
ADMISSION REGISTRATION ACADEMIC POLICIES

Admission

Application for admission on a form provided by the Office of Admission may be filed at any time, but should be filed well in advance of the semester for which admission is desired. Each application must be accompanied by an Application Fee of \$30.00. Applications for admission to undergraduate programs are sent to the Office of Admission. For admission to the School of Law, consult the catalog of the School of Law. For admission to the Graduate Division, consult the catalog of the Graduate Division.

General Requirements

Valparaiso University admits those students who demonstrate potential for success in rigorous academic work. Qualified applicants are admitted regardless of gender, disability, race, color, age, veteran status, or national origin or ancestry. The

credentials of each applicant are individually evaluated, with consideration given to academic record, entrance examination scores, character, and evidence of motivation for college studies. The University reserves the right to deny admission to any applicant.

A student who wishes to be considered for admission into the freshman class must have the following items on file: 1) a completed undergraduate application; 2) an official high school transcript; and 3) an official report of scores on the College Board's SAT I or the American College of Testing Program Assessment (ACT).

Most Valparaiso University applicants will have taken and successfully completed the most challenging program of studies available in their high schools. The number of high school units expected is listed below. One (1) unit is equal to one (1) year of satisfactory work (C- or better) in an accredited secondary school. Entrance requirements differ slightly for some colleges and academic programs.

For students intending to choose a major in the College of Arts and Sciences, high school preparation is expected to include:

- English 4
- Algebra, geometry, and advanced algebra 3
- Foreign language 2
- History 2
- Laboratory Science 2
- Additional science, history, social sciences, language, English, and mathematics courses 3

For students intending to major in the College of Nursing, high school preparation is expected to include:

- English 4
- Algebra, geometry, and advanced algebra 3
- Laboratory Science including biology and chemistry 3
- History 2
- Additional science, history, social sciences, language, English and mathematics courses 3

For students intending to major in the College of Business Administration, high school preparation is expected to include:

- English 4
- Algebra, geometry, and advanced algebra 3
- History 2
- Laboratory Science 2
- Additional science, history, social sciences, language, English, and mathematics courses 4

For students intending to major in the College of Engineering, high school preparation is expected to include:

- English 4
- Algebra, geometry, advanced algebra, and trigonometry/pre-calculus 4
- History 2
- Laboratory Science including chemistry/physics 3
- Additional science, history, social sciences, language, English, and mathematics courses 3

Homeschooled Requirements:
Students who are homeschooled are encouraged to contact the Office of Admission for specific requirements.

TRANSFER REQUIREMENTS

A student who wishes to be considered for admission as a transfer student must submit the following items:

- 1) a completed transfer admission application;
- 2) official copies of ALL college transcripts, and if a student has successfully completed (C- or better) less than 24 semester hours of college credit, a high school transcript (including SAT I and/or ACT scores);
- 3) a transfer applicant, currently on academic probation, cannot be considered for admission until in good academic standing with the current school.

To be considered for admission, a minimum 2.00 cumulative grade point average (C) in college coursework is required for most programs. However, some programs require a minimum 3.00 grade point average (B).

SPECIAL REQUIREMENTS FOR CHRIST COLLEGE, THE HONORS COLLEGE.

An academically talented student who is admitted to the University may be invited to apply for admission to Christ College by the Christ College Dean. Qualifications include superior academic performance, demonstrated leadership ability, and interest in pursuing stimulating interdisciplinary study. Students enrolled in Christ College are concurrently enrolled in one of the University's four other colleges.

SPECIAL STUDENT STATUS

Students admitted to take classes for credit, but not admitted to degree-seeking status, are special, non-matriculated students. High school students concurrently enrolled at Valparaiso University, students who are taking classes for certification, personal enrichment, or as a precondition to admission as degree-seeking, and international intensive English language students are generally admitted as "special, non-matriculated students."

Students admitted through the Office of Continuing Education (the College of Adult Scholars) are admitted as special, non-matriculated students. For a change from this status to classified, degree-seeking student status, an application for admission through the Office of (Undergraduate) Admission is required.

This status is not available to a student dismissed from the University.

INTERNATIONAL REQUIREMENTS

Valparaiso University welcomes applications from qualified international students. At present, over forty nations are represented in the University's international student population.

Application and Fee. The completed international undergraduate application, together with a check for \$50.00 payable to Valparaiso University, should be returned to the Office of Admission at least six months before the term for which the student is applying. The following items must be received before the Admission Committee acts on the application:

1. **Academic records.** Certified, official transcripts (original and English translation) of all secondary and university courses that have been completed or attempted;
2. **Affidavit of Financial Support.** The University is required by the Immigration and Naturalization Service to determine that international applicants have sufficient financial resources to cover all their expenses while in the United States. A notarized statement of this financial support must be submitted;
3. **Proof of English proficiency.** Successful completion of the INTERLINK English language program, the Test of English as a Foreign Language (TOEFL) score of at least 213 (computerized) or 550 (paper-based), or the equivalent is generally required for admission. For information on the TOEFL, write to TOEFL, Box 899, Princeton, NJ 08450, U.S.A.

