his/her health care provider indicating that the student is well prepared to return to the university and that the illness or injury that led to the extraordinary circumstances no longer affects the student and is expected not to return.
- V. Applications for medical attrition will be handled through the Academic Student Services office. Appropriate documentation for a **medical attrition** consists of a letter from the student's attending health care provider that specifies the following:
  - A. The date of onset of illness
  - B. The dates of professional care
  - C. The general nature of the medical condition and why/how it prevents the student from completing course work
  - D. The date of anticipated return to school
  - E. The last date of academic activity
- VI. Applications for a compassionate attrition will be handled through Academic Student Services office. Appropriate documentation for a **compassionate attrition** will vary

depending upon individual circumstances. For example, a compassionate attrition request to care for a seriously ill child or other family member may require information similar to that listed under medical attrition above. Depending on the situation, other required/acceptable documentation may include police reports, legal documents such as restraining orders, airline ticket receipts, newspaper clippings, etc.

- VII. All medical and other required documentation is submitted to: Director of Health Services/Campus Nurse, Concordia University, Nebraska.
- VIII. If a medical or compassionate attrition is granted, the student will be notified via an official communication signed by the Chair of the Committee on Concordia University, Nebraska letterhead which will contain the following information:
  - A. The decision and any conditions related to the attrition.
  - B. University personnel names and contact information for assistance in the process.
  - C. This provides the student with the process and information that will direct and assist the student in the event he/she would like to return to Concordia University, Nebraska.
- IX. All requests for medical or compassionate attritions will be considered by the Committee. However, any attrition is considered to be an extraordinary situation and granting an attrition request should not be considered to be automatic. The Committee will make a decision that is in the best interests of both the student and the program. Each request is considered independently from any previous requests. If a medical or compassionate attrition is not granted, the student will be notified via an official communication on Concordia University, Nebraska letterhead, signed by the Chair of the Committee, which will communicate the following information:
  - A. The decision and reason(s) the student did not qualify for the medical or compassionate attrition.
  - B. University personnel names and contact information if student has any additional questions.

Approved by the Graduate Council 12-2013; Approved by Graduate Faculty 1-2014; Revised by Graduate Council 8-2014; Approved by Graduate Faculty 8-2014; Revised by Graduate Council 5-2015

### **G-2.375 ATTENDANCE**

- I. Academic attendance and academically-related activity for a face-to-face course includes:
  - A. Physically attending a class where there is an opportunity for direct interaction between the instructor and students;
  - B. submitting an academic assignment;
  - C. taking an exam, an interactive tutorial, or computer-assisted instruction;



- D. attending a study group assigned by the university;
  - E. participating in an online discussion about academic matters, and
  - F. initiating contact with a faculty member to ask a question about the academic subject studied in the course.
- II. Academic attendance and academically-related activity for an online/distance education course includes:
- A. student submission of an academic assignment,
  - B. student submission of an exam,
  - C. documented student participation in an interactive tutorial or computer-assisted instruction,
  - D. a posting by the student in a discussion forum showing the student's participation in an online discussion about academic matters, and
  - E. an e-mail from the student or other documentation showing that the student initiated contact with a faculty member to ask a question about the academic subject studied in the course.
- III. The definition of academic attendance and academically-related activity does not include activities where a student may be present, but not academically engaged, such as: living in institutional housing; participating in the university's meal plan; participating in a student-organized study group; logging into an online class without active participation; or participating in academic counseling or advising. A student's self-certification of attendance in an academically-related activity must be supported by institutional documentation of the student's attendance in the activity.
- IV. All students must log into the course management system (Blackboard) or participate in a face-to-face session weekly in order to avoid being tagged non-attending. Students must use the Concordia Blackboard or email messaging systems to contact instructors and Student Services Representative/Advisor. Students who are unable to participate regularly in their courses for any reason should contact their instructor and their Student Services Representative/Advisor. Students who intend to withdraw from a course or a program should notify their Student Services Representative/Advisor. (How Attendance affects Adds, Drops, and Withdrawals see G-2.370).
- V. In the event of non-attendance:
- A. The student is responsible for contacting the instructor regarding the absence.
  - B. If the instructor determines the absence was due to extenuating circumstances, the student is responsible for the completion of all coursework within a timeframe agreed upon by instructor and student. The instructor may add additional assignments to meet course objectives, if necessary.
  - C. If student does not contact instructor regarding an absence, has not responded to instructor communication, or the circumstances are determined not to be extenuating, the instructor will notify the program director. The program director will formulate a plan to address the situation.

