

# Academic Policies

## Policy Oversight

Academic policies are set by the Augustana College faculty. The Committee on Advanced Standing and Degrees (AS&D) is responsible for overseeing academic policies and degree requirements set forth in the college catalog. The committee consists of a non-voting chair (Registrar), four faculty members elected every two years and three advisory positions: two students appointed by Student Government Association (SGA) and the Associate Dean. Waivers for degree requirements or academic policies must be made by the student in writing to the Office of the Registrar a minimum of two days prior to a scheduled AS&D meeting (contact the Registrar for the meeting schedule.) Students will be notified of the committee decision in writing within one week of the meeting. Written appeals may be made to the Dean of the College within 10 days of the date of the letter.

## Summer Connection

During the summer prior to their first year at Augustana, students are invited to spend a day on campus, developing class schedules with the help of faculty advisors and student peer mentors, and registering for fall classes. To secure a registration date, students must take all recommended online placement tests.

## Fall Connection

An orientation prior to the beginning of fall term helps new students adjust to college life and introduces them to Augustana's environment as a liberal arts college. Special activities and programs provide a comprehensive introduction to the faculty, campus and community. Small groups of new students are accompanied through many of the orientation events by upperclass students and faculty members, who introduce them to the many campus resources. Auditions for band, choir and orchestra also are held at this time.

## First-Year Program

During their first three terms, students enroll in either the first-year liberal studies sequence or in one of two tracks in the honors program (Foundations or Logos). Those students enrolled in the liberal studies sequence will enroll in Rhetoric and the Liberal Arts (LSFY 101) in the fall, LSFY 102 in the winter and LSFY 103 in the spring. (See Augustana General Education Studies, p. 41.) For students in Foundations, college writing and rhetoric are built into the three-course, 12-credit sequence. (See Honors Program, p. 38.)

First-year students may also enroll in courses within the six Learning Perspectives: the arts, human values and existence, the individual and society, literature and texts, the past, and the natural world. Students may also choose courses which offer a global or human diversity perspective. Other choices include physical education activity classes and classes to complete the equivalent of at least one year of college-level foreign language study.

## Academic Advising

The Director of Academic Advising assigns faculty and peer mentors to assist first-year students in arranging their class schedules and to advise them throughout the year with academic and other questions and issues. Students are invited to meet with their advisors at specific times each term, in groups or individually, to discuss academic matters. When a student declares a major (usually in spring term of the first year), an advisor is assigned from the appropriate department. Each student also has access to specialized advice from the international study advisor on study abroad; from the financial officer on scholarships, grants, loans and campus jobs; from the Director of the Career Center and Director of the Center for Vocational Reflection on career choices and future employment; from the Registrar on credits, graduation requirements and permanent records; and from the Office of Academic Affairs on academic policies in general.

The student may obtain counseling on a wide range of needs and problems from the Dean or Associate Dean of Students, the campus chaplains and the Student Counseling Service. International students

obtain guidance and assistance from the Director of International Programs. Students uncertain about where to turn for help can obtain referral to the appropriate counselor or office from the Dean or Associate Dean of Students.

**Note:** *The audit and reviews are provided only as planning aids. It is the student's responsibility to report any printed error to the Office of the Registrar. The responsibility to understand and meet degree requirements rests entirely with the student.*

## Credits

The number of academic credits assigned to a course is based on the amount of work required in the course. Courses carry from 0 to 9 credits, but nearly all offer 3 credits. Once credit has been earned in a course, that course may not be repeated for credit unless specifically designated [see Repetition of Courses, p. 25].

## Classification

A full-time student carries 8 or more credits per term. Audit hours do not count toward full-time status, but are included among tuition charges. A part-time student carries fewer than 8 credits per term. The following classifications apply to students working toward a degree either full-time or part-time: a sophomore has 28 credits, a junior has 60 credits, and a senior has 90 credits. Students not working toward a degree, such as post-baccalaureate students, are classified as special students.

## Course Load

Full-time tuition for the academic year covers enrollment in 33 credits during the three terms. Full-time tuition for only one term covers enrollment in up to 11 credits of instruction. Full-time tuition for two terms in one academic year covers enrollment in up to 22 credits, an average of 11 credits per term. Tuition is charged on a per-credit basis for enrollment in fewer than 8 credits in any one term or in more credits than the maximum covered by full-time tuition (see Costs and Financial Assistance, pp. 11-15).

## Normal Progress Toward Degree

Students are making normal progress toward the Bachelor of Arts degree if they earn at least 27 credits after three terms, 59 after six terms, 91 after nine terms, and 123 after 12 terms of enrollment. To maintain normal progress toward the degree, students must file a Declaration of Major form after earning 60 credits. These forms are available in the Office of the Registrar. Students who fail to meet this requirement will be restricted from registration for the seventh term.

## Placement Examinations

### Foreign Languages

Students who have studied a foreign language in high school are encouraged to use that knowledge at Augustana. They may apply it toward meeting the graduation requirement in foreign language and may qualify for enrollment in advanced courses. Foreign students for whom English is not the native language satisfy the requirement by successfully completing one 3-credit course in American or British literature.

Students with any previous experience in a language offered at Augustana (Chinese, French, German, Greek, Japanese, Latin, Spanish, Swedish)—whether in high school or in a non-academic context—must take a placement test before registering. The foreign language departments conduct online placement tests prior to registration. These departments and the students' faculty advisors then continue to provide academic advising in language study as needed.

### Chemistry

First-year students who have had two years of chemistry in high school may be advised—based on a placement test—to enroll in chemistry 122, bypassing chemistry 121. The online chemistry placement test must be taken prior to registration during Summer Connection; results are used to determine appropriate course placement. For more information, contact the chair of the chemistry department.

### Mathematics

Students who will be enrolling in a college mathematics course take a placement test to aid in selecting the appropriate first course. Students with fewer than four years of high school math are directed to pre-calculus mathematics. Students with four or more years of high school math are directed to pre-calculus mathematics or calculus I. Students with four years of high school math, including a full year of calculus with a B average or better are strongly encouraged to enroll in calculus II.

## Advanced Standing

### Transfer Credit

Upon admission of a transfer student, the Office of the Registrar will issue a statement of advanced standing delineating the number of credits transferred.

To be transferred, coursework taken at another institution need not be in the exact vein as courses offered at Augustana, but should be in an academic program and at an academic level comparable to examples from the Augustana curriculum. Stricter

criteria may be applied to a course for it to fulfill a general graduation requirement or a requirement for a major.

Only a summary of credits accepted from other institutions will be noted on a student's Augustana transcript. Specific information on transfer credit is recorded in the student's permanent file and included in degree audits. Coursework approved for transfer credit after a student enrolls at Augustana is treated in the same manner.

### Regulations governing transfer credit upon admission to Augustana

1. Students seeking a degree at Augustana must submit for transfer evaluation an official transcript of all work attempted at other colleges and universities. Grade sheets and transcripts generally issued to students are not acceptable. Official transcripts should be sent to the Office of Admissions directly from the other institutions attended.
2. To be transferable, coursework must be completed at a regionally accredited institution. (Schools in Illinois and surrounding states should be accredited by the North Central Association of Colleges and Schools.) A directory of accredited institutions is available in the Office of the Registrar.
3. Only coursework from other colleges and universities awarded the grade of "C" (i.e., 2.0) or higher is evaluated for transfer credit.
4. **Semester credits:** Augustana credits are semester credits. In transferring courses credited in quarter hours, the conversion formula is [semester credits] =  $[(2/3) \times (\text{quarter credits})]$ .
5. **Repetition of courses:** Once credit has been earned for a course at another institution, it cannot be earned again at Augustana. In granting credit for a course taken more than once at another school(s), credits are transferred so as to be consistent with the last institution's method of recording credits.
6. **Pass/No Credit:** A course graded Pass/No credit is not transferable if "D" is considered Pass under the other institution's grading system.
7. **Residence requirement:** At least 60 credits (exclusive of physical education activities) must be earned at Augustana. The last 24 credits applied to the degree must be earned at Augustana.
8. **Upper-division credits:** Not more than six credits from a two-year college may be counted as upper-division credits at Augustana.
9. **Credit by examination,** including Advanced Placement, credit for experience, and correspondence coursework are transferable to the extent that Augustana standards are met.

10. **Mathematics credit:** No credit is given for work in mathematics below the level of college algebra.

### Regulations governing transfer credit after a student enrolls at Augustana

1. **Prior approval:** Transfer credit is not awarded without approval by the Committee on Advanced Standing and Degrees prior to a course being taken. Petition forms for this purpose may be obtained in the Office of the Registrar. Petitions must include the name of the institution in which the coursework is to be taken; titles and descriptions of courses; length of the session or term; statements of support from the student's advisor and from the chairs of the departments responsible for the degree requirement fulfilled by the course to be taken.
2. **Repetition of failed courses:** Students may not retake failed Augustana coursework at another college or university without prior approval of the Committee on Advanced Standing and Degrees. It is expected that courses retaken to fulfill general education requirements or requirements within a major or minor will be repeated at Augustana. Petitions to the committee must be supported by the student's academic advisor, the chair of the department of the student's major or minor, and, when necessary, those responsible for the degree requirement fulfilled by the course to be taken.
3. **Concurrent registration:** Full-time students at Augustana may not concurrently carry coursework at any other institution without prior approval of the Committee on Advanced Standing and Degrees. The guidelines for prior approval of transfer credit once a student has enrolled at Augustana apply also to petitions for concurrent registration. Students who wish to petition for concurrent registration should continue to attend all classes during this period. The following guidelines also apply:
  - a. Only students who have earned 60 credits or more are eligible for concurrent registration.
  - b. Petitions for this privilege are approved only if the committee judges that the student's valid educational objectives can be met best through concurrent registration.
4. **Correspondence or distance coursework:** A maximum of nine semester credits earned through distance education offered by an accredited undergraduate institution may be applied toward the Bachelor of Arts degree. Distance education coursework may not be applied toward fulfillment of the foreign language requirement. Distance education includes, but is not limited to, the following: internet courses, stored media courses (e.g., videotape, CD ROM and DVD), interactive TV courses (2-way audio/2-way video), open broadcast TV courses, and correspondence courses.