Intensive English Language Program. The INTERLINK program on the campus of Valparaiso University provides intensive English language training, cultural orientation, and academic preparation for qualified international students, scholars, and professionals preparing to study and work in the United States. The program emphasizes cultural awareness and interpersonal skills necessary for successful academic and social adjustment to life at a university in the United States. Its curriculum focuses on reading, writing, grammar, listening, conversation, pronunciation, and study skills.

Admission to the program is open to adults who have completed secondary school in good standing and are able to meet their

educational and living expenses. For information, write to the INTERLINK Program, Valparaiso University, Valparaiso, IN, 46383-6493, U.S.A.; or e-mail: interlink@valpo.edu; FAX number (219) 464-6846.

Full-Time Enrollment. All international students who are studying on F-1 visas are required by the Immigration and Naturalization Service to successfully complete at least 12 credit hours per semester; otherwise, the continuation of study on the F-1 visa is jeopardized and the visa may be revoked. All decisions to withdraw from a course, to take a leave of absence, or to transfer to another school should first be discussed with the International Student Advisor.

Tuition. See page 265 in this catalog.

Financial Aid. A limited number of international merit scholarships are available. Amounts vary. Valparaiso University offers no need-based financial aid to international students.

Employment. A limited number of on-campus jobs are available for international students each year, but these jobs are usually for no more than 5 or 6 hours per week. The Immigration and Naturalization Service does not allow off-campus employment during the first academic year in the United States, but after that it is possible in special cases to obtain approval to work off-campus. International students should not plan on paying for educational costs in this way.

Health Insurance. All full-time students are automatically covered for emergency medical treatment up to \$500.00. In addition, Valparaiso University requires that all international students enroll in a special insurance policy (limit \$250,000.00) in case there are major medical expenses. However, if international students can document that they have comparable insurance coverage provided by their parents or sponsor, they need not enroll in the University policy.

For further information regarding admission of international students, please write to: Coordinator of International Admission, Valparaiso University, Valparaiso, IN 46383-6493, U.S.A. or email undergrad.admissions@valpo.edu.

International Transfer Students. To receive transfer credit for university courses completed outside the United States,

international applicants should submit detailed descriptions of their previous coursework. Valparaiso University may require that such coursework be evaluated by a professional evaluation service at the applicant's expense.

Regardless of other degree requirements, candidates for all bachelor's degrees must meet the following requirements in residence at Valparaiso University:

1. At least one-half the number of credit hours required for any major, minor or interdisciplinary program (a minimum of 15 credit hours in the area of foreign languages);
2. At least three credits in theology;
3. At least thirty of the last forty credits presented for the degree.

Housing Application

An application for University housing ("Housing and Tuition Deposit Form") is mailed to each newly admitted student. This application and a deposit of \$200.00 (tuition and housing) should be returned to the Office of Admission as soon as possible. All checks should be made payable to Valparaiso University.

Credit By Examination

Entering first-year students may become eligible for credit by examination in three ways: 1) through the Advanced Placement Program administered by the College Entrance Examination Board, 2) through the International Baccalaureate Program administered by International Baccalaureate North America, and 3) through the course credit program administered by individual departments.

Advanced Placement Program. Students who submit results of Advanced Placement examinations are eligible to receive credit in accordance with the following table. AP examinations must be taken before enrollment as a full-time student at Valparaiso University. For more information, contact the Admissions Office.

| Examination | Required Score |
|--|----------------|
| Art History (ART 101 - 3 Cr.) | 3 |
| Art Studio: Drawing (ART 121 - 3 Cr.) | 3 |
| Art Studio: General (ART 290 - 3 Cr.) | 3 |
| Biology (BIO 171 - 4 Cr.) | 3 |
| (Biology majors are encouraged to repeat BIO 171 if they receive a score of 3 on the AP Biology test.) | |

| | |
|---|---|
| Chemistry (CHEM 121 - 4 Cr.) | 3 |
| Chemistry (CHEM 121, 122 - 8 Cr.) | 4 |
| Computer Science A (CS 290 - 3 Cr.) | 4 |
| Computer Science AB (CS 290 - 6 Cr.) | 4 |
| Economics - Micro (ECON 221 - 3 Cr.) | 4 |
| Economics - Macro (ECON 222 - 3 Cr.) | 4 |
| English, Language and Composition (ENGL 100 - 3 Cr.) | 4 |
| English, Literature and Composition (ENGL 200 - 3 Cr.) | 4 |
| Environmental Science (Natural Science - 4 Cr.) | 4 |
| French Language (FLF 102, 203 - 8 Cr.) | 4 |
| French Literature (FLF 102, 203 - 8 Cr.) | 4 |
| German Language (FLGR 102, 203 - 8 Cr.) | 4 |
| Spanish Language (FLS 102, 203 - 8 Cr.) | 4 |
| Spanish Literature (FLS 102, 203 - 8 Cr.) | 4 |
| Latin Literature (FLL 102, 203 - 8 Cr.) | 4 |
| Latin, Vergil (FLL 102, 203 - 8 Cr.) | 4 |
| Geography, Human (GEO 101 - 3 Cr.) | 4 |
| History, American (HIST 220, 221 - 6 Cr.) | 4 |
| History, European (HIST 200 - 3 Cr.) | 4 |
| History, World (HIST 210 - 3 Cr.) | 4 |
| Math, Calculus AB (MATH 131 - 4 Cr.) | 4 |
| Math, Calculus AB (MATH 131, 132 - 8 Cr.) | 5 |
| Math Calculus BC (MATH 131 - 4 Cr.) | 3 |
| Math Calculus BC (MATH 131, 132 - 8 Cr.) | 4 |
| Statistics (MATH 140 - 3 Cr.) | 4 |
| Music Theory (MUS 163 - 3 Cr.) | 4 |
| Physics B (PHYS 111, 112 - 6 Cr.) | 4 |
| Physics C, Mechanics (PHYS 141 - 3 Cr.) | 4 |
| Physics C, Electricity and Magnetism (PHYS 142 - 3 Cr.) | 4 |
| Government and Politics, American (POLS 120 - 3 Cr.) | 4 |
| Government and Politics, Comparative (POLS 130 - 3 Cr.) | 4 |
| Psychology (PSY 110 - 3 Cr.) | 4 |

