



Lynn University

VOLUME V

**Academic Policies**

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**Volume V**  
**Academic Policies**

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**Volume V**  
**Academic Policies**

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## **5.0 Introduction**

Volume V of the *Lynn University Policy Manual* has been written and designed to answer most of the questions that might be asked about the University's academic programs and services, as well as its academic, admission, and registration policies. It supersedes all previous academic related policies and procedures published in prior student handbooks.

The University hereby gives notice that it reserves the right to expand or delete or otherwise modify its degree programs or courses of study and associated policies, to change its rules and policies affecting the admission and retention of students or the granting of credit or degrees, to change the academic calendar, course offerings, course content, academic programs, or to alter its fees and other charges, whenever such changes are adjudged by it to be desirable or necessary. In any such case, the University will give appropriate notice as reasonably practicable under the circumstances.

Students enrolled at Lynn University are responsible for adhering to all regulations, schedules, and deadlines outlined in the University's Academic Catalog and Calendar, as well as in any volume, handbooks, or contracts pertinent to their program. Students have the further responsibility of ensuring that all graduation requirements are met. Questions on these matters shall be directed to the student's faculty advisor.

## **5.1 General Academic Information and Academic Program Overview**

### **5.1.1 Academic Calendar**

Please refer to the current University Academic Catalog as well as the University's website for the most current academic calendars pertaining to the Undergraduate and Graduate Programs, as well as the academic calendar for the Evening Division.

### **5.1.2 Academic Programs**

#### **5.1.2.1 Definitions of Majors, Minors, and Specializations**

##### **5.1.2.1.1 Definition of a Major**

A major consists of a minimum of 30 credits within a well-defined discipline or group of disciplines. The major allows students to develop a significant degree of expertise in an area of study. The exact courses, credit requirements, prerequisites, and electives for each major will vary. An outline of these requirements is included in the departmental program areas in the University Catalog. In some majors, the opportunity for a concentration in the discipline is accommodated via a specialization (see below).

#### **5.1.2.1.2 Definition of a Dual Major**

In addition to satisfying all admission, progression and graduation requirements of the program offering a first major in a baccalaureate degree program, students may enroll in a second major. To do so, the student must:

1. Earn a minimum of 30 credit hours at Lynn University beyond those required for the first baccalaureate degree or a minimum of at least 150 credit hours.
2. Satisfy the admission, progression and graduation requirements of the program or college offering the second major.

Students may be enrolled in two major programs simultaneously. Each graduating undergraduate student receives only one academic transcript. For double majors, the academic transcript lists both majors; however, only one diploma will be issued.

#### **5.1.2.1.3 Definition of a Minor**

A minor consists of a minimum of 15 credit hours outside of the major. The minor enables a student to develop a secondary degree of expertise in an area of study in addition to his or her major academic program of study. While a minor program is intended to enable students to develop some degree of expertise in one area of study, it may be interdisciplinary. The completion of a minor is optional. The minor may be chosen to support the major, to offer greater job opportunities to the student on graduation or to provide recognition of study in a second academic area.

To receive a minor, a student must also complete the requirements of a major of a baccalaureate degree concurrently from the University. Course work must include a minimum of nine upper divisional level (300+) credits and students must complete courses as indicated in the Catalog. The student's transcript shall indicate the minor.

#### **5.1.2.1.4 Definition of a Specialization**

Some majors may include an area of specialization. A specialization consists of a sequence of a minimum of 15 credit hours of course work within the major. Course work must include a minimum of nine upper divisional level (300+) credits and students must complete courses as indicated in the catalog. Where appropriate, the transcript shall indicate the major and the specialization (i.e., Major: business administration and specialization in international business).

### **5.1.2.2 Degrees**

The following degrees are offered by Lynn University upon completion of degree requirements:

#### **5.1.2.2.1 Bachelor's Degrees**

Bachelor of Arts (B.A.) in American Studies; English; Human Services; International Relations; Liberal Arts; Advertising and Public Relations; Communication, Media and Politics; Drama; Film; Multimedia Journalism; Radio, Television and Internet Media.



Bachelor of Science (B.S.) in Biology, Criminal Justice, Psychology, Business Administration, Elementary Education, Hospitality Management, Graphic Design, Illustration/Computer Animation, Photography.

Bachelor of Music (B.M.) in Music Performance and Composition.

Bachelor of Professional Studies (B.P.S)

#### ***5.1.2.2.2 Graduate Degrees***

Master of Business (M.B.A.) in Business Administration.

Master of Education (M.Ed.) in Educational Leadership, Exceptional Student Education with ESOL Endorsement.

Master of Science (M.S.) in Administration, Applied Psychology, Communication and Media.

Master of Music (M.M.) in Performance and Composition.

#### ***5.1.2.2.3 Doctoral Degrees***

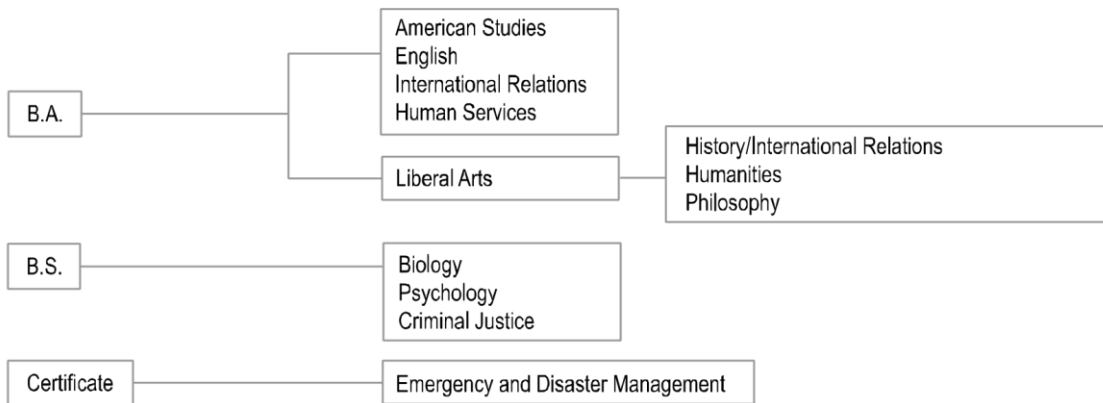
Doctorate of Education (Ed.D.) Scholar Practitioner.

#### **5.1.2.3 Academic Organization**

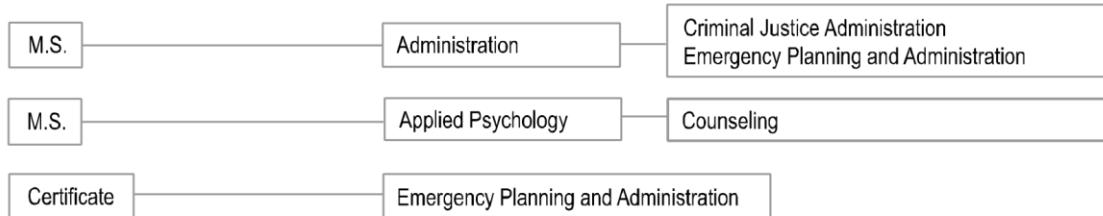
Below are the academic units administered through the Office of Academic Affairs.

## COLLEGE OF LIBERAL EDUCATION

>> Undergraduate Degree      >>Major      >>Specialization Options



>> Graduate Degree      >>Major      >>Specialization Options

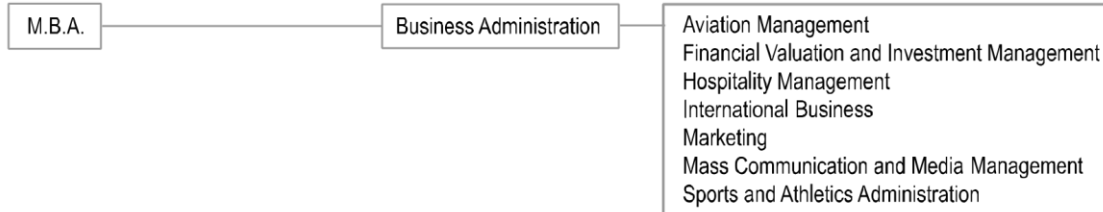


## COLLEGE OF BUSINESS AND MANAGEMENT

>> Undergraduate Degree      >>Major      >>Specialization Options



>> Graduate Degree      >>Major      >>Specialization Options



## DONALD E. AND HELEN L. ROSS COLLEGE OF EDUCATION

>> Undergraduate Degree

>>Major

>>Specialization Options

B.S.

Elementary Education

Grades K-6  
Grades K-6 Plus pre-K/Primary (Age 3-Grade 3)  
Exceptional Student Education

## THE EUGENE M. AND CHRISTINE E. LYNN COLLEGE OF INTERNATIONAL COMMUNICATION

>> Undergraduate Degree

>>Major

B.A.

Advertising and Public Relations  
Communication, Media and Politics  
Drama

Film  
Multimedia Journalism  
Radio, Television and Internet Media

B.S.

Graphic Design  
Illustration/Computer Animation

Photography

>> Graduate Degree

>>Major

>>Specialization Options

M.S.

Communication and Media

Media Studies and Practice  
Digital Animation

## COLLEGE OF HOSPITALITY MANAGEMENT

>> Undergraduate Degree

>>Major

>>Specialization Options

B.S.

Hospitality Management

Resort and Hotel Management  
Vacation Ownership/Timeshare Management  
Sports and Recreation Management

## CONSERVATORY OF MUSIC

>> Undergraduate Degree

>>Major

>>Specialization Options

B.M.

Music-Performance

Composition

Piano, Violin, Viola, Cello, Double Bass, Flute,  
Oboe, Clarinet, Bassoon, Trumpet, French Horn,  
Trombone, Bass Trombone, Tuba, Percussion

>> Graduate Degree

>>Major

>>Specialization Options

M.M.

Performance

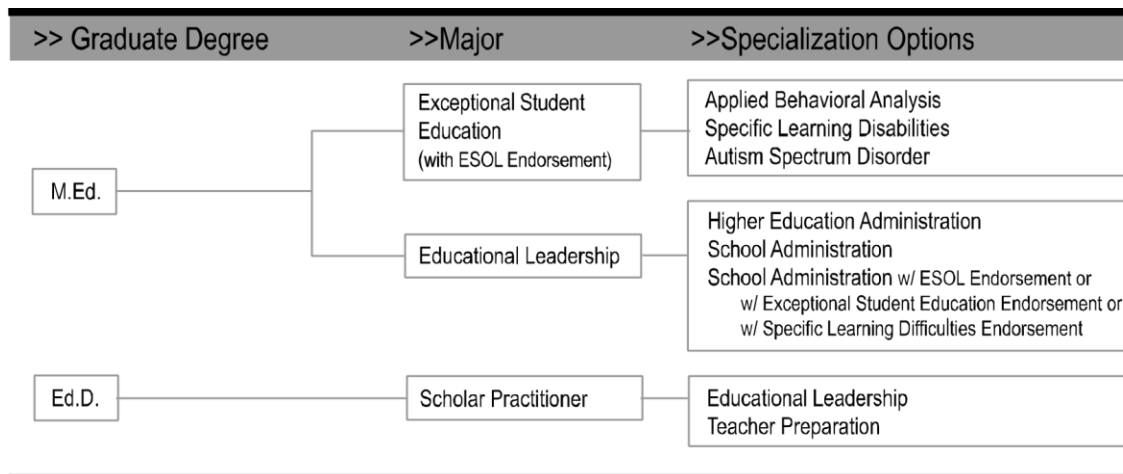
Composition

Piano, Collaborative Piano, Violin, Viola, Cello, Double  
Bass, Flute, Oboe, Clarinet, Bassoon, Trumpet, French  
Horn, Trombone, Bass Trombone, Tuba, Percussion

Certificate

Professional Performance  
Certificate (PPC)

Piano, Collaborative Piano, Violin, Viola, Cello, Double  
Bass, Flute, Oboe, Clarinet, Bassoon, Trumpet, French  
Horn, Trombone, Bass Trombone, Tuba, Percussion



The exact courses, credit requirements, prerequisites, and electives for each degree will vary. An outline of these requirements is included in the departmental program areas in the University Catalog.

### 5.1.3 Undergraduate Curriculum

#### 5.1.3.1 General Education and Study in the Major

##### 5.1.3.1.1 Perspectives and Academic Skills

The University believes that a liberal arts education is an essential foundation for, and complement to, its many career-oriented programs. General education and study in the major contribute to achieving the University's overall educational purpose: To produce graduates who possess knowledge, confidence, competencies and ethical consciousness to assume positions of responsibility and leadership as productive, global citizens prepared for lifelong learning.

General education knowledge and academic skills are developed within a diverse learning community of students and faculty in order to foster diversity of thought and provide the opportunity to integrate varied perspectives, experiences and breadth of learning. The major provides in-depth learning within a discipline or group of disciplines and further develops perspectives and academic skills. General education and education in the major contribute to students attaining the following baccalaureate degree competencies:

##### 5.1.3.1.1.1 Perspectives

1. Acquisition of an outlook that shows reflective respect for individual differences, diversity of opinion and thought, multicultural and global awareness, and breadth and depth of learning.
2. Ability to cultivate the development of values and ethical consciousness for responsible participation in a complex, changing society.
3. Awareness of and appreciation for people, cultures and contemporary issues in preparation for participation in global transformations.
4. Breadth of learning in a variety of disciplines that informs judgments and encourages inquiry.

5. Depth and application of learning in a discipline or group of disciplines (mastery of specialized knowledge) to effectively serve and lead in a chosen profession.
6. Preparation for positions of responsibility and leadership as productive global citizens who value lifelong learning.

#### 5.1.3.1.1.2 Academic Skills

1. Communication: Reading, writing, speaking and interpersonal/relationship skills.
2. Mathematical Computation: Computing, interpreting and drawing conclusions from quantitative data.
3. Computer Technology: Using computing hardware and software applications as tools in personal and professional environments.
4. Information Literacy: Identifying, locating, evaluating and using relevant information.
5. Intellectual Strategies: Problem-solving, critical and creative thinking, and inquiry.

### 5.1.3.2 The Dialogues of Learning

#### 5.1.3.2.1 Core Curriculum for Full Time Undergraduate Program

As an institution that excels in interactive learning and innovative pedagogies, Lynn University's core curriculum, the *Dialogues of Learning*, offers students the opportunity to develop the skills, knowledge and perspective essential to their intellectual, personal and professional education. The *Dialogues* offers an innovative approach to general education that integrates liberal and professional study, knowledge and skills acquisition, and multidisciplinary perspectives and methods within a four-year developmental and outcomes-based curriculum.

The origin of all learning is questioning; thinking, asking, wondering why. Whether talking to ourselves or to others, dialogue is the medium through which we all learn, create, acquire and understand. At a time when the sheer volume of information is ever increasing, the essential skills of reasoning, analysis, reflection and the art of discourse remain essential. In the aesthetic dimensions of human imagination and creation, curiosity, wonderment and inspiration arise from sensory interactions and dialogues of self-expression. In addition, for every known fact or accepted truth, there is always a need to question, to constantly ask why, or else we surrender not only our capacity to think, but also our ability to learn, change and grow.