## Credit for Military Service

Augustana generally accepts the recommendations of the American Council on Education for accreditation of military service training and experience insofar as the credit is for coursework comparable with that offered by Augustana. One physical education credit is given for military experience of more than one year. This credit may be used to satisfy partially the physical education graduation requirement.

## Advanced Placement Credit

First-year students who have taken the College Board Advanced Placement Examination may be eligible for as many as 18 credits (occasionally more when approved by the Dean of the College). Students who wish to have their scores considered should request that the College Board send them directly to Augustana College. Scores of 4 or 5 may result in credit. Academic departments determine which scores result in credit. For specific information on advanced placement credit, see p. 121.

## International Baccalaureate

Students who have earned the International Baccalaureate Diploma may be awarded credit for Higher Level passes with scores of five (5) or higher. No credit is awarded for Subsidiary Level examinations. The specific amount of credit and course equivalencies awarded for each Higher Level pass are determined through evaluation by the appropriate academic department.

## Credit by Examination

Most examinations for advanced standing are intended only to permit the exceptionally qualified student to enter an advanced course without taking preliminary courses. Such examinations are administered at the discretion of the department involved and no fee is charged.

## Private Study

In exceptional cases, a candidate for graduation who critically needs a course may take a desired course through private study with an instructor. The student must petition the Committee on Advanced Standing and Degrees. The student is responsible for all fees above and beyond regular tuition. For information, the student should consult his/her advisor, a faculty member and the Dean of the College.

## International Study

Students are encouraged to study abroad in the Augustana language programs in Ecuador, France, Germany, Spain and Sweden, and in the international study programs in Australia, Austria, East Asia,

Europe, Ghana, India, Ireland, Latin America and Vietnam. The quality of instruction in these programs meets college standards and the curricula are consistent with on-campus academic programming (see pp. 35-36).

Students who wish to study abroad in other programs should consult with the Office of International Programs. The following policies apply:

1. Once students are selected/approved to participate on an Augustana international study program, they follow the normal college registration procedures.
2. Study abroad in non-Augustana programs should be planned for the junior or senior year. Students participating in these programs must work with the Office of International Programs in filling out appropriate petitions for transferring coursework back to Augustana. Petitions are available in the Office of the Registrar and in the Office of International Programs. (1) Courses that meet general education requirements should have the signature of the student's advisor. Courses that meet major or minor requirements need the signatures of the advisor and the appropriate department chair. (2) Submit completed application to the Office of International Programs for the signature of the Director of International Programs. (3) Petitions are forwarded to the Advanced Standing and Degrees Committee for a final decision.

## Special Designations

Students who are away from the campus for special reasons are designated as follows:

1. **Augustana students in non-resident programs.** Students are registered at Augustana and have all the privileges and responsibilities of regular resident students including financial assistance, ID cards, insurance, etc. They are included in statistics reporting Augustana students, even though they may pay tuition at a different institution. Continuance at Augustana upon their return is contingent upon meeting academic standards comparable to those in effect at Augustana while away. Examples of non-resident programs are the Augustana international study programs, including summer language study, and Augustana internships.
2. **Augustana students on leave.** Students travel individually to study in a foreign country or engage in some special educational program. They take a leave of absence from Augustana and Illinois state financial aid programs, and are not entitled to any student benefits or privileges contingent upon enrollment. Students who return must complete a brief readmission application with the Dean of Students. Work submitted for advanced standing or transfer credit is subject to normal review procedures for transfer work. Examples are approved programs of foreign or domestic study and international exchange programs such as those in China and Germany.

## Registration

**New and Former Students.** New and former students register on designated days in early summer or just prior to Fall Connection. For students entering or returning mid-year, registration takes place at the beginning of the winter or spring term.

**Continuing Students.** Continuing students register in the spring for the following year, in the eighth through tenth weeks of the fall term for winter term, and in the eighth through tenth weeks of the winter term for spring term.

**Upper-Division Courses.** Courses numbered at the 300- and 400-level are intended primarily for students who have earned junior or senior classification, though sophomores may enroll in upper-division courses with the approval of the academic advisor. First-year students may enroll in any sequential course(s) for which they have already established qualifications.

**Overloads.** A student taking more than the maximum number of credits covered by full-time tuition may be subject to additional tuition charges.

**Change of Registration.** A change of registration may be made with the approval of the student's academic advisor and the instructor, and is valid only when filed and approved in the Office of the Registrar.

Adding a course is permitted only during the first six days of the term except in the case of a module course which has not yet commenced. Withdrawal from a course is permitted only during the first seven weeks (in the case of courses scheduled to last fewer than 10 weeks, until 70 percent of the course has been completed). Students receive a grade of "W" for classes dropped after the fifth week. Students may drop a class after the seven-week deadline only because of extended illness or other extraordinary circumstances beyond the student's control. Late drops or adds must be approved by the Associate Dean of Students. Students who wish to petition a change in registration from a previous term must petition the change within three terms. Petitions received after this deadline will not be accepted. Changes of registration after the second week of a term are subject to the following fees: (1) for change from the beginning of the third week through the end of a term—\$10; (2) after the end of a term—\$30 for each change of registration.

**NOTE:** *Students are advised that a transcript with numerous "W" notations may be interpreted by employers and professional and graduate schools as an indication of inability to complete academic obligations. Students are, therefore, advised to use the post five-week drop option sparingly. Courses dropped after the midpoint of the term are nevertheless included in calculating tuition charges.*

Anyone terminating attendance in a course without approval and without following specified procedures will receive an "F" grade in the course.

Students accused of academic dishonesty in a class will not be permitted to drop the course involved until they have either been cleared of the allegation or have the permission of both the instructor and the Dean of Students.

**Class Attendance.** Students are expected to attend classes for which they have registered, and any exceptions to this rule will be made explicit by the instructor at the first class meeting. Students not in attendance at the first class meeting are responsible for finding out on their own the instructor's policy regarding attendance.

Since courses may have waiting lists, an instructor may remove from the class roster any student who fails to confirm course registration by either attending a class session or contacting the instructor within 48 hours (excluding weekends) of the first scheduled class. In a case when a student is dropped, it remains the student's responsibility to file a change in registration form in the Office of the Registrar.

## Withdrawal from Augustana

When a student withdraws from all classes during a term, it is the college's responsibility to determine the student's withdrawal date for the return of federal Title IV financial aid and the refund/cancellation of charges and non-federal financial assistance.

**Official Withdrawal.** For a student to be officially withdrawn, he/she must notify the college of his/her intent to withdraw by contacting the Office of Student Services, Founders Hall 104. The withdrawal date is the date the student notifies the Office of Student Services of his/her intent to withdraw and/or begins the withdrawal process by completing a withdrawal form.

**Unofficial Withdrawal.** If a student ceases attendance without providing official notification to the college, the withdrawal date will be the midpoint of the term. However, the college may use as the withdrawal date the student's last date of attendance at an academically related activity, as documented by the college.

Requests for exceptions to the official withdrawal date and the unofficial withdrawal date must be made in writing to the Dean or Associate Dean of Students [Founders Hall 104]. Exceptions may be granted for reasons such as illness, accident, grievous personal loss, or other such circumstances beyond the student's control. The Dean or Associate Dean of Students may determine a withdrawal date related to that circumstance.

Students who wish to return after withdrawal should contact the Dean of Students.

## Refund of Charges

**Tuition/Fees.** A student who officially withdraws from Augustana may receive a full or partial refund (credit) for tuition and fees according to the following schedule of charges computed from the first official day of the academic term:

Days 1-2—No charge (100 percent refund).

Day 3 and Beyond —The calculation is based on the charges for the period of enrollment completed. The percentage is computed by dividing the total number of calendar days remaining in the term into the total number of calendar days in the term, as of the date of student withdrawal. If the withdrawal occurs after 60 percent of the term is completed, no refund is given. (The three-term average is used for the total calendar days in the term.)

**Room/Board.** The refund calculation is based on a *per diem* usage. The percentage is computed by dividing the total number of calendar days remaining in the term into the total number of calendar days in the term, as of the date of student withdrawal. If the withdrawal occurs after 60 percent of the term is completed, no refund is given. (The three-term average is used for the total calendar days in the term.)

Resident students must vacate their assigned rooms within five days of initiating the withdrawal. A *per diem* room charge will be assessed directly to the student for each day the room is occupied beyond the official withdrawal date. Neither financial assistance nor the refund of charges will apply to these charges.

Unused meal points will be refunded in total.

