

DEGREES AND REQUIREMENTS

Morningside College confers four baccalaureate degrees: Bachelor of Arts, Bachelor of Science, Bachelor of Science in Nursing, and Bachelor of Music Education.

For a Bachelor of Arts degree, no more than 40 credits may be required for the major. For a Bachelor of Science degree, no more than 56 credits may be required for the major. In the major no more than 36 credits can be from one prefix, and no more than 52 credits from two prefixes.

No more than 52 credits in a prefix will count toward the 124 credit graduation requirement. Any additional credits will extend the 124 credit graduation requirement.

A minimum of 124 credits is required for completion of the baccalaureate degree. These credits include the general studies, the requirements for a major, and in many cases, requirements for a minor and electives.

General Studies Requirements for Bachelor Degrees

Critical Inquiry and Communication (MORN 102).....	4
Quantitative Reasoning (MATH 212 or MATH 150).....	4
May Term.....	4
Ethical Reasoning and Application	4
Integrative Experience	4
Fine and Communicative Arts ^{1,5} – 2 courses.....	2-8
Humanities ^{2,5} – 2 courses	4-8
Science and Mathematics ^{3,5} – 2 courses.....	4-8
Social Sciences ^{4,5} – 2 courses.....	4-8
Capstone course	2-12

¹Fine and Communicative Arts courses include classes from prefixes: ART, COMM, CWRT, DANC, MUAL, MUED, MUEN, MUHL, MUSC, MUTC, THTR

²Humanities courses include classes from prefixes: CULT, ENGL, HIST, PHIL, RELG, RHET, SPAN

³Science and Mathematics courses include classes from prefixes: AGRI, BIOL, CHEM, CSCI, MATH, PHYS

⁴Social Sciences courses include classes from prefixes: ECON, GEOG, POLS, PSYC, and SOCI

⁵Students may double count these courses with courses for the major and/or minor.

Distribution Requirements

ETHICAL REASONING AND APPLICATION

Complete one from the following:

AGRI 130	Introduction to Business
BIOL 251	Genetics
BUSN 341	Principles of Marketing
COMM 101	Introduction to Mass Communication
ENGL 132	Literature and Society

ENGL 243	Multicultural Literature
ENGL 245	Women and Literature
ENGL 251	Literature and Culture
NURS 308	Nursing Care of the Aging Population
PHIL 100	The Examined Life
PHIL 101	Philosophy for Living
PHIL 103	Introduction to Ethics
PHIL 205	The Philosophical Athlete
PHIL 212	Philosophy of Sex, Love, and Friendship
PHIL 217	Philosophy of Philanthropy
PHIL 303	Applied and Professional Ethics
POLS 288	Principles of Politics
POLS 342	Human Rights, Women's Rights
RELG 200	Christian Ethics
RELG 250	World Religion
RELG 290	Special Topics: Religion and Food
RHET 215	Writing in Professional Settings

INTEGRATED EXPERIENCE

Complete one from the following:

AGRI 321	United States Food Policy
AGRI 322	Environmental Politics & Policy
ART 302	History Through the Camera Lens
BIOL 322	The Science of Climate Change
BIOL 345	Fundamental Neuroscience
BIOL 354	Principles of Sustainability
BUSN 332	Organizational Behavior and Communications
BUSN 364	Contemporary Leadership and Ethics
COMM 338	Masculinity and the Media
ENGL 333	Special Topics: Film Adaptation
ENGL 345	Studies of a Literary Genre
ENGL 346	Studies of a Major Literary Figure, Movement, or Genre
HIST 313	Crusades, Castles, and Cathedrals
HIST 318	The Greeks and the Romans
HIST 323	Imperialism and Colonialism in the Modern World
NSCI 341	Science and Pseudoscience
NURS 313	Nursing Care of the Family
PHIL 332	Modern Philosophy
PHIL 345	Philosophy of Science for Scientists
PHIL 362	Philosophy of Religion
POLS 321	United States Food Policy
POLS 322	Environmental Politics & Policy
POLS 359	Campaigns and Elections in the United States
PSYC 317	Intimate Relationships
PSYC 333	Cognitive Psychology and Lab
PSYC 344	Introduction to Behavior Modification
PSYC 405	Gender and Sexuality
RELG 328	Death and Immortality
RELG 332	Modern Philosophy
RELG 362	Philosophy of Religion
RELG 365	Religion, Gender, and Sexuality
SOCI 315	Sociology of Gender: Beyond Pink and Blue
TESL 337	Culturally Inclusive Environments
THTR 333	Global Lenses: Examining Our World Through Film

Other Requirements for the Baccalaureate Degree

MAY TERM COURSES

Students are required to complete at least one May Term course in order to graduate from Morningside College. Students who spend one semester or summer session studying abroad will be considered to have satisfied the May Term requirement. May Term courses are designed to be innovative or experiential and are not offered during any other term. These courses lend themselves to experiential learning, but are not limited to this approach. May Term allows faculty to design courses that they could not otherwise offer, and it allows students to take at least one course simply for the sake of the love of learning during their time at Morningside. Travel may be a significant component of some courses offered in the May Term.