In that spirit, Lynn University's core curriculum views dialogue, philosophically and pedagogically, as the basis for all learning. Using a thematic approach to the perennial questions and goals of liberal education, the core centers on three comprehensive domains of human thought, expression and action:

- *Dialogues of Self and Society*
- *Dialogues of Belief and Reason*
- *Dialogues of Justice and Civic Life*

Over four years, each student is required to take 12 seminars from these *Dialogues*, one in each of the thematic areas. In their content and pedagogy, the seminars within the *Dialogues of Learning*:

1. Engage students in conversations exploring the richness of human thought historically, cross-culturally and across disciplinary boundaries.
2. Create a culture of inquiry, reflection, commitment and action by requiring that every course be taught in a seminar format utilizing collaborative and interactive pedagogies.
3. Foster an understanding of both the United States and global community from an historical and contemporary perspective.
4. Integrate critical thinking and communication skills, information literacy, and technological literacy into every course.
5. Structure the acquisition of both skills and knowledge in a four-year progressively challenging and sequential schema that includes course work in the major and general education.

In concert with the *Dialogue* seminars, students are also required to take courses focused in both quantitative reasoning and scientific literacy. The ability to understand and analyze quantitative information and scientific knowledge are essential to engaged and informed citizenship in the 21st century.

#### **5.1.3.2.2 Structure and Requirements**

The seminars are structured in three distinct phases reflective of the developmental approach to student learning: *Foundational*, *Transformational* and *Integrative/Capstone*. Student learning outcomes in critical thinking, communications skills, information literacy and technological literacy are defined and measured in all Dialogues seminars based upon institutional-wide rubrics for each skill area that are developmental requiring increasing levels of competency and ability. Within the 12 courses in the three Dialogues of Learning areas, each student must complete four courses focused on the American experience and four courses designated as Global Studies, one for each area at each level.

##### **5.1.3.2.2.1 The Foundational Stage**

The first two years define the *Foundational* period. During this time, the *Dialogues* engage students in common and core principles, ideas, people, concepts, great works, etc. that we believe are essential to a liberal education. In the *Foundational* sequence, the seminars are structured for coherency and interdisciplinary perspectives through a combination of a common curricula and special topics; at least 50 percent of the course will contain common material and the remaining 50 percent will examine how these core principles and knowledge are applied in a diversity of disciplines.

1. There will be Foundational seminars in each of the three main *Dialogues* offered at the 100 and 200 levels. Students must complete one seminar in each *Dialogue* at each level by the end of the sophomore year.

2. Every student will be required to take at least two (one at each level) of their Foundational Dialogues with a member of the English faculty.
3. Among these six foundational level Dialogues, student must select one at the 100 and one at the 200 level that have an American focus and one at each level that has a Global focus.

#### 5.1.3.2.2 The Transformational and Integrative/Capstone Levels

In the third and fourth years, the *Transformational and Integrative/Capstone* levels the seminars become increasingly integrated with the major fields of study with higher levels of skills acquisition and application with more in-depth content and focus.

1. Within the *Dialogues*, each student must complete two seminars at the 300 and 400 levels, including at least two in the major field or school.
2. Within the six upper level *Dialogue* courses, each student must complete two courses focused on the American experience and two courses in Global Studies at the 300 and/or 400 levels.

#### 5.1.3.2.3 Quantitative Reasoning and Scientific Literacy Requirements

1. Quantitative Reasoning:
  - a. Students must complete two courses in *QR* during the Foundational period; *QR 100: Why Numbers Matter; Introduction to Quantitative Reasoning; and QR 200: Special Topics in Quantitative Reasoning for Explanation and Analysis*. There will be a common text for both courses.

While all students will take the same QR 100 course, in QR 200 students can select different sections/courses based upon a specific theme or topic.
  - b. Students must complete two additional QR courses at the 300 and 400 levels that can be taken from within the *Dialogues* or in any course that carries a QR designation, including courses within the major field.
2. Scientific Literacy:
  - a. Students must successfully complete four courses in *Scientific Literacy*, one at each level; including a *Foundational* course *SL 100: The Scientific Imagination and Perspectives on the Human Experience*. The remaining three courses can be taken from across the curriculum from courses listed with the *SL* designation; of these courses, at least two must be at the 300 or 400 levels.

#### 5.1.3.2.3 *Dialogues of Innovation: The January Term*

To accentuate and foster the spirit of innovation that distinguishes the Lynn experience, the core curriculum includes one additional requirement: a specially-designed educational component, *Dialogues of Innovation*. In each of the four undergraduate years, students will successfully complete one course in January term that will focus on innovative ideas, topics, pedagogies, and or/experiential learning experiences. During the January term, the University will also offer a Symposium on Innovation which will include theorists and practitioners who are actively involved with creating new ideas, approaches and practices in their respective fields.

Collectively, therefore, the *Dialogues of Learning* represents what the Lynn University community believes is essential to undergraduate education and defines the knowledge, abilities, and habits of heart and mind that will define a graduate of Lynn University.

Listed below are examples of the types of courses offered within the *Dialogues of Learning*:

Myth, Magic & Morality  
Human Reason in the Age of Unreason  
Give Me Liberty & Give Me Justice  
Clashing Issues in the Formation of the U.S., 1607-1865  
What Will Become of the Children: Social Location and Life Chance  
Ethical Decision Making Through the Cinematic Process  
The Journey towards Equality in U.S.: From King to Obama  
Florida & Immigration  
Equality & Justice in Non-Western Cultures  
Murder, They Wrote  
Identity in American Youth Films  
All the Things I Know About Myself I Learned From Dr. Seuss  
The Emerging Self in The 1960s  
American Popular Culture  
The Responsible Citizen: Awareness and Action in Today's Global Society  
Culture & Communication  
Naked Masks: Self Behind the Image  
Autobiography & the Construction of Self  
The Namesake  
Digital Identity  
A Search for Self Through Drama Games  
Self & Society: Identities in Crisis  
Self as Learner

#### **5.1.4 BPS/Evening Curriculum**

General education knowledge and academic skills are developed within a diverse learning community of students and faculty in order to foster diversity of thought and provide the opportunity to integrate varied perspectives, experiences and breadth of learning.

##### **5.1.4.1 Perspectives**

1. Acquisition of an outlook that shows reflective respect for individual differences, diversity of opinion and thought, multicultural and global awareness, and breadth and depth of learning.
2. Ability to cultivate the development of values and ethical consciousness for responsible participation in a complex, changing society.
3. Awareness of and appreciation for people, cultures and contemporary issues in preparation for participation in global transformations.
4. Breadth of learning in a variety of disciplines that informs judgments and encourages inquiry.



5. Depth and application of learning in a discipline or group of disciplines (mastery of specialized knowledge) to effectively serve and lead in a chosen profession.
6. Preparation for positions of responsibility and leadership as productive global citizens who value lifelong learning.

#### **5.1.4.2 Academic Skills**

1. Communication: Reading, writing, speaking and interpersonal/relationship skills.
2. Mathematical Computation: Computing, interpreting and drawing conclusions from quantitative data.
3. Computer Technology: Using computing hardware and software applications as tools in personal and professional environments.
4. Information Literacy: Identifying, locating, evaluating and using relevant information.
5. Intellectual Strategies: Problem-solving, critical and creative thinking, and inquiry.

#### **5.1.5 Graduate Curriculum**

Core Competencies for all Master's and Doctorate Degree Programs:

1. Understand the dynamic nature of our contemporary transformation into a global society.
2. Demonstrate effective leadership in addressing the ensuing opportunities and dilemmas.
3. Make choices that foster innovative alternatives to address changing needs.
4. Develop advanced competencies in critical thinking and analysis that will enable them to use and contribute to a variety of knowledge bases.

#### **5.1.6 Special Programs**

##### **5.1.6.1 Honors Programs**

The Honors Program offers a unique opportunity for select students to challenge themselves academically and achieve special recognition for their efforts and hard work.

The Honors Program provides a process through which selected student scholars engage in and experience the entire learning cycle of concrete experience, reflective observation, abstract conceptualization, and active experimentation, which then can be applied to any area of interest. The goal of the Honors Program is to create a dynamic academic environment that serves to awaken intellectual curiosity, promote free and active inquiry, and stimulate creative discovery.

##### **5.1.6.1.1 Honors Curriculum**

Honors students pursue a rigorous and exciting course of study. Honors classes focus upon specific themes that are investigated from different perspectives. Students in the Honors Program take their first two years of courses in the Dialogues of Learning with specially selected Honors faculty. They finish their Honors degree with a two-semester Honors capstone course in their major during their senior year, culminating in an Honors thesis.

#### **5.1.6.1.2 Benefits of the Program**

Students who participate in the Honors Program are awarded \$1,000 per academic year, renewable each year if the student remains in the program.

Students who complete the program graduate with an Honors degree, noted on both their diploma and their transcript, serving to set them apart as exceptional learners in the job market and in applying for professional and graduate education.

Other benefits include:

1. An opportunity to present their work at state, regional and national Collegiate Honors Council conferences.
2. An opportunity to publish research in the Honors Program journal Scholar.
3. An opportunity to participate in various Honors sponsored extra-curricular learning and service experiences

#### **5.1.6.1.3 Honors Eligibility**

The University invites entering freshmen who demonstrate a high level of scholastic achievement during the application process to join the Honors Program.

Also, currently enrolled Lynn students who perform particularly well during their first semester and have a minimum cumulative GPA of 3.5 may apply to join the Honors Program. Each student who meets these criteria must also provide recommendations from two faculty members in support of his or her candidacy, as well as provide a written statement describing his or her interest in the program.

#### **5.1.6.2 Institute for Distance Learning**

The Institute for Distance Learning (IDL) facilitates the delivery of Distance and Distributed Learning at Lynn University. IDL provides training workshops in course design, course content and Blackboard software. Course delivery is primarily Internet based, asynchronous, interactive and collaborative. In addition, IDL provides student tutorials and instruction for first-time participants in Internet-based learning. In conjunction with the respective colleges, IDL supports the deployment of targeted programs selected for delivery online. IDL works closely with faculty in their course development to ensure high-quality programs that meet the needs of learners seeking alternate course delivery.

#### **5.1.6.3 Internships**

Lynn University's overall educational purpose is to produce graduates who possess the knowledge, confidence, competencies, and ethical consciousness to assume positions of responsibility and leadership as productive, global citizens prepared for lifelong learning. The internship programs offered through each college help students achieve these goals by enabling them to gain real world work experience whereby they take on temporary roles as workers in an organization and reflect on these experiences in an academic setting. Student reflections are made in written and online assignments. Written employer evaluations enable students to

identify their professional competencies and personal characteristics, and measure their development in these areas throughout the internship experience.

Internship requirements vary by college or major within the University. In general, however, students who wish to register for an internship must:

1. Be a full-time day, evening or graduate student at Lynn University.
2. Have a minimum GPA of 2.5 in their major.
3. Receive approval from their college internship liaison
4. Meet with the director of internships before the internship begins and receive an application form for registration.
5. Attend regular class meetings or work online and successfully complete the required academic course.
6. Attend an internship orientation session.

If an F-1 international student, see the Designated School Official (DSO) at the Center for Global Education and Citizenship for authorization of Curricular Practical Training (CPT). The F-1 student may not begin the internship until the student sees the DSO and receives the DSO's CPT approval.

#### **5.1.6.4 Center for Global Education and Citizenship**

The Center for Global Education and Citizenship supports the University's mission through its dedication to the creation of quality international programs and services, working closely with faculty and administrators. The center is a welcoming and supporting environment for our large and diverse international student population, assisting the students in their integration to the Lynn University and South Florida communities.

The Center for Global Education and Citizenship focuses on Study Abroad through short and long-term education programs abroad, in the Dialogues of Innovation January Term and international internships. Detailed information regarding all of the center's programs and services can be obtained by contacting the division directly or on the Web site [www.lynn.edu/CGEC](http://www.lynn.edu/CGEC).

##### **5.1.6.4.1 Study Abroad Programs**

Study abroad programs offer Lynn University students opportunities to critically analyze the complexities of a country's cultural, social and historical contexts. Students may select a semester, summer or full-year program abroad. Credit may be earned toward a Lynn University degree through study abroad programs approved by the student's advisor and the Center for Global Education and Citizenship. Service learning is also within study abroad. All programs are open to Lynn University students. Information on study abroad and service learning is available in the Study Abroad Resource Library located on the second floor of the Count and Countess de Hoernle International Center.

#### 5.1.6.4.1.1 Irish American University (IAU) in Dublin, Ireland

Irish American University was established in 1993 as American College Dublin (ACD) and is affiliated with Lynn University. Located in the heart of Dublin, on Merrion Square, part of the University campus consists of the Square's distinguished Georgian houses including the childhood home of Oscar Wilde.

IAU offers degrees in several disciplines. The University is designated by the Higher Education Training and Awards Council (HETAC), the state body responsible for third level educational and training institutions in Ireland. The following degrees are fully accredited by HETAC:

1. Bachelor of Arts in Accounting and Finance;
2. Bachelor of Arts in Behavioral Science;
3. Bachelor of Arts in Business and Information Technology;
4. Bachelor of Arts in International Business;
5. Bachelor of Arts in Psychology.

#### **Masters of Business Studies in International Business**

IAU maintains a tremendous array of course offerings within the fields of business, hospitality management and psychology. Students not majoring in one of the above noted fields are still able to take a wide range of liberal studies courses during their study abroad semester to help fulfill their Lynn requirements. Terms of study include a fall and spring semester, and summer programs. Semester programs are designed to carry 12 to 15 credit hours, while summer programs carry six to 12 credit hours. Optional IAU short-term programs in Ireland and Italy are offered during all terms of study.

#### **5.1.6.4.2 Lynn University Shanghai Program**

2009-2010 marks the inaugural academic year of the Lynn University Shanghai Program. The University will jointly administer a Dialogues of Innovation January Term and spring semester program in Shanghai with CET Academic Programs (CET). Since its founding in 1979, CET has been providing various cultural and language immersion programs in China. The Dialogues of Innovation January Term will commence on the campus of Donghua University Jan. 6, 2010, and conclude Feb. 5, 2010. The spring semester begins Feb. 17, 2010, and finishes June 4, 2010.

Lynn's inaugural Shanghai program focuses on globalization in China, and while living in Shanghai, students will have the unique opportunity to learn firsthand about the challenges and successes China has faced. Shanghai symbolizes this transformation, not only in a visual sense with its modern cityscape, but also as the largest city in China in population and as a global trade center. By participating in the Shanghai Program, Lynn students will gain an appreciation of China's role in globalization and further their global understanding.