- D. In the event of a second absence in a face-to-face or hybrid course within the session, the instructor will notify the Dean of the CGSAE and program director, who will take appropriate action.

Written and approved by Graduate Council 12-2016; Approved by Graduate Faculty 12-2016

### **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.
- X 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 Dean and the Provost, upon recommendation of the Program Director, 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 500/600 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 completion of the first course. 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.
- A. Students will be expected to document the course content either through a copy of the catalog description of the course or a course syllabus.
  - B. Undergraduate courses will not transfer for graduate courses and will not count toward a master's degree.
  - C. In order for a course to transfer to Concordia, the number of graduate credits for the course taken at another university must be equal to or greater than the number of credits of the 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.
  - D. A maximum of 25% of the credits required in any given program may be accepted by transfer from an appropriately approved and accredited institution. Upon recommendation from the Graduate Registrar and appropriate certification officer, the Dean of the College of Graduate Studies and Adult Education may accept additional coursework.
  - E. Refer to G-4.158 for situations covered by the Emergency Transfer Protocol.
- VII. 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.
- VIII. Students are allowed to complete course deficiencies as part of their academic program.

Approved by Graduate Faculty 9-2010; Revised; Approved by Graduate Council 10-2013; Approved by Graduate Faculty 11-2013; Revised by Graduate Council 2-2014; Approved by Graduate Faculty 2-2014; Revised by Graduate Council 7-2014; Approved by Graduate Faculty 7-2014; Revised by Graduate Council 12-2016;

## 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 the student completed for another class without the permission of the current instructor, submitting the same or similar work of any other individual, 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, and/or 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.

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 Program Director, who may then notify the Dean of the Graduate College, Student Services, and the Provost's Office. The Dean of the Graduate College or the Provost's Office may apply additional sanctions.
- 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.

Approved by the Graduate Faculty 4-2011; Revised; Approved by Graduate Council 3-2012; Approved by Graduate Faculty 5-2012; Revised; Approved by Graduate Council 4-2014; Revised by Graduate Council 7-2014; Approved by Graduate Faculty 7-2014; Revised by Graduate Council 3-2016

### **G-2.383 CHANGE OF GRADE POLICY**

This policy has been combined with G-2.400. Please refer to G-2.400.

Approved by the Graduate Council 1-2015.

### **G-2.384 GRADE SUBMITTAL**

- I. Faculty members are to submit final course grades to the Registrar's office by 8 am on Wednesday following the close of a session. Final grades for students who will participate in commencement must be submitted to the Registrar's office by noon on the Friday before the commencement ceremony. Any modifications to this schedule will be communicated by the Office of the Registrar.

Approved by the Graduate Council 10-2013; Approved by Graduate Faculty 11-2013; Revised by the Graduate Council 12-2013; Approved by the Graduate Faculty 1-2014

**G-2.385 INCOMPLETES**

- I. A student may be given a grade of “Incomplete” so long as:
  - A. The student has completed at least 75% of the assignments in the course;
  - B. The student has a grade of at least a B- in the course;
  - C. The student formally requests an incomplete from the instructor and provides documentation of an unavoidable or unforeseen circumstance; and
  - D. The instructor and the applicable Program Director agree that the abnormal circumstances will prevent that student from completing the course requirements.
- II. If a student does not meet all of the above criteria, the request would require the Dean’s approval.
- III. An incomplete is to be removed within 30 days after the last day a course meets by the instructor filing a “Grade Change Form” with the Graduate Registrar.
- IV. If the student’s ability to complete the course within the 30-day extension is compromised by unavoidable or unforeseen circumstances, the student must formally request an extension with documentation of the unavoidable or unforeseen circumstance to the instructor and approved by the Program Director and Dean of the College of Graduate Studies & Adult Education.
- V. An incomplete that is not removed prior to deadlines above will be recorded as a “Failure.”
- 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 10-2006; Revised; Approved by Graduate Council 9-2011; Approved by Graduate Faculty 11-2013; Revised; Approved by Graduate Council 2-2016