International Baccalaureate Program. First-year students who submit results of International Baccalaureate Higher Level examinations with scores of 5, 6 or 7 receive credit for the following subjects:

| Examination | Credit Earned |
|---|---------------|
| Individuals and Societies | |
| English A1 (ENGL 100) | 3 Cr. |
| Language B (French, German, Spanish 102) | 4 Cr. |
| Economics (Social Analysis) | 3 Cr. |
| Geography (GEO 101) | 3 Cr. |
| History Americas (HIST 220, 221) | 6 Cr. |
| History Europe (HIST 200, 210) | 6 Cr. |
| Philosophy (PHIL 125) | 3 Cr. |
| Psychology (PSY 110) | 3 Cr. |
| Social Anthropology (SOC 150) | 3 Cr. |
| Experimental Sciences | |
| Biology (BIO 171) | 4 Cr. |
| Chemistry (CHEM 121) | 4 Cr. |
| Physics (PHYS 111) | 3 Cr. |
| Mathematics | |
| Advanced Mathematics (Natural Science/ Mathematics) | 4 Cr. |
| Mathematical Methods (Natural Science/ Mathematics) | 4 Cr. |
| Mathematical Studies (Natural Science/ Mathematics) | 4 Cr. |
| Mathematics HL (Natural Science/ Mathematics) | 4 Cr. |

The Arts and Electives

| | |
|--------------------------------------|-------|
| Art/Design (ART 290) | 3 Cr. |
| Classical Greek (FLGK 102) | 4 Cr. |
| Computer Science (CS 115) | 4 Cr. |
| Latin (FLL 102) | 4 Cr. |
| Music (MUS 101) | 3 Cr. |
| Theatre Arts (THTR 101) | 3 Cr. |

Course Credit Examination

Program. During the orientation period that precedes each semester, placement tests are offered to incoming students (freshmen and transfers) in the areas listed below. These tests provide an opportunity for students to attain advanced placement, receive credit, or meet certain General Education Requirements at Valparaiso University. Advanced placement and/or credit are awarded in biology, foreign languages and mathematics, as explained in the listings for those departments.

In all of the cases, the credit awarded is entered on the student transcript, which is maintained by the Registrar's Office. This credit can be applied toward required or elective courses.

Credit earned by examination may achieve advanced standing, meet General Education Requirements, and accelerate progress into advanced areas of study in an intended major or interdisciplinary program. Credit by examination may reduce the time required to earn an undergraduate degree.

COLLEGE LEVEL EXAMINATION PROGRAM (CLEP) OF THE CEEB

The CLEP program provides an opportunity to gain college credit for those individuals who, through experience, independent study or enriched high school courses, have attained college-level knowledge in a particular field. It is not recommended that these examinations be taken only on the basis of normal high school courses. Information and test center locations can be obtained from College Entrance Examination Board, Box 1822, Princeton, NJ 08541.

Valparaiso University awards credit for CLEP General Examinations in English, Humanities, Social Science-History and Natural Science, subject to the following conditions:

1. The General Examinations must be taken before matriculation at Valparaiso University.
2. Credit for a CLEP General Examination may not be applied to a major nor to any specific course requirement except as listed below items 4, 5, 6 and 7.

3. Credit for a CLEP General Examination is valid only if no other credit by examination is awarded in courses applicable in the same area of general education.
4. A score of 500 or above on the English General Examination entitles a student to three credits for English 100.
5. A score of 500 or above on the Humanities General Examination entitles a student to three credits in the area of Fine Arts or Fine Arts-Literature.
6. A score of 500 or above on the Social Science-History General Examination entitles the student to three credits in the area of Social Analysis.
7. A score of 500 or above on the Natural Science General Examination entitles a student to four credits in the area of Natural Science. No credit is awarded in Mathematics for the general examination. A student who applies credits to the General Education Requirement in Natural Science and Mathematics is expected to complete at least one laboratory course in science.