### Return of Title IV (Federal) Financial Assistance.

If a student receives federal financial assistance, a portion of these funds may be returned to the programs based on a *pro-rata* basis. This calculation is based on the period of enrollment completed. The percentage is computed by dividing the number of calendar days remaining in the term into the total number of calendar days in the term, as of the date of student withdrawal. The percentage of federal assistance to which the student is entitled (earned) is equal to the percentage of the term completed, up to 60 percent. If the withdrawal occurs after 60 percent of the term is completed, the student is considered to have “earned” 100 percent of the federal aid disbursed. (Federal Work Study funds are excluded from the Return of Title IV Funds requirements.) Please note the actual number of days in the term is used in this calculation.

When a student receives more Title IV assistance than the amount earned, the institution, student, or both are required to return the unearned funds as required in the following order:

1. Unsubsidized Federal Stafford Loan
2. Subsidized Federal Stafford Loan
3. Federal Perkins Loan
4. Federal Plus Loan received on behalf of the student
5. Federal Pell Grants
6. Federal SEOG funds
7. Other Title IV assistance

### Refund of Illinois Monetary Award Program (MAP Grant).

A student may receive MAP Grant payment for costs incurred up to the term award provided the college’s tuition refund policy indicates that the student has incurred charges in the amount of the claim.

### Refund of Augustana Institutional Financial Assistance.

Institutional assistance includes Augustana grants and scholarships. The refund/cancellation of institutional assistance follows the *pro-rata* policy (up to the total tuition and fee charges) for the cancellation of institutional charges. When a student withdraws prior to the 60 percent period of the term, a pro-rated (total calendar days completed divided by total calendar days in the term) portion of his/her institutional aid will be returned to the program(s) from which the student received funds. If the withdrawal occurs after 60 percent of the term is completed, there is no cancellation of financial assistance.

## Grading System

To be eligible for graduation, the final grade-point average must be at least 2.0 (a) in all Augustana coursework applicable to the degree and (b) in all Augustana coursework applicable to the major or minor exclusive of supporting courses. To ascertain a student’s grade-point average, the number of quality points earned is divided by the sum of credits attempted in which quality points may be earned.

Quality points are given for each credit as follows:

<b>A+, A</b>	4.00
<b>A-</b>	3.67
<b>B+</b>	3.33
<b>B</b>	3.00
<b>B-</b>	2.67
<b>C+</b>	2.33
<b>C</b>	2.00
<b>C-</b>	1.67
<b>D</b>	1.00
<b>F, FA</b>	0.00

Grades used by Augustana are:

- A+, A, A-**      Excellent
- B+, B, B-**      Good
- C+, C, C-**      Fair
- D**              Poor
- E**      Conditional failure with privilege of re-examination for a grade of D provided that the examination is taken within the first 30 days of the following term. Without re-examination, a grade of F is recorded after the 30 days.
- F**      Below passing; failure without privilege of re-examination. Course may be repeated for credit. Subsequent grade does not replace prior grade of F.
- FA**      Failure to Attend; given to a student who never attended any class meetings.
- P**      Passing a Pass-No Credit course.
- NC**      No credit where Pass-No Credit option was requested. See Pass-No Credit option, below. Course may be repeated for credit.
- I**      Incomplete; passing, but with certain required work still unfinished, about which prior arrangement has been made. See Incomplete Grades, this page.
- IP**      In Progress; a temporary grade used to indicate work in progress for a course or project approved to extend for more than one term. This grade is not computed in the student's grade-point average. See In-Progress Grades, this page.
- W**      Authorized withdrawal after the fifth week of classes.
- X**      Audit (no credit).
- NR**      Not Recommended; see Education.

## Pass-No Credit Grading

Pass-No Credit is available to students with permission of the advisor within the following guidelines:

1. A student may use the Pass-No Credit option to the point where it does not exceed 10 percent of the total credit hours completed or in progress. Courses which are mandatory Pass-No Credit will not be counted in the 10-percent figure.
2. A student may elect to register for more than one Pass-No Credit course in a given term.
3. Course and distribution graduation requirements may not be taken Pass-No Credit, with the exception of one physical education activity course.

4. Courses required for a major or minor may be taken Pass-No Credit only by permission of the appropriate department chair.

5. Instructors will turn in letter grades for all students. In cases where students have elected the Pass-No Credit option, the Registrar will convert A, B and C grades into P, and D and F grades into NC. This rule will not apply to courses which are mandatory Pass-No Credit which will be graded by instructors as P or NC.

6. Neither P nor NC grades will be used in computing Augustana grade-point averages. Students should be aware that Augustana cannot control the use made by other colleges and graduate and professional schools of Pass (P) and No Credit (NC) grades that appear on the transcripts of Augustana students.

7. Students may exercise the Pass-No Credit option during the first four weeks of the term. The appropriate form is available in the Office of the Registrar.

## Incomplete Grades

An incomplete grade (I) may be given only for a valid reason and upon written agreement signed by both student and instructor. Students may not graduate with an I on their record.

The deadline for completion of all work is set by the instructor and can be no later than 30 calendar days following the date final grades are due. When the 30-day deadline falls during Christmas vacation, the deadline is the first day of classes following the Christmas recess. An extension beyond the 30-day period may be granted only by the Committee on Advanced Standing and Degrees with the approval of the instructor. This extension would normally be for at most an additional 30-day period, unless a longer period is granted by the committee because of some unusual circumstance such as serious illness.

Unless the student has petitioned the committee for such an extension, the instructor will assign a grade no later than one week following the 30-day period. If the Office of the Registrar does not receive a grade or a petition within 37 days from the date grades were due at the end of the term, a grade of F will be recorded for the incomplete.

## In-Progress Grades

1. Students engaged in coursework which requires more than one term to complete (e.g. senior seminars and advanced research courses) may be given the temporary grade of IP. This use of the IP grade is subject to the following provisions:

- a. The IP grade must be replaced by a final grade within two terms (excluding summer), but not later than the end of the term in which the student graduates. Extension of the two-term deadline

must be approved by the instructor and the Committee on Advanced Standing and Degrees. Internship IP grades must be complete within 30 days of the end of the term in which the internship is taken.

b. The IP grade may be given only in courses for which prior approval has been granted by the Faculty Senate, and only when acceptable progress toward the completion of the coursework is made.

c. Courses designed to meet the Senior Inquiry requirement may be assigned an IP grade at departmental and instructor discretion.

2. Students in LSFY 101 with writing deficiencies which, in the judgment of the instructor, prevent them from achieving C-level proficiency in writing despite their best efforts, may be given a grade of IP rather than a D or an F. This use of the IP grade is subject to the following provisions:

a. The IP grade is temporary. It must be replaced by a final grade within three terms (excluding summer), though an instructor may set a shorter deadline in some cases. The final grade must be C or F. If a final grade is not received within three terms (excluding summer), the Office of the Registrar will replace the IP grade with an F.

b. Students who receive an IP grade in LSFY 101 are required to attend the Reading/Writing Center regularly until their writing problems have been sufficiently remedied to bring their work up to C level. Students who fail to attend the Reading/Writing Center will have the IP replaced by an F, and will need to re-enroll in LSFY 101.

c. Students with an outstanding IP grade in LSFY 101 may register for at most 10 credits, and may not participate in Augustana international study programs and internships.

## Repetition of Courses

A course may not be repeated for credit unless the course listing in the Courses and Programs of Study section of the Catalog is followed by the "+" symbol. [Example: 400 Independent Study (1+)].

## Preliminary Reporting of Unsatisfactory Grades (Mid-term Grade Reports)

During the fifth week of the term, faculty are asked to report to the Office of the Registrar each student whose classroom performance is less than satisfactory. Students and advisors are informed of reported difficulties during the sixth week. These reports are not part of the permanent record and are used only for advising and academic counseling.

## Grade Reports

Grade reports are made available electronically to students at the end of each term. Students who suspect an error in reporting a grade, or who have a question or complaint about a grade, should first contact the instructor. If it is necessary to carry the inquiry further, the department chair, the division chair, and then the Associate Dean of the College should be consulted. Grade appeals must be made within two terms (excluding summer term) of the grade posting to the student's record.

## Satisfactory Progress Policy

### Definitions

**Completion of courses** is defined as receiving one of the following grades: A, B, C, D, F, FA, NC, NR or P. Credit hours completed with audits (X), withdrawals (W), incompletes (I), work in progress (IP) grades and non-credit courses will not be considered as credits completed.

A student who receives financial assistance based on full-time enrollment must successfully earn a required number of credits each academic year (see table on page 32). The number will be pro-rated for half-time students. Credit accumulation will be checked at the end of each spring term.

**Minimum Cumulative Grade-Point** requirements will be measured at the end of each term.

**Class repeats.** Any class that can be repeated for credit will count toward full-time or half-time status. However, a failure in a repeated course may affect the student's ability to maintain satisfactory academic progress. Refer to the definition of completion of courses above and the chart for minimum grade-point average (see p. 31).

**Incomplete grades.** Satisfactory progress decisions will be postponed until the incomplete grade is resolved and a letter grade has been issued. (See Incomplete Grades, p. 29.) If the student chooses to enroll the following term, financial assistance will be awarded until the time a satisfactory progress decision is made. Students not meeting the satisfactory progress policy based on a graded incomplete grade will be asked to withdraw from the institution at that time, with refunds based on the withdrawal policy. Students may not graduate with an I on their record.