**G-2.400 GRADE CHANGES**

- I. Any changes in a course grade after completion of the course shall be limited to instances where an error was made in the determination of a grade.
- II. Any discrepancy regarding a final course grade must be handled with the instructor. Only the instructor of the course can change a grade under normal circumstances. Grade changes are due to the Registrar’s office within 60 days from the date the grade is posted.
- III. Due Process: If a student and instructor cannot resolve the issue of a grade change:
  - a. The student may submit an appeal to the appropriate Program Director, or if the Program Director is the course instructor, then the Dean of the College offering the course, within 30 days of the date the grade is posted by the Registrar.
  - b. If the Program Director or Dean judges that the student’s case has merit, either party will discuss the matter with both the course instructor and the student before rendering a judgment as to the action that should be taken regarding the final grade.

- c. Once a judgment is made, the course instructor and the student will be notified by the Program Director or Dean. The student may submit an appeal of the Program Director or Dean's decision to the University Provost.
- IV. If the course instructor is unable to change a grade due to incapacitation or other circumstances the Program Director or Department Chair may change a grade.

Revised; Approved by Graduate Council 9-2009; Approved by Graduate Faculty 2-2010; Revised by Graduate Council 8-2014; Approved by Graduate Faculty 8-2014; Revised by Graduate Council 1-2015; Revised by Graduate Council 6-2017

#### **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, with the coursework being delivered by Concordia University, Nebraska, to be completed in the term following the commencement ceremony.
  - C. Requests for exceptions to the requirements above may be made to the Provost.

Revised; Approved by Graduate Council 11-2009; Approved by Graduate Faculty 2-2010; Revised by Graduate Council 12-2013; Approved by Graduate Faculty 1-2014

#### **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 or 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 another college of the University. These elements will be required, as necessary, for courses in any of the programs in the respective college. When a change in syllabus format is required, the dean of the College requiring the change shall submit 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 syllabi to an instructor who is sufficiently current with the course. Occasionally, circumstances may indicate that a part-time person be designated.
- VIII. Course Workload: In the face-to-face, online, and hybrid classrooms at Concordia University, Nebraska, credit hours are amassed in a course through student-to-instructor interaction, student-to-student interaction, learning management system (e.g., Blackboard or ENGAGE) activities, contact with course-specific content, assignments, assigned videos, and other activities. No matter the length of the course meeting time in weeks or the amount of face-to-face instruction in the course, students can expect to devote at least 135 hours for each 3-credit course.
- IX. Course Participation: Federal Financial Aid regulations, which Concordia observes for all students, require that students regularly participate in courses in which they are enrolled. All students must log into the learning management system (e.g., Blackboard or ENGAGE) or participate in a face-to-face session weekly in order to avoid being tagged as a non-participant. Students must use the Concordia learning management system (e.g., Blackboard or ENGAGE) and e-mail messaging systems to contact instructors and advisors. Students who are unable to participate regularly in their course for any reason should contact their instructor and their advisor. Students who intend to withdraw from a course or a program should notify their instructor and advisor.
- X. Academic Integrity: At Concordia University Nebraska, we are guided in all of our work by the values of academic integrity: honesty, trust, fairness, responsibility, and respect. As a student, you are required to demonstrate these values in all of the work you do. Participating in a behavior that violates academic integrity (e.g., plagiarism, unauthorized collaboration, multiple submissions, cheating on examinations, or fabricating information) will result in your being sanctioned. Violations may subject you to disciplinary action including the following: receiving a failing grade on an assignment or examination, receiving a failing grade for the course, and/or being suspended from the university.
- XI. ADA: Students with a documented disability, who need reasonable accommodations, should contact ADA & Academic Support located in Link Library to arrange an

appointment to discuss their individual needs. Students are also encouraged to notify their instructors immediately about any disability-related academic needs they may have. To contact the Academic Resource and Disability Support Services Coordinator, Bethany Landrey, please call 402.643.7187 or 800.535.5494 ext. 7187 or email [Bethany.Landrey@cune.edu](mailto:Bethany.Landrey@cune.edu).