Valparaiso University awards credit for CLEP Subject Area examinations as indicated below. Credit for Subject Area examinations is awarded only if the examination is taken before the student enrolls in the specific college-level course for which credit by examination is sought.

| Examination | Required Score |
|--|----------------|
| Freshman College Composition (ENGL 100 - 3 Cr.) | 50 |
| Analysis and Interpretation of Literature (ENGL 200 - 3 Cr.) | 50 |
| English Literature (ENGL 200 - 3 Cr.) | 50 |
| American Literature (ENGL 401, 402 - 6 Cr.) | 50 |
| College Level French Level I (FLF 102 - 4 Cr.) | 45 |
| College Level French Level II (FLF 102, 203 - 8 Cr.) | 50 |
| College Level German Level I (FLGR 102 - 4 Cr.) | 45 |
| College Level German Level II (FLGR 102, 203 - 8 Cr.) | 50 |
| College Level Spanish Level I (FLS 102 - 4 Cr.) | 45 |
| College Level Spanish Level II (FLS 102, 203 - 8 Cr.) | 50 |
| Principles of Microeconomics (ECON 221 - 3 Cr.) | 50 |
| Principles of Macroeconomics (ECON 222 - 3 Cr.) | 50 |
| American History I (HIST 220 - 3 Cr.) | 50 |
| American History II (HIST 221 - 3 Cr.) | 50 |
| Western Civilization I (HIST 200 - 3 Cr.) | 50 |
| Western Civilization II (HIST 210 - 3 Cr.) | 50 |
| American Government (POLS 120 - 3 Cr.) | 50 |
| Introductory Psychology (PSY 110 - 3 Cr.) | 50 |
| Human Growth and Development (PSY 330 - 3 Cr.) | 50 |
| Introductory Sociology (SOC 110 - 3 Cr.) | 50 |
| General Biology (BIO 171 - 4 Cr.) | 50 |
| General Chemistry (CHEM 121, 122 - 8 Cr.) | 50 |

Calculus with Elementary Functions
 (MATH 131 - 4 Cr.) 50
 Principles of Accounting (ACC 205 - 3 Cr.) 50
 Principles of Management (MGT 304 - 3 Cr.) 50
 Principles of Marketing (MKT 304 - 3 Cr.) 50

Advanced Standing— Transfer Students

The University welcomes transfer students from junior colleges, community colleges and other accredited institutions of higher education. Students planning to transfer to Valparaiso University must apply for admission through the Office of Admissions at least three weeks before the official start day of the term for which they are applying and must present evidence of honorable dismissal from the institution last attended. Transfer students will not be admitted to Valparaiso University until official transcript(s) and other required credentials are on file in the Office of Admissions. After their records are evaluated, applicants will be notified regarding the courses which are found acceptable for transfer. Courses with grades of C- or above are accepted as transfer credit for graduation. Grades are not transferable; only credit transfers. For students in the College of Business Administration, see page 196. For registered nurses in the degree completion program of the College of Nursing, see page 228.

Credits earned more than fifteen years before application for admission are accepted toward graduation on a provisional basis, subject to validation by the first thirty semester hours completed in residence at Valparaiso University with a 2.00 (C) average.

Advanced standing is the record of courses and credits accepted by Valparaiso University from another institution.

The maximum number of advanced standing credits that may be transferred to this University is 94 credits (Colleges of Arts and Sciences, Business Administration or Nursing) or 102 credits (College of Engineering). See page 263 for residence requirements and restrictions related to majors and minors.

Credit for workshops, institutes or travel-study ordinarily will be granted only for work taken at Valparaiso University. In cases of exception to this restriction, transfer credit for institutes or workshops usually will not exceed one credit per calendar week of instruction. Transfer credit for travel-study programs usually will not exceed two credits per calendar week.

General Education. A Statement of Equivalence is prepared by the dean of the college in regard to the General Education Requirements for the respective degree.

Transfer students with more than 75 credits of advanced standing need to complete one course (three credits) of theology at Valparaiso University. One course in theology must be taken in residence at Valparaiso University.

Major Requirements. Statements of equivalence for academic majors, interdisciplinary programs or professional block schedules are prepared by the colleges or departments concerned.

Registration

All students are expected to register on the official registration days of each semester. For students currently enrolled, a registration period is announced during each semester to file a schedule for the next semester with the Registrar's Office. For freshmen, transfer students and students who have been off campus for at least a semester, a registration period is provided at the beginning of each semester as listed in the University Calendar. (For the registration days and the calendar of the School of Law, consult that School's bulletin.)

HEALTH REQUIREMENT

All students entering the University for the first time and all students who have not been registered at this University during the previous sixteen month period must submit to the University Medical Center a report of their medical history, physical examination and required immunizations from a licensed physician.

MAXIMUM AND MINIMUM CREDIT HOURS

A full-time student is one who is registered for at least twelve semester credit hours. Maximum credit hours allowed per semester without petition are given in the following table:

| Program | Maximum Credit Hours |
|--|----------------------|
| College of Arts and Sciences | 17 Cr. |
| Education (Elementary, Middle Level) | 18 Cr. |
| Secondary Education majors | 19 Cr. |
| Bachelor of Music | 18 Cr. |
| Bachelor of Music Education | 19 Cr. |
| College of Business Administration | 18 Cr. |
| College of Engineering | 19 Cr. |
| College of Nursing | 17 Cr. |
| (except in approved block schedules) | |

Students who maintained a grade point average of 3.00 (B) or better during the previous semester may register for extra hours, provided that their formal petitions for such work are granted. Such a petition must bear the signature of the academic advisor and be addressed to the Dean of the appropriate College. Forms are available from the Registrar's Office. Freshmen are not allowed to carry extra hours during the first semester.

