

Requirements for Graduation

1. Successful completion of 34 courses or the equivalent.
2. Within these 34 course credits, students will complete at least two, 1.0 credit, January Term (**JAN**) course credits during the January Interims. Transfer students admitted with advanced standing are also required to complete two JAN course credits.
3. Two years (17 courses minimum) are required in residence, including the senior year. Exceptions to the senior residency requirement must be approved by the Provost. The senior year may be the last two semesters preceding the conferring of the degree or at least nine of the last 12 regular semester courses taken toward the degree. Exceptions to the senior year residency are made for students enrolled in Study Away Programs sponsored by the College and in cooperative programs with other institutions leading to a B.A. and professional degree. At least three courses of the 17 must be taken outside of the major department.
4. Gustavus requires students to complete FOUR designated writing requirement courses from at least two different departments in order to graduate. Generally, one of the courses will be taken in the first year, typically in FTS or Three Crowns, and designated WRIT. Students then complete the writing requirement by taking three additional courses (**WRITL** and **WRITD**). At least one writing course must be designated **WRITL**.
5. All General Education requirements:
 - a. Completion of one course designated Quantitative Reasoning (QUANT).
 - b. Completion of one course designated Wellbeing (WELBG).
 - c. Completion of one course designated Global Affairs and Cultures (GLAFC).
 - d. Completion of one course designated US Identities and Differences (USIDG).
 - e. Completion of a Non-English Language Requirement. Students will complete two sequential courses of a non-English language at the college level.
 - f. Completion of the five Challenge Curriculum distributive area course requirements and the Challenge Capstone, as below.
6. An approved major.
7. A cumulative grade point average of 2.000 or higher. Each graded JAN course will be included in calculating the grade point average.

Gustavus Adolphus College reserves the right to award students all academic credentials earned. This means that upon successful completion of all program and college requirements that the students' degree will be automatically awarded.

Challenge Curriculum

The Challenge Curriculum course requirements are intended to ensure that each student has had a broadly based liberal arts education.

1. **First Term Seminar (FTS):** As part of their first semester course schedule, Challenge Curriculum

students entering Gustavus Adolphus College as first-year students enroll in one course designated FTS-100: First Term Seminar. The FTS is a small, discussion-based course that introduces students to skills and habits central to the liberal arts: critical thinking, writing, speaking, and recognizing and exploring questions of values. The FTS professor will serve as the first-year academic advisor. Each FTS carries a WRIT (writing in the first year) designation. A list and description of FTS offerings is published for entering students before registration.

2. **Challenge Curriculum Distributive Area Courses:** Students completing the Challenge Curriculum must complete courses from each of the five designated general education areas. No more than two courses from the same department may be counted. A Challenge Curriculum course teaches the principles of a particular domain of study, provides its context, questions the values of that domain, and builds bridges towards other disciplines.
 - a. **Arts (ARTSC)** The arts expand our capacity for imaginative, interpretive and empathetic engagement in society, and develop the innovative thinking essential for addressing the challenges of our time. Courses in this area provide students with intellectual, embodied and practical experiences that open new paths to understanding and interpreting themselves and the world they inhabit. Through engagement and immersion in the creative process, students learn how the arts historically represent, reinforce, and/or critique culture. Students also learn crucial interpersonal and organizational skills such as critical thinking, leadership, creative research and problem solving, strategies for collaboration, intercultural communication, attention to detail, discipline, and community engagement.
 - b. **Humanities (HUMN)** The humanities examine the question of what it means to be human through the study of artistic and literary expression, history, language, philosophy, rhetoric, and religion. They equip us to understand and evaluate human thought, culture, and history, and the ways in which human beings construct meaning from experience. They offer us an opportunity to reflect on what makes a purposeful life in the wider world.
 - c. **Natural Science (NTSCI)** Humans are a component of the natural world, which includes quantum particles, molecules, plants, rocks, ecosystems, etc., and the forces that act upon them. Science is the concerted human effort to pursue better explanations about the natural world based on systematic evaluation of physical evidence. This process of discovery allows us to link isolated facts into a coherent and comprehensive web of knowledge. Scientists are inherently curious and crave to understand the world around us. They make predictions based on past experience, investigate, and exchange their understanding with others. In natural science courses, students will examine scientific questions with a variety of methods and tools, including hands-on work in a laboratory setting and the communication of findings.
 - d. **Human Behavior and Social Institutions (HBSI)** Human Behavior and Social Institutions courses rely on empirical data (quantitative and qualitative) to generate and answer questions, such as: Why do humans behave and think as they do? How do social institutions form and function? How do humans and institutions interact? They also develop theories that contribute to an understanding of individual and group behavior in

various contexts.