**In-Progress grades.** Satisfactory progress decisions will be postponed until the in-progress grade is resolved and a letter grade has been issued. (See In-Progress Grades, p. 29-30.) If the student chooses to enroll the following term, financial assistance will be awarded until the time that a satisfactory progress decision is made. Students who do not meet the satisfactory progress policy after the in-progress grade has been changed to the actual letter grade

will be asked to withdraw from the institution at that time, with refunds based on the institution's withdrawal policy.

**Withdrawals.** Course withdrawals are not used in calculating the grade-point average; they are, however, considered when calculating maximum time frame to complete a degree. They also apply toward the 33 credits allowed for the year. Repeated withdrawals may not allow a student to earn the required minimum number of credits (see table, p. 32).

## Academic Progress

Any student enrolled at or admitted to Augustana College must meet the college's standards of satisfactory progress to continue enrollment and qualify for federal, state or institutional financial assistance.

The Office of Financial Assistance follows the decisions of the Faculty Senate in determining whether a student is meeting the college's satisfactory progress standards. Although a student may be placed on academic probation, if the student is not suspended for academic reasons or dismissed for poor scholarship, he/she may continue to receive financial assistance.

The C or 2.00 average is the mark of acceptable work and good standing.

The grade-point average is used to determine the student's academic standing at Augustana College. If the average is below 2.00 but at or above the minimum for his/her classification (see table below), the student will be placed on academic probation and will be allowed to continue. In this case the student on probation is eligible for financial aid. If the average is below the minimum for his/her classification, the student will be suspended for the next full term and this notation will be placed in the student's official college permanent record: *Suspended for Academic Reasons*.

## Minimum Grade-Point Average (GPA) to Maintain Academic Progress

The following table represents standing consistent with graduation requirements for degree-seeking students.

Credits attempted	Minimum GPA to avoid suspension
0-9	1.00
10-19	1.50
20-29	1.60
30-39	1.70
40-49	1.80
50-59	1.90
60 +	2.00

An exception to these standards is made for first-term non-transfer students. These students must achieve a 1.00 GPA or better, no matter how many credits are completed. An exception also is made for certain transfer students completing their first term of enrollment. Transfer students with 59 credits or fewer must achieve a 1.50 in their first term of enrollment. Transfers with 60-89 credits completed must achieve a 1.80 GPA or better; transfer students with 90 or more credits completed must achieve a 1.90 GPA or better. After the first term at Augustana, transfer students are required to meet the minimum for all degree-seeking students (see table, this page).

Half-time students will be expected to maintain the appropriate cumulative GPA.

Students suspended for academic reasons who are permitted to re-enroll are not eligible for financial assistance for the first term of re-enrollment unless they have demonstrated "satisfactory progress" toward a degree during their separation from Augustana. Students may obtain a Petition to Regain Financial Assistance from the Dean of Students Office. The following criteria must be met in order to be eligible for financial assistance during the first term of re-enrollment at Augustana:

1. Submit a completed Petition to Regain Financial Assistance to the Office of the Registrar.
2. Successfully complete a minimum of six semester credits earning a 2.50 cumulative GPA or better for all coursework attempted. One-credit courses will not be counted toward the 6-credit requirement. The six credits may be taken at Augustana (without financial assistance), or they may be completed at another accredited college or university and then transferred to Augustana. Students must obtain approval of proposed transfer coursework from the Committee on Advanced Standing and Degrees prior to enrollment in courses at another institution.
3. Students may not enroll concurrently at another institution and Augustana. Transferred courses and grades must be completed and reported to Augustana College prior to re-enrollment and re-instatement of financial assistance.

Subsequently, financial assistance is available only if the student's GPA is higher than 2.00 for the previous term until the minimum GPA for his/her classification is achieved (see table at left).

Students who re-enroll after being suspended for academic reasons are required to achieve a grade-point average higher than 2.00 each term they are enrolled until they again meet the minimum GPA to maintain academic progress (see table at left). Failure to achieve higher than 2.00 for any term prior to reestablishing the minimum grade-point average to maintain academic progress will result in the student being dismissed; this notation will be placed on the student's official academic permanent record: *Dismissed for Poor Scholarship*.

## Maximum Time Frame to Complete Degree

Augustana College has established a maximum time frame of five years for the student to earn a degree based on full-time enrollment status. Half-time students have a maximum of 10 years to earn a degree. The minimum number of credits a student must have earned to remain eligible for financial assistance is as follows:

Completion of Regular Terms	Minimum Credits Earned
3 terms	16
6 terms	40
9 terms	61
12 terms	88
15 terms	123

Student records will be evaluated on a yearly basis and the end of each spring term. Students who do not complete the required number of credits for satisfactory academic progress are able to attend summer school to bring the credit total to the needed level to allow maintenance of financial assistance.

Students who do not meet satisfactory progress requirements may have the Financial Aid Committee review individual and personal mitigating circumstances. Students wishing to appeal based on GPA must submit a letter to the Dean of Students; the completion rate for credits earned must be submitted to the Director of Financial Assistance. Supporting documents upholding the appeal must be submitted with the appeal letter.

In addition, it should be noted that this degree progression would not allow a student to graduate within four years. (See Normal Progress Toward Degree, p. 24.)

## Academic Records

### Academic Permanent Record

The Office of the Registrar maintains each student's official academic record. Official records (including transcripts and diplomas) may be withheld if the student has any outstanding financial obligation to the college.

When students transfer coursework to Augustana, that work is evaluated and recorded on the academic permanent record. Copies of the academic record are made available via the web after the transfer courses are posted. The applicability of transfer credit to a major or minor is determined by the appropriate department or program chair in consultation with the student.

## Degree Progress Form

The Office of the Registrar provides a graduation audit to each senior who has filed an application to graduate. However, it is ultimately the responsibility of each student to meet degree requirements. Students and advisors may monitor their progress on an unofficial transcript electronically. Major advisors and the registrar will assist the student in this responsibility.

## Certification of Major or Minor

Upon declaring a major or minor, a student may receive from the advisor a check sheet on which to keep track of progress toward completing requirements. During a student's final term at Augustana, the major department or program submits to the registrar a certification card for each major or minor declared, listing the required courses and certifying that upon satisfactory completion of that term's coursework the student will have completed the major or minor.

## Declaration of Candidacy for Graduation

Students must declare their candidacy for graduation at least one term in advance. Juniors should complete an Application to Graduate card in the spring. These cards are available in the Office of the Registrar.

## Scholastic Recognition

### First-Year Student Honors

*Aristeia*, meaning "a special display of excellence," is the honor society for first-year students. Students earning a grade-point average of 3.75 or better during any term of their first year of study are eligible for membership.

### Graduation Honors

Graduating seniors who have earned at least 60 credits at Augustana and whose overall and Augustana grade-point averages are at least 3.500 are eligible for graduation honors—*summa cum laude*, *magna cum laude* or *cum laude*. The grade-point requirements for *summa cum laude* and *magna cum laude* are established each year by the Faculty Senate. Students qualify for honors on the basis of their grade-point averages when they graduate. Honors are withheld from students found guilty of violations of college policies regarding academic honesty, such as cheating or plagiarism. Graduation honors are recorded on the student's permanent academic record.

## Class Honors

Recognition of class honors occurs during the annual Honors Convocation in May.

## Phi Beta Kappa

Phi Beta Kappa, Zeta Chapter of Illinois, was established at Augustana in 1950. (See Honorary Organizations, p. 19.)

## Dean's Honor List

Each term, students who earn a grade-point average of 3.50 or above are included on the Dean's Honor List, subject to the following criteria:

1. All work is completed by the end of the term (no incomplete grades on record).
2. Eight hours of credit are graded on the plus-minus grade scale during the term (see pp. 28-29). Courses taken Pass-No Credit or Pass-Credit-Fail or Audit count neither toward the student's grade-point average nor toward inclusion on this list.

## Academic Standards

A student whose grade-point average is lower than a C (2.00) may not continue the following term without approval by the Student Policy Committee. The minimum grade-point average with which a student will be allowed to continue varies depending on the number of credits earned. A student whose grade-point average is below 2.00 but who has been allowed to continue attendance is considered to be on academic probation. Specific academic standards are presented in the student handbook, *Inside Augustana*.

## Eligibility for Extra-curricular Activities

Participation in extracurricular activities at Augustana reflects two basic principles:

1. All extra-curricular activities in an educational institution should recognize the priority of academic work.
2. Although appropriate rules for eligibility have a proper place in the program of a college, these rules should be designed to allow maximum opportunity for participants to structure every aspect of their college lives in as free and responsible a way as possible.

To be eligible for extra-curricular activities, a student must be enrolled in at least 8 credits unless he or she is a senior registered only for sufficient credits to graduate at the end of that term. (Keep in mind that registering for fewer than 8 credits can jeopardize financial aid and athletic eligibility.)

Students who are on academic probation are ineligible for the following:

**Activities.** Editorial and management positions for *The Observer* and WAUG; chair, co-chair and director of major all-campus events and organizations; Student Government Association officers, representatives and executive board members; participation in debate and drama.

**Committee memberships.** Committee on Advanced Standing and Degrees, Educational Policies Committee, Student Judiciary and Student Policy Committee.

**Social and service groups.** Rushing and pledging social and service fraternities and sororities. (Once a student has been rushed, pledged and initiated, active membership in a social or service group does not require a 2.0 grade-point average.)

There is no grade-point average requirement for participation in extra-curricular activities other than those listed above. However, individual organizations or groups may establish their own requirements for membership.