COURSE PREREQUISITES

Students are held responsible for meeting the prerequisites of all courses for which they enroll. In unusual cases, a student may petition to waive a prerequisite. Such a petition must bear the signature of the instructor of the course, the student's academic advisor and the Chair of the Department in which the course is offered, and be addressed to the Dean of the student's College. Forms are available from the Registrar's Office.

CHANGE OF SCHEDULE

Students may change the status of their registration in courses up to the time of the calendar deadlines published in the University catalog. Such changes are matters of serious consideration. Before deciding on such an action, students should obtain the counsel of their course instructor, academic advisor and the Chair of the Department in which the course is offered. Forms are available in the Registrar's Office.

Any student-athlete who wishes to drop below 12 semester credit hours (full-time status) must obtain the signature of the Athletics Compliance Coordinator or her designee in addition to the other signatures required on the appropriate form from the Registrar's Office.

Deadlines for course addition, course withdrawal, filing for S/U grade and withdrawal from the University are published in the University Calendar. Once these deadlines have passed, students are held responsible for completion of courses under the terms of the registration they have selected. **Changes in registration after these deadlines are allowed only in exceptional cases where students demonstrate that extreme contributory circumstances have rendered their**

registration in a course invalid. Serious physical disability, prolonged illness or the death of a loved one: documented occurrences of this kind can be considered reasonable grounds for requesting an exception to the regular calendar deadlines. A petition for exception to a deadline may be addressed to the Dean of the appropriate College; such a petition must be accompanied by supporting reasons for its presentation. Petition blanks are provided by the Office of the Registrar. The integrity of the Valparaiso University transcript and ultimately of the University itself demand that special exceptions be permitted only when special circumstances prevail. **Neither unsatisfactory academic performance, whether caused by inability or lack of application, nor lack of adequate evaluation of a student's performance in a course before the deadline are, in and of themselves, sufficient reason for petition.**

Students may officially cancel enrollment in a course during the **first six class days** without reflection on their permanent record. All requests for adding a course during the **first six class days** remain at the discretion of the appropriate academic dean or department chair. From then until the published deadline, a student may officially withdraw from a course with a grade of W (withdrawal) on the student's permanent record. Students are not permitted, without an approved petition, to cancel enrollment in courses after the end of the ninth week of a semester. **Not attending class does not constitute formal withdrawal from a course.**

After the drop/add period and until the seventh week of a semester, the tuition fee is prorated according to a schedule which can be viewed in the Office of the Registrar. These rules apply only if students change from full-time to part-time or the reverse, or if part-time students adjust their academic class loads.

APPEALS

Denial of a petition by a student's Dean may be appealed to the Committee on Academic and Professional Standards. The appealing student should append reasons for submitting his appeal to the Committee.

Academic Policies

GRADING SYSTEM AND QUALITY POINTS

For the School of Law and the Graduate Division, refer to the appropriate bulletin.

The course grades reported and recorded in the Registrar's Office are as follows. The corresponding number of quality points per credit hour are also indicated.

| Grade | Quality Points/Cr. |
|--|--------------------|
| 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+ less than satisfactory, but passing | 1.3 |
| D passing | 1.0 |
| D- | 0.7 |
| F failure | 0.0 |
| I incomplete | --- |
| W authorized withdrawal | --- |
| S satisfactory | --- |
| U unsatisfactory | --- |

Grades A through D- give credit toward graduation. A student who receives a grade of D- in a course is advised not to enroll in other courses for which the given course is a prerequisite. Candidates for graduation must have a cumulative grade point average of 2.00 or better in all their work at Valparaiso University.

The grade I (incomplete) may, at the discretion of the instructor, be given to a student under the following conditions:

1. The work completed in the course so far is passing (average D- or better).
2. The student has been unable to complete the remaining work in the course because of circumstances beyond his or her control.

An I (incomplete) received in one semester or summer session must be removed by the beginning of the official examination period of the next succeeding semester or it automatically becomes a grade of F. The student's deadline for submitting the outstanding work to the instructor shall be one week before that date. No Semester Honors will be given if the student received a

grade of Incomplete at the official end of the semester concerned.

Authorized withdrawal from a course or from the University within the published deadlines gives the grade of W to each course withdrawn. This mark carries no credit.

The satisfactory grade, S, is given under the following conditions:

1. The course is designated in this catalog to be graded S/U or the student officially opts or petitions to have the S/U grade in the course.
2. The student's work in the course is satisfactory, of a quality which is comparable to a grade of C- (1.7 quality points per credit hour) or better.

Course credit hours with grades of S count toward graduation but are not counted in computing the student's grade point average.

The unsatisfactory grade, U, is given under the S/U grade option (condition 1 above) when the student's work does not meet the course objectives (condition 2 above). Course credit hours with grades of U do not count toward graduation and are not counted in computing the student's grade point average.

The failing grade, F, is given under any of the following circumstances:

1. Work done in a course is below a minimum standard required for passing.
2. A student fails to complete work to remove a grade of I (incomplete) before the deadline stated above.
3. A student withdraws from a course without filing the necessary form and obtaining the necessary approval.
4. A student withdraws from a course after the published deadline.
5. A student withdraws from the University without giving official notification. F grades are given in all courses thus dropped.