May Term courses are offered in an approximately three-week period immediately after Commencement. All May Term courses are four-credit courses and classes may meet for a variable amount of time each day. May Term courses may not be audited. May Term courses will be graded Pass/Fail. Students who are enrolled in the preceding Spring Term may enroll in one May Term course for no tuition. For the one required May Term, there are no additional charges for rooms if the student is already living in a campus residence hall. For additional May Terms the student will be responsible for tuition and room charges. Students are responsible for their board costs during the May Term. If a May Term involves travel, students are responsible for the cost of the travel.

For additional on-campus May Terms the student will be responsible for tuition and room and board charges. If a May Term involves travel, students are responsible for the cost of the travel. Students participating in a second May Term that involves travel may elect not to register for course credit, and in that case will not be charged tuition.

WRITTEN/ORAL REQUIREMENT

To earn a bachelor's degree, students must receive the departmental writing and oral endorsement in their major department. See departmental offerings for the departmental criteria. A student who majors in more than one area must fulfill the endorsement in only one major. A student with a student designed interdisciplinary major may fulfill the endorsement in one of the disciplines making up the major, preferably that discipline in which the largest number of credits was earned.

GRADE POINT AVERAGE REQUIREMENTS

A minimum cumulative average of 2.0 and minimum averages of 2.0 in the major and minor are required for graduation. A grade of C- (1.7) or better is required in all courses to count for the major or minor. Some state and national accrediting agencies require some departments to have higher minimum standards. The student should consult the department for major/minor requirements.

UPPER-LEVEL STUDY REQUIREMENT

Of the 124 credits required for graduation, a minimum of forty (40) credits in courses at the 300-or 400-level is required.

RESIDENCY REQUIREMENT

A student must successfully complete at least 30 credits at Morningside College to qualify for a baccalaureate degree. At least 12 of the last 16 credits must be completed at Morningside College. Study abroad programs are exempt from the 16-credit requirement.

GRADUATION

Prospective graduates must take part in the commencement ceremony, attired in appropriate academic regalia, unless excused by the Provost. The graduation fee is required whether the student participates in the graduation ceremony or not. Attendance at baccalaureate is not required.

Students that will be invited to participate in the commencement ceremonies will include: (1) students who have completed degree requirements since the last commencement ceremony and were not previously invited to participate; (2) students who are in good academic standing and who, by February 15, have officially declared their intent to graduate following the upcoming summer session, and (3) students who, following the spring semester, will have all graduation requirements completed except a May Term and/or 1 course to be completed during the upcoming summer session. Students participating in graduation ceremonies before finishing all requirements will be designated as such in the commencement program. For questions about this policy, contact the Registrar's Office.

Upon graduation the diploma will be held if there are financial obligations to the College. All graduates will receive a complimentary unofficial copy of his/her transcript.

THE MAJORS AND MINORS

In addition to meeting the general studies requirements and other requirements for a bachelor's degree, students must complete a major. Students may elect to complete a minor but are not required to do so.

Student Designed Interdisciplinary Major (B.S. degree)

For students whose academic interest does not coincide with a single department or discipline, the student designed interdisciplinary major offers an exciting alternative. This program consists of 52-56 credits taken in three or more disciplines. No more than 20 credits from any single discipline will count toward the major. At least 24 credits of the courses taken in the major must be numbered 300 or above. The student may choose his or her own pattern of concentration, putting together a group of courses linked by a coherent strand of meaning identified by the student and his or her faculty advocate.

The student designed interdisciplinary major is to be contracted before 36 credits of the course work for the proposed major are completed. Such a major is designed by the student with the advice of a faculty advocate. The proposed major must be approved by the Curriculum Policies and Assessment Committee and the faculty. The student must fulfill all other requirements for the degree, including the distribution requirements and flags, and the writing proficiency.

Double Majors/Double Degrees

A student who wishes to complete full majors in two areas of study will indicate one as the primary major. The primary major will determine the degree the student will earn (Bachelor of Arts, Bachelor of Science, etc.) Both majors, however, will be noted on the student's transcript. Students who have declared two majors who wish to earn two different degrees simultaneously, must complete no fewer than 160 credits. The majors for the two degrees must belong to different degree programs (B.A. or B.S., etc.), rather than be two majors which would complete the same degree (either a B.A. or B.S.). Consult the list of majors and degree programs elsewhere in this catalog for degree information.

Second Baccalaureate Degree Students who wish to earn a second baccalaureate degree at Morningside College must complete a minimum of 30 additional credits in residence, at least 15 of which must be in the new major. The second degree must be in a field or major different from the one first earned, and the first degree must have been awarded by a regionally accredited institution.

Second-degree students must complete all Morningside degree requirements, including those of the new major, and must maintain good academic standing and the grade point average standards required of all undergraduate students.