Lynn students will be completely immersed in the Shanghai experience while abroad. While living on the campus of Donghua University, students will have a local roommate. This provides students with a unique perspective on local culture and university life. And, as Lynn students attending the program will take courses in Mandarin, these roommates can help them gain language proficiency as well. In addition to Mandarin, students will take courses centered on globalization and a course developed and taught by Joseph Hall, from the Department of

Criminal Justice. Equally exciting, students will participate in an internship while studying in Shanghai. Students will work with CET to identify and select their internship site which could be a local business, consulate or non-governmental organization.

#### **5.1.6.4.3 Faculty-Led Academic Programs Abroad**

Lynn University faculty members provide international educational enrichment opportunities. Colleges of the University host short-term programs, during the Dialogues of Innovation January Term and other times in the academic year, that introduce students to the host country and provide opportunities for service learning.

During this Dialogues of Innovation January Term, Lynn students have the opportunity to participate in a rich variety of academic programs abroad. Students can venture with faculty members to new locations such as Japan, Kenya and New Zealand. The following are just a sample of the experiential learning opportunities available this year. These include newly proposed courses such as Flavors of Australia, Ireland's Tradition Through History, Literature, Religion, Japan - Multimedia Technology and Game Design, Leadership Development in New Zealand, The Making of a Transformational President – Africa to America and Travel from the Heart: Serving the Children of Lima, Peru. And, several courses that were in high demand last year are being offered again such as the Journey of Hope for Jamaica experience, Performing on Broadway, and the Winter X-Games.

## **5.2 Admissions Policies**

Lynn University welcomes and evaluates applications on a rolling basis. The following is an overview of general admission policies. Further questions concerning enrollment procedures should be directed to the Office of Admission at 561-237-7900 or ([admission@lynn.edu](mailto:admission@lynn.edu)). Lynn University does not discriminate on the basis of race, color, religion, sex, sexual orientation, age, national origin, ancestry, citizenship, disability, pregnancy, veteran or military status, marital status, familial status, genetic disposition, or any other characteristic protected by law in administration of its educational and admission policies, scholarship and loan programs, athletic and/or other school-administered programs.

### **5.2.1 Undergraduate Day Division Admissions Policies**

#### **5.2.1.1 First-Year Students Application Procedures**

Lynn University encourages high school students to apply during or before the fall semester of their senior year. Applicants must submit all of the following:

1. Completed application ([www.lynn.edu/applynow](http://www.lynn.edu/applynow)) form including the personal statement and any required supplements. Lynn University uses Common Application and Universal Application.
2. Official transcripts indicating all secondary school course work and graduation dates or GED score report.
3. Official SAT or ACT scores. Lynn University's school code for the SAT is 5437; the school code for the ACT is 0706.

4. Letter of recommendation from a school guidance counselor or teacher. The recommender should comment on the student's determination and motivation in addition to academic performance.
5. \$35 nonrefundable application fee.

Once all records are received and reviewed, the University will notify applicants of their admission status. The timeline, in most cases, for admissions decisions is four to six weeks. Admitted applicants should submit a deposit to reserve a place in the class. This deposit is credited to the student's account and is nonrefundable after May 1 for fall semester applicants. Final acceptance is contingent upon successful graduation from high school. A final transcript with proof of graduation is required.

### **5.2.1.2 Transfer Students Application Procedures**

Transfer students are welcome at Lynn University, and every effort is made to make the transfer of credits and completion of the degree requirements as easy as possible. To be considered a transfer student, the applicant must have completed a minimum of 12 transferable credits. Applicants must submit all of the following:

1. Completed application form ([www.lynn.edu/applynow](http://www.lynn.edu/applynow)) including the personal statement and any required supplements. Lynn University uses Common Application and Universal Application.
2. Official transcripts from the candidate's current college and from all previous colleges/universities attended.
3. Letter of recommendation from the dean of students at the candidate's current or last school attended.
4. \$35 nonrefundable application fee.

High school transcripts and SAT or ACT scores are *not* necessary if 12 or more transferable college credits have been successfully completed with a C average or better.

Once all records are received and reviewed, the University will notify applicants of their admission status. Upon admission to Lynn University, students will receive an evaluation of transfer credits provided by the Office of the Registrar. Admitted applicants should submit a deposit to reserve a place in the class. This deposit is credited to the student's account and is nonrefundable after May 1 for fall semester applicants.

In general, transfer credits will be granted for all work completed in comparable courses with a grade of C or better at other accredited colleges or universities. Credit will not be given for developmental courses that are intended to prepare a student for college level work. Transfer students must complete a minimum of 30 credit hours at Lynn University.

### **5.2.1.3 International Students**

International students are important and vital members of the Lynn community, and they comprise a significant portion of the student body and represent more than 80 countries.

International applicants are classified into two categories:

1. A citizen of a country other than the United States who holds a passport from that country.
2. Any U.S. or non-U.S. citizen whose permanent home address is outside of the United States.

#### ***5.2.1.3.1 International First-Year Students Application Procedures***

Applicants must submit all of the following:

1. Completed application ([www.lynn.edu/applynow](http://www.lynn.edu/applynow)) form including the personal statement and any required supplements. Lynn University uses Common Application and Universal Application.
2. Official transcripts from each secondary school attended and official report of scores from all national school leaving examinations, if applicable. All educational documents must be accompanied by original English translations, and documents submitted must carry the seal or stamp of the issuing educational institution. Uncertified photocopies are not acceptable.
3. Official SAT or ACT scores. Lynn University's school code for the SAT is 5437; the school code for the ACT is 0706.
4. Letter of recommendation from a counselor, class tutor or career advisor. The recommender should comment on the student's determination and motivation in addition to academic performance.
5. Official TOEFL or IELTS test scores, if English is not the applicant's first language. Applicants with TOEFL scores of 525 (paper-based), 213 (computer-based) or 71 (Internet-based) or with IELTS scores of 6.0 will be considered for admission. To register, contact TOEFL ([www.teofl.org](http://www.teofl.org)) or IELTS ([www.ielts.org](http://www.ielts.org)). Lynn University's school code for TOEFL is 5437.
6. Completed Certification of Finances form accompanied by a bank statement with the official bank seal or stamp
7. Copy of the biographical page of the applicant's passport. Note: This requirement does not apply to U.S. Citizens or U.S. Permanent Residents who are required to submit a copy of their Permanent Resident Card (green card).
8. \$35 nonrefundable application fee

Once all records are received and reviewed, the University will notify applicants of their admission status. The timeline, in most cases, for admissions decisions is four to six weeks. Admitted applicants should submit a deposit to reserve a place in the class. This deposit is credited to the student's account and is nonrefundable after May 1 for fall semester applicants. Final acceptance is contingent upon successful graduation from high school. A final transcript with proof of graduation is required.

#### ***5.2.1.3.2 International Transfer Students Application Procedures***

To be considered a transfer student, the applicant must have completed a minimum of 12 transferable credits. Applicants must submit all of the following:

1. Completed application ([www.lynn.edu/applynow](http://www.lynn.edu/applynow)) form including the personal statement and any required supplements. Lynn University uses Common Application and Universal Application.
2. Official transcripts from each college or university attended. All educational documents must be accompanied by original English translations, an official evaluation, and documents submitted must carry the seal or stamp of the issuing educational institution. Uncertified photocopies are not acceptable.
3. Letter of recommendation from the dean of students at the candidate's current or last school attended.
4. Official TOEFL or IELTS test scores, if English is not the applicant's first language. Applicants with TOEFL scores of 525 (paper-based), 213 (computer-based) or 71 (Internet-based) or with IELTS scores of 6.0 will be considered for admission. To register, contact TOEFL ([www.teofl.org](http://www.teofl.org)) or IELTS ([www.ielts.org](http://www.ielts.org)). Lynn University's school code for TOEFL is 5437.
5. Completed Certification of Finances form accompanied by a bank statement with the official bank seal or stamp.
6. Copy of the biographical page of the applicant's passport. Note: This requirement does not apply to U.S. Citizens or U.S. Permanent Residents who are required to submit a copy of their Permanent Resident Card (green card).
7. Completed Transfer Eligibility Form. All international students who are currently studying in the United States on an F-1 student visa are required to submit this form
8. \$35 nonrefundable application fee.

Once all records are received and reviewed, the University will notify applicants of their admission status. Upon admission to Lynn University, students will receive an evaluation of transfer credits provided by the Office of the Registrar. Admitted applicants should submit a deposit to reserve a place in the class. This deposit is credited to the student's account and is nonrefundable after May 1 for fall semester applicants.

In general, transfer credits will be granted for all work completed in comparable courses with a grade of C or better at other accredited colleges or universities. Credit will not be given for developmental courses that are intended to prepare a student for college level work. Transfer students must complete a minimum of 30 credit hours at Lynn University.

#### ***5.2.1.3.3 The I-20 Form***

Accepted international students requiring an F-1 student visa must meet all of the requirements outlined above. Once all of the necessary documents have been received, students will be issued the I-20 Form (Certificate of Eligibility) by the Center for International Programs and Services. This form, a valid passport and financial certification must be presented at the nearest U.S. Embassy or Consulate in the student's country of residence to obtain the required F-1 student visa for study in the United States.



#### **5.2.1.4 Institute for Achievement and Learning**

In addition to the general admissions application requirements, applicants wishing to enroll in the Institute for Achievement and Learning (IAL) must also submit:

Current (within three years) psychoeducational testing (such as WISC/WAIS). (All testing is housed confidentially by the Institute for Achievement and Learning.)

The final decision for acceptance into the Institute for Achievement and Learning (IAL) is made by the Office of Admissions based upon review and recommendation by professional staff of the IAL.

#### **5.2.1.5 Conservatory of Music**

In addition to the general academic requirements for admission to Lynn University, applicants to the Conservatory of Music require an audition and the Arts Supplement of the Common Application or the Lynn Music Supplement (PDF format). For information about auditions, refer to the Conservatory of Music Web site ([www.lynn.edu/music](http://www.lynn.edu/music)) or call the University directly.

#### **5.2.1.6 Readmission and Re-Enrollment**

Students wishing to reenroll at Lynn University must have all outstanding University bills paid.

If a student left the University and wants to return, first he or she must contact the Office of the Registrar.

1. If the student left because of academic suspension, he or she must contact the Academic Dean to receive permission to return.
2. If the student left because of behavioral or social suspension, he or she must contact the Dean of Students to receive permission to return.

Once a student is approved or denied, the Academic Dean or the Dean of Students will notify the Office of the Registrar.

If the student is approved, the Registrar will:

1. Notify the student in writing of eligibility to be re-enrolled.
2. Provide information on probation status if necessary.
3. Provide a faculty advisor for class registration.
4. Remove withdrawn status in Jenzabar.
5. Notify Student Administrative Services for invoicing and financial aid.

If the student is not approved for re-enrollment, the Registrar will send written notification to the student.

#### **5.2.1.7 Wait List**

While we would like to make final decisions about all students on the first round, we do offer some students an opportunity to be placed on a wait list because they might be admissible later in the process if space permits or they submit additional documents. Students who are offered a

chance for additional review must reply by May 1 to be considered. Final answers will be offered after May 20 for fall semester admission.

### **5.2.1.8 Additional Admission Procedures and Contact Information**

#### **5.2.1.8.1 Contact Information**

Admitted applicants should submit a deposit to reserve a place in the class. This deposit is credited to the student's account and is nonrefundable after May 1 for the fall semester. The Office of Admission confirms receipt of the admissions deposit in writing. The New Student Enrollment Guide contains valuable information and important materials that will need to be reviewed carefully. There are several forms that must be filled out and returned to the Dean of Students prior to arrival for orientation. If questions arise prior to their arrival on campus, students are encouraged to contact the appropriate offices at any time.

Lynn University	561-237-7000
Office of Admission	561-237-7900
Office of Admission Fax	561-237-7100
Office of Financial Aid	561-237-7185
Office of Academic Affairs	561-237-7793
Disabilities Services/Institute for Achievement and Learning	561-237-7064
Center for International Programs and Services	561-237-7075
Office of Residence Life	561-237-7236
Office of Student Services	561-237-7230
Office of Intercollegiate Athletics	561-237-7281
Office of the Dean of Freshmen	561-237-7289

#### Mailing Address:

Office of Admission  
Lynn University  
3601 North Military Trail Boca Raton, FL 33431-5598

#### **5.2.1.8.2 Background Checks**

Lynn University is committed to ensuring that students have the ability to benefit from the education received at the University. Certain affiliates associated with Lynn University require that students placed in their facility for internship/field placement experiences clear a criminal background check prior to placement. Students whose background check reveals a criminal history may be prevented access to the site, and as a result, the student may not have sufficient internship/field placement experiences to successfully complete the program. Additionally,

licensing boards for certain professions, including education occupations, may deny the individual the opportunity to sit for an examination if an applicant has a criminal history. The student is responsible for the cost of the criminal background screen(s) at the time of the screening.

Additional Provisions:

1. Falsification of information, including omission of relevant information, may result in denial of admission or dismissal from the educational program or University.
2. Criminal activity that occurs while a student is in attendance at the University may result in disciplinary action, including dismissal, and will be addressed through the *Student Code of Conduct*.

### **5.2.1.9 Placement and Testing**

#### **5.2.1.9.1 Advanced Placement (AP)**

Lynn University welcomes applicants who have taken College Board Advanced Placement examinations. Students with a score of 3 or higher on an official AP exam will be awarded credit upon receipt of official AP score report from the College Board. Actual course equivalency will be assigned by the appropriate College Dean. Other advanced programs may be considered for credit on an individual basis and with proper documentation. AP information is available on the College Board Web site ([www.collegeboard.org](http://www.collegeboard.org)).

#### **5.2.1.9.2 College Level Examination Program (CLEP)**

University credit also may be earned by taking the College Level Examination Program (CLEP) tests. Students may earn up to 30 credits from the general examination and meet all the requirements of the freshman year. CLEP information is available on the College Board web site ([www.collegeboard.org](http://www.collegeboard.org)).

#### **5.2.1.9.3 Music Placement Exams**

Placement exams are given in music theory, solfège, ear training, music history, and secondary piano (or keyboard skills for pianists) to determine placement of students in appropriate classes and to award credit for those courses in which students meet the minimum requirements. Placement testing in music history pertains only to transfer students. Students can earn degree credit for successfully passing placement exams. Placement exams are held during fall orientation and at the beginning of the spring semester if needed. Placement exams may be taken only once by each student.

#### **5.2.1.9.4 International Baccalaureate (IB)**

Lynn University reviews, evaluates, and accepts International Baccalaureate (IB) higher-level credentials for possible transfer credit on an individual basis in the context of a student's proposed area of study. The credit amount and placement level are subject to approval by the appropriate college. Course credit is generally granted for each higher-level examination passed with a score of 5, 6, or 7 in courses comparable to Lynn University courses and appropriate to

the degree program. Credit is awarded only for courses at the higher level; no credit is awarded for IB standard level examinations, regardless of the scores earned. Lynn University recognizes the academic excellence of students participating in the IB program; and students who receive a full IB diploma with a score of 30 or higher may receive 30 credit hours and sophomore standing.