- XII. Emergency Information: In inclement weather, check your e-mail, learning management system (e.g., Blackboard or ENGAGE), and the Concordia website ([www.cune.edu](http://www.cune.edu)) for information. Your instructor may utilize the learning management system (e.g., Blackboard or ENGAGE) to make-up course time, so please check the learning management system if a class is cancelled. In the event of an emergency while you are in a face-to-face class, follow the instructions of your instructor, ensure you are in a safe location, and, after you are in a safe location, check in with your instructor before leaving so that he or she can account for all students. Also, if you have not already done so, please update emergency contact information in “Banner Self-Service” on the connectCUNE portal (<http://connectCUNE.cune.edu>).
- XIII. Statement of Goals and Commitments: The College of Graduate Studies and Adult Education of Concordia University, Nebraska demonstrates its commitment to its institutional mission through degree programs in professional education and the liberal arts. In addition, Concordia’s faculty, staff and students are committed to service to the church and community and to scholarly activity and research. The goals of the College of Graduate Studies and Adult Education at Concordia are to:
- A. Value the knowledge and experiences students bring to our programs and build confidence and expertise that empowers them to serve and lead others through their profession;
  - B. Promote a holistic and Christ-centered worldview, which informs ethical behavior;
  - C. Teach relevant, innovative content via engaging instructional methods that foster sophisticated, independent student problem-solving;
  - D. Develop students’ skills and dispositions for effective communication, evidence/research-based decision-making, advocacy for those our students serve, responsible servant leadership and cultural competence.
  - E. Establish a supportive environment wherein collaborative, integrated relationships emerge in the classroom, church, and world.

Revised; Approved by Graduate Council 12-2009; Approved by Graduate Faculty 2-2010;  
Revised 7-2015;

#### **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 a bachelor's degree from a regionally accredited college or university and at least a 2.8 cumulative grade point average.
  - C. Essay (specific criteria provided on application form)
  - D. 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 Conditional Academic (CA) admission basis. Students admitted with CA status may enroll for a maximum of six hours of graduate work. Upon completion of these six hours and having achieved a 3.0 grade point average for these courses, the graduate college will move the student's status from CA to Standard Admission status. If the student does not achieve a 3.0 grade point average upon completion of these six hours, the student may be dismissed from the graduate program. See also G-2.400 Student Appeals.
- III. Students who have not submitted all documentation required for admission may be admitted on a Conditional Incomplete (CI) basis. Students admitted with CI status may enroll for one term. Once a student's admission documentation is complete, the student will be moved to either Standard Admission or Conditional Academic (CA) admission status, as appropriate. See also G-2.400 Student Appeals.
- IV. 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.
- V. Post-Baccalaureate students who plan on taking coursework only and are not pursuing an academic program must submit to the Graduate College:
- A. Application for admission
  - B. An official transcript of credits showing bachelor's degree from a regionally accredited college or university.
  - C. Application fee
- VI. Students may not start classes in a graduate program until they have been awarded their undergraduate degree. Students in the Bachelor's to Master's program (G-6.400/APH 2.345) are exempt from this policy (G-4.155).

Revised: Approved by Graduate Council 11-2009; Approved by Graduate Faculty 2-2010;  
 Revised by Graduate Council 12-2013; Approved by Graduate Faculty 1-2014; Revised by  
 Graduate Council 3-2015; Revised by Graduate Council 11-2015;

#### **G-4.158-EMERGENCY TRANSFER PROTOCOL**

- I. Philosophy and Objectives: This protocol is designed to facilitate a prompt response

from Concordia University in the event that a closure or probable closure of a college or university creates the possibility of a mass transfer situation. This protocol does not cede any of the faculty's authority over academics. Rather, it represents a proactive step by the faculty to articulate transfer guidelines in advance of unexpected circumstances so that the university can effectively recruit and advise prospective students.