Only in exceptional cases, such as prolonged or serious illness, does the appropriate committee permit a student to withdraw from a course without a grade of F after the deadline for withdrawing from a course with a grade of W. To withdraw from a course requires the filing of the appropriate form with the signatures of the student's academic advisor, the instructor and the Chair of the department of the course

dropped and the Dean of the student's College. Withdrawal from the University requires notification of the Office of the Assistant Provost for Student Affairs. The appropriate form is obtainable from that office.

ADMISSION TO COURSES ON A SATISFACTORY/UNSATISFACTORY BASIS

Undergraduate students are encouraged to venture outside the areas of their concentration, investigate new disciplines, and discover new, perhaps unsuspected, interests. If a student chooses, the Satisfactory/Unsatisfactory grading option may reduce the anxiety about electing a course in an area in which the student has had little or no prior experience. Students who are interested in conveying maximum information on their transcripts to professional and graduate school should speak to their advisors and the dean of their college prior to electing this option.

Certain courses normally result in S/U grades, as noted in the catalog descriptions. Physical Education courses 101-105 have the S/U option which the student may elect by declaring this choice in the usual way. In addition to any of these courses, the student may take one course, normally letter graded (i.e., A to F), each semester on a satisfactory/unsatisfactory basis subject to the following conditions:

1. Such courses must not be selected from:
 - a. The student's major or minor field or fields;
 - b. The required courses for any professional degree or preprofessional program, except for liberal arts electives or other courses approved by the Dean of the student's College;
 - c. A repeated course, if not originally taken on the S/U basis;
2. Such registration must be signed by the student's academic advisor;
3. A decision to elect a course on S/U basis must be made by the end of the fourth full week of the semester for courses of usual length. After this deadline, the S/U grading basis may not be changed. This deadline applies proportionately to Summer Session or seven-week half-term courses.

NOTE: In selection of the S/U option, students are strongly advised to discuss the implications of that option with their advisor concerning entrance into professional schools.

ADMISSION TO THE COURSE INTENSIFICATION PLAN

Students may propose a special project for earning one extra credit in one liberal arts course in which they are enrolled in a given semester. In addition, students enrolled in the College of Business Administration (see page 197) and the College of Nursing (see page 230) have specific criteria for course intensification of their courses. This opportunity is part of the University's Course Intensification Plan. The following regulations pertain to this option for all students regardless of their college:

1. The course must be offered for three or more credits.
2. The initiative and responsibility for developing a satisfactory proposal lie with the student.
3. Student must secure and fill out a *Petition to Intensify a Course* from the Registrar's web page.
3. The proposal must be approved by the student's advisor, the instructor of the course, the chair of the course, and the dean of the student's college.
4. Approved proposals must be filed in the Registrar's Office during the period specified in the academic calendar.

The Course Intensification Plan is a type of honors work, and under no circumstances should be considered a substitute for regular course work.

ADMISSION TO COURSES AS AN AUDITOR

A regularly classified student may register in a course as an auditor only with the permission of his or her advisor and the chair of the department which offers the course. An auditor may not be admitted to the final examination and is never granted credit for the course audited. No additional fee is charged when the student pays full tuition. Once in a course as an auditor, the student cannot change the status of his enrollment to get any kind of grade in the course.

CREDIT HOURS

A credit hour (abbreviated Cr. in lists of courses) represents one hour of recitation or

lecture, or two or more hours of laboratory, each week for one semester. If time outside the laboratory is required to prepare laboratory notes or reports, two hours may be equivalent to one period of class work. Drawing, shop work and other courses demanding no outside preparation require a minimum of three hours for one credit hour. See specific course descriptions for the exact number of hours required.

For short (seven weeks) courses, the time per week per credit hour is twice that for the semester.

REPETITION OF RESIDENT COURSES FOR CREDIT

Unless repetition of a course for credit is permitted as shown in its catalog description, only the credits, grade and quality points received the last time the course is taken by a student at Valparaiso University shall be used in determining credit for graduation and the cumulative grade point average. A grade of W shall be excluded from this policy. The student's transcript shall record all grades, original and repeat.

ACADEMIC STANDING OF A STUDENT

A student's standing is determined by the ratio of the total number of quality points to the total number of credit hours attempted in all work at Valparaiso University except courses graded S/U. Thus, a student who makes an average mark of C (2.0 quality points per credit hour) throughout the course of 124 semester hours will have 248 quality points, 124 credit hours and a standing of 2.00. The standing for a semester's work is understood to be the ratio of the number of quality points earned to the number of graded credit hours completed. Standing is also referred to as the **grade point average**.

Note the above exception regarding repetition of a course.

ACADEMIC DEFICIENCY

In the College of Arts and Sciences, College of Business Administration, College of Engineering and College of Nursing, students whose cumulative resident grade point average falls below 2.00 are considered academically deficient. Such students may be denied the privilege of continuing their studies at the University unless they

succeed in improving the quality of their academic work to the satisfaction of the faculty during the following semester. The Dean of each College establishes procedures to give students who are academically deficient timely warning of their being denied continuation of their studies.