- e. **Theological Studies (THEOL)** In Theological Studies courses, students will critically analyze the religious beliefs and ethical commitments of Christians as well as those adherents of at least one other religious tradition, and consider how those traditions have engaged politics, culture, and society. Courses in this area consider how religious people think about God and the world and how beliefs, texts, practices, and ethics relate to each other and to their cultural contexts. Because the academic study of theology is interdisciplinary in nature and interactive with the human arts and sciences, courses in this area may include approaches from multiple disciplines including religious studies, history, philosophy, and social sciences. Courses in this area will help students gain the knowledge and skills necessary to navigate our religiously diverse world.
3. **Completion of a General Education capstone (the Challenge Seminar):** The Challenge Seminar bookends the First Term Seminar by providing students an opportunity to collaboratively examine and propose responses to enduring and contemporary questions or challenges from an interdisciplinary perspective. Students will also have an opportunity to engage in reflection about how the college's mission and their education as a whole have influenced their personal values, plans for life after college, and the role they see for themselves in the world. Like the First Term Seminar, these courses will explore how values relate to a complex challenge and engage students in critical thinking, writing, speaking, and reflection.

3 Crowns Curriculum: Connections, Ideas, and Values (Integrated Core)

NOTE: The Three Crowns Curriculum is not admitting first-year students during 2023-2024.

The Three Crowns Curriculum provides an integrated sequence of general education courses. The Three Crowns courses listed below are open only to Three Crowns students. The Three Crowns Curriculum is supported by the National Endowment for the Humanities.

Three Crowns Cohort Sequence:

Third Year: One quantitative reasoning course, MCS-115: The Nature of Math; MCS-121: Calculus; PHI-136: Formal Logic; or MCS-140: Elementary Statistics, and CUR-260: Natural World

Third or Fourth Year: CUR-399: Three Crowns Seminar

Three Crowns General Education Completion Requirements (taken at any point in the student's academic career):

1. Non-English language through the third semester of college-level language or approved transfer equivalent: FRE-201, GER-201, GRE-201, JPN-201, LAT-201, RUS-201, SPA-103, or SWE-201).
2. Wellbeing: one 1.0 or 0.5 credit course

The Three Crowns Curriculum recognizes that flexibility in scheduling is sometimes necessary; in cases of serious academic conflicts, students may petition to use appropriate substitutions, including courses taken abroad, to fulfill Three Crowns requirements. See the director for further details.

3 Crowns Curriculum Courses (CUR)

260 Natural World (1 course) This course introduces students to the theories, methods, and tools of empirical science through the lens of a specific scientific discipline. Disciplines will vary based on the expertise of the faculty member. Students will practice some of the elements of scientific experimentation, as one means for encountering science as a process. This understanding of science is reinforced through case studies taken from the history of science, tracing how scientific successes and breakthroughs use experiment and verification to build more reliable theories.

291, 391 Independent Study (Course value to be determined) Opportunities exist in the Three Crowns Curriculum for students to develop independent projects under the supervision of a Three Crowns professor.

268, 368 Career Exploration, Internship This internship is designed to place students in situations where their Three Crowns integrated liberal arts studies are highly valued. Prerequisites: At least three semesters of Three Crowns Curriculum courses completed.

399 Three Crowns Seminar (1 course) This capstone seminar calls upon students to contemplate questions concerning values in the context of the relationship between individual and community. Through rigorous discussion of texts that explore values in contemporary life from different cultural perspectives, students reflect on their own ethical and intellectual development. The course culminates in a major written assignment where students account for their own values from theoretical and personal perspectives. **WRITL**

Academic Information and Policies

Gustavus Adolphus College Honor Code

Every Gustavus Adolphus College student is required to sign the following statement before final admittance into the College:

“As a community of scholars, the faculty and students of Gustavus Adolphus College have formulated an academic honesty policy and honor code system, which is printed in the Academic Bulletin and in the Gustavus Guide. As a student at Gustavus Adolphus College, I agree to uphold the honor code. This means that I will abide by the academic honesty policy, and abide by decisions of the joint student/faculty Honor Board.”

Through information provided in syllabi and/or other means, faculty members will explain to students how the Honor Code will operate in their respective courses. The following statement is suggested as a pledge for students to sign on all graded assignments and projects:

“On my honor, I pledge that I have not given, received, or tolerated others’ use of unauthorized aid in completing this work.”

A similar statement may be signed by students at the beginning of a course, indicating that their work for that course will comply with the academic honesty policy and the Honor Code.

Gustavus Adolphus College is proud to operate under an honor system. The faculty and students have jointly created an Honor Board to enforce this policy. In signing this statement, a student is promising that his or her work complies fully with the authorized aid as defined by the professor. It is each professor’s responsibility to state course penalties for academic honesty policy violations, and to define the level of authorized aid appropriate to the work in the course or to the particular assignment. However, the student is responsible to ask questions about any reasonable doubt regarding the professor’s definition.

Under the academic honesty policy, the instructor informs “...the student and the Office of the Provost of the nature of the offense, the penalty within the course, and the recommendation of the instructor as to whether further disciplinary action is warranted.” The in-course penalties and notification of the Provost’s Office should end the matter in most cases. However, if a student disputes the allegation of academic dishonesty, the student can request an Honor Board hearing.