A student need not be enrolled full-time in order to be eligible for participation in credit activities such as band, choir, orchestra and theatre. However, because of policies created by the American Forensic Association which governs participation in academic debate, only full-time students may engage in debate.

## Eligibility for Athletics

To participate in **intramural athletics**, a student must be registered for at least 8 credits unless he or she is a senior graduating at the end of the term. (Again, registering for fewer than 8 credits can jeopardize financial aid and athletic eligibility.) Students on academic probation may participate in intramural athletics.

To participate in **intercollegiate athletics** a student must be enrolled in 8 credits or more. Eligibility is retained during a student's twelfth term provided the number of credits carried will enable the student to graduate at the end of the term. (However, students who register for fewer than 8 credits may jeopardize their financial aid.) Except for first term, a first-year student must have passed 8 credits of the previous term's work in which he or she was enrolled as a full-time student. In addition, to remain eligible, a first-year student must maintain a 1.50 cumulative grade-point average, a sophomore must maintain a 1.75 cumulative grade-point average, and a junior or senior, a 2.00 cumulative grade-point average. To compete in the next season of a sport an athlete must have completed 24 credits for the second season, 48 credits for the third season and 72 credits for the fourth season. **Athletes adding or dropping classes should be alert to the impact this might have on eligibility.**



# Special Academic Opportunities

Augustana offers a variety of off-campus learning experiences that enrich and expand the curriculum. Special academic opportunities include faculty-student research projects, international study, summer language programs, exchange programs with foreign universities, and internships. Many field work experiences and individual studies also are available through academic departments.

## Augie Choice

The Augie Choice program gives individual junior or senior students up to \$2,000 to subsidize their work with faculty mentors in such areas as research, service learning, internships, conference presentations and overseas study. Funding can apply to a wide variety of expenses related to these learning experiences, such as airfare and travel fees, a stipend for an otherwise unpaid summer internship or materials needed for a project.

The first recipients of Augie Choice funding will be students from the Class of 2012 during their junior (2010-11) academic year. For more information, see the Augie Choice director in Carlsson Evald Hall.

## Faculty-Student Research

Augustana supports extensive opportunities for students to conduct research on campus and around the world each summer. These research projects are conducted with a faculty mentor and extend the work that students do in a major. A call for proposals is published on campus each November by the Office of Academic Affairs.

## International Study

Augustana College offers an array of study-abroad opportunities to complement a student's academic program. These experiences are designed to be a part of a general liberal arts education not only for regional language or cultural specialists. Programs range from one to ten weeks in length in many different locations around the globe. The Office of

International Programs provides support and information about Augustana and non-Augustana study-abroad programs. Students should check with the financial assistance office regarding eligibility for financial assistance for these and other international study programs approved by Augustana. The Office of International Programs also sponsors and supports international students on campus, visiting and exchange faculty scholars and other international education initiatives on campus.

Contact the Office of International Programs or go to [www.augustana.edu/internationalstudy](http://www.augustana.edu/internationalstudy) for more detailed information on any of the international study programs.

## Fall Term Programs

The three fall term study-abroad programs rotate on a regular basis. Students earn 10 credits, with an option to earn 13, in courses taught by Augustana faculty members who travel with the groups or by instructors from the host country. In addition to regularly scheduled classes, numerous opportunities are arranged for on-site cultural study through visits to points of interest.

**European Term.** Past locations have included London, Munich, Paris and Rome. The next European term is scheduled for fall 2008.

**Latin American Term.** Past locations have included Brazil, Ecuador, Peru and Mexico. The next Latin American term is scheduled for fall 2009.

**East Asian Term.** Past locations include China, Japan and Taiwan. The next East Asian term is scheduled for fall 2010.

## Winter Term Programs

**Internship Program in Australia.** The program includes a five-week internship seminar on campus followed by a seven-week internship experience in Sydney, Australia.

**Holden Term.** Students enroll for three winter term courses. They take the courses for five weeks on campus, and following New Year's Day spend seven weeks at Holden Village in the Cascade Mountains of Washington State.

**Vietnam Term.** Students spend five weeks in Vietnam, from late January to early March 2009. The program includes coursework in business administration, English and political science.

## Spring Term Programs

Students typically earn 10 credits in courses taught by Augustana faculty members who travel with the groups. In addition to regularly scheduled classes, numerous opportunities are arranged for on-site cultural study through visits to points of interest. Spring term programs are not on a regular rotation schedule. The Office of International Programs can provide schedules and more detailed information on these programs.

**Austria Term.** Main location is Vienna, Austria.

## Short-term Programs

Short-term programs range from one to five weeks in length and can occur during a regular term or during break or in the summer following graduation.

**Rome: Faiths in Dialogue** is a three-credit course offered during the spring term followed by a one-credit ten-day study abroad component in Rome, Italy in late May.

## Summer Language Programs

**France.** Augustana conducts a six-week summer program in Dijon, France. The program includes four weeks of intensive study of the French language, literature and civilization at the Université de Bourgogne, as well as two weeks of travelling and sight-seeing in France. Students may earn credit in either intermediate or advanced French. Students applying to the program must have completed one year of college French or the equivalent. The program is offered biennially or in response to student interest. Contact the chair of the French department for more information.

**Germany.** Students can study the German language and culture at the Catholic University in Eichstätt, Germany each summer during a four-week program. Courses include intensive German language courses, literature courses, and conversation or creative writing classes. Contact the chair of the German department for more information.

**Ecuador.** Augustana and the Centro de Estudios Interamericanos offer an annual summer-long Spanish program in Cuenca, Ecuador. Students receive 9 Augustana credits in Spanish. The program provides formal language instruction at beginning, intermediate and advanced levels; experience in the culture of Latin America; and the opportunity to live with and learn from Ecuadorian families. Planned field trips include visits to sites of geographical and

cultural interest. Contact the chair of the Spanish department for more information.

**Spain.** The annual Spanish program in Salamanca, Spain, is a four-week intensive language program with up to 6 credits of university-level coursework, an opportunity for family stay living arrangements, and an assortment of cultural activities and excursions. Contact the chair of the Spanish department for more information.

**Sweden.** Augustana College and the Folkhögskola at Grebbestad on Sweden's West Coast offer six-week summer program in Swedish language and culture. Five weeks of intensive language study at the beginning, intermediate and advanced levels is followed by a one-week stay in Stockholm. Contact the chair of the Scandinavian department for more information.

## International Exchange Programs

Augustana College has official international exchange programs with the University of Regensburg, the Catholic University in Eichstätt, Passau University in Germany; Lingnan University in Hong Kong; Huazhong Normal University in Wuhan, China; and Karlstad and Växjö Universities in Sweden. See the Office of International Programs for more information.

## Other International Programs

Opportunities for non-Augustana international programs are also available through the Office of International Programs.

**Note:** Participation in international study programs is on a select basis, and is available to a limited number of students. By nature these programs must allow students a large degree of independence with less supervision than would occur on campus. The college may therefore deny participation to students with a history of disciplinary issues or with needs that cannot be adequately accommodated abroad.

## Internships

There are five types of internships: Senior Inquiry Internships (Sxx), Service Learning Internships (Lxx), Academic Internships (Axx), Experiential Internships (Exx) and Volunteer Internships (Vxx). All internships require a reflective component. All registered internships will appear on students' transcripts.

### Senior Inquiry Internships

These internships explore students' abilities and interests, and emphasize the needs of a community. The sponsoring department will determine how "reflection" is demonstrated and how "community" is defined for the internship, as well as the type of evaluation (graded or pass/no-credit) and the number of credit hours. These internships must meet the standards of Senior Inquiry as established by the academic department.

### Service Learning Internships

These internships integrate community service with academic study and critical thinking. While they focus on addressing a community's needs, these internships occur within an academic context, require a significant academic component and are supervised and evaluated by faculty. The sponsoring department will determine how "reflection" is demonstrated and how "community" is defined for the internship. They may be taken for either a letter grade or the pass/no-credit option.

### Academic Internships

These internships concentrate on the practical application of learning, exploring students' abilities and interests. They occur within an academic context and require a significant academic component. They are supervised and evaluated by faculty. The sponsoring department will determine how "reflection" is demonstrated for the internship. They may be taken for either a letter grade or the pass/no-credit option.

### Experiential Internships

Experiential Internships allow students to explore career opportunities without requiring an academic component. While these internships should explore the student's abilities and interests, they need not stress the needs of a community. They may be supervised by either a faculty member or qualified staff person (a member of the Career Center or Center for Vocational Reflection, etc.). The sponsoring entity will determine how "reflection" is demonstrated for the internship. They may be taken for either the pass/no-credit option or the zero-credit option. In either case a "grade" will be included on the transcript (i.e. a P or NC will appear for the pass/no-credit option, or an A through F for the zero-credit option).

## Volunteer Internships

Volunteer internships are non-academic and focus primarily on meeting the needs of a community. They may be supervised by either a faculty member or qualified staff person (a member of the Career Center or Center for Vocational Reflection). The sponsoring entity will determine how "reflection" is demonstrated and how "community" is defined for the internship. They may be taken for the pass/no-credit option or the zero-credit option. In either case a "grade" for the experience will be included on the transcript (i.e. a P or NC will appear for the pass/no-credit option, or an A through F for the zero-credit option).

## Qualifications for Internships

Credit-bearing internships range from one to nine credit hours. Credits are based on the number of hours spent on the internship. Typically, one credit hour requires 35-40 hours spent on the internship site. The person supervising the internship at Augustana will determine the appropriate number of credit hours for the internship.

