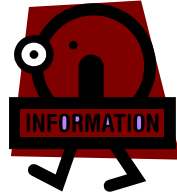


Bits from the Registrar's Office



Lesser Known/Less Frequently Used Academic Policies and Practices

Some policies and practices tend to become lost over the years as people come and go. This information is intended to highlight some of the advising issues that may be less frequently used.

Family Educational Rights and Privacy Act (FERPA)

FERPA is a federal act that helps to protect the privacy of student education records.

The essence of the act can be summarized as:

1. College students must be permitted to inspect their own education records.
2. School officials may not disclose personally identifiable information about students, nor permit inspection of their records, without written permission unless such action is covered by exceptions permitted by the Act.

More information is available on the web at

http://www.lhup.edu/academic/acad_affairs/FERPA/ferpa_welcome.htm.

Important: The public posting of grades, either by the student's name, institutional student ID, or social security number, without the student's written permission is a violation of FERPA. Even with names obscured, numeric student identifier numbers are considered personally identifiable information. (AACRAO FERPA Guide 2006, pg 31) Sending an email to all students in a class, which includes grades for each student in the class, violates FERPA in the same way as publicly posting grades. Sending emails to students that include another student's grades is a violation of FERPA

Foreign Language — BA Majors

Students pursuing a Bachelor of Arts degree are required to complete a foreign language. The requirement is *proficiency through level four* of the language. Students who successfully complete level four without completing levels one, two, or three meet the requirement. Students who skip one or more of the levels, however, still must meet the minimum 120.0 sh required for a bachelor's degree.

Placement into level two or higher does not earn credit for the lower levels; it is not considered to be credit by exam.

International students in a BA degree program do not need to complete the foreign language requirement, as English is their second language. The language of their native country satisfies the requirement.

General Education Overlays

Transfer Courses

Transfer courses are not coded if they meet an overlay (i.e. HIST101 meets MC). There are two ways advisors can handle these situations.

1. Between the advisor and the student, it can be understood (perhaps noted in the student's advising file) that the student has courses (transfer courses) that, if taken here at LHU, would meet an overlay. Although not restricted to these courses, typical ones include world history and sociology as multicultural.

OR

2. A course substitution/waiver form can be completed. The form would indicate that the student transferred in a course (the specific course would be noted) and it should meet an overlay. This is then noted as a comment on the degree audit. It will not appear on the student's web general education overlay report.

Transfer Students

BA, BFA, and BS degree students who transfer to the University with 64 or more hours Fall 2000 or later are responsible for only 2 WE, 1 EE, 1 MC, and 1 IL. Other transfer students are responsible for all overlays.

Associate Degrees

Associate degree candidates are subject to the following overlays: WE - 2; MC - 1; IL - 1; and EE 1 unit.

General Studies

There are two options for General Studies. *Option 1* requires a plan from the student that is approved by the General Studies Review Board. *Option 2* is for students who meet the prescribed criteria and provides a mechanism to recognize completed academic work toward a degree.

(www.lhup.edu/academic/acad_affairs/general_studies_explanation.htm)

International Students – Foreign Language Requirement

International students in a BA degree program do not need to complete the foreign language requirement, as English is their second language. The language of their native country satisfies the requirement.



Military Science Credits

Effective October 2008, all credits of MILS courses may count toward the hours required for a degree. Previously there was a restriction of a maximum of 12.0 sh.

Pass/Fail Option

Students may take one course per semester as pass/fail. This selection is limited to free elective courses. Students may take only 6.0 sh total as pass/fail throughout their academic career at LHU.

The decision to take a course pass/fail must be made by the date published on the university's academic calendar. The decision cannot be reversed.

If a course originally taken as pass/fail is later repeated, students must retake the course as pass/fail.

Repeating Courses

Students may repeat a course for a better grade or to boost the cumulative grade point average. Keep in mind the following:

1. Students who receive an initial grade of "D" or better have earned the credits. Credits will not be earned again when the course is taken the second time. This may impact financial aid and student-athlete progress issues.
2. The *session totals* will only account for courses taken that session; repeats will be ignored.
3. Students may not repeat a course, in which a grade of "D" or higher has been earned at LHU, elsewhere to transfer back to LHU.
4. It is suggested that students repeat courses as soon as possible after first taking the course.
5. Repeating a course in which a low grade has been earned has value in improving the GPA. (This applies to the first time a course is repeated.)
6. While repeating a course more than once may be required to earn a minimum grade, it does not have the same impact as the first time a course is repeated.

Residency Credit Hour Requirement

The current residency credit hour requirement is that students must earn at least 30.0 sh of their 120.0 sh from LHU. There is no stipulation when those 30.0 sh are completed.



Second Bachelor's Degree

Students who earn a bachelor's degree from another university (or return to LHU after completing a bachelor's degree) meet the general education requirements for the second bachelor's degree, unless the new major requires specific general education courses.

Students who transfer to LHU with a BA or BS degree and want to pursue a BA degree from LHU will not need to complete the seminars and language requirement.

Students who have earned a BS degree from LHU and return for a BA degree may request a waiver of seminars but should complete the foreign language requirement.

Students who have earned their bachelor's degree from another university can be identified in the following ways:

1. A note will appear on the degree audit.

General education requirements met by previously earned bachelor's degree (college). Specific general education courses required by the student's selected major may need to be met. Check with advisor or major department chairperson.

2. A comment will appear on the student's transcript (unfortunately it does not show on the web academic record)

Earned bachelor's degree from (college), (date)

3. Beginning spring 2008, all courses presented for transfer will be evaluated and added as transfer coursework. They may not complete LHU's general education requirements on the degree audit; however, they are intended to satisfy the requirements unless the student's major has specific general education requirements. (Previously these credits were posted as GNED489 General Education Requirements 52.0 sh.)

4. Degree audit will use all courses, whether completed as part of the first degree or as part of the second degree, being applied to the requirements to compute the grade point average on the audit. This grade point average will not match the GPA on the academic record, nor is it the official GPA.

Students who have earned their bachelor's degree from LHU will have their cumulative grade point average restarted upon their first semester of returning to LHU after completing the first bachelor's degree. The cumulative grade point average on the student's academic record is the official GPA. Degree audit will calculate a GPA based on all courses being evaluated for progress toward degree.

Transfer Credit Appeal Process

Transfer credits are evaluated by the Registrar's Office. Students who feel a course was incorrectly evaluated may submit an appeal.

(http://www.lhup.edu/academic/acad_affairs/transfer_information/transfer_information_main.htm)

Faculty who question a transfer course may contact the Registrar's Office for a re-evaluation.



Waivers

Course waivers will be recorded on the academic record. Students do not earn credit for a course that has been waived; however, the waiver will complete the requirement on a degree audit. Students are responsible for completing the minimum hours required for a degree. Waivers do not appear on official transcripts.