### **5.2.1.10 Additional Admission Options**

#### **5.2.1.10.1 *Early Admission***

Students who wish to enter Lynn University directly after the 11th grade may apply for Early Admission, if their guidance counselor recommends such action and their school permits. Students wishing to pursue this option should consult with the Office of Admission early in the 11th grade.

#### **5.2.1.10.2 *Dual Enrollment***

Lynn University's Dual Enrollment Program offers high school juniors and seniors an opportunity to take undergraduate day courses for college credit. Admission requirements include: high school junior or senior status, a GPA of 3.0 or higher, recommendation by the high school principal or his/her designee, and a Dual Enrollment Program application. Students may earn up to seven credit hours per semester and must maintain a minimum GPA of 2.0. Students have access to Lynn University resources, including the library. Students' grades will be posted to official Lynn University transcripts and be available for transfer to other colleges and universities. Tuition for this program is offered at a reduced rate.

#### **5.2.1.10.3 *Honors Program***

Students who are highly motivated and seek an enriching academic experience may apply for the Honors Program. Accepted candidates experience an innovative curriculum encompassing the full breadth of the liberal arts and sciences. The curriculum permits in-depth exploration as well as broad intellectual synthesis. Rigorous honors courses are coupled with integrative, interdisciplinary seminars, and individualized projects.

#### **5.2.1.10.4 *Institute for Achievement and Learning***

The Institute for Achievement and Learning (IAL) offers students with learning differences an extraordinary opportunity to excel at the college level. The menu of academic support services provides motivated students with learning differences the additional support they need to achieve and maintain academic success and earn a university degree.

The Institute provides students with academic coaching, a separate testing area, extended time for examinations (including other approved accommodations on exams), specialized core courses with a low student-to-teacher ratio, and one-on-one tutorials in most subject areas. Specialized courses are taught by professors who have been trained in learning style differences, classroom management techniques, and assessment strategies, in addition to having expertise in their academic fields. These Institute-trained professors, called Institute Fellows, use the same syllabi

and teach the same content that is taught in similar courses offered to all students at Lynn University.

All freshmen formally accepted into the IAL are required to enroll in a dialogue course entitled *Self as Learner*, a three- credit course. This course is diagnostic in nature and focuses on the theories of behavioral psychologists and the relationship between intelligence and learning. The *Self as Learner* course is designed to help students understand and identify their own individual learning style, their cognitive strengths and weaknesses, and the sensory modalities that will help them succeed as students at Lynn and as lifelong learners.

First-year students in the IAL are required to attend a minimum of two hours of one-on-one tutoring sessions per week to enhance their academic success. However, students may schedule as many additional half-hour tutoring sessions as needed. All IAL tutors hold advanced degrees, including many who have terminal degrees in their respective fields.

The Wayser Family Tutoring Center and the Testing Center are located on the third floor of the Count and Countess de Hoernle International Building. Tutoring sessions, for any Lynn University student, are scheduled through the Tutoring Center coordinator. The Institute also offers psycho-educational and neuro-psychological evaluations, if needed, for any Lynn University student enrolled full time. The second floor of the International Building is devoted to research and diagnostic work offered through the Institute.

## **5.2.2 Evening Undergraduate Division Admissions Policies**

The Evening Undergraduate program serves adult students who seek higher education for training or degree completion. Evening programs operate on an accelerated schedule of six eight-week terms throughout the year, taught in the evenings and online.

To accommodate working professionals, classes are offered Monday through Thursday from 6 p.m. to 10 p.m. and online. To validate professional competencies working adults accumulate outside the classroom, they may earn up to 30 credits for work experience through the portfolio credit process. Students pursuing portfolio credits must register for a portfolio course and develop an appropriate credit plan.

Credit hours are earned through traditional classroom or distance learning instruction and transfer credits. At the bachelor's level, certain military service course credits (DANTES), CLEP (College Level Examination Program), ACE (American Council on Education), FDLE (Florida Department of Law Enforcement), Series 7 License, and other professional certifications may qualify for academic credit. Students with transfer credit will receive a credit evaluation prior to enrolling.

### **5.2.2.1 Application Procedures**

Applicants must submit all of the following:

1. Common Application with Lynn Supplement;
2. \$50 nonrefundable application fee;
3. Official transcripts from all institutions of higher learning (for students who have attended college) or official high school transcripts or GED score report;

4. Current resume;
5. One letter of recommendation from an employer or professor;
6. Statement of professional goals.

#### **5.2.2.1.1 International Applicants**

International applicants must also provide:

1. Official test results of the TOEFL (Test of English as a Foreign Language) or IELTS if English is not the applicant's first language. Applicants with TOEFL scores of 500 (paper-based), 173 (computer-based), or 61 (Internet-based) or with IELTS score of 6.0 will be considered for admission.
2. International Transcript Evaluation and course equivalency report for students who have attended schools outside of the United States.
3. Copy of the biographical page of the applicant's passport. Passport must be valid for at least a six-month period prior to the enrollment date.
4. Completed Foreign Student Financial Statement, along with a Certificate of Finance letter from a financial institution on official letterhead. Note: This requirement does not apply to U.S. resident aliens, who are required to submit a notarized copy of their green card.
5. Transfer Eligibility Form from students currently studying in the United States on an F-1 visa.

### **5.2.3 Graduate Division Admissions Policies**

The graduate programs at Lynn University focus on career and professional development, application of knowledge bases, clarification and development of professional and personal values, and the enhancement of intellectual and professional skills. As such, the graduate programs reflect increasing levels of complexity, requiring students to analyze, examine, question, synthesize and conduct research; to think creatively and problem solve; to develop appropriate communication and information technology skills; and to engage in active, collaborative and individual learning activities.

The graduate programs are organized within several colleges or are interdisciplinary. Each college is headed by a dean and has a program coordinator. The various graduate units cooperatively seek students whose maturity, academic ability, motivation, and discipline qualify them for admission into the graduate programs of Lynn University.

Admission to a graduate program is based on submission of all required documents, including the Graduate School application. Each graduate discipline requires specific skills, documents and testing, depending upon the focus of the program. Undergraduate prerequisites are required for specific programs, including the M.B.A. and the M.Ed. These may include statistics and/or calculus, writing and speaking courses and computer application competencies. The Office of Admission or the graduate departments will guide applicants in meeting the requirements for individual graduate degrees ([www.lynn.edu](http://www.lynn.edu)). Also, students should consult the departmental listings in the Catalog.

It is the student's responsibility to ensure that all required application materials are forwarded to the Office of Admissions in a timely manner. If required, test scores must be received directly from the testing organization. All graduate applicants must submit undergraduate and graduate transcripts of all academic course work attempted. Transcripts must be official and sent directly from the issuing institution. Letters of recommendation will only be accepted if they are written by a supervisor or professor. Doctoral candidates have additional requirements including a personal interview.

### **5.2.3.1 International Graduate Students**

In addition to all of the application requirements for graduate certificate, master's and doctoral degree programs, international graduate applicants must also submit:

1. Official International Transcript Evaluation and Course Equivalency Report.
2. Official test results of the TOEFL (Test of English as a Foreign Language) or IELTS if English is not the applicant's first language. Applicants with TOEFL scores of 550 (paper-based), 213 (computer-based) or 80 (Internet-based) will be considered (not required for Professional Performance Certificate applicants).
3. Copy of the biographical page of the applicant's passport. Passport must be valid for at least a six-month period prior to the enrollment date.
4. Completed Foreign Student Financial Statement, along with a Certificate of Finance letter from a financial institution on official letterhead. Note: This requirement does not apply to U.S. resident aliens, who are required to submit a notarized copy of their green card.
5. Transfer Eligibility Form from students currently studying in the United States on an F-1 visa.

#### **5.2.3.1.1 The I-20 Form**

Accepted international students requiring an F-1 student visa must meet all of the requirements outlined above. Once all of the necessary documents have been received, students will be issued the I-20 Form (Certificate of Eligibility) by the Center for International Programs and Services. This form, a valid passport and financial certification must be presented at the nearest U.S. Embassy or Consulate in the student's country of residence to obtain the required F-1 student visa for study in the United States.

### **5.2.3.2 Graduate Financial Aid**

1. International students are not eligible for U.S. federal or state aid.
2. U.S. citizens and resident aliens may apply for all U.S. subsidized financial aid programs by visiting [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Lynn University's FAFSA Code is 001505. Questions regarding financial aid may be directed to the Student Administrative Services Office at 561-237-7185 or [financialaid@lynn.edu](mailto:financialaid@lynn.edu).
3. A limited number of graduate assistantships are available, and the selection process is very competitive. Interested students should contact the Office of Student Administrative Services (561-237-7185) to apply.

### **5.2.3.3 Non-Degree-Seeking Students Application Procedures**

Applicants must submit all of the following:

1. Completed graduate application form and \$50 nonrefundable application fee.
2. Official transcripts with proof of an earned bachelor's degree from an accredited or internationally listed university.
3. Additional documents may be required, and the applicant will be notified accordingly.

Non-degree enrollment is limited to a maximum of 9 credit hours, with the exception of those individuals seeking an ESOL endorsement.

### **5.2.3.4 Graduate Readmission**

Students who voluntarily or involuntarily withdraw from Lynn University for four or more consecutive terms lose degree-seeking status unless they had an approved leave of absence. Students wishing to return to the University must submit an application for readmission and a personal statement explaining the circumstances that caused them to leave and why they are ready to return. Students who have attended another institution during their absence from Lynn University must have all academic credentials sent to the Office of Admission. Additional documentation may be required; and the office may consult with the appropriate academic department.

Students who have been dismissed for academic deficiencies or suspended for disciplinary reasons for one or more terms must submit an application and a letter of appeal. Requests for readmission must be approved by the Academic Dean and Dean of Students. Students who are readmitted to the University return at the same academic standing they had prior to leaving the University. A student applying for readmission may be held to any new requirements in effect and/or may be required to validate prior learning.

## **5.2.4 Additional Admissions Information**

### **5.2.4.1 Admission of Students with Learning Disabilities**

As a learning centered institution, Lynn University welcomes students from a variety of academic backgrounds and abilities.

Although Federal Law prohibits the University from requesting information regarding learning disabilities prior to admission, if the applicant chooses, he/she can voluntarily make pre-admission disclosure. Every effort is made to enhance each student's learning experience and chances for success.

If the applicant believes that there is any other information that would assist the admissions staff in evaluating his/her academic record, the applicant may provide that information to the Office of Admission. This information will be included in the student's file.

Note: Please see paragraph 5.5.5.3 below for specific academic policies regarding ADA policies and procedure.



#### **5.2.4.2 Reservation Agreements**

Students enrolling at Lynn University do so with the understanding that they are in agreement with, and subject to, the following reservations by the University:

1. Lynn University reserves the right of final decision in accepting candidates for admission. The student is subject to dismissal for submitting false or misleading information.
2. The University reserves the right of final decision regarding course requirements for any degree program offered by the University and the content of individual courses.
3. Enrolled students will abide by all Lynn University regulations and comply with all local, state, and federal laws. The University reserves the right to suspend or dismiss students for violations of regulations. In such instances, tuition and fees paid to the University will not be refunded.
4. Attendance at Lynn is a privilege granted solely by the University. The University reserves the right to withdraw, dismiss, or suspend at any time a student whose conduct is deemed inconsistent with the standards, policies, rules, and regulations of the University.

Notice: Lynn University makes every effort to assure completeness and accuracy in this Volume V of the *Lynn University Policy Manual*, the Catalog, and all other official Lynn University publications. However, due to the inevitable changing nature of listings and policies from year to year, possible errors, misprints, or omissions may occur, for which the University shall not be held liable.

The provisions of the this Volume V of the Lynn University Policy Manual, the Catalog, and all other official Lynn University publications are not to be regarded as an irrevocable contract between the student and the University. The University reserves the right to change any provision or requirement, including fees, contained in this Volume V of the Lynn University Policy Manual, the Catalog, and all other official Lynn University publications at any time with or without notice.

#### **5.2.4.1 Special Student Status**

Graduate students who wish to take courses for the purposes of continuing education, teacher certification, or transfer of credits to another institution may register as Special Students. Special Students are classified as non-degree seeking students and must show evidence of graduation from an accredited college or university in order to be eligible for this classification and take graduate courses at Lynn University. Special Students must complete a Special Student form available in the Office of Admissions and may be limited to six credit hours, except under the following circumstances:

Educators seeking ESOL certification or taking courses for certification or recertification purposes are limited to 15 credit hours (five three-credit courses).

Those interested in enrolling as non-degree seeking students should contact the Office of Admissions for a Special Student form and registration materials. Term schedules of classes are available in the Office of Admissions, the Office of the Registrar, the appropriate college and on the University's Web site.

Financial aid is not available to Special Students. Because of immigration regulations, a foreign student with either an F-1 or J-1 Visa may not register as a Special Student and must be degree seeking. Students who would like to change their status to degree seeking must complete a graduate application, provide all necessary documentation, including entrance testing if appropriate, and meet all admission requirements. Enrollment as a Special Student in no way implies a right for future admission to the University or a graduate program.

Credit earned as a Special Student does not automatically count as fulfilling graduate degree requirements unless approved by the program coordinator or dean of the appropriate college. All such proposed courses must have a grade of B or better and meet specific course requirements for the degree. This determination is made after the applicant has been accepted to the University or by the end of his or her first term as a matriculating student.

### **5.3 Registrar's Office Policies**

The mission of the Office of the Registrar at Lynn University is to provide professional, personable services to faculty, staff and students. The office works with all members of the University community to foster fidelity to its academic policies and standards and to enhance student learning. The work is done with dedication to excellence, purpose and accountability. The Office of the Registrar will act in partnership with other departments as a resource for and bridge between students and faculty, functioning as a forward-thinking, strategically operated and responsibly flexible component of the University.

#### **5.3.1 Enrollment Policies**

##### **5.3.1.1 Leave of Absence**

A student may request a Leave of Absence (LOA) from the University, which, when granted, permits the student to maintain matriculated status although not in attendance and to resume study without applying for readmission. A student granted a LOA is not considered to have withdrawn, and, if the student is a Title IV recipient, no return calculation will be required. Upon the student's return from the leave, the student will continue to earn the federal student aid previously awarded for the period. Students who wish to leave and do not intend to finish their studies at Lynn University must officially go through the University withdrawal process (see paragraph 5.3.1.2 below).

If a student wants to request a Leave of Absence (LOA) they must see either the Academic Dean (academic reasons) or the Dean of Students (all other reasons) to fill out the LOA form. Leave of absence status is ordinarily granted for no more than two semesters. The LOA form must include starting and ending dates and the reason for the leave of absence. Please note that there must be a reasonable expectation that the student will return from the leave of absence. Leaves of absence will not be approved for students subject to disqualification or dismissal due to academic deficiencies or disciplinary action.

A LOA form is not required in order for a student to withdraw from all of their classes; however, a student must indicate on the LOA form if they want to withdraw from all of their current courses and be dropped from all of their future courses, or just be dropped from all of their future courses.