- II. Terms of Enactment: The Provost may enact this protocol if a college or university unexpectedly closes, or a closure appears probable. In that circumstance, the Provost will proceed as follows:
  - A. The Provost will seek the consent of the Graduate Council and the Dean of the College of Graduate Studies and Adult Education (CGSAE) to enact the protocol, utilizing email communication if a gathering of the Graduate Council and the Dean of the College of Graduate Studies and Adult Education cannot expeditiously occur.
  - B. Should the protocol be enacted, the Provost will inform the Program Directors, and applicable department chairs, as soon as possible.
  
- III. Transfer Guidelines According to Circumstance
  - A. For programs in the CGSAE, Program Directors will determine transferable courses and projected programs of completion, for the students from each closing institution.
  - B. Specifically, for Degree Completion Programs, the Department of Theology, Philosophy, and Biblical Languages will determine the Theology and Biblical Literacy General Education courses required of the students from each closing institution. Students must complete 120 hours of college coursework (total in career) and meet requirements set out in the Undergraduate Emergency Transfer Protocol.
  - C. Concordia will strive to make reasonable accommodations to the academic residency requirements in order to facilitate timely graduation of transfer students.
  - D. The completion of practicum hours will be determined on a case-by-case basis with the Program Director and the Dean of the CGSAE.

Written and approved by Graduate Council 12-2016; Approved by Graduate Faculty 12-2016

## **G-6.100 CURRICULUM**

- I. Academic Program Regulations
  - A. The Concordia University Catalog shall describe the approved curricular structure and programs of the university.
  - B. Established academic programs at Concordia may be altered for an individual student or group of students as a result of proficiency tests, advanced placement tests, a program of credit by examination, or by substitution of credit.
  - C. The faculty, through its academic units, 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 faculty. (Faculty Personnel Handbook, 2.1.3)
- B. Colleges and academic units (an academic unit is a department or program; typically an undergraduate academic unit is a department and a graduate academic unit is a program) may add new programs or make curricular revisions to existing programs within their colleges or academic units. Academic programs include, but are not limited to, programs, certificates, courses, majors, minors, emphases, concentrations and subject areas. When changes will have an impact beyond a college or academic unit there should be consultation between colleges, academic units, 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](mailto:cune-curriculum@cune.edu) distribution list. Changes affecting two or more colleges or academic units must be approved by all affected colleges/academic units.
- C. The academic units and their department chairs or program directors 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.
- D. Some changes may require approval beyond the college, departmental or program level. Specific communication and approval procedures for different types of curricular changes are listed below. Specific procedures may be updated and changes will be communicated to faculty on a regular basis.
- E. Concerns may be brought to the attention of the Undergraduate, Graduate, or University Council at any point in the process.
- F. Approved changes should be announced to the entire Concordia community through [cune-curriculum@cune.edu](mailto:cune-curriculum@cune.edu).

Revised; Approved by Graduate Council 1-2010; Approved by Graduate Faculty 2-2010;  
Approved by Graduate Faculty 2-2012

The following are current operating procedures, provided here for information only, not as policy.

**Concordia University, Nebraska College of Graduate Studies & Adult Education**  
**Curriculum Development Process**

- Step 1: The individual interested in developing a new CGSAE program (hereinafter referred to as “Program Developer”) would initiate an initial meeting with the following: a) CGSAE Assessment Coordinator; and b) Dean of the CGSAE
- Step 2: Program Developer drafts a proposal that is submitted to CGSAE Assessment Coordinator and Dean of the CGSAE that includes the following elements:
  1. Program description
  2. Descriptions of courses within the program
  3. CGSAE subject area that the new program falls within.
  4. The name of a Subject Matter Expert who will oversee curriculum development and the names of individuals who could serve as the Director of the program.
  5. Analysis of Subject Matter Expert’s qualifications and whether they satisfy HLC and other applicable agency standards
  6. Discussion on connection with current undergraduate program at CUNE
  7. Listing of full-time faculty or staff at CUNE in the discipline or area of study. By the time of program approval there needs to be three positions connected to the program, two of which need to possess an earned terminal degree.
  8. Discussion on how the proposed program aligns with both Missions and Visions of CUNE and CGSAE:
    - Does it promote growth?
    - Does it serve diverse populations?
    - Does it involve internal and external collaboration?
    - Does it adapt to a changing environment
    - Does it promote Christian Education?
    - Does it equip for service/leadership to church and community
    - Does it contribute to online programming and use technology wisely?
    - Does it increase our enrollment in our undergraduate programs?
    - Does it have interest to potential donors?
    - Does it demonstrate innovation and creativity?
    - Does the job market show a significant need for graduates with this degree?
    - Does the program maximize our existing courses and curriculum?
    - Could the program tap into courses or programs we already have?
    - Do we have a history of success in areas related to this program?
    - How well can our existing faculty develop and teach the program?
    - How much outlay is needed for facilities and equipment?
    - Are there external collaboration opportunities that this program could tap into?
  9. Description of the state, regional and national accrediting standards that demonstrate authority for the idea of the program