ACADEMIC POLICIES

Student Responsibility

Students must be familiar with the academic guidelines and regulations of the college. While the college makes every effort to advise and counsel students on their academic programs and degree requirements, the student is ultimately responsible for fulfilling all requirements for a degree. To help students enact their responsibility, all academic plans and programs must be approved by a student's academic adviser.

The Registrar applies and interprets academic regulations, often in consultation with the Vice President of Academic Affairs. The Academic Standards Committee of the faculty hears petitions and appeals of students concerning academic requirements and regulations.

Catalog Regulations

A student may graduate only by meeting graduation requirements from a catalog which is current or was in effect during the seven years preceding his or her graduation, provided that the catalog date does not precede the student's original date of entry.

The college or academic department may request substitution of courses when requirements for degrees have changed or when courses have been dropped from the curriculum. Students may be requested to change to a new program when major changes have been made, but adequate provisions for students to complete the new program on time will be provided.

Former students returning to a degree program at Morningside after a considerable period of time should consult with the Registrar concerning applicable degree and major requirements. In general, courses in science or mathematics taken more than ten years ago may not be applied to a current degree.

Declaration of Major and Intent to Graduate

All students must file with the Registrar a declaration stating the major and degree sought. New first year students may officially declare a major after one semester of attendance. Transfer students may declare a major upon matriculation. All students are strongly encouraged to declare a major no later than their third semester or after they have earned 30 credits. Students who are still undecided after 30 credits should work with the Vice President for Advising to identify possible majors. Students should also declare with the Registrar's Office their intent to graduate. The final date to declare an intent to graduate is listed on the academic calendar each semester, but students are encouraged to make this declaration when they reach senior status.

Course Levels

Course levels (100, 200, 300, 400) are distinguished by the expectations for initial skill levels of students enrolling in a course, and by the expectations for further skill development within each level. Each level has higher expectations for both entering skills and skill development as the level number increases.

Registration for Courses

Students are provided an opportunity to pre-register for classes well in advance of the beginning of the semester and will likely find it advantageous to do so. If students are not able to pre-register during advanced pre-registration, they may do so upon payment of a late fee. No registration is permitted after the published date of the last day to register.

Students are responsible for meeting all listed prerequisites before enrolling in a class. Freshmen will take mostly 100-level courses. No more than eight (8) 200-level credits per term will be allowed without administrative approval. No 300- or 400-level courses will

be allowed without appropriate permission. Sophomores may select any level if prerequisites are met. Juniors and seniors may not take 100-level courses without permission from the Vice President for Advising or the Assoc. Dean for Academic Affairs.

The college reserves the right to change instructors or cancel or otherwise change courses should conditions require. However, every attempt is made to maintain the schedule as published. In order to more evenly distribute students between various sections of courses, the college also reserves the right to move a student to a different section of a course provided there are not course conflicts. If a student has any other types of conflicts (i.e., work, athletics, music rehearsal, etc.) he/she will need to get approval from the Vice President for Advising or the Associate Dean for Academic Affairs to maintain the original schedule.

Changes in Registration

Once registered, a student remains enrolled in a course until its completion or the Registrar receives a completed course withdrawal (“drop-add”) form. Courses from which a student elects to drop during the add/drop period (approximately the first week of classes) of a regular term will not appear on the permanent records, except for those students who withdraw from all courses. Withdrawals after the add/drop period, but before the official deadline to drop a course, will be recorded as a “W.” Students are not allowed to withdraw from individual courses after the official deadline to drop a course.

Any student-initiated change in registration made after the regular add/drop period (approximately the first week of classes) must be approved by the student’s academic adviser and the course instructor.

Class Attendance

1. Students are expected to attend all class sessions. Attendance regulations (and their impact on final grades) are the responsibility of each faculty member, who will announce the policy in writing to the students at the beginning of each course, subject to the conditions of paragraph two below.
2. Since sanctioned trips are considered to be supportive of the college program, instructors should allow students to make up work that has been missed. Students are responsible for notifying their instructors, in advance, about sanctioned trips.
3. Students may report absences in cases of illness or emergency to Student Services. Final permission to make up work rests with the individual instructor.

Class Standing

A student’s class standing is determined as follows:

Freshman (FR)	0-26.99 credits
Sophomore (SO)	27-57.99 credits
Junior (JR)	58-90.99 credits
Senior (SR)	91 credits and above

Credit Hour

Morningside College defines a credit hour based upon the standard Carnegie unit for face-to-face course offerings (i.e., 3 hours of work, per credit offered, per week, for 15 weeks.) At the undergraduate level this equates to approximately 50 minutes of class time plus two hours of work outside of class per credit, per week for 15 weeks for 1 credit. Typical Morningside College undergraduate courses (including May Term courses) are worth 4 credits. There are some 1 or 2 credit courses, but no 3 credit courses at the undergraduate level. For internships, research hours, independent studies, tutorials, practicum, student teaching, hybrid and online courses, seat time equivalences are considered less appropriate measures. In these instances, credit hours are determined by the defined outcomes of the course and are verified by the quantitative and qualitative assessment of student learning. Thus, the evaluation of successful completion of a credit hour is affected by the type of learning experience and mode of delivery.