The Academic Dean or Dean of Students will place any conditions of return on the LOA form and forward the form to the Office of the Registrar, the Academic Dean, the Office of Student Administrative Services and the Dean of Students, and then place the form in the student's file. The leave will take effect as of the date signed by the Academic Dean or Dean of Students.

Once the form is received in the Office of the Registrar, the following will be done:

1. Student will be issued grades of W for each course in the current semester (if applicable).
2. Student will be dropped from all future courses.

Once the student is ready to return they must meet with either the Academic Dean or the Dean of Students. Once they have determined that the student has met all of their conditions of return the Office of the Registrar and Student Administrative Services will be notified. If a student does not return at the end of the leave, the student's withdrawal date will be the first date of the leave. If the student is a federal loan recipient and fails to return within 180 days, Lynn is required to return the funds to the appropriate lenders at that time and will also cause the expiration of the student's loan grace period.

Students on leave may not live in the University residence halls during the term of their leave. Nor may they participate in and/or hold leadership positions in a registered University organization or athletic team.

#### **5.3.1.2 University Withdrawals**

Students who withdraw from Lynn University are required to obtain proper clearance. The appropriate representative(s) of the following offices must sign clearance forms, available in the Dean of Students Office in the E.M. Lynn Residence Hall:

1. Vice President for Academic Affairs;
2. Director of Academic Advising;
3. Director of Counseling;
4. Dean of Students;
5. Director of Residence Life;
6. Librarian;
7. Registrar.

A student who officially withdraws from the University prior to the deadline for withdrawal without academic penalty will receive a grade of W on his or her transcript for each of the courses enrolled. Extenuating circumstances (medical/family emergencies) will be reviewed by the Academic Dean. If those documented circumstances warrant, the grades will be changed to Ws for that term. A student who has withdrawn from the University and wishes to return as an enrolled student must undergo the process for re-enrollment with the Office of the Registrar pursuant to the University's Readmission and Re-Enrollment Policy (see paragraph 5.2.1.6 above).

## **5.3.2 Registration Policies**

### **5.3.2.1 Registration**

Undergraduate Students: Course registrations for day students are processed by their academic advisor while course registrations for evening students can be processed online or in the Office of the Registrar with a registration form signed by their advisor.

Graduate Students: Registration begins several weeks prior to the beginning of each of the six terms. Schedules of class offerings are posted on the Web site [www.lynn.edu/mylynn](http://www.lynn.edu/mylynn) as soon as they are finalized.

### **5.3.2.2 Registration Holds**

Students will not be permitted to register if there is a “hold” on their account. Obligations that can result in holds are most often financial (past due accounts including unpaid tuition and fees, parking or library fines, etc.). Other holds may be related to academic standing (probation or suspension), *Student Code of Conduct* violations (disciplinary), incomplete admission files (missing transcripts), or missing proof of immunization records. Holds may also be placed on students who are not U.S. citizens or permanent residents and have not submitted required documentation or who are at risk of INS non-compliance. To clear a hold, the student must contact the office that has issued the hold to find out what must be done to fulfill the obligation(s).

### **5.3.2.3 Add/Drop Period**

Course additions or section changes must be made during the official add/drop period as noted on the academic calendar. A student who drops a course during this period will not receive a grade, and the course will not appear on the permanent University record. Students who seek to withdrawal from a course after the Add/Drop period must comply with the Course Withdrawal Policy (see paragraph 5.3.2.6 below).

Evening students will not receive a full refund if dropping a course after the first day of the term, but an additional course may be added in its place at no charge.

### **5.3.2.4 Audit**

Students who wish to audit a class must receive permission from their faculty advisor and the instructor of the course and, if in excess of a 15 credit-hour load, permission from the appropriate College Dean. A student who officially audits a course, although not required to take examinations, is expected to attend class regularly and to participate in a manner that is agreeable to the instructor. An AU will be recorded on the permanent record of courses officially audited. A full-time student will not be charged for auditing a course. Students not enrolled on a full-time basis will be charged an audit fee (see the Tuition and Fees section in the current Academic Catalog for current fee).

### **5.3.2.5 Closed Class Permission**

To register for a closed course that is at its student capacity, a student must submit a Closed Class Permission Form signed by the course instructor and advisor to the Office of the Registrar. Requests will not be approved if the classroom cannot physically accommodate additional students.

### **5.3.2.6 Course Withdrawals**

After the add/drop period, students may withdraw from a course by completing the withdrawal form from the Office of the Registrar. The completed form should be submitted to the Office of the Registrar within the designated time frame. Students who withdraw from a course on or before the designated time frame will receive a W on their permanent University records. Refer to the academic calendar for the deadline to withdraw from a course. A student can have no more than eight course withdrawals during his or her undergraduate enrollment in the University or three course withdrawals during each graduate enrollment in the University.

While withdrawing from a course on or before the designated time frame will have no impact on your GPA, if you are receiving financial aid, it might have an impact on your ability to continue receiving aid. Withdrawal can also potentially adversely impact a student's VA benefits, eligibility to participate in NCAA athletic events, and, for foreign students, immigration status. Students are therefore encouraged to consult with their academic advisor and, if applicable, the Financial Aid Office, Athletic Department, and the Center for International Programs and Services before withdrawing. Students are considered the responsible parties for any/all transactions processed against their academic records.

### **5.3.2.7 Directed Study and Independent Study**

Directed Study (regular courses taken by special arrangement) involves a one-on-one relationship between the student and the instructor (i.e., frequent conferences regarding the study are needed in order to complete a regularly offered course). Appropriate request forms for Directed Study are available in the Office of the Registrar.

Independent Study involves scholastic or research endeavors apart from regular courses offered at Lynn University. Students should pursue Independent Study with direction from their supervising professor with the approval of the appropriate College Dean and the Academic Dean.

Signatures denoting approval by the instructor, appropriate College Dean and Academic Dean must be obtained before a student can register for either course of study.

### **5.3.2.8 Pre-requisite Overrides**

To register for a course which has a prerequisite that has not yet been taken, a student must submit a registration form to the Office of the Registrar signed by the instructor and advisor with a note allowing the course to be taken without the required prerequisite.

### **5.3.2.9 Repeat Courses**

When a student repeats a course both the original and the subsequent grades are recorded on the official University transcript; however, only the highest grade is included in the grade point average.

## **5.3.3 Transcripts and Enrollment Verification Requests**

### **5.3.3.1 Enrollment Verification Letters**

Enrollment verification letters may only be requested by the student, unless their parents are listed on the Buckley Form. Enrollment Verification Forms are available in the Office of the Registrar and take approximately three working days to process.

### **5.3.3.2 Transcripts**

Transcripts must be requested in writing by the student or alumnus. There is a \$5 fee per copy for Official Transcripts, which bear the signature of the registrar and the Official University Seal. The \$5 fee for each transcript is graciously paid for by the Alumni Association. Transcripts are typically processed within five working days after receipt of the request. During busy times in the office, requests may take up to two weeks to be processed. Lengthier processing periods typically occur at the beginning and end of a semester. Request forms are available in the Office of the Registrar or at [www.lynn.edu/transcripts](http://www.lynn.edu/transcripts). Please note: Transcripts cannot be faxed. The following information is required to request a transcript:

1. Name while attending the University.
2. Current name, if different.
3. Lynn University ID number or Social Security number.
4. Approximate dates of attendance.
5. Degrees received, if applicable.
6. Address where the transcript(s) must be sent.
7. Current address and phone number.
8. Student or alumnus signature.

## **5.4 Academic Policies**

Courses, programs, and requirements described in this Volume V of the *Lynn University Policy Manual* may be suspended, deleted, restricted, supplemented, or changed in any manner at any time at the sole discretion of the University.

### **5.4.1 Academic Integrity**

All members of the University community - faculty, administrators, staff, and students - are obliged to adhere strictly to the highest standards of academic integrity in study, research, instruction and evaluation. To protect the integrity of the grading system and to affirm the

importance of honesty and accountability in the academic community, the University imposes strict penalties for academic dishonesty.

Note: Please see Subsection 5.4.11 below for the Lynn University's Academic Honesty Policy.

#### **5.4.2 Cancellation of Courses**

The University reserves the right to cancel any course for which an insufficient number of students has enrolled or for other reasons deemed necessary. No charge is made to a student for a registration change necessitated by such course cancellation. Notification of a cancelled class will be sent to students at their Lynn e-mail address.

#### **5.4.3 Change of Major**

To change degree information such as major, minor, advisor, or catalog year students must complete a Change of Degree Information Form. The form must be signed by the advisor. If an undergraduate day student is changing advisors, the form must also be signed by the Director of Academic Advising. The form must be brought to the Office of the Registrar to be processed.

#### **5.4.4 Change of Major/Specialization/Minor Forgiveness**

The change of major/specialization/minor forgiveness policy allows a student who has changed his or her major/specialization/minor to discount up to two courses in the abandoned major/specialization/minor. The transcript will reflect the student's complete record with an added notation of "Academic Forgiveness Declared" by the selected course(s); however, the grade(s) will not be calculated in the cumulative GPA. Neither the grades nor the credits will be counted toward graduation requirements. Students who wish to declare change of major/specialization/minor forgiveness may pick up the required form in the Registrar's Office and will need the signature of the dean of the school of the newly chosen major, as well as Registrar approval. A student may declare change of major/specialization/minor forgiveness only once in his or her college career. An undergraduate student must have a minimum of 30 credits toward the new major, and a graduate student must have a minimum of nine credits toward the new degree or specialization in order to qualify for the policy. The Academic Dean and Registrar have final approval.

#### **5.4.5 Classification of Students**

##### **5.4.5.1 Classification of Undergraduate Students**

Matriculated students are those who have met all admission requirements and have declared their intention to obtain a degree.

Matriculated students are classified according to the following number of semester hours of credit completed toward their degree:

<b>Classification</b>	<b>Credit Hours</b>
First Year	0 to 30
Sophomore	31 to 60

Junior	61 to 90
Senior	At least 91

Non-matriculated students are those who have not been admitted to a degree program but are eligible to enroll as full- or part-time students. Non-matriculated students include those who enroll in courses for self-enrichment and are not following any specific degree program requirements.

Students seeking to matriculate into a degree program must declare their intent with the Office of Admissions. Failure to do so could result in the loss of all credits taken beyond the applicable credit limits specified.

#### **5.4.5.2 Classification of Graduate Students**

A graduate student is classified as full-time if registered for six or more credits a term for five of the six terms during an academic year. A minimum of three credits each term is the requirement for two terms sequentially to qualify for federal financial aid. A student registered for less than six credits per term is considered part-time.

#### **5.4.6 Combined Bachelor's/Master's Program**

Lynn University offers an option for undergraduate students to enroll in the bachelor's/master's program. This program will allow students to complete both undergraduate and graduate course work. In certain cases graduate credits may be applied toward the undergraduate degree. In order to apply for the program, a student must:

1. Have a minimum of 90 credits completed toward their degree.
2. Have a GPA of at least 3.25 in their last 15 undergraduate credits completed at Lynn University.
3. Complete the graduate application procedures as described in the current Academic Catalog.

The student must maintain a graduate course GPA of 3.0 or higher. Approval must be received by the dean of that college.

#### **5.4.7 Course Load**

##### **5.4.7.1 Day Division**

The normal semester academic load for full-time students is 12 to 16 credit hours per semester. Students at their discretion, and after consultation with their academic advisor, may register for up to 18 credit hours per semester. The student will be billed separately for credit hours in excess of 16 in each semester at the prevailing tuition rate per credit hour.

In order to register for 19 or more credit hours, students must have a cumulative grade point average of 3.0 or better and permission from the Vice President for Academic Affairs or the Academic Dean. If permission is granted, the student will be billed for the credit hours in excess of 16 in each semester at the prevailing tuition rate per credit hour.



Students may not reduce their semester course load to less than four courses without written permission from the Registrar.

#### **5.4.7.2 Evening Division**

The normal term is eight weeks long. Three-credit classes meet for 32 hours; four-credit lecture classes meet for 40 hours. These hours are supplemented with additional contact hours on Saturdays or online.

The course load for the Evening Division is six credits. A course load exceeding six credits must be registered for in the Office of the Registrar (students can only register for six credits a term online), and a course load exceeding nine credits requires the advisor's approval.

#### **5.4.8 Course Substitutions and Waivers**

Students are expected to satisfy all Lynn University degree requirements. Only under unavoidable and exceptional circumstances will the University permit a student to deviate from an academic program's requirements via a course substitution or waiver. When it becomes necessary to request a deviation from the prescribed course of study, students shall consult their academic advisor and submit a Course Substitution and Waiver Form. In preparing the petition, students should be mindful of the following:

1. The course to be substituted must be in the same area as the required course or in a closely related area.
2. Substitution of a course for a previously failed required course is seldom granted.
3. Failure to schedule a required course is not sufficient reason for granting permission for a course substitution.

The petition must be submitted to and approved by the student's advisor, the Academic Dean or Vice President for Academic Affairs prior to enrollment in the course being proposed for substitution.

#### **5.4.9 Grading Policies**

##### **5.4.9.1 Grading System**

Faculty members have the responsibility of providing the University with an individual evaluation of each student in their classes. Final course grades are entered on the student's permanent University record at the close of each semester or session. The grading system at Lynn University is as follows:

- A Excellent
- B Good
- C Average
- D Less than average; lowest passing grade
- F Failure

### 5.4.9.1.1 Computation of Grade Point Average

At the end of each semester, a scholarship index (GPA - Grade Point Average) is computed for each student.

A =	4.00 points for each credit	C =	2.00 points for each credit
A- =	3.67 points for each credit	C- =	1.67 points for each credit
B+ =	3.33 points for each credit	D+ =	1.33 points for each credit
B =	3.00 points for each credit	D =	1.00 point for each credit
B- =	2.67 points for each credit	F =	0.00 points
C+ =	2.33 points for each credit		

Thus, a grade of A in a three-credit course would be assigned 12 points.

The GPA is determined by dividing the total number of earned quality points by the number of attempted credits. Grades of “AU”, “I”, “NP” and “W” are excluded from the calculations. Other symbols in use (not included in computation of average):

W Officially Withdrawn from the Course

AU Audit

I Incomplete

P Pass (used only for selected practicum, internship and 099 courses)

NP Not Passed

HF Academic Honor Suspension (Dismissal)

A grade of P designates passing and is issued in selected courses to students whose work record and other course requirements reflect non-failing quality. The credit hours are recorded but not used in the calculation of the grade point average.

A student who has not met the course requirements by the end of the semester and/or term may receive an I (Incomplete). The grade of I reflects neither passing nor failing work, and it will not be included in the calculation of the grade point average.

### 5.4.9.2 Grade Notification

At the midterm point each semester, all undergraduate day students will be issued a midterm grade viewable on the Web at [www.lynn.edu/mylynn](http://www.lynn.edu/mylynn).

At the conclusion of each semester/term, all students will be issued a final grade viewable on the Web at [www.lynn.edu/mylynn](http://www.lynn.edu/mylynn).