Credit-bearing internships may be taken either for a letter grade (A through F) or pass/no-credit. Only faculty members will assign letter grades for credit-bearing internships. The policy of the granting department concerning pass/no-credit grades will determine the status of these grades within the department's curriculum.

Internships may be taken for zero credits. Completion of a zero-credit internship requires a student to work a minimum of 40 hours. Zero-credit internships will not affect a student's grade-point average. These will be taken for a letter grade (A through F). Faculty and others approved by the internship committee may assign grades (A thru F) for zero-credit internships. Students engaged in an internship that requires more than one term to complete (including during summer term) may be given the temporary grade of IP. IP internship requirements must be completed within 30 days of the end of the term of the internship. (See In-progress Grades, pp. 29-30.)

Internships taken for credit will be assessed the standard tuition fees. If students elect to take the internship for zero credit hours, they will be assessed a \$50 fee.

## Internships and Credits toward the Major

Only work performed under the Senior Inquiry internships, service learning internships and academic internships may count toward credits in the major. The academic department determines the maximum number of internship credits a student may count toward the major.

Internship credits of these three types (Sxx/Lxx/Axx) that do not become part of the credits toward a major will be listed as INTR-DEPT-Sxx (or Lxx; or Axx) and will be assessed with the pass/no-credit option or a letter grade at the discretion of the department. These additional hours will still count toward graduation requirements, but will not count toward the major or toward general education requirements. No more than a total of nine internship credits may apply toward graduation requirements.

### Procedures for Registration

Students must register for all internships by the presentation of an appropriately signed internship registration form to the registrar's office during the time of registration. All internships must be registered for no later than the Friday of the week preceding the term of the internship. The application deadline is the Monday, four weeks prior to the beginning of the term of the internship.

## Honors Program

Augustana offers two tracks in first-year honors studies, Foundations and Logos: Discourse and Discovery in Science. Interested high school students with exceptional potential are offered the opportunity to apply for these programs. Both programs involve a carefully planned year-long course of study taught by a team of teachers from a variety of academic fields. Students who successfully complete either first-year program are invited to continue honors study with two more courses. A sophomore course brings Foundations and Logos students together to consider the bridges between science and other disciplines. Students who wish to complete the honors cycle may also enroll in a junior-year independent study/tutorial course. Those who successfully complete the entire cycle earn recognition on their transcripts.

Those who complete the program cycle may earn the following designations: *Honors Program Completed with Distinction* (for students who complete all required honors courses with a grade-point average of 3.33 or higher in those classes, and who earn an overall Augustana grade-point average of 3.50 or better) or *Honors Program Completed* (for students who pass all required honors courses, but whose grade-point average falls below a 3.33 average for the program or below 3.50 overall).

In both programs, students and teachers are seen as co-learners in a world of interconnected ideas. The three-year cycle of courses encourages intellectual and personal development of the students. The first-year courses offer intensive writing instruction and an orientation to important books, art, music, history and ideas. The sophomore course challenges

students to explore the relation of academic disciplines. The junior-year tutorial course offers students the guidance of a favorite professor in a project of the student's own devising. By the time students complete the honors cycle, they should be skillful at independent inquiry and expression.

## Foundations

The Foundations program is a challenging interdisciplinary honors curriculum offering an intensive examination of the basic questions that have perplexed humans for centuries. Foundations focuses on integrated learning and developing critical thinking and writing skills. The curriculum includes specially designed courses that center on intensive study of the cultural and intellectual traditions of the Western world. The program is designed as an alternative way for a select group of students to fulfill the college's first-year liberal studies requirement.

## Logos: Discourse and Discovery in Science

Like Foundations, Logos is a challenging interdisciplinary honors curriculum, but with a special focus on how science has evolved across the centuries since the 5th century B.C.E., how science has been used and viewed at particular historical moments, and how we live with the fruits of science today. Critical thinking and writing skills are a priority, and courses are designed and taught by faculty from such fields as philosophy, geology, literary studies, religion and sociology. Logos is designed as an alternative way for a select group of students to fulfill the first-year liberal studies requirement.

## Reading/Writing Center

The Reading/Writing Center offers students assistance with reading, writing and study skills. Faculty and peer tutors recommend reading strategies to increase comprehension, retention and vocabulary. Students can consult the Center staff on all stages of the writing process. Assistance is also available for writing résumés and application letters, improving test-taking skills and preparing for graduate and professional school admissions tests. Additional assistance is offered to nontraditional students and those for whom English is not a native language.

## Student Teaching

For more than 50 years Augustana's teacher education program has maintained rigorous standards for its students. The NCATE-approved program has earned a reputation for excellence which has resulted in an outstanding placement rate for graduates.

Students completing the approved program student-teach in cooperating districts within the Quad-Cities metropolitan area. They are supervised by Augustana education department faculty and work with highly qualified classroom teachers from the local public and parochial schools. See *Education* in the Courses and Programs of Study section of this catalog.

## Environmental Field Stations

Augustana College owns and manages nearly 600 acres of ecologically significant habitats divided among three field stations in northern Illinois. The mission of the college field stations is to promote the understanding and protection of Illinois native ecosystems through field-based education, research and other scholarly activities. Acquired in 1991 from the ELCA, the 420-acre Green Wing Environmental Laboratory south of Dixon in Lee County is a mosaic of forests, wetlands and grassland remnants, with permanent buildings to house students and faculty during summer classes and field research. Encompassing 67 acres of upland forests and two high quality hill prairies, the Collinson Ecological Preserve in Milan was purchased from The Nature Conservancy in 1992 with a gift from the Collinson Stone Company. In 2007, the hill prairies were formally dedicated as the Josua Lindahl Hill Prairies Nature Preserve by the Illinois Nature Preserves Commission. The 98-acre Beling Ecological Preserve was a gift to the College from the Earl Beling family in 1998. Located on the north shore of the Rock River at the junction of Rock Island and Moline, this wetlands preserve includes tiny William Carr Island. The new west Rock River bridge directly linking Milan and Moline, built on former field station property, was completed in 2007.

## Community Programs

### Center for Communication Disorders

Assessment and intervention services for people of all ages with communication disorders and variations are provided at the Center for Communication Disorders. Operated by the communication sciences and disorders department, the center is staffed by professional speech-language pathologists as well as students majoring in communication sciences and disorders.

## Kaleidoscope

An art program sponsored by the art and art history departments, Kaleidoscope teaches creative art classes for children on Saturdays and holds one-day hands-on workshops, special events and lectures. A summer program provides daily art programming for children. Art experiences that teach skills and emphasize the joys of art-making are taught by professional artists and art educators. They are assisted and observed by art and elementary education majors who participate in the program in partial fulfillment of their pre-clinical laboratory requirement. Classes are held in the Augustana art studios.

## Individual Studies

### Independent and Directed Study

**Independent Study** is advanced critical study or research on a specific topic under the guidance of a faculty member in a department. Students may register for course 400 in the related academic department with the permission of the faculty member and the department chair.

**Directed Study** is study of a particular topic of interest under the direction of a faculty member. Students may register for courses 199, 299, 399 and 499 in departments that offer directed study. Permission is required from the department chair and the instructor.

No more than 6 credits in independent and directed studies combined may be applied toward the Bachelor of Arts degree. In one term, no more than 1 credit of independent study and 1 credit of directed study may be earned in a given department.

### Private Study

In exceptional cases, a student who is a graduation candidate and who critically needs a course may take a desired course through private study with an instructor. The student must petition the Committee on Advanced Standing and Degrees for final approval. The student is responsible for all fees above and beyond regular tuition. For information, students should consult their advisor, a faculty member and the Dean of the College.

### Music Lessons

The music department offers lessons for college credit in all orchestral and band instruments, piano, harpsichord, organ, guitar, voice, drum set, world hand drumming, conducting, composing and improvisation. Lessons are scheduled individually with the instructor.

L-Phi-morphia

morphia

*Didelphis virginiana*

■ *Virginia opossum*



B+B

# Degree Requirements

## General Policies

If degree requirements are changed, students have the option of graduating under the requirements in effect when they entered Augustana or under the new policy. Similarly, students have the option of graduating under the requirements for a major or minor which were in effect when they officially declared the major or minor, or under requirements subsequently adopted. However, students who interrupt their attendance for more than three consecutive terms (excluding the summer term) are subject to requirements in effect when they re-enroll. These students also may be required to complete additional coursework in their major or minor if the department or program chair determines that previously completed work does not fulfill a current requirement.

***(The following exception applies to students who first enrolled at Augustana prior to fall term 2004-05 and who interrupted their attendance for more than three consecutive terms [excluding the summer term]):*** Such students may complete at any time before the beginning of the 2008-09 academic year the general education requirements for the Bachelor of Arts degree in effect during the 2003-04 academic year. Any new major or minor requirements must, however, be fulfilled. If such students fail to complete the Bachelor of Arts degree before fall term 2008-09, they will be required to meet general education requirements effective fall term 2004-05 and thereafter. The one exception to this will be the first-year sequence. These students will be expected to complete one course in college writing; one course in the Christian Tradition that is designated within upper-level religion offerings, and 6 credits in learning perspective (LP) courses in addition to the 27 LP credits required for all students. The 6 credits in learning perspective courses replace 6 additional credits in first-year liberal studies (LSFY) courses.)

Changes in requirements for majors and minors are effective on the first day of classes in the fall term after the faculty adopts them.