Course Load

The standard unit of work is the semester credit. A full-time student is one who is enrolled for at least 12 semester credits of class work. The normal load for a student is 16 credits. A student may enroll in up to 18 credits per semester. A student with a minimum 3.50 cumulative grade point average may enroll in up to 20 credits per semester. Any other student wishing to enroll in more than 18 credits per semester must have the approval of the Office of Academic Affairs. Any credits above 18 is considered an overload and will be charged at the hourly overload tuition rate. No student may take more than 20 credits per semester. For the undergraduate summer session, a maximum of 8 credit hours are allowed for the 6-week session. Exceptions to the 8 credit-hour limit must be approved by the Vice-President of Academic Affairs.

Grading System

- Morningside College uses alphabetic characters to indicate levels of achievement in courses. Grades with + or - are recorded as follows:

GRADE		GRADE POINTS PER CREDIT
A	Excellent	4.0
A-		3.7
B+		3.3
B	Good	3.0
B-		2.7
C+		2.3
C	Satisfactory	2.0
C-		1.7
D+		1.3
D	Marginal	1.0
D-		0.7
F	Failure	0.0

- The grades “W” and “WF” indicate withdrawal from a course before completion. A “W” is assigned for all withdrawals prior to the official withdrawal deadline, typically before the final four weeks of a fall or spring term; a “WF” is assigned if a total withdrawal takes place after the official withdrawal deadline. An “AW” is assigned for an administrative withdrawal before the last day to drop a class. An “AF” is assigned for an administrative withdrawal after the last day to drop a class. A “WF” and “AF” are computed in the grade point average (GPA) in the same manner as a grade of “F”. A grade of “W” or “AW” does not affect the GPA.

- The grades “X”, “P”, and “U” are automatically assigned according to the registration option selected by the student. The “W” or “WF” is assigned by the Registrar upon notice of withdrawal by the student. The “AW” or “AF” is assigned by the Registrar upon notification by the administration. The “N” is assigned by the Registrar upon notification from the course instructor.

N	0.0 No Pass
W.....	0.0 Withdraw
WF	0.0 Withdraw Failing
AW	0.0 Administrative Withdrawal
AF	0.0 Administrative Withdrawal Failing
X.....	0.0 Audit
P.....	0.0 Passing
U	0.0 Continuing Education

4. The grade point average (GPA) is computed by dividing the total number of grade points earned by the number of corresponding credits attempted. Designators “I”, “X”, “P”, “W”, “N”, “AW” and “U” are not included in the computation. The student’s grade point average will be recorded to two decimal places, e.g., 3.54.
5. The pass/fail option is available to encourage students to explore unfamiliar academic fields or to experiment with new interests. A student may elect the pass/fail option for no more than four credits per semester and for no more than 16 credit hours during a four-year degree program. The pass/fail option must be recorded with the Registrar’s Office within the add/drop period (approximately the first week of classes). The appropriate form is available in the Registrar’s Office and must be signed by the student and the academic adviser. Only totally “free” electives may be used in this option. This excludes all courses in major or minor areas, all general studies courses, professional courses, and any other course required by the college or licensing agencies. When a course in which a student has earned a grade of “P” becomes required for a degree, the “P” is automatically converted by the Registrar to the original letter grade awarded for the course. The only circumstance in which pass/fail may be accepted in the general studies is through the use of ACCEL, Advanced Placement, CLEP and CEEB proficiency examinations. Pass/fail may also be accepted in the major or minor through the use of CLEP and CEEB with the permission of the appropriate Department Head. The pass/fail option may adversely affect student entrance to certain graduate or professional schools. Before electing the pass/fail option the student should ascertain its impact on future educational objectives.
6. The audit option is available to encourage students to explore unfamiliar fields or to experiment with new interests. Audit enrollment in courses provides students the opportunity to attend a class as a noncredit participant. Audit courses may not be used in a major, minor, general education requirement, or any other graduation requirement. They may be used only as electives. Students may not register to audit internships, tutorials, studio art, applied music, music ensembles, or other courses that, by their nature, are inappropriate for auditing, as determined by the college. To audit a course, a student must have the signature of the instructor. The student must register for the course as an audit within the add/drop period of the semester, or within the first two days of a summer session. A course that a student completes as an audit may not later be changed to a credit course with a letter grade unless the course is repeated as a graded course.

Students who audit a course are expected to attend a minimum of two-thirds of the class meetings, but are not responsible for papers, tests, or other graded assignments, nor will the instructor be expected to evaluate such work. If a student meets the expectations of the audit, the audited course will appear on the transcript, and the grade will be denoted with an “X”. If the student does not meet the expectations of the audit, the course will not appear on the transcript.