### 5.4.9.3 Incomplete Grade “I”

1. For a student to be eligible to receive an incomplete for a course:
  - a. The student must provide to the Dean of Students documentation of the extenuating circumstance(s) that prevent him/her from satisfying the course requirements and learning outcomes of that particular course.

- b. The student, at the time of applying for an incomplete, must have completed two-thirds of the term and have a passing grade.
2. The application process:
  - a. The student will have the option of applying for an incomplete in one or more courses.
  - b. The student will obtain and complete the incomplete application form and bring it to the Dean of Students with appropriate documentation. The Dean of Students will verify that the student's application satisfies the eligibility criteria. If the application satisfies the eligibility criteria then the Dean of Students will return the approved form to the student who will then take the form to the professor of the course. The professor and student will draw out a contract, which includes but is not limited to all course work to be completed and the deadline for this material to be submitted. After the student agrees to the terms of the contract and signs the form, the professor will take the contract to the dean of his/her college. The dean will then review the contract and sign the form upon approval. The "I" is now official and the contract is binding. The dean of the college will distribute copies of the contract to the professor, the student, the Dean of Students, and the Registrar. Each recipient will place the copied contract in the appropriate file. The professor will keep one copy and the original will be placed in the student's file in the college of his/her major.
3. The form:
  - a. Will be available online.
  - b. Will contain current grade, what specific assignments are to be completed due date for all material (not to exceed one year beyond the original term final grade due date), and state that the final course grade will be a "W" if the student does not complete the requirements.

Note: As of Fall 2006, students are limited to eight undergraduate and three graduate course withdrawals.

#### **5.4.9.4 Grade Review Process**

A student's request for review of a final course grade may be submitted during the first three weeks of the following term only on the basis of clerical, computational, or other documented error. The process is as follows:

1. The student is to request a meeting with the instructor who determined the grade and present the evidence of the error. The instructor may change the grade if deemed appropriate or reaffirm the original grade.
2. If the student wishes to pursue an additional review, a written request with all supporting documents may be submitted to the College Dean. If an agreement cannot be reached, the student and/or the instructor may appeal to the Academic Dean, who will inform the parties of the resolution of the appeal.

For a disputed grade, other than the final grade, the student is to first meet with his/her instructor. Then should the student want to continue in the appeal process, he/she is to meet with the

College Dean by submitting a written statement within seven working days from the date of the student's notification of the grade.

Note: If a student feels unfairly treated or with bias by an instructor, the student should report the matter to the College Dean in a timely manner in accordance with the Academic Grievance procedures outlined in Subsection 5.9.2 below.

### **5.4.10 Graduation Policies**

#### **5.4.10.1 General Information**

Students may choose to graduate under the Academic Catalog in effect at the time of their first enrollment or any subsequent Academic Catalog provided that the student graduates within eight years from the date of the first enrollment.

If students do not graduate within this eight-year period, they may be subject to fulfilling any new program requirements in effect.

Students with more than nine credits of course work to be completed towards their degree are not eligible to participate in the commencement ceremony.

Student Right-to-Know graduation rates are available in the Institutional Research Office.

#### **5.4.10.2 Overall Requirements for the Baccalaureate Degree**

A candidate for a baccalaureate degree must:

1. Complete a minimum of 120 semester hours.
2. Attain a minimum cumulative grade point average of 2.0.
3. Earn at least a minimum of the last 30 credits at Lynn University.
4. Satisfy all Lynn University undergraduate curriculum requirements for the baccalaureate degree, including core curriculum requirements.
5. Complete a minimum of 45 credits that are upper division (300+level).
6. Sign and return an advising worksheet and graduation application to the Office of the Registrar.

##### ***5.4.10.2.1 Applying for a Degree***

1. All students anticipating receiving a degree must apply for graduation at the Office of the Registrar and have an advising worksheet completed regardless of ceremony participation.
2. Applications for graduation are mailed to students based on earned credit.
3. Applications are available from the graduation coordinator in the Office of the Registrar should a student not receive one through mail. Deadlines for applications are posted on the appropriate academic calendar.

4. There is one graduation ceremony a year which is held in May; however, degrees are conferred at the end of each term. Students with more than nine credits not yet completed towards their degree are not eligible to participate in the ceremony.

#### **5.4.10.3 Overall Requirements for Master's Degree**

A candidate for a master's degree must:

1. Complete a minimum of 36 semester hours.
2. Attain a minimum cumulative grade point average of 3.0.
3. Satisfy all Lynn University graduate curriculum.

Requirements for the master's degree, including thesis requirements:

1. Satisfy the requirements for a major that includes at least 30 unique credits.
2. Sign and return an advising worksheet and graduation application to the Office of the Registrar.

##### ***5.4.10.3.1 Applying for a Degree***

1. All students anticipating receiving a degree must apply for graduation at the Office of the Registrar and have an advising worksheet completed regardless of ceremony participation.
2. Applications for graduation are mailed to students based on earned credit.
3. Applications are available from the graduation coordinator in the Office of the Registrar should a student not receive one through mail. Deadlines for applications are posted on the appropriate academic calendar.
4. There is one graduation ceremony a year which is held in May; however, degrees are conferred at the end of each term. Students with more than nine credits not yet completed towards their degree are not eligible to participate in the ceremony.

#### **5.4.10.4 Overall Requirements for Ed.D. Degree**

A candidate for an Ed.D. degree must:

1. Complete a minimum of 60 semester hours.
2. Attain a minimum cumulative grade point average of 3.25.
3. Satisfy all Lynn University graduate curriculum requirements for the Ed.D. degree, including thesis requirements.
4. Sign and return an advising worksheet and graduation application to the Office of the Registrar.

##### ***5.4.10.4.1 Applying for a Degree***

All students anticipating receiving a degree must apply for graduation at the Office of the Registrar and have an advising worksheet completed regardless of ceremony participation.

There is one graduation ceremony a year which is held in May; however, degrees are conferred at the end of each term.

#### **5.4.11 Lynn University Academic Honesty Policy**

Integrity and honesty are essential to Lynn University's mission and community standards. As an academic community, honor, integrity, and truthfulness are essential to the pursuit of knowledge and the establishment of mutual respect and trust among faculty, staff, and students. Personal and professional integrity are also essential to our mission to educate students to become responsible and ethical citizens within a global community. Violations of the academic honesty policy undermine the fundamental values and standards of our community, and therefore, faculty, staff, and students must accept their responsibility to uphold and abide by the highest standards of integrity and honesty.

##### **5.4.11.1 Definitions**

Violations of the Academic Honesty Policy include, but are not limited to the following:

1. Cheating: intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise; infringing on the academic rights of others, such as defacement or theft of library material; buying all or any portion of another's academic, research, or creative work — even with the author's or creator's knowledge and permission — and submitting it, in part or in its entirety, as one's own.
2. Fabrication: the intentional and unauthorized invention or falsification of any information or citation in an academic exercise.
3. Plagiarism: intentionally or unintentionally representing the words or ideas of another as one's own in any academic exercise.
4. Facilitation: intentionally or knowingly helping or attempting to help another to commit an act of academic dishonesty, including unauthorized collaboration on academic assignments.
5. Falsification of Academic Records: A student who falsifies or attempts to falsify academic records will be subject to dismissal from the University. Additionally, any grades or credits earned may be revoked.
6. Using the same or substantially the same written work, research paper, or essay to satisfy the requirements of more than one course, without the permission of the instructors involved.

##### **5.4.11.2 Procedures**

Faculty members who have evidence of a possible violation of the academic honesty policy must formally report the incident to the Academic Dean in the Office of Academic Affairs. Under no circumstances is the faculty member permitted to resolve the alleged incident on a unilateral basis. The Academic Dean will review the faculty member's report, and if sufficient evidence exists, notify the student(s) of the alleged infraction(s). The allegation can be adjudicated by either the informal or formal process. The formal process must be used if a finding of guilt might result in the suspension of the student, including all cases of second violations.

#### **5.4.11.2.1 Informal Resolutions**

The Academic Dean will send the student a formal written notification of the allegations and the possible sanctions. The student will then have ten (10) days to respond in one of the following ways:

1. Sign the form and request a meeting with the Academic Dean to discuss the allegations and or proposed sanctions.
2. Sign and return the form to the Academic Dean accepting responsibility for the violation and agreeing to the recommended sanction(s).

If the student fails to respond within thirty (30) days, a hold will be placed on the student's account and the right to participate in the resolution of the allegation will be forfeited, including any right to an appeal.

#### **5.4.11.2.2 Formal Resolutions**

If the alleged violation could result in the suspension or dismissal from the University, or if the student or faculty member requests a formal resolution, the Academic Dean will notify the faculty member and the student(s) that a formal hearing of the Academic Dishonesty Committee will be convened. The committee will be comprised of seven (7) full-time faculty members to be appointed by the Vice President for Academic Affairs on an annual basis. The Academic Dean will serve as chair and will not have voting privileges. The Vice President for Student Life will serve as an ex officio member of the committee. The Academic Dean will schedule a hearing in a timely manner and all parties will be notified of time and location. If the accused student(s) requests it, the Academic Dean will assist the student in securing a member of the University community to advise and assist the student in preparing for the hearing.

No persons other than the members of the committee, the student, the faculty member, the Academic Dean or any person that the committee believes can contribute to assisting it in reaching a decision shall be admitted to any meeting of the committee. Legal counsel shall not be admitted at any of the meetings of the committee. If the student(s) fails to attend the hearing, the committee shall proceed in the student's absence. In such cases, the student shall have no right to an appeal.

All parties will have the opportunity to present his/her evidence to the committee. The documents, testimony and record of the hearings will be confidential. Formal rules of evidence shall not be applicable; nor shall deviations from prescribed procedures necessarily invalidate a decision or proceeding, unless significant prejudice to a student respondent of the University may result. Upon completion of the testimony, the committee will meet in closed chambers and vote on the disposition of the student's status at the University. The committee shall use the preponderance of evidence (more likely than not) standard in all decision-making.

#### **5.4.11.3 Penalties**

Depending upon the intent and severity of the violation, a student found responsible for any act of academic dishonesty will be subject to one or more of the following penalties:

1. The student is placed on academic honor probation until graduation. For any student on academic honor probation, a second violation will result in a minimum sanction of one semester of suspension from the University.
2. In addition to academic honor probation, a student might also receive a grade of “F” on the assignment or test; students might also receive an “F” in the course; or be suspended or dismissed from the University. No provision will be made for the student to receive a “W” regardless of whether the professor or student initiate said request.
3. If the student receives a grade of “F” for the course or is suspended or dismissed from the University, the transcript will indicate the grade with “HF” and/or the notation “Academic Honor Suspension (Dismissal).”
4. All students found guilty of academic honor violations shall have a written letter detailing the violation and sanction placed in their permanent record. Copies of this letter will also be sent to the faculty member of the course, appropriate College Dean, and to the Vice President for Student Life.

#### **5.4.11.4 Appeals**

A student may submit a written appeal of a guilty finding to the Vice President for Academic Affairs within ten days of receipt of the original decision. Appeals must be based on new evidence, additional information, or procedural errors or misconduct. The vice president’s decision is final.

A student can petition to have the grade of “HF” removed during their last semester as long as there are no further incidents of dishonesty.

### **5.4.12 *Minimum Academic Requirements***

#### **5.4.12.1 Undergraduate Students**

The minimum standard for satisfactory progress for all undergraduate students at Lynn University is a career/cumulative GPA of 2.0. A student who achieves a cumulative GPA below a 2.0 for two consecutive semesters may be academically suspended from the University. After the period of suspension has expired the student may request to be re-enrolled. If approved, the student must achieve a term GPA of 2.0 or higher in order to continue at Lynn University. The student will also be required to meet weekly with an academic advisor. If the student fails to meet any of these or additional requirements set forth by the Office of Academic Affairs, he or she will be academically dismissed at the conclusion of the semester.

Note: For Lynn P.M. students: one semester is equivalent to two evening sessions (terms).

#### **5.4.12.1.1 *Undergraduate Conservatory of Music Students***

A minimum semester GPA (grade point average) of 2.75 is necessary in order for a student to remain “in good standing.” Caveat: a student who earns below a B for two consecutive semesters in Applied Music - Major Instrument may be subject to dismissal pending review by the dean of the Conservatory of Music and the major teacher.



#### **5.4.12.2 Minimum Academic Requirements for Graduate Students**

Master's degree students are expected to maintain a cumulative GPA of 3.0, and Ed.D. students are expected to maintain a cumulative GPA of 3.25. Students whose cumulative GPA falls below the required minimum standard at the end of a given term are automatically placed on academic probation. Students who remain on probation for three consecutive terms will be academically dismissed from the University.

#### **5.4.12.1 Appeal Process**

A student has a right to appeal a decision of academic dismissal, and must do so by writing to the Vice President for Academic Affairs.

The Vice President for Academic Affairs will hear the appeal or refer to the committee. If the decision is to hear the appeal, the Vice President for Academic Affairs and/or the committee will review the circumstances and facts of the appeal. The Vice President for Academic Affairs notifies the student in writing of the result of the appeal by the end of the drop/add deadline of the following semester/term. Extraordinary circumstances beyond the control of the student or significant academic progress are the only reasons for considering an appeal.

### **5.4.13 Residency Requirements**

#### **5.4.13.1 Undergraduate Students**

In addition to specific courses and scholastic requirements, each bachelor's degree candidate must spend the last year two semesters or the equivalent earning not less than 30 credit hours in academic residence at the University. These academic residence credit hours must be uninterrupted by any work at another institution and are required in order to be eligible for a degree from Lynn University.

#### **5.4.13.2 Graduate Students**

The residency requirement in graduate programs is intended to ensure that students become integrally involved in the academic life of their program and of the University. In residence, students are more likely to become fully immersed in graduate study for a substantial period of time and develop a relationship of scholarly and professional collegiality with faculty and fellow students. During the residency period, students are expected to take courses and participate in other aspects of the intellectual life of their discipline and of the University community. Students should review the established requirements for their respective programs.

### **5.4.14 Second Bachelor's Degree**

Students who wish to complete a second Bachelor's degree must meet the following criteria:

1. Hold a Bachelor's degree from a regionally accredited institution.
2. Seek a Lynn University degree that is significantly different from the degree held.
3. Complete all major course requirements for the Lynn University degree.

4. Complete a minimum of 45 credits at Lynn University.
5. Receive approval from the Academic Dean.

#### **5.4.15 Second Master's Degree**

Currently matriculated graduate students who wish to pursue a second master's degree may do so. The primary requirement is that the second degree must include a minimum of 24 unique credits. An Application for Readmission and submission of the Lynn University graduate transcript must be completed and sent to the graduate admission coordinator, who sends formal notification of the acceptance into the second master's program.

#### **5.4.16 Student Responsibility**

Lynn University encourages its students to take the primary responsibility for their own academic activities and to accept the resulting consequences. No student should behave in a manner that can harm the educational environment or diminish the learning experience of any other member of the academic community. Each student is responsible for a knowledge of and adherence to regulations regarding registration, withdrawal, degree plan, deadlines, curriculum, graduation requirements and payments of tuition and fees.