Parents or guardians are informed when an academic action has been taken concerning undergraduate students in the day program who are less than twenty-one years of age, unless the students who are not a dependent of their parents or guardians notifies their academic dean to the contrary.

For regulations concerning academic deficiency in the School of Law, see that School's bulletin.

Dropped for Low Scholarship. Whenever, in the judgment of an academic dean, students who are academically deficient would benefit from an interruption of their work in a particular college of the University, the dean will notify the students in writing that they have been dropped and will specify the period of time for which they have been dropped and the conditions which they must satisfy in order to be readmitted.

CLASS STANDING OF A STUDENT

An undergraduate student must have 24 semester credits to be classified as a sophomore; 56 semester credits to be classified as a junior; and 88 semester credits to be classified as a senior.

A student in the School of Law should consult that School's bulletin.

SEMESTER GRADE REPORT

Grade reports are sent only to the student and only to the home address indicated by the student on the official biographical form. This report is considered by the University to be a progress report maintained by the University. Students may also view their grades on-line at <https://datavu.valpo.edu>.

CLASSIFICATION OF COURSES

The courses offered by the University are classified as follows:
Lower division courses, numbered 100-299;
Upper division courses, numbered 300-499;
Graduate-undergraduate courses, numbered 500-599;
Graduate only courses, numbered 600 and above.

LEAVE OF ABSENCE- UNDERGRADUATE STUDENTS

At the end of a semester, a student who has completed at least one full semester of work in residence and who is in good academic standing may apply for a leave of absence. This absence requires approval of the academic advisor and the academic dean. The necessary form may be obtained from the Registrar's Office. This student may return to Valparaiso University without formally applying for readmission within a period of two years following the start of the leave of absence. However, the student must notify the Registrar's Office if the return date as originally stated is changed within the two year period. Leaves are not given to students who withdraw from the University during a semester.

All leaves must be requested before the beginning of the semester in which they are to take effect.

READMISSION OF FORMER STUDENTS TO UNDERGRADUATE AND PROFESSIONAL PROGRAMS

Students who have fully matriculated at Valparaiso University and who have interrupted their studies for whatever reason must apply for readmission to the University through the Readmissions Committee. The request for readmission is to be sent to the Registrar. Exceptions are students who took a formal leave of absence under the conditions specified above, and students enrolled in the Deaconess Training Program, who usually spend one year in in-service training. Cooperative Program work semesters and off-campus special semesters are considered to be continuation of study, for which students have officially registered.

Application for readmission must be made at least one week before the registration date of the term in which the student wishes to enroll. Applications will not be accepted after this date.

The student being readmitted must present the necessary information such as records of attendance and grades at other colleges, and a new medical examination report if the student has been out of school during the previous sixteen month period, before action will be taken on the request to be readmitted.

Credit hours earned more than fifteen years before application for readmission (either at Valparaiso University or at another accredited institution) are subject to reevaluation and, if accepted by the appropriate University standing committee, may be subject to validation by the first year's work (30 semester credits) completed in residence with a 2.00 grade point average.

The case of each student applying for readmission is presented to the Readmissions Committee. The Registrar's Office notifies the student of the Committee's decision. Students with outstanding financial obligations to the University are not considered for readmission until these obligations have been paid in full.

ADVANCED STANDING—RESIDENT STUDENTS

Any resident student who has taken academic course work at any other accredited educational institution must request the Registrar of that institution to send an official transcript to the Valparaiso University Registrar's Office, where an evaluation is made for possible acceptance of transfer credits. Courses with grades of C- or above are accepted for transfer credit. Grades are not transferable; only credit transfers.

Credit for workshops, institutes or travel-study ordinarily is granted only for work taken at Valparaiso University. In cases of exception to the preceding restriction, transfer credit for institutes or workshops will not exceed one credit per calendar week of instruction. Transfer credit for travel-study programs will usually not exceed two credits per calendar week.

Resident students who wish to take courses at other approved schools concurrently with their Valparaiso work should refer to the appropriate paragraph under Residence Requirements on 263.

TRANSFER TO ANOTHER PROGRAM

If a student transfers from one major or interdisciplinary program to another, all requirements of the new specialization must be met. Such a transfer subjects credits previously earned to a reevaluation. In certain cases the change of program may result in some loss of credit (e.g., if a course taken as a General Education Requirement is

superseded by another course required for the new major). Therefore, such transfers may not be made without the written approval of the advisors and deans concerned. Necessary forms may be obtained from the Registrar's Office.

In the case of transfer from one college to another, note well in the requirements for the degrees of the new college any restrictions on credit hours which may be transferred from the former college.

EXAMINATIONS

Written tests and quizzes are given from time to time during the semester at the discretion of the instructor.

A final examination is required in all courses of 3 credit hours or more. Exceptions may be made for such courses as independent study, practica and internships, performance, studio and activity courses. Final examinations are held at the close of each semester and, for courses of 3 credit hours or more, must be conducted according to a schedule published by the Registrar.

Final examinations in courses of less than three credits are conducted during regularly scheduled class periods.

In order to give students adequate opportunity to prepare for final examinations, no tests may be given in courses of 3 credit hours or more within seven days before the beginning of the examination period.