An audited course is considered a part of the regular class load and may not be carried as an academic overload (more than 18 credits) without permission. If the audit course causes an academic overload, credits above 18 credits will be charged at the hourly overload tuition rate.

Change of Grade

Students who question a grade should consult with the faculty member involved. Grade changes are only allowable for computational or recording errors. Under no circumstances may a faculty member accept work after the end of the semester. Any grade change, other than from an Incomplete, must be filed as a petition by the faculty member to the Academic Standards Committee no later than 30 days following the published date of the official opening of the next regular academic semester.

Grade Appeal Policy

When a student feels that the end of semester grade assigned by a professor is incorrect, the student has the right to appeal the grade. The appeal must be initiated within thirty days of the end of the semester.

The process for a grade appeal is:

- The student contacts the professor, in writing, stating his or her concern and a recommended resolution

- If the student and professor are in disagreement after they have communicated, the student may appeal the professor's decision to the Department Head. Both parties must submit written statements to the Department Head. The Department Head makes a ruling in the matter. All communications must be shared with all parties.
- If either party is dissatisfied with the result of the department chair's ruling, they may appeal to the Academic Standards Committee. All written statements must be forwarded to the committee, and the committee will make the final ruling.

Incompletes

An Incomplete may be given at the discretion of the instructor only when the student is unable to finish the work of a course because of grave circumstances beyond the student's control.

When submitted to the Registrar, a grade of Incomplete must be accompanied by a completed student/faculty contract detailing the work to be completed and deadlines for completion. Since an Incomplete could affect the awarding of financial aid, the contract must also be signed by the Director of Financial Planning. Incomplete grades must be completed and converted to a permanent grade no later than 30 days following the published date of the official opening of the next regular academic semester. Failure to complete the required course work as a basis for conversion of the Incomplete to a permanent grade within the required period of time will result in automatic conversion to the grade of "F." A grade of Incomplete may be extended only until the end of the full semester which follows the term in which the "I" was given. (The summer does not count as a full semester.)

Academic Warning, Probation, Suspension, and Discontinuance

The Academic Warning, Probation, Suspension, and Discontinuance policy is designed to keep students on track to graduate in a reasonable time period (typically four years). At the end of a term, the academic record of students who are on academic warning, students who are on academic probation, and those students whose cumulative GPA is below the minimum required for graduation (2.00) will be evaluated by the Academic Standards Committee. The Committee may take any of the following actions:

- Give the student an academic warning
- Place the student on Academic Probation
- Continue the student on probation for an additional term
- Remove the student from probation
- Suspend the student for one or more terms before he/she can apply for readmission
- Discontinue the student for failure to meet academic standards.

ACADEMIC WARNING

Academic Warning is for students whose cumulative gpa is greater than the standards for probation, but whose term GPA is less than 2.00. Students on academic warning are encouraged to seek assistance from Academic Support Services and to meet with their advisers to develop a plan for improving their academic standing. Students who have a cumulative GPA greater than 2.00, but whose records indicate a marked decline in performance may also receive an academic warning.

ACADEMIC PROBATION

When students are placed on academic probation, the Academic Standards Committee may set a grade point average that must be attained in subsequent terms if the student is to successfully progress toward graduation. The Committee may also recommend a maximum number of credit hours to be attempted in the next academic term. Students placed on probation will be required to meet with their academic adviser and are strongly encouraged to seek assistance from Academic Support Services. Other requirements may also be placed on students on probation. When a student's cumulative gpa improves to greater than the standards for probation, they will be removed from probation.

ACADEMIC SUSPENSION

Students who are placed on academic suspension for one or more terms may not enroll as a full-time student at Morningside College and will not receive financial aid from Morningside College during their suspension. They may enroll as part-time students at Morningside during their suspension. If students on suspension enroll as part-time students, they will continue to be evaluated by the Academic Standards Committee at the end of each fall and spring term and are subject to additional committee actions. Suspended students must apply to be readmitted as full-time students. If a suspended student enrolls in college course work elsewhere during the suspension, evidence of this course work must be presented to Morningside College and may be used to determine whether or not to readmit the student.

READMISSION AFTER SUSPENSION AND PROBATION

Students who are suspended from Morningside College have the right to appeal the suspension based on extenuating circumstances. Those students whose appeals are approved can continue at the college, on probation, and are subject to the following terms:

- acceptance of a class schedule assigned by their academic adviser;
- weekly meetings with their academic adviser. If more than two of these meetings are missed prior to midterm, the student may be administratively withdrawn from all classes;
- mandatory class attendance in all classes. More than two unexcused absences in the first three weeks of the semester or more than two consecutive unexcused absences anytime during the semester may result in administrative withdrawal from all classes. Students are required to notify the instructor of the class before the class meets in order to qualify for an excused absence. Each instructor will apply his/her standards for excused absences according to the syllabus.