Lynn University does not grant certification or licensure for the practice of any profession. Regulations governing certification and/or licensure are under the sole control of the appropriate boards in each state authorized to oversee these processes.

It is the student's responsibility to:

1. Contact the appropriate professional boards in the state(s) in which they intend to practice.
2. Determine all requirements related to certification and/or licensure.
3. Determine whether or not the degree program in which they are enrolled at Lynn University meets all program requirements for certification and/or licensure for the state(s) in which they intend to practice.

#### **5.4.17 Transfer Credit**

##### **5.4.17.1 Undergraduate**

The evaluation of transfer credits is certified by the Office of the Registrar. Lynn University will accept undergraduate transfer credits from other institutions under the following conditions:

1. Transfer credit will be awarded only for courses in which the final grade was C or better.
2. For course titles not specifically listed in the Catalog and curriculum, the appropriate College Dean must determine equivalence before transfer credit will be awarded.
3. Credits from schools not accredited by one of the regional associations will be evaluated only after a student has submitted a school catalog and a course syllabus for each course to be evaluated. In certain instances competency testing may be required.

4. Students should keep in mind that only course credits transfer, not course grades. Grades of courses taken elsewhere are not considered in determining the student's grade point average at Lynn University.

#### ***5.4.17.1.1 Transfer of Credit Procedure***

An official transcript is required in order for an official transfer evaluation to be completed by the Office of the Registrar. A course description or syllabus may be required in order to determine the appropriate course equivalent.

#### **5.4.17.2 Graduate**

Up to six hours of graduate credits from a fully accredited graduate school may be transferred into the M.B.A., M.Ed. and M.S. programs if they meet the following criteria:

1. The course(s) must be at the graduate level from either a master's degree program initiated at another school but not completed, or a completed master's degree.
2. The course(s) must have a grade of B or better and be taken no more than four years prior to admission to Lynn University.

#### **5.4.17.3 Transfer of Credit Procedure**

Requests for transfer of credits should be directed in writing to the faculty advisor or degree program coordinator during the first term of master's or doctoral study. Appropriate documentation should accompany the request and include an official transcript and one or more of the following: a course description, a catalog, a syllabus for the course, or completed written assignments for the course.

#### **5.4.17.4 Permission to Study at Other Institutions**

Students who desire to attend another collegiate institution while enrolled at Lynn University and want to ensure that those credits will apply to their Lynn University degree program must complete the form and obtain the appropriate signatures. Only credit hours transfer, not grades. The last 30 credits must be taken at Lynn University.

### **5.5 Academic Support Services**

#### ***5.5.1 Academic Advising***

The role of a faculty advisor is crucial to the University's educational mission.

As an educational community, the primary relationship for students should and must be with faculty in their roles as teachers and advisors. Faculty design curriculum and therefore are the best sources for guidance and counsel in academic matters. In this context, academic advising is teaching; an ongoing exchange between faculty and students in which faculty explain how and why courses, programs and other educational experiences are related to the needs and aspirations of students. Effective advising involves probing and exploring with students their understanding of themselves as learners and individuals and helping to foster their involvement within our

community. Within the academic advising process, faculty educate students on an individual basis about academic programs, policies and strategies for success while also encouraging students to be active, responsible and informed participants in the advising process. Incoming students are assigned a faculty member based upon their academic and/or career interests. The faculty advising program requires that every student meet with his or her advisor on a regular and ongoing basis. The Director of Academic Advising, who is also a member of the faculty, oversees the advising program and provides assistance to faculty and students and serves as a liaison between faculty, students, and staff.

Academic advising goes well beyond assisting students with their semester schedule of classes. The role of the academic advisor includes, but is not limited to:

1. Helping the student define his or her academic, intellectual, personal and career goals.
2. Identifying courses and experiential learning opportunities that will help the student to achieve personal and professional goals.
3. Being available and accessible to advisees and working with faculty to monitor students' academic status.
4. Referring students to appropriate campus resources, including personal counseling when appropriate.
5. Encouraging awareness of and involvement in cultural and social opportunities on campus for students.
6. Learning the policies and requirements for graduation and clearly communicating them to advisees so that they will not be deficient in any university, college, or departmental requirements.

Evening Division students are advised by a designated faculty advisor in the college of their major. After an initial interview and registration, students may register online for the following term.

### **5.5.2 Center for Instructional Innovation**

The Center for Instructional Innovation (CII) fosters the use of educational technology to enhance teaching and learning. The CII features a technology-rich model classroom and a faculty conference room on the second floor of Lynn's Library where faculty can collaborate and connect via video conference equipment. The CII also partners with the Institute for Distance Learning, the Institute Fellows Program, Faculty Orientation, and academic departments on various projects. CII services include: assisting faculty, staff and students in gaining technology literacy skills; coaching faculty in the creative use of educational technology; and offering pedagogically-informed support in multiple formats, including workshops, showcases, online tutorials and printed materials. The CII explores emerging technologies and encourages discussion of new ideas and opportunities.

### **5.5.3 Eugene M. and Christine E. Lynn Library**

The Eugene M. and Christine E. Lynn Library supports the University's academic programs by providing learning resources and services that meet the information needs of students and

faculty. The library serves as the academic nexus of the campus, by providing a vibrant one-stop place for students and faculty to study, read, write, watch, listen, meet, research, learn, and socialize.

The library fulfills an essential role in the University by selecting and organizing a collection of materials that is continually evaluated and augmented to ensure its relevance to the curriculum.

The library promotes the use of these materials by:

1. Making them easily accessible.
2. Providing effective instruction and orientation.
3. Delivering efficient and courteous service.

The library's learning resources include a collection of approximately 100,000 physical items, including books, journals, magazines, CDs and music scores. The library also has a large collection of popular DVDs, known as The Lynn Parents and Families Collection of Great Movies. The library's electronic resources are vast. A carefully selected collection of research databases containing tens of thousands of articles, biographies, reference books, statistics, images, and more is accessible through the library Web site. The library also has more than 95,000 e-books that are accessible via the web.

Lynn students use the library's 100 computer workstations in addition to the availability of wireless access throughout the building. The Coleman Computer Center, located at the front of the library, is open 24 hours a day, seven days a week. The Perper Lounge, located adjacent to The Coleman Computer Center, is also available twenty-four hours, seven days per week.

In addition to the library's services and learning resources, the building is home to the offices of the president emeritus, the vice president for academic affairs, the academic dean, Eugene and Christine E. Lynn College of International Communication and The Center for Innovation in Instruction. The Discovery Learning Center of the Institute for Achievement and Learning also provides tutoring services in the library.

Additional resources are available through Lynn Library's membership in SEFLIN (Southeast Florida Library Information Network), providing students with direct access and borrowing privileges in regional academic libraries with holdings in excess of 20 million items. Please refer to Volume II, Section 2.8 of the Lynn University Policy Manual for additional information and policies applicable to the library.

#### **5.5.4 Information Technology**

The Information Technology (IT) Department aims to fulfill the University's mission "to create and constantly improve educational experiences in a living-learning environment with state-of-the-art information and communication technologies that provide access to worldwide networks." IT coordinates faculty development sessions in order to facilitate the technological sophistication of the University community by ensuring that electronic education and information technology education are integrated into the teaching and learning experience at Lynn University. This team approach to technological excellence equips students and faculty for the emerging application of technology in the classroom and affords an opportunity to develop distance learning modalities parallel to traditional instruction. IT provides resources for satisfying the computing needs of students and faculty. In so doing, IT professionals assist with

the use of hardware and software available to faculty, students and staff, while improving administrative effectiveness and efficiency through the innovative use of sophisticated approaches to institutional management.

The Information Technology Department is comprised of several divisions, which include:

1. Network and Support Services;
2. Telecommunications;
3. Information Services;
4. Institute of Distance Learning;
5. Center for Instructional Innovation; and
6. Campus Card Office.

#### **5.5.4.1 Computer Laboratories**

Computer laboratories are available in the Rolland A. and Lullis M. Ritter Academic Center, the de Hoernle International Center, library, the Green Center Video Conference Lab and the Assaf Academic Center. The library also has a bibliographic research system designed for literature searches. Computer stations are available with Windows and the latest versions of Microsoft Office Suite. Internet is available throughout campus using a redundant Smart Ring DS-3 90 Mbps connection. The campus also has a significant wireless network, which is available in 90 percent of the buildings. If not scheduled for a class, computer laboratories are available in the Ritter Academic Center, the de Hoernle International Center and the Coleman Electronic Classroom (library). An additional 100-plus computers are available within the Lynn Library during regular library hours for access to research databases, the Internet and selected Windows applications. Four library carrels with network drops are provided in the library's periodical area (main floor) for Internet access using the University's high-speed Ethernet connection.

#### **5.5.5 Institute for Achievement and Learning**

The mission of the Institute for Achievement and Learning is to provide an innovative strategic menu of services that creatively links all aspects of Lynn University student life and academic achievement. To ensure positive opportunities to embrace, engage and empower students, the Institute offers diagnostic information; personal profiles and assessments; and a menu of comprehensive, creative and diverse support services that are available for students. The Institute also provides professional development and training, with opportunities for educational research that extend from faculty workshops to seminars designed to include the greater community.

The Institute for Achievement and Learning (IAL) offers students with learning differences an extraordinary opportunity to excel at the college level. The menu of academic support services provides motivated students with learning differences the additional support they need to achieve and maintain academic success and earn a university degree.

The Institute provides students with academic coaching, a separate testing area, extended time for examinations (including other approved accommodations on exams), specialized core courses with a low student-to-teacher ratio, and one-on-one tutorials in most subject areas. Specialized

courses are taught by professors who have been trained in learning style differences, classroom management techniques, and assessment strategies, in addition to having expertise in their academic fields. These Institute-trained professors, called Institute Fellows, use the same syllabi and teach the same content that is taught in similar courses offered to all students at Lynn University.

All freshmen formally accepted into the IAL are required to enroll in a dialogue course entitled Self as Learner, a three- credit course. This course is diagnostic in nature and focuses on the theories of behavioral psychologists and the relationship between intelligence and learning. The Self as Learner course is designed to help students understand and identify their own individual learning style, their cognitive strengths and weaknesses, and the sensory modalities that will help them succeed as students at Lynn and as lifelong learners.

First-year students in the IAL are required to attend a minimum of two hours of one-on-one tutoring sessions per week to enhance their academic success. However, students may schedule as many additional half-hour tutoring sessions as needed. All IAL tutors hold advanced degrees, including many who have terminal degrees in their respective fields.

The Wayser Family Tutoring Center and the Testing Center are located on the third floor of the Count and Countess de Hoernle International Building. Tutoring sessions, for any Lynn University student, are scheduled through the Tutoring Center coordinator. The Institute also offers psycho-educational and neuro-psychological evaluations, if needed, for any Lynn University student enrolled full time. The second floor of the International Building is devoted to research and diagnostic work offered through the Institute.

#### **5.5.5.1 Alpha Profiles**

The purpose of the Alpha Profile, which is administered within the Diagnostic Center, is to provide each student with his/her personalized profile by evaluating abilities and interpreting each student's potential for success. The Alpha Profile helps students develop an understanding and knowledge about themselves to empower them to become lifelong learners. The Alpha Profile is the first step toward this lifelong learning goal. The results of the Alpha Profile help students explore, discover and learn about themselves so that they may excel in the culture of the Lynn University campus.

To complete the Alpha Profile each student answers a series of questions designed to inventory learning styles, personality traits, multiple intelligence clusters and lifestyle choices. After this initial process, the Institute provides each student and his/her advisor with a profile that reflects individual interests and values and suggests learning environments and study methods that may be most effective.

#### **5.5.5.2 Comprehensive Support Program**

The Institute's comprehensive services offer students with learning differences an extraordinary opportunity to excel at the college level. Programs provide motivated students with learning differences the additional support they need to achieve and maintain academic success and earn a Lynn University degree.

Students enrolled in the Institute are provided with academic mentoring, a separate testing area, extended time for examinations (including other approved accommodations on exams),

specialized Dialogue courses with a low pupil-to-teacher ratio (called “Z” sections) and one-on-one tutorials in most subject areas. Z sections are taught by professors who have been trained in learning style differences, classroom management techniques and assessment strategies, in addition to having expertise in their academic field. These Institute-trained professors, called Institute Fellows, use the same syllabi and teach the same content that is taught in similar courses offered to all students at Lynn University.

All students accepted into the Institute freshman year are required to take a Dialogues course titled Self as Learner, a three-credit college level course. This course is diagnostic in nature and focuses on the theories of behavioral psychologists and the relationship between intelligence and learning. The Self as Learner course is designed to help students understand and identify their own individual learning style, their cognitive strengths and weaknesses, and the sensory modalities that will help them succeed as students at Lynn and as lifelong learners.

First-year students in the Institute are required to attend a minimum of three one-on-one tutoring sessions per week to enhance their academic success. However, students may schedule as many additional half-hour tutoring sessions as needed. All Comprehensive Support Program tutors hold advanced degrees, including many who have terminal degrees in their respective fields.

The Wayser Family Tutoring Center is located in the Count and Countess de Hoernle International Building. Tutoring sessions are scheduled through the Tutoring Center coordinator. Center hours are Monday through Thursday, 8 a.m. to 8 p.m., and Friday, 8 a.m. to 5 p.m.

The Testing Center is located on the third floor of the Count and Countess de Hoernle International Center. Testing Center hours are Monday through Friday, 8 a.m. to 6 p.m.

The Institute uses a diagnostic coaching model to address behavioral issues specific to college students with ADHD such as organization skills, prioritizing of assignments and daily activities, strategies for procrastination issues, time management skills, coping with impulsivity, strategies to aid with focus and attention in and out of the classroom, and study skills.

The Diagnostic Center is located on the second floor of the de Hoernle International Building. The center offers intelligence and achievement assessments for enrolled students who may be struggling academically. Students receive psychoeducational testing, face-to-face meetings to discuss academic strengths and weaknesses, recommendations for increasing academic skills, and follow up meetings to ensure an understanding of the assessments and recommendations. A full-time licensed psychologist is on staff to administer these assessments.

There is no fee for diagnostic testing services. Hours are Monday through Friday, 9 a.m. to 5 p.m.

Additionally, through the Diagnostic Center, tutoring is offered to all Lynn University students. The center offers individual and group tutoring. Students can attend on a walk-in basis or make an appointment by signing up at the center. In the event that a student cannot attend a scheduled appointment, he or she must notify the Lynn tutoring staff within 24 hours or be charged the normal fee. The meetings between the center staff and students are face-to-face, and tutoring is provided for most Lynn University courses. The center supports writing across the curriculum, serving both day and evening students.