Exceptions to these policies require the written approval of the Dean of the College in which the course is offered. Exceptions to the schedule are usually approved when a student has three or more examinations scheduled on the same day.

ABSENCE FROM CLASS

All students are expected to attend every one of their classes unless their absence has been approved by the instructor concerned or the appropriate dean. Absence from class is primarily a matter between the student and the instructor of the class. It is the students' responsibility to discuss with their instructors the reason for their absence and to learn what makeup work may be required.

WITHDRAWAL FROM THE UNIVERSITY

For the School of Law, consult that School's bulletin.

A student who wishes to withdraw from

the University for the remainder of a semester or session must apply to the Dean of Students before the deadline date for a permit to withdraw (see calendar at front of catalog). Upon return of the permit properly signed to the Registrar's Office, the Registrar authorizes the return of such fees as are refundable. In the case of a student who is less than twenty-one years of age, the parent or guardian is notified of the withdrawal by University Registrar. If students withdraw after the seventh week of the semester, they are ordinarily not granted readmission for the following semester, unless extreme contributory circumstances such as severe illness caused the withdrawal.

The term "honorable dismissal" refers to conduct and character only, not to class standing and grades. It is not granted unless the students' conduct and character are such as would entitle them to continue in the University.

A student who withdraws from the University without authorization, or after the published deadline, is not entitled to refunds of any kind and the instructor of each course in which the student is enrolled is required to report a final grade of F to the registrar. For the School of Law, consult that School's bulletin.

Graduation

RESPONSIBILITY OF THE STUDENT

Every candidate for a degree is personally responsible for meeting all requirements for graduation. No University official or advisor can relieve the student of this responsibility.

Students in the undergraduate program of the University may fulfill the requirements for graduation under any catalog issued during their years of attendance, beginning with the year they first entered the University, provided there is no absence of five or more years between periods of attendance. (For the School of Law, consult that School's bulletin.) All requirements in one catalog issue must be met.

Students who return to the University after an absence of five or more years may no longer be a candidate for a degree on the basis of the catalog requirements covered by their previous years of attendance, but must fulfill for graduation all the requirements and

provisions beginning with the catalog of the year in which they reenter the University. In addition, credits earned at Valparaiso University more than fifteen years before reentry are subject to reevaluation and shall not be accepted toward graduation requirements unless approved by the appropriate Faculty Senate Standing Committee.

No degree is conferred upon and no transcript is given for a student whose account with the University has not been settled in full.

SECOND DEGREES

In order to receive a second degree, a student must earn at least thirty semester credits and sixty quality points in excess of the total number of semester credits required for the first degree and, in addition, the student must fulfill all the specific course requirements for the second degree. No course used to fulfill a major or minor requirement for one degree may be used to fulfill any major or minor requirement for a second degree. This restriction refers to courses within the major or minor field, not to additional courses required from outside of the major or minor field. A student who selects an individualized major or minor for any degree may not use the designated courses to fulfill any other graduation requirement.

Approval of applications for dual degrees must be given by the appropriate advisors, deans, and the Committee on Academic and Professional Standards. No student may graduate at one commencement with more than one degree of the same notation.

Students in the Graduate Division should refer to that Division's bulletin for specific information.

CREDIT AND QUALITY POINT REQUIREMENTS

Candidates for graduation with an associate's degree or a bachelor's degree must have a grade point average of 2.00 or more in all their work at Valparaiso University. In addition, candidates for a bachelor's degree must have a grade point average of 2.00 or more in any major, minor or interdisciplinary program, based on their work at Valparaiso University. Candidates for the Associate in Science degree must have a grade point average of 2.00 in all of

their science courses at Valparaiso University. Candidates for the Associate of Arts degree must have a grade point average of 2.00 in their concentration area. In the computation of the students' standings, grades of D+, D, D- and F are included. Grades of S, U and W are not included.

Candidates for a master's degree or the Juris Doctor degree should consult the appropriate bulletin for the corresponding requirement.

RESIDENCE REQUIREMENTS

Regardless of other degree requirements, candidates for all bachelor's degrees must meet the following requirements in residence at Valparaiso University:

1. At least one-half the number of credit hours required for any major, minor or interdisciplinary program (a minimum of 15 credit hours in the area of foreign languages);
2. At least three credits in theology;
3. At least thirty of the last forty credits presented for the degree.

Residence requirements for master's degrees and the Juris Doctor degree may be found in the appropriate bulletins.

Ordinarily, credit is not given for courses taken concurrently at other approved schools or for correspondence courses taken during a student's enrollment at this University. Any exception to this policy must have the approval of the student's academic advisor, the Dean of the appropriate College and the Committee on Academic and Professional Standards. Note that credit for courses taken under one of the International Study Semesters or Special Semester programs described on pages 12-13 and 20-25 apply as taken in residence at this University.

APPLICATION FOR A DEGREE

A student who wishes to receive a degree at the end of a Fall Semester must formally apply for the degree on a form provided for this purpose by the Registrar's Office not later than the preceding April 1st. A student who wishes to receive a degree at the end of a Spring Semester or a Summer Session must formally apply for the degree on a form provided for this purpose by the Registrar's Office not later than the preceding October 1st.

A summer session student, not enrolled in the previous academic year, who expects to