STUDENTS PLACED ON PROBATION BY THE ACADEMIC STANDARDS COMMITTEE

Students placed on probation must meet with their academic adviser prior to validation to review their class schedule, to set a goal for the semester GPA, and to learn about the mentoring program for probation students.

DISCONTINUANCE

Students who are discontinued may not enroll at Morningside College and are ineligible for financial aid. Students who are discontinued may not reapply for admission to Morningside for at least five years after their discontinuance and they may or may not be readmitted.

Standards for Decisions

A student whose cumulative gpa falls below the following standards will be placed on probation and may be subject to academic suspension.

Morningside College Credits Attempted Plus <u>Transfer Hours Completed</u>	Morningside <u>Cumulative GPA</u>
12-18	1.60
18-36	1.80
More than 36	2.00

Any student in the first term of study at Morningside College who attempts at least 12 credits and achieves a gpa of less than 0.60 will be suspended.

Whether or not they have been on probation or suspension in previous terms, students are subject to discontinuance if they fail to attain the following cumulative gpa.

Morningside College Credits Attempted Plus Transfer Hours Completed	Morningside Cumulative GPA
24-47	1.40
48-71	1.70
72-95	1.80
More than 95	2.00

Financial Aid

Students who receive financial aid are subject to different course completion requirements and academic standards for continuation of their aid. See the section on Financial Aid in this catalog.

Appeals

Students may appeal the decisions of the Academic Standards Committee. All appeals must be in writing to the Committee and explain the circumstances that the student believes justify an exception to the policy.

Request for a New GPA

Individuals who have been discontinued as students from Morningside College, or who have formerly been students at Morningside College and have not been enrolled at Morningside College for at least three years, may appeal to the Academic Standards Committee to begin a new Morningside College cumulative GPA. To be eligible for such an appeal, the student must first be readmitted as a full-time student, successfully complete at least 12 credits at Morningside with a term GPA of no less than 2.00 in the first term in which the student is readmitted, and have a cumulative GPA of no less than 2.00 at the end of that same term. Students who are approved to start a new cumulative gpa must complete no fewer than 30 credits at Morningside College under the new cumulative GPA in order to graduate.

The Academic Standards Committee will consider the student's previous cumulative gpa, any college level course work completed while the student was away from Morningside College, and the student's written appeal describing why starting a new gpa is appropriate in deciding whether or not to grant a new gpa. The appeal must document that a significant improvement in academic performance has occurred and that the current cumulative gpa would delay progress toward graduation. If a new gpa is granted, it would begin from the date that the student was readmitted. All previous courses at Morningside College would then be treated as transfer courses. That is, the credit hours would count toward graduation, but not be factored into the new cumulative GPA. All other policies regarding transfer courses would also apply to these courses.

NOTE: Students who are granted a new GPA are subject to immediate discontinuance if their new cumulative GPA falls below 2.00. A new gpa will not be granted more than once for any student.

Repeating a Course

A student may repeat a course either at Morningside or at another accredited institution. If the course is repeated at Morningside, the better grade will be used in calculating the current cumulative grade point average; all grades will appear on the transcript of record. If the course is repeated at another accredited institution, neither grade will be used in calculating the current cumulative grade point average.

Independent Study

Students capable of doing significant independent work may choose to pursue independent study. Independent study provides students with an opportunity to undertake a program of supervised reading, research, or artistic production not provided within existing courses. Independent study is open only to students who have attained junior or senior standing and have a cumulative GPA of at least 2.50.

Independent study courses must be sponsored by a member of the faculty in the department within which the study is being conducted, or by a person designated by the head of that department, and must be undertaken with close faculty supervision and guidance both in defining the project and pursuing it to a satisfactory completion. A maximum of four credits will be allowed for any independent study course. A student may not take more than one independent study course in any semester or summer session. Students may use no more than three independent studies in any degree program.

Each independent study course must be approved by the faculty sponsor, the chair of the department in which the study is undertaken, the student's academic adviser, the Associate Dean for Academic Affairs, and the Registrar.

Departmental Tutorials

Courses listed in this catalog and offered for credit may not be taken as independent study. In rare cases, class scheduling may preclude a student from taking a required course when it is offered. That student may elect a departmental tutorial, working individually with the instructor to earn credit for that course. Students must have achieved junior or senior standing to register for a departmental tutorial. A departmental tutorial will be approved only if there is an irreconcilable conflict between scheduled courses, both of which are needed for major, minor, or degree requirements, or if a course needed for such a requirement is not offered during the semester in which it is needed and there has been and will be no reasonable opportunity for the student to take it when regularly offered. The number of credit hours must correspond to that officially listed for the course, and the tutorial must be taken from an instructor who normally offers the course.

A departmental tutorial must be approved by the instructor, the head of the department in which the course is offered, the student's academic adviser, the Associate Dean for Academic Affairs, and the Registrar.

Neither the department nor the instructor is obligated to offer a course as a tutorial. A student may not take more than one such tutorial in any semester or summer session, nor more than three courses by tutorial in any degree program.