- If the new curriculum constitutes a new endorsement for an existing Master of Education program, the Director must collaborate with the CUNE Certification Officer for the Nebraska Department of Education to assure compliance of the new endorsement with Nebraska Department of Education guidelines
- 10. Total Credit hours
- 11. Human Resources needs:
  - Program Director
  - Online Course Writers
  - Online Faculty
- 12. Financial needs:
  - Revenue:
    - Does the program have the potential to bring in a significant number of applicants?
    - Is the delivery format of the program appropriate for recruiting the targeted students?
  - Expenses
    - Program Director
    - Online Course Writers
    - Program-Unique Expenses:
      - Licensures
      - Conference attendance
      - Organization Membership dues
      - Travel for staff (ex. Seward to Omaha)
- Step 3: If the New Program Proposal is accepted, the Dean of the CGSAE submits to the following for review:
  1. Marketing
    - CUNE: Scott Seevers (CUNE Vice President of Marketing and Enrollment)
  2. Finance
    - Budget: Dave Kumm (CUNE Vice President of Finance)
    - Student Financial Services: Donna Stehlik (Financial Aid) & Janet Baldwin (Billing)
    - Academic: Jenny Roebke (Provost) and Sue Jensen (Graduate Registrar)
  3. Information Technology (IT)
    - Kent Einspahr
    - Ed Siffing
- Step 4: If New Program Proposal is endorsed by Marketing, Finance, and Academic Stakeholders, the Dean of the CGSAE submits the proposal for approval by the CGSAE Quality Product Development & Assurance Committee with the charge of reviewing and working with creators of all new CGSAE programs to assure assessment plan is in place, compliance with HLC, NE Dept of Ed, and other applicable governing bodies, and proposal is fit for review by CGSAE Program Directors
  1. If the new curriculum is a new endorsement for an existing Master of Education Program or a new Master of Education program, the QPDAC will assist the Program

Director in applying for approval to offer the new program or endorsement with the Nebraska Department of Education.

- Step 5: CGSAE Product Development Committee submits a review of its findings of the proposal to the Dean of the CGSAE
  1. If the proposal meets all of the requirements needed, the Dean of the CGSAE adds the proposal to agenda for the next scheduled CGSAE Program Director meeting for discussion and approval
  2. If further work is needed, the Product Development Committee will make recommendations for improvement directly to the Potential Program Director who will then resubmit the proposal to the committee upon action on recommendations.
- Step 6: Upon approval by the CGSAE Program Directors, the original program proposal will be placed on the CUNE faculty curriculum chat by the Dean of the CGSAE for comments
- Step 7: If no objections are raised or all questions presented have been addressed via the CUNE faculty curriculum chat, the Dean of the CGSAE will submit to the Provost to be placed on the agenda for the next CUNE Board of Regents Meeting for Approval (if contains more than 16 hours of courses that are not yet offered by CUNE)
- Step 8: If approval is granted by the CUNE Board of Regents then the Provost will submit to either or both of the following should their approval be required:
  1. COEdu Steering Committee (if applicable); and/or
  2. Concordia University System (only if more than 16 new credit hours)
- Step 9: following comments by CUNE faculty curriculum chat, CUNE Board of Regents approval (if applicable), COEdu Steering Committee approval (if applicable), and CUS approval (if applicable), then the Program is submitted by the Provost to HLC (if applicable)
- Step 10: Upon approval of the CGSAE Program Directors, the Potential Program Director will complete the applicable new program template for either COEdu or Wiley if applicable
- Step 11: Upon submission of the new program template to COEdu or Wiley if applicable:, the potential Program Director meets with the Dean of the CGSAE to discuss the formal curriculum design process.