### **5.5.5.3 American Disabilities Act (ADA) Academic Accommodations**

As a learning-centered community, Lynn University recognizes that all students should be afforded the opportunity to achieve their academic and individual potential. The University recognizes and supports the standards set forth in Section 504 of the Rehabilitation Act and the American with Disabilities Act (ADA). In accordance with our mission and federal and applicable state laws, the University is committed to making reasonable accommodations for qualified applicants for admission and enrolled students with disabilities. It is the policy of the University not to discriminate on the basis of disability in any of its educational services, programs or activities. A disability is a physical or mental impairment that substantially limits one or more of the major life activities of an individual, a record of having such impairment or being regarded as having such an impairment. The University has designated the Institute for Achievement and Learning as the ADA coordinator. Students seeking more information regarding reasonable accommodations or any other related issues should contact the Dean of the Institute for Achievement and Learning for further information regarding specific policies and procedures.

Note: Issues regarding employment are handled through the Office of Employee Services.

## **5.6 Academic Awards and Honors**

The administration and the faculty recognize superior academic achievement at Lynn University through the following known designations.

### **5.6.1 Dean's List**

In order to qualify for Dean's List, a student must have completed a minimum of 12 credits in the term with a GPA of 3.5 or higher. The eligible student must have no incompletes or grades below C. Courses with a grade of P will not be counted towards the 12 credit minimum.

For evening undergraduate students a term will include Fall I and II, Spring I and II or Summer I and II.

The Dean's List acknowledgement will be posted on the student's transcript. In addition, the list is publicized within the University and distributed to news agencies in the local and regional area.

### **5.6.2 President's Honor Society**

A student who has achieved Dean's List honors his or her first year, Honor Society his or her second year and whose aggregate grade point average is at least 3.75 is eligible for the President's Honor Society. Continuing membership in these honor organizations is dependent on a student's aggregate grade point average.

### **5.6.3 Honor's Convocation**

Students whose names appear on the Dean's List for four consecutive semesters and whose aggregate grade point average is at least 3.5 are eligible for membership in the Honor Society.

During the spring semester of each year all members of the Honor Society and the President's Honor Society will be invited to the Honor's Convocation and receive a certificate in recognition of their accomplishments.

#### **5.6.4 Commencement Awards**

The Bradley Middlebrook II Student Service Award is presented to the student who has exhibited outstanding service to fellow students, Lynn University and the community at large.

The College of Education Outstanding Graduate Student Award is given to the person who displays outstanding potential for scholarship and leadership in the field of education.

The Count and Countess de Hoernle Humanitarian Award is given at graduation to the student who has exhibited outstanding loyalty to the University.

The Dean's Award for Excellence in Undergraduate Education is given to the person who displays outstanding potential for scholarship and leadership.

The Gordon and Mary Henke Excellence in Communication Award recognizes the student who has excelled in the communication program and has the potential for an outstanding career in the field of communication.

The James J. Oussani Award is presented to the student deemed most innovative and motivated in completing a degree program.

The M. Elizabeth Maddy Cumpton Endowed Memorial Award is presented to the outstanding conservatory student of strings.

The Medina McMenimen Bickel Fashion Award is presented to the graduating senior who exhibits outstanding leadership and the potential for a successful career in fashion marketing.

The President's Award is presented to the student exhibiting extraordinary service and commitment to the University.

The Professional and Continuing Education Award is presented to the candidate who has maintained the highest grade point average in the undergraduate continuing education program and has demonstrated community service and dedication to lifelong learning. Students having transfer hours from other institutions are eligible for the award as long as they have obtained at least 90 credits from Lynn University.

The Bachelor's Degree Award and Master's Degree Awards are presented to the undergraduate degree candidates and master's degree candidates who have attained the highest cumulative grade point average for their entire degree course work. Students having transfer hours from other institutions are eligible for the Bachelor's Degree Award as long as they have obtained at least 90 credits from Lynn University. Students having transfer hours from other institutions are ineligible for the Master's Degree Awards. Students will also be evaluated on other factors that may include community involvement at Lynn University and within the local community.

The Trustees' Medal is presented to the student who has exhibited outstanding scholarship, leadership, loyalty and service to the University.

## **5.6.5 Commencement Honors**

### **5.6.5.1 Baccalaureate Degree Students**

At commencement, baccalaureate degree students attaining the standards designated below will graduate with honors.

Cum Laude	3.5 to 3.64
Magna cum Laude	3.65 to 3.79
Summa cum Laude	3.8 to 4.00

Commencement honors are awarded on the basis of at least 60 credit hours in academic residence at Lynn University. Students who have fewer than 60 credit hours may apply for commencement honors by requesting a petition for commencement honors form from the Office of the Registrar. If the student has fewer than 60 credit hours at Lynn University and does not apply for commencement honors, the student will not be considered eligible for honors. Provided that the overall GPA earned at previous institutions and at Lynn University meets designated standards, commencement honors will be awarded.

### **5.6.5.2 Masters Degree Students**

Master's students are not eligible for honors distinctions as they are expected to maintain high levels of academic excellence.

### **5.6.5.3 Ed.D. Students**

Ed.D. students are not eligible for honors distinctions as they are expected to maintain high levels of academic excellence.

## **5.7 General Overview of the Curriculum Process**

### **5.7.1 Curriculum Development Process**

The following steps outline the curriculum development process.

1. New courses, new programs or modifications to existing courses and programs generally begin with the faculty of a department or program.

The first step in the process is to have the developed proposal discussed and approved by the department offering the course and/or program.

Note: New curricula or modifications to existing curricula should be tied to program, college and University learning outcomes and developed with consideration of the strategic action plan created during the most recent program review.

Dialogue planning undergoes separate and parallel review by the Dialogue and Core planning committee.

2. After department approval, curricular proposals are reviewed and approved by the curriculum committee of the college within which the department proposing the new or modified

curriculum resides. After this review, the Dean of the College must review and approve or disapprove all curricular proposals.

3. Once College Curriculum Committee and Dean approval has been obtained; the proposals are submitted to the Curriculum and Academic Standards Committee for review and recommendations.
4. Curriculum and Academic Standards Committee forwards the proposal to the Office of Academic Affairs and their comments supplement those received from the Deans Council.
5. After the proposal is submitted to the Office of Academic Affairs for review, recommendations are made to the Academic Council.
6. Vice President for Academic Affairs forwards the approved change to the President and Registrar.
7. All final curriculum proposals are subject to and will not be considered in effect until approved by the Board of Trustees and President of Lynn University.

## **5.7.2 Responsibilities and Roles of Academic Units**

### **5.7.2.1 The Role of the Faculty in Regard to Curriculum**

The faculty has a professional responsibility to define and offer a curriculum of the highest academic quality. In some fields, this professional responsibility is exercised within accrediting guidelines developed and enforced by professional associations. This professional responsibility cannot, by its very nature, be delegated. The faculty, charged by their College Dean therefore, has primary responsibility for making curricular recommendations to the Curriculum and Academic Standards Committee. Faculty appropriately have this responsibility because they possess the expertise to judge best whether courses, majors, and programs adhere to scholarly standards.

Curricular matters for which faculty should have make recommendations are:

1. The initiation of new academic courses and programs, and the discontinuance of academic courses and programs;
2. Course content, including choice of texts, syllabus design, assignments, course organization, and methods of evaluating students;
3. The designation of courses as degree or non degree applicable, lower or upper division, or graduate level;
4. The adoption, deletion, or modification of requirements for degree major programs, minor programs, formal concentrations within programs, credential programs, and certificate programs.

### **5.7.2.2 Colleges**

Colleges should appoint a Curriculum Committee, with representation from all departments, to review the proposals being forwarded by each department.

### **5.7.2.3 College Curriculum Chairs**

Each college, in accordance with accepted policy, should select a person experienced in the curricular process to serve as Chair of the college Curriculum Committee. The Chair should have knowledge of the department and college/program curricular processes. Chairs will be responsible for submitting all curricular changes, revisions, additions, and deletions to their Dean for action.

### **5.7.2.4 College Curriculum Committees**

The college Curriculum Committee is responsible for reviewing all proposals from departments within the college for their academic merit and relationship to the undergraduate and graduate programs (where applicable) of other departments and the college as a whole. The committee shall also be responsible for reviewing proposals to avoid duplication across departments in other colleges/programs for maximum utilization of resources.

Notifications, such as course title or course number changes and minor changes to the course description, will be decided on by the College Curriculum Committee and be sent directly by the College Dean to the Registrar.

A member of the College Curriculum Committee, preferably the chair, is expected to serve on the Curriculum and Academic Standards Committee.

### **5.7.2.5 Deans**

Deans should send annually to the Curriculum and Academic Standards Committee Chair a list of all newly appointed curriculum chairs. Every curricular proposal shall be submitted by the University Curriculum Committee to the Dean of the College for approval or disapproval. The Dean's approval shall be based on the determination that the proposal is consistent with plans for the long-range development of the College and University i.e. Lynn 2020, that all resource implications of the proposal (teaching positions, space, equipment, supplies, staff) have been considered carefully, and that resources are available and committed for new courses and/or programs.

### **5.7.2.6 Curriculum and Academic Standards Committee**

All final curriculum proposals will be submitted by the proposing College to the Curriculum and Academic Standards Committee.

The Curriculum and Academic Standards Committee will review all proposals for academic merit, consistent rigor, and potential overlap and/or duplication with existing courses and programs, and make recommendations. (Changes in course coding/numbers should be referred directly to the registrar.)

The Curriculum and Academic Standards Committee will forward its recommendations directly to the Vice President for Academic Affairs and to the Academic Council.

### **5.7.2.7 President and Board of Trustees**

All final curriculum proposals are subject to and will not be considered in effect until approved by the Board of Trustees and President of Lynn University.

## **5.8 Classroom Management Policies**

### **5.8.1 Academic Freedom Policy for Students**

Academic freedom is the right of reasonable exercise of civil liberties and responsibilities in an academic setting. It is the policy of Lynn University to give its students the freedom, within the bounds of collegial behavior, to pursue what seems to them productive avenues of inquiry, to learn unhindered by external or nonacademic constraints, and to engage in full and unrestricted consideration of any opinion. All members of the University must recognize this fundamental principle and must share responsibility for supporting, safeguarding, and preserving this freedom. In order to preserve the rights and freedoms of the students, the University has a formal process for adjudication of academic related student grievances (see Section 5.9) and cases of academic dishonesty.

### **5.8.2 Admission to Classes**

Registered students are permitted to enter class only after obtaining financial clearance from Student Administrative Services and completing the formal registration process. If a student is withdrawn, this may result in an additional financial obligation to the University.

### **5.8.3 Class Attendance**

Regular and punctual attendance is essential to successful academic achievement. Each student is responsible for all work from the first day of class and must make satisfactory arrangements with the instructor regarding absences. The instructor's absence policy is explained on the course syllabus.

A student who requires an extended absence (greater than three school days) should notify the Dean of Students. The Dean of Students will determine whether the excuse is warranted. The student will be required to fill out a Student Absence Form and provide the appropriate documentation relative to the absence.

The student's involvement in classroom activities and discussions is encouraged and expected. Therefore, attendance is not only important, but is essential to the learning experience.

#### **5.8.3.1 Observance of Religious Holidays**

Lynn University respects the rights of all individuals to observe customarily recognized religious holidays throughout the academic year. If a student intends to be absent from classes as a result of any such observance, the student should notify his/her professors in writing prior to the specific holiday.

#### **5.8.4 Class Cancellations**

On rare occasions, it may be necessary to cancel a scheduled class due to inclement weather or an instructor's inability to meet a class. Students and faculty will be notified of weather related cancellations in accordance with the University's Campus Closings and Cancellations Policy (see Volume II, paragraph 2.3.3.4). When a faculty member is unable to meet a class because of illness or other emergency an official notice of the cancellation will be posted outside the assigned classroom.

#### **5.8.5 Classroom Conduct**

Inappropriate behaviors including, but not limited to, swearing, shouting, intoxication, rude comments, or interruptions during class time are inconsistent with the overall character of an encouraging and challenging learning environment. Such behaviors are violations of the Student Code of Conduct.

##### **5.8.5.1 Guidelines for Handling Disruptive Students**

Should a University community member encounter a disruptive student, the student shall be asked politely, but firmly, to leave the classroom (or wherever the locus of the disruption). A University community member has the authority to do this if the student is acting in a disruptive manner. If the student refuses, Department of Campus Safety and Security and the Vice President for Academic Affairs shall be notified.

#### **5.8.6 Classroom Courtesy**

Professional responsibility requires prompt and regular attendance of instructors at their classes and other assigned duties. Classes are to begin and end promptly. Students are free to assume that a class has been canceled and leave if the instructor is not present within fifteen minutes of the usual starting time unless the instructor has established an alternate procedure.

#### **5.8.7 Course Syllabi**

Students will receive a course syllabus at the first class meeting or on the first day of an online course. Any additional handouts specifying work requirements (outlines for papers, structures for projects) distributed later in the course will be submitted for attachment to the syllabus kept on file.

### **5.9 Academic Grievance Policy**

The following Academic Grievance Policy was designed by Lynn University to afford students an opportunity to formally grieve academic related complaints. A student who wishes to file a grievance of a non-academic nature should follow the Grievance Policy outlined in Volume VI, Section 6.8.

### **5.9.1 Grade Review Grievances**

A student who has reason to believe that a grading error has occurred in any class shall promptly submit the grievance in accordance with the procedures outlined in the University's Grade Review Process Policy in paragraph 5.4.9.4 above.

The procedures outlined in the Grade Review Process should also be followed if the student believes that a grade was determined by standards improperly different from those applied to other students in the course. Student should be aware, however, that evaluation of student performance is the prerogative and responsibility of the course instructor. In questions relating to the quality of that performance, the professional judgment of the faculty member is commonly accepted as authoritative. An appeal is most likely to result in a change of grade for a course or assignment only if it includes documented evidence that there was an error in computing the grade, a posting/clerical error, or that the grade was determined by standards improperly different from those applied to other students in the course.

### **5.9.2 Classroom Procedures and Other Academic Grievances**

These procedures should be used to appeal or resolve disputes concerning other academic related decisions considered by a student to be arbitrary or contrary to University policy, including but not limited to, classroom issues (*i.e.*, attendance, failure to adhere to the Course Syllabus, etc.) or issues pertaining to academic freedom rights. Appeals pertaining to academic dishonesty and satisfactory academic progress follow separate procedures as outlined in the Lynn University's Academic Honesty and Minimum Academic Requirements policies, respectively.

Students wishing to pursue an appeals or resolve disputed under this section should first arrange a conference to discuss the appeal or grievance with the faculty member(s) whose action is believed to have violated University policy. It is expected that all of the parties involved at each step of the appeals/grievance process will make a good faith effort to resolve the issues.

In the event that a student feels he/she has not received adequate satisfaction from his discussion with the faculty member involved, the student may submit a written request with all supporting documents to the College Dean.

If an agreement satisfactory to the student and/or instructor cannot be reached as a result of the appeal to the College Dean, the student and/or the instructor may appeal the matter in writing to the Academic Dean, who will render a final decision.