Withdrawal from the College

A student who finds it necessary for any reason to withdraw from the College should make an appointment to see the Dean of Students and complete an official withdrawal form. If this is not possible, the student should submit to the Dean of Students a letter or email stating the reason for withdrawal.

If a student withdraws from the college before the end of a term, but prior to the official course withdrawal deadline, a grade of "W" is assigned to all courses. If the withdrawal from the college occurs after the official course withdrawal deadline, a "W" is assigned to each course in which the student has earned a passing grade at the time of withdrawal and "WF" to each course in which the student has earned a failing grade at the time of withdrawal. In the case of illness or other extenuating circumstances a dean may authorize a grade of "W".

If a student has no financial obligations to the College, an official transcript may be transferred, with the student's written request, to another institution. The student's withdrawal is noted on the transcript.

A student who simply leaves the college without officially withdrawing receives the grade of "F" in every course and cannot receive a refund of any portion of tuition or fees. If there is no financial obligation to the College, an official transcript may be transferred, with the student's written request, to another institution.

Administrative Withdrawal

Students are expected to prepare for and attend all classes for which they are registered and to act in a manner consistent with an academic environment while attending class. The College may administratively withdraw a student (totally or partially) who is not attending class, exhibits disruptive or unruly behavior in class, or is otherwise not demonstrating a serious academic effort. Administrative withdrawals through the final day to drop a class within that semester will receive a grade of "AW" in the course(s). Administrative withdrawals from a course after the final day to drop a class within that semester will be recorded with an "AF", which is computed as an "F". See page 233 for the refund policy.

Transfer of Credit

Only credits earned at a regionally accredited college or university may be transferred to Morningside College. Only courses for which the student received the grade of “C-” (1.7) or better will be accepted as part of the general studies, major, or minor requirements. (Some state and national accreditation agencies require some departments to have higher minimum standards, e.g., nursing). Courses which the student passed and received a grade of less than “C-” may be used as elective credits only. Failing grades will be calculated to determine financial aid status, but no failing grades will be transcribed.

Courses and corresponding grades which are eligible for transfer will be listed on the Morningside transcript, but will not be included in any grade point calculations. Quarter hours do not transfer to exact semester credits. Equivalency in those cases will be determined by the Registrar with consultation, if necessary, with the Provost and the relevant academic Department Head.

Credits earned at unaccredited institutions may be considered for transfer on a case-by-case basis, and the student will be expected to provide all requested documentation (e.g., syllabus, texts, instructor qualifications).

A maximum of 94 semester credits in transfer will be accepted toward an undergraduate degree. A maximum of 70 semester credit hours of an Associate of Arts Degree (A.A) or an Associate of Science Degree (A.S) from a regionally accredited two-year community or junior college (except as determined by articulation agreements). No more than 16 semester credits (24 quarter hours) of technical/vocational courses will be accepted toward a baccalaureate degree. Once a student reaches junior standing, only courses at 200 level or above from a four-year accredited college or university will be accepted for transfer credit.

Courses satisfying general studies requirements or major/minor requirements in each Morningside degree program must be equivalent in methodology, subject matter, level of instruction, and requirements to the same, or similar, courses at Morningside. The Registrar will determine equivalency in consultation with the Provost and the heads of academic departments within which the courses are offered for credit.

Transfer Credit for Courses in Major, Minor, and Elective Courses

Courses submitted for transfer credit for major or minor programs must be equivalent in methods, subject matter, level of instruction, and requirements to the Morningside courses. The Registrar will determine equivalency in consultation with the Provost and the heads of the academic departments involved as necessary.

Courses submitted as transfer credit for open electives are not subject to the “equivalency test.” They are, however, subject to approval by the Provost and the Registrar.

The transfer student must meet the minimum of 124 semester credits required for a baccalaureate degree from Morningside College.

Non-Traditional Credit

Morningside College recognizes that students can gain valuable knowledge through experiences outside of the regular classroom setting. For this reason Morningside will grant a maximum of 32 semester credits toward a baccalaureate degree on the basis of performance in the following areas: Advanced Placement through the high school, College Level Examination Program (CLEP), International Baccalaureate (IB), Academic Credit for College Equivalent Learning (ACCEL), and military credit.

ADVANCED PLACEMENT (AP)

The college will award credit to those students who have participated in the Advanced Placement program in high school and who have earned a 3 or better on the final examination. Official test scores must be received by Morningside College from the College Entrance Examination Board. Currently all subject fields are acceptable for credit; acceptability of new subject fields will be determined when these subjects are introduced. The Registrar will determine the use of test scores to satisfy appropriate course requirements in the general studies. The use of such credits in major and minors will be determined in consultation with the appropriate Department Head. There will be a maximum of 12 semester credits that can be used for the general studies requirements.