Written and approved by Graduate Council 11-2015

**Concordia University, Nebraska-College of Graduate Studies and Adult Education**  
**Termination or Suspension of Programs. Not Initiated at the Department or**  
**Program Level.**

Because the University's needs may change over time, it may be in the best interest of the University to terminate or suspend an existing academic program. Academic Units may propose the termination or suspension of an existing academic program or the Cabinet may, at its discretion, initiate the termination or suspension of an existing academic program.

Reasons supporting the termination or suspension of an existing academic program include, but are not limited to: changing or low enrollment within the program, inability to achieve revenue targets for the program, inability to recruit faculty required to deliver the program, reprioritization of the University's financial resources, realignment of the University's



vision, or to reallocate finite financial resources for the development of new academic programs or reinvestment in other existing academic programs.

The termination or suspension of an existing academic program may occur at any time, but it shall occur only upon approval of the Cabinet. The change in status must be recommended by the Provost, who will consult with the affected College Dean prior to making such recommendation. The recommendation will request either termination or suspension and state the reasons for the recommendation.

The suspension of an academic program shall take effect immediately or as set forth in the recommendation, as approved by the Cabinet, and shall remain suspended until the Cabinet takes affirmative action to return the academic program to active status. Said recommendation shall set forth what provisions for the teach out, if any, of existing students in the academic program shall be made.

The termination of an academic program shall take effect immediately, if there are no courses required for the program underway at the time of Cabinet approval, or as set forth in the recommendation, as approved by the Cabinet. Said recommendation shall set forth what provisions for the teach out, if any, of existing students in the academic program shall be made.

Affected faculty and staff will be advised of the change in status within 48 hours of the Cabinet's approval. In all instances the University shall attempt to minimize the disruption to students, faculty and staff that results from the change in status of an academic program.

Written and approved by Graduate Council 12-2016;

#### **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. Conditional Status
    1. Students who have been admitted as Conditional Academic status identified in the graduate catalog and have not yet completed six new hours of graduate coursework at Concordia with at least a 3.0 grade point average in those classes.
  - C. Probation Status
    1. Students whose cumulative grade point average has fallen below 3.0. Such students may have six 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. Post-Baccalaureate 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;  
Revised by Graduate Council 10-2013; Approved by Graduate Faculty 11-2013; Revised by  
Graduate Council 12-2013; Approved by Graduate Faculty 1-2014

### **G-6.310 STUDENT COURSE LOAD**

- I. There are three terms (16 weeks) per year in the Graduate College: Fall, Spring, and Summer. For each of those terms, a full-time credit load is at least six graduate credit hours. Half-time load is three semester credit hours. Within a term is a module (eight weeks), a normal load is 3.0 credit hours per module. If a student desires to register for more than 6.0 credit hours in a module, Graduate Dean approval is required.

Approved by Graduate Council 5-2013; Approved by Graduate Faculty 11-2013

### **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-6.326 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 Student Services Representative/Advisor who will confer with the Graduate Dean 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 Graduate Dean.
- IV. Final action on the request for an independent study will be made by the Office of the Provost.
- V. Independent Studies are limited to 6.0 credit hours of a student's academic program. Additional hours require approval of the Graduate Dean upon recommendation of the Program Director.

Revised; Approved by Graduate Council 12-2009; Approved by Graduate Faculty 2-2010; Revised by Graduate Council 2-2014; Approved by Graduate Faculty 2-2014; Revised by Graduate Council 4-2014

#### **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.

Approved by Graduate Council 1-2012; Approved by Graduate Faculty 11-2013

#### **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 when a prior master's degree has been awarded 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;  
Revised; Approved by Graduate Council, 2-2013; Approved by Graduate Faculty 11-2013

\* 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.