Exceptions to degree requirements or policies are made by the Committee on Advanced Standing and Degrees when circumstances warrant. Students who wish to file a petition with this committee may obtain counsel and the proper form from the Office of the Registrar.

The major area advisor and the registrar provide assistance and information to students regarding requirements and progress toward the degree. An audit of progress toward the degree is available on WebAdvisor.

**Note:** *The audit and reviews are provided only as planning aids. It is the responsibility of the student to report any printed error to the Office of the Registrar. The responsibility for understanding and meeting degree requirements rests entirely with the student.*

## Augustana General Education Studies (AGES)

During their first three terms, students enroll in either the first-year liberal studies sequence or in the honors program (Foundations or Logos). Students in the liberal studies program will enroll in LSFY 101, 102 and 103. These courses are designed to help students develop as active, critical learners and to develop skills that provide the foundation for further study at Augustana. Although LSFY courses are taught by faculty from many different disciplines, all faculty frame their courses around a central question. The fall course asks students to consider what it means to be a liberally educated individual. In the winter, students ponder how our exploration of the past deepens our understanding of the human condition. The spring course addresses how we can embrace the challenges of our diverse and changing world.

Honors students accepted into the Foundations or Logos program will have a specialized first-year curriculum prepared by the honors faculty and program directors. (See Honors Program, p. 38.)

Before completion of the sophomore year, students also will select one course from a menu of classes that examine an aspect of Christian traditions.

To assure that students receive a well-rounded education in the liberal arts, AGES also exposes students to perspectives on the past, the arts, individuals and society, literature and texts, the natural world, and human values and existence. These learning perspectives (LPs) introduce questions and possible answers each field explores, and examine how knowledge in a variety of areas is discovered or created. Many LP requirements also fulfill requirements in the major.

At some point students will be a member of a learning community (LC), consisting of two courses linked by a common focus or theme. LCs illustrate connections and contrasts between disciplines and encourage thinking about human problems and issues from different perspectives.

Students also will fulfill certain skills requirements. These include foreign language competency, completion of an investigative lab, two physical education activity courses, and courses that focus on quantitative reasoning, multicultural awareness and global diversity issues.

## Bachelor of Arts

The college years develop the foundations of curiosity, analysis and communication which allow learning to take place. Augustana builds on this fundamental education by offering coursework in a wide variety of disciplines and encouraging thoughtful synthesis of information and new perspectives through careful study in these disciplines.

Graduation requirements for the Bachelor of Arts reflect the desire that Augustana graduates have both range and focus in their studies, as well as freedom to make academic choices according to their interests. The degree prepares students for a wide variety of graduate, business and professional opportunities.

### Requirements for the Bachelor of Arts degree include:

1. **Credits.** At least 123 credits of college work as defined by Augustana, subject to the following conditions:
  - a. At least 60 credits (excluding physical education activities) must be earned at Augustana College. The last 24 credits applied to the degree must be earned at Augustana.
  - b. At least 40 credits must be in 300- or 400-level courses.
  - c. No more than 40 credits may have the same subject code designation. Courses listed under more than one course code are counted toward the limit under each code.
  - d. No more than 3 credits may be from physical education activities.
  - e. No more than 8 credits may be from participation in music ensembles.
  - f. No more than 9 credits may be from participation in internships.
2. **Grade-point Average.** The final grade-point average must be at least 2.00:
  - a. for all Augustana coursework.
  - b. for all Augustana coursework in a major.
3. **Major.** A major of at least 24 credits must be completed, including at least 9 credits in 300- and 400-level courses taken at Augustana. Major requirements are given in the Courses and Programs of Study section of this catalog.
4. **General Education Requirements.** General education requirements consist of the following components:
  - a. First-Year Liberal Studies Program. 9 credits, including:
    - Fall term: LSFY 101 Rhetoric and the Liberal Arts (3 credits)
    - Winter term: LSFY 102 (3 credits)
    - Sprint term: LSFY 103 (3 credits)
  - b. Christian Traditions. 3 credits.
    - Students must take one of the following religion courses: 201, 203, 205, 207 or 209.
    - Completion of LSFY 101 is a prerequisite for the Christian Traditions requirement.
    - Students must complete this requirement before the end of the sophomore year.
    - Successful completion of the first year of Logos or Foundations fulfills the Christian Traditions requirement if a Christian Traditions course is included in the honors sequence.
  - c. Learning Perspective Distribution Requirements. 27 credits.
    - Students must take one course in each of the six Learning Perspectives (see below). In addition, students must select three additional courses, each from a different Learning Perspective, for a total of nine courses.
    - A maximum of two courses with the same subject code may count toward satisfying the total Learning Perspective distribution requirement.
    - A course which is cross-listed under more than one subject code will not count as the second area of study if either of its listings is from the same area as the first course in that Learning Perspective.
    - The six Learning Perspective distribution categories are as follows:
      - Perspectives on the Past (PP):* Courses that examine the ideas, institutions, achievements and events of the past, both in relation to one another and in relation to the present.
      - Perspectives on the Natural World (PN):* Courses that examine how theories, mathematical systems and natural laws are inferred, tested and applied to a range of phenomena, and how they are related to current technical and values-based issues.
      - Perspectives on Individuals and Society (PS):* Courses that examine human behavior, the values and social structures that humans generate, and how each affects the other.

*Perspectives on Literature and Texts (PL):*

Courses that examine the creative, expressive and rhetorical functions of language in the production and interpretations of text and the tradition they represent.

*Perspectives on the Arts (PA):* Courses that examine the inspirations, processes, tools and critical/historical contexts relating to the creation of artistic products or performances; may include the opportunity to directly engage in the creative process.

*Perspectives on Human Existence and Values (PH):* Courses that consider those broad questions of human existence that have been given religious, philosophical or literary expression of enduring importance, but inevitably take on different meanings for individuals whose values and cultural traditions differ.

- d. Learning Community Requirement. 6 credits.
- Each student must successfully complete at least one Learning Community (a pair of 3-credit topically-related courses taught in the same term by cooperating instructors and taken by the same group of students).
  - Successful completion of an Augustana international term satisfies the Learning Community requirement when two or more of the courses taken as part of the international term incorporate the educational objectives defined for Learning Communities.
  - Learning Community courses may fulfill the above distribution requirements in the Learning Perspectives and/or may fulfill requirements for the major or minor.
- e. Skills Requirements.
- (1) *Physical Education*. Two PE activity courses.
- (2) *Foreign Language*. 0-9 credits. Students must demonstrate competence in one of the following ways:
- Four years of a single foreign language in high school. Completion of the same language through a full year of Language IV (equivalent of eight semesters) fulfills the requirement.
  - Satisfactory performance on a competency test. Tests are administered online prior to confirming the registration date. Students with fewer than eight semesters of a language who place beyond 103 will be required to retake the exam on campus.
  - Successful completion of the 103 or 201 course in any language at Augustana
  - Equivalent (one year) at another college or university. The college does not accept online coursework to fulfill the foreign language requirement.

Students who have completed the language requirement through the first of the above criteria, but who desire to continue language study, may continue in the language in placement of 102 or 103 for credit if such a placement is determined by the exam.

## f. Suffix Requirements.

(1) *Investigative Lab*. One 3-credit course (designated by the I suffix) that focuses on scientific methods. I courses can also fulfill other learning perspective distribution requirements. Completing a science major satisfies this requirement.

(2) *Quantitative Reasoning*. One 3-credit course (designated by the Q suffix) that features quantitative skills. Q courses can also fulfill other learning perspective distribution requirements and/or major requirements. Satisfactory performance on a competency exam can satisfy this requirement.

(3) *Diversity/Global Perspectives*. 6 credits.

- One 3-credit course (designated by the G suffix) which focuses significantly on non-Western social or cultural subject matter
- One 3-credit course (designated by the D suffix) which focuses significantly on an aspect of social or cultural diversity.
- G and D courses can also fulfill other learning perspective distribution requirements or major requirements.
- G and D requirements cannot be met in a first-year liberal studies course.

**5. Declaration of Candidacy for Graduation.**

The declaration form must be filed with the Office of the Registrar at least one term before the term of graduation.

**Transfer Policies****Special Provisions for Transfer Students**

Students who transfer to Augustana fulfill, with one exception, the same requirements as students who begin their college study at Augustana. The exception is the sequence of courses designed for first-year students. Instead of completing this sequence, transfer students will be required to complete: (1) one course in college writing; (2) one course in the Christian tradition that is so designated within the upper-level religion offerings. (This course may not be applied to the fulfillment of the Learning Perspective distribution requirement.); and (3) 6 additional credits of Learning Perspective courses (in addition to the 27 LP credits required of all students). These 6 credits replace the first-year LSFY courses (111, 112 or 113) in which they are not permitted to enroll. These

special requirements may be completed prior to matriculation or while enrolled at Augustana.

Transfer students are expected to complete all other requirements of the college either through transfer coursework or while enrolled at the college. These requirements include: (1) 60 credits earned at Augustana, and the last 24 in residence at the college; (2) 40 credits at the 300-400 level; (3) minimum competency through coursework or testing in foreign language and quantitative reasoning; (4) one course with an investigative laboratory; (5) one course in each of the six Learning Perspectives and three additional courses from 3 different Learning Perspectives, for a total of nine courses; (6) one learning community; (7) one 3-credit global perspective course and one 3-credit diversity course; and (8) 2 credits of physical activity courses or a comparable transfer course.