2019-2020 ADVANCED PLACEMENT EQUIVALENCIES

EXAMINATION	REQUIRED SCORE	CREDIT GRANTED
Art History	3	4
Art, Studio-Drawing	3	4
Art, Studio-General	3	4
Biology	3	4
Chemistry	3	4
Chinese, Language	3	4
Computer Science A	3	4
English, Language and Composition	3	4
English, Literature and Composition	3	4
Environmental Science	3	4
French, Language	3	4
German, Language	3	4
Government & Politics, U.S.	3	4
Government and Politics, Comparative	3	4
History, European	3	4
History, U.S.	3	4
History, World	3	4
Human Geography	3	4
Italian Language	3	4
Japanese, Language	3	4
Latin	3	4
Macroeconomics	3	4
Mathematics, Calculus AB	3	4
Mathematics, Calculus BC	3	4
Microeconomics	3	4
Music Theory	3	4
Physics 1	3	4
Physics 2	3	4
Physics C, Electricity and Magnetism	3	4
Physics C, Mechanics	3	4
Psychology	3	4
Spanish, Language	3	4
Spanish, Literature	3	4
Statistics	3	4

COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

Students whose training or experience would indicate proficiency in certain areas may demonstrate their knowledge by completing one or more of the CLEP examinations. To be awarded credit for a CLEP examination, a student must earn a minimum score of 50, which represents the performance of students who earn a grade of C in the corresponding college course.

To receive credit for Level 2 of French, German or Spanish, a student must earn a minimum score of 59, 60, 63 respectively. The Registrar will determine the use of tests to satisfy appropriate course requirements in the general studies. The use of such credits in majors or minors will be determined in consultation with the appropriate Department Head. There will be a maximum of 12 semester credits that can be used for the general studies requirements. DEADLINE FOR TAKING CLEP EXAMINATION:

Students must complete all CLEP testing within one full year of their admission to Morningside OR by the time they have completed 30 semester credits at Morningside, whichever comes first. Spanish majors/minors are exempt to this policy.

2019-2020 CLEP SCORES AND EQUIVALENCIES

EXAMINATION	REQUIRED SCORE	CREDIT GRANTED
<u>Composition and Literature</u>		
American Literature	50	4
Analyzing & Interpreting Literature	50	4
College Composition	50	4
College Composition Modular	50	4
English Literature	50	4
Humanities	50	4
Science and Mathematics		
Biology	50	4
Calculus	50	4
Chemistry	50	4
College Algebra	50	4
College Mathematics	50	4
Natural Sciences	50	4
Precalculus	50	4
Foreign Languages		
French, Level 1	50	4
French, Level 2	59	4
German, Level 1	50	4
German, Level 2	60	4
Spanish, Level 1	50	4
Spanish, Level 2	63	4
Business		
Business Law, Introductory	50	4
Financial Accounting	50	4
Information Systems & Computer Applications	50	4

Management, Principles of	50	4
Marketing, Principles of	50	4
History and Social Sciences		
American Government	50	4
Educational Psychology, Introduction to	50	4
History of U.S. I: Early Colonizations to 1877	50	4
History of U.S. II: 1865 to Present	50	4
Human Growth and Development	50	4
Macroeconomics, Principles of	50	4
Microeconomics, Principles of	50	4
Psychology, Introductory	50	4
Social Sciences and History	50	4
Sociology, Introductory	50	4
Western Civilization I: Ancient Near East to 1648	50	4
Western Civilization II: 1648 to the Present	50	4

INTERNATIONAL BACCALAUREATE (IB)

The International Baccalaureate Program is an internationally accepted program that is being used in over 104 countries. It is a two-year curriculum taken by high school students in their junior and senior years and is an academically rigorous college preparatory program designed for highly motivated students. It is a comprehensive program, encouraging critical thinking, research skills, and service to the community as a part of the learning process. To be awarded credit for IB, a student must have earned a 4 or higher on a higher level examination.

Each examination will count as 8 credits. The Registrar will determine the use of the scores to satisfy appropriate course requirements in the general studies. The use of such credits in majors and minors will be determined in consultation with the appropriate Department Head.

ACADEMIC CREDIT FOR COLLEGE EQUIVALENT LEARNING (ACCEL)

An individual with significant experience in the workplace or in other than college-sponsored training programs may be eligible to convert the knowledge obtained from that experience into academic college credit when it is equivalent to learning which takes place in the classroom.

Interested individuals should contact the Registrar for details in developing portfolio materials and the assignment of ACCEL advisers. Applicants for ACCEL credit must have completed the admissions process before registering for the one-credit portfolio assessment course; registration must fall within a regular term. No more than one credit for the assessment course may be earned. Credit earned for the portfolio assessment course will apply as general elective credit. ACCEL credits may be used as general elective credit, or for credits in the general studies, major, or minor with proper approval. As many as 32 semester credits of ACCEL credits may be accepted for the baccalaureate degree.

Tuition for the one credit ACCEL assessment course will be at the assigned tuition rate. There is a \$30.00 per credit fee for each ACCEL credit assessed, whether or not academic credit is granted.