### **Special Provisions for Former Augustana Students**

Students who first enrolled at Augustana College prior to fall term 2004-05 and who interrupted their attendance for more than three consecutive terms (excluding the summer term) may complete—at any time before the beginning of the 2008-09 academic year—the general education requirements for the Bachelor of Arts degree in effect during the 2003-04 academic year. Any new major or minor requirements must, however, be fulfilled. If such students fail to complete the Bachelor of Arts degree before fall term 2008-09, they will be required to meet general education requirements effective fall term 2004-05 and thereafter. The one exception to this will be the first-year sequence. These students will be expected to meet the same requirements as applied to transfer students (see above).

# Organization of the Curriculum

## Baccalaureate Degree Program

Augustana College offers the Bachelor of Arts degree. Requirements for the degree are listed in the Degree Requirements section of this catalog. For additional information, contact the Office of the Registrar.

The Bachelor of Arts degree requires study in courses representing a broad base of knowledge as well as coursework focused in a specific area. Elective courses may be taken according to individual student's interests or needs.

For the well-prepared student whose high school background includes four years of study in a foreign language, approximately 40 percent of the credits required for the Bachelor of Arts degree are in general education distribution and course requirements, one-third are elective, and one-third are in the student's selected major. Students may earn minors in areas of study which complement or supplement the major. Credits which apply to minors are typically included in the elective credits and general education distribution credits.

The flexibility of Augustana's graduation requirements permits students earning the liberal arts degree to build the foundation of special coursework necessary for application to graduate and professional schools, or for beginning a career upon completion of the baccalaureate degree.

## Majors

Graduation with a Bachelor of Arts degree requires completion of a major. There are two types of majors—departmental and interdisciplinary—and many options within these. A major must be completed with a grade-point average of 2.00 or better in all Augustana courses. At least 9 credits applicable to the major must be in 300- and 400-level courses taken at Augustana. Applicable courses may not be taken Pass-No Credit unless approved by the appropriate department chair. The completion of a major is rec-orded on the student's permanent academic record and transcript.

**Departmental Majors.** Each department offers a departmental major consisting of 24 to 40 credits, often with several options, and may offer a major for secondary school teaching. While the general graduation requirements for the baccalaureate degree provide breadth of study in several disciplines, the major provides depth of study and advanced work in one area. Specific requirements for each major are given under the departmental listing in the Courses and Programs of Study section of this catalog.

Accounting  
 Anthropology  
 Art\*  
 Art History  
 Biochemistry  
 Biology\*  
 Business Administration  
 Chemistry\*  
 Classics\*  
 Communication Sciences and Disorders  
 Computer Science  
 Economics  
 English\*  
 French\*  
 Geography\*  
 Geology\*  
 German\*  
 History\*  
 Mathematics\*  
 Music  
 Music Education\*  
 Music Performance  
 Philosophy  
 Physics\*  
 Political Science  
 Psychology  
 Religion  
 Scandinavian  
 Sociology  
 Spanish\*  
 Speech Communication\*  
 Theatre Arts

*\* A major for secondary school teaching is offered in these fields. In classics the teaching major is in Latin; in geology it is earth and space science. Students interested in completing a secondary education teaching major should contact the education department during their first year of study.*

**Interdisciplinary Majors.** Interdisciplinary majors, which include work in two or three departments, also meet the graduation requirements of a major. These majors reflect links among disciplines which strengthen advanced work in each of the disciplines. Specific requirements are given in the Courses and Programs of Study section of this catalog. Interdisciplinary majors are offered in the following fields:

Asian Studies  
Elementary Education  
Medicine  
Public Administration  
Women's and Gender Studies

**Contract Majors.** Contract majors allow students to create a course of study outside department and interdisciplinary majors. Students must be in good standing and have an overall grade-point average of 3.30 or above at the time of application. Students must apply in writing to the Educational Policies Committee (EPC) by the spring term of their sophomore year, prior to obtaining the final 60 credits for graduation. It is strongly recommended that proposals be submitted no later than week 2 of the spring term of the student's sophomore year to ensure that EPC can review and act on the proposal. Proposals submitted after week 2 may not be accepted depending upon the schedule of EPC. The student must convince EPC that his or her major is a rigorous, coherent and focused area of study, and demonstrate how each course contributes to the major.

The student's major advisor must be from the department with the contract major's greatest number of credits. The advisor must write a brief statement of support, addressing the coursework and senior project and asserting his or her willingness to advise the student until graduation.

Contract majors consist of between 27-40 credits, 14 of which must be 300-level courses or above. At least three different academic disciplines must be represented. Students must propose and complete a senior project. This project must be proposed to a faculty panel of three, composed of the student's major advisor and two other faculty members from the disciplines that make up the major. A grade-point average of 2.00 or above in the major courses is required for graduation.

A checklist is available in the Office of the Registrar to help students process the proposal.

## Concentrations

Within a few majors, the student selects a course of study which leads to an emphasis or concentration in the major. Concentrations are offered as follows:

### **Business Administration**

Management  
Marketing  
Finance  
International Business  
Management Information Systems

### **Classics**

Greek  
Latin

### **English**

English (literature)  
Writing

### **Music Education**

Vocal Music  
Instrumental Music

### **Music Performance**

Voice  
Piano  
Instrumental Music

### **Sociology**

Social Welfare

## Minors

A broad selection of minors is available to complement or supplement the work a student is doing in a major. A minor also may be used to study an area which holds a special interest for the student. Specific requirements for minors are given in the Courses and Programs of Study section of this catalog. The minor must be completed with a grade-point average of 2.00 or better in all Augustana courses. At least 6 credits applicable to the minor must be 300- and 400-level courses taken at Augustana. Applicable courses may not be taken Pass-No Credit unless specific approval is granted by the advisor. The completion of a minor is recorded on the student's permanent academic record and transcript.

**Departmental Minors.** Most departments offer minors consisting of 17 to 24 credits for students majoring in an area who wish to concentrate in a second area of study. Departmental minors are offered in the following fields:

Accounting  
Anthropology  
Art  
Art History  
Biochemistry  
Biology  
Chemistry

Chinese  
 Classics  
 Computer Science  
 Economics  
 English  
 French  
 Geography  
 Geology  
 German  
 History  
 Jazz (Music)  
 Mathematics  
 Music  
 Philosophy  
 Physics  
 Political Science  
 Psychology  
 Religion  
 Scandinavian  
 Sociology  
 Spanish  
 Speech Communication  
 Theatre Arts

**Interdisciplinary Minors.** Augustana offers several interdisciplinary minors consisting of at least 17 credits. These minors are similar to departmental minors but include coordinated work in two or more departments. Since there is considerable flexibility in these minors, students should work closely with the advisor in making course selections. Interdisciplinary minors are offered in the following areas:

African American Studies  
 Asian Studies  
 Environmental Studies  
 Latin American Studies  
 Medieval and Renaissance Studies  
 Women's and Gender Studies

## Coordinated Degree Programs

Augustana cooperates with several universities in offering coordinated degree programs which allow a student to earn both a Bachelor of Arts degree from Augustana and a bachelor's, a master's degree or a Doctorate of Dental Science from the respective university. These programs, commonly referred to as affiliate degree programs, normally require three years in residence at Augustana followed by two, three or four years in residence at Duke University, Iowa State University, Northwestern University, Purdue University, University of Illinois (Urbana-Champaign), University of Iowa, Southern Illinois University or Washington University (St. Louis). Additional information about these programs and the names of advisors are given in the Courses and Programs of Study section of this catalog. Specific information and

advice should be sought from the program advisor early in the first year of study. Augustana offers coordinated degree programs in the following areas:

Dentistry  
 Engineering  
 Environmental Management  
 Forestry  
 Landscape Architecture  
 Occupational Therapy

## Pre-professional Studies

Pre-professional studies are programs for students interested in particular professional fields and preparing for application to professional schools. Unlike the departmental and interdisciplinary majors (see pp. 45-46), these programs are not majors. Therefore, a student working on one of these programs and intending to graduate from Augustana will also complete a major (see p. 45). Additional information about these programs and the names of advisors are given in the Courses and Programs of Study section of this catalog. Specific information and advice should be sought from the program advisor in the first year of study. Augustana offers pre-professional programs in the following areas:

Dentistry  
 Law  
 Occupational Therapy  
 Optometry  
 Pharmacy  
 Physical Therapy  
 Veterinary Medicine

## Academic Divisions

### FINE AND PERFORMING ARTS

#### Dr. Susan Stone, Chair

Art  
 Art History  
 Communication Sciences and Disorders  
 Music  
 Speech Communication  
 Theatre Arts

### LANGUAGE AND LITERATURE

#### Dr. Laura Greene, Chair

Asian Languages  
 Classics  
 English  
 French  
 German  
 Scandinavian  
 Spanish

## **NATURAL SCIENCES**

### **Dr. Darrin Good, Chair**

Biology  
Chemistry  
Computer Science  
Geography  
Geology  
Mathematics  
Physics and Astronomy

## **HISTORY, PHILOSOPHY AND RELIGION**

### **Dr. David Hill, Chair**

History  
Philosophy  
Religion

## **BUSINESS AND EDUCATION**

### **Dr. Randall Hengst, Chair**

Accounting  
Business Administration  
Economics  
Education  
Physical Education

## **SOCIAL SCIENCE**

### **Dr. David Dehnel, Chair**

Political Science  
Psychology  
Sociology, Anthropology and Social Welfare