A six-member Honor Board panel (three students and three faculty members) will investigate and hear the case. Both the accused student and the instructor have the right to submit statements and documents and/or be present for the proceeding.

A vote of at least 4–2 is needed to decide that the student is indeed guilty of an academic honesty policy violation. If the Board rules that a violation occurred, all other provisions of the academic honesty policy will apply, including the instructor’s in-course penalties, and possible probation or suspension for repeated offenses. If the student is not found guilty, it will be presumed that no violation occurred, and the faculty member will not penalize the student for an honesty violation. (honesty aside, the quality of the student’s work is still subject to the instructor’s professional judgment.) The decisions of the Honor Board hearing are final.

The Honor Board pool comprises six students and six faculty members. From this pool of 12, three students and three faculty members will be appointed by the Office of the Provost to investigate and adjudicate cases involving the academic honesty policy. Potential student members are required to complete an application and are interviewed and nominated each spring for the next academic year by the Student Senate Academic Affairs Committee. After receiving the nominations, the Student Senate Cabinet appoints the student board members. The faculty members are invited to indicate an interest in serving on the board. The Faculty Senate makes the appointment of faculty board members each spring. Each Honor Board member participates in an orientation session and is instructed on the importance of confidentiality and proper investigation procedures.

The proctoring of exams will be at the discretion of the instructor.

An integral part of the honor code is non-tolerance of violations. This non-tolerance policy recognizes that we are not only responsible for our own ethical conduct but are also members of a vital community with obligations to contribute to its ethical climate. Under this code, students are not expected to police others' actions.

Rather, students agree to report violations of which they become aware and for which failure to do so would constitute an honor code violation. Maliciously making a false accusation will be considered a violation of the honor code.

Academic Honesty Policy

The faculty of Gustavus Adolphus College expects all students to adhere to the highest standards of academic honesty and to refrain from any action that impinges upon academic freedom of other members of the College community. In all academic exercises, examinations, presentations, speeches, papers, and reports, students shall submit their own work. Footnotes or some other acceptable form of citation must accompany any use of another's words or ideas. Students are especially cautioned that quoting or paraphrasing from electronic sources without proper citation is as serious a violation as copying from a book or other printed source.

In the case of cheating or plagiarism, the instructor will inform the student and the Office of the Provost of the nature of the offense, the penalty within the course, and the recommendation of the instructor as to whether further disciplinary action is warranted. Another instance of academic dishonesty will result in review of the student's record by the probation committee and may result in the student being placed on academic probation. If a pattern of academic dishonesty continues, the student may be permanently dismissed from the College.

A student may not submit work that is substantially the same in two courses without first gaining permission of both instructors if the courses are taken concurrently, or permission of the current instructor if the work had been submitted in a previous semester.

The faculty regards the damaging of library materials and failing to sign out or to return them properly, and the misuse of computer files and programs, as equally serious violations of the ethical standards of courtesy, fairness, and honesty that bind together a community of scholars.

Individuals who use the College's computer facilities assume the responsibility of seeing that these resources are used in an appropriate manner. Misuse of computer hardware, software, data, and output is a violation of College policy and regulations and may also be a violation of law if data of other computer users are disturbed or the privacy of individuals is violated.

In order to maintain classrooms as places for the respectful exchange of ideas, and to preserve the integrity of a community of scholars, audio or video recording and dissemination of course-related content require the express permission of the individual faculty member who will also respond to infractions as necessary. Recording as a disability accommodation (without dissemination) is coordinated by the Academic Support Center.

Finally, students who serve the College in positions of responsibility in which they deal with test materials, letters of recommendation, and other matters that must be held in confidence are expected to maintain confidentiality and to adhere to the same high standards of personal integrity.

Student Education Records

Gustavus Adolphus College accords its students all rights under the Family Educational Rights and Privacy Act (FERPA) and related state laws.

Under FERPA provisions, as amended in December 1974, enrolled students have the right to inspect their education records. Education records do not include personal records of instructional, administrative, and educational personnel; security department records; student health records; employment records; or alumni records.

In addition, under Minnesota law, individuals, whether enrolled students or not, have the right to be informed, upon request, of the content and meaning of their Gustavus student records (except those confidential by statute).

Students may request the amendment of their education records to ensure that they are not inaccurate, misleading, or otherwise in violation of their privacy or other rights. Written requests for such amendment should be made directly to the office where the information is maintained.

The College will not disclose information from students' education records without their written consent except to the extent authorized by law.

At its discretion, the College may provide directory information to any inquirer. Directory information includes: periods of enrollment, degrees awarded, honors, major(s), date of graduation, home and College addresses, e-mail and telephone numbers, photographs, and date of birth. Students may prevent directory information about them from being disclosed by formally notifying the Office of the Registrar.

As of January 3, 2012, the US Department of Education's FERPA regulations expand the circumstances under which student education records and personally identifiable information (PII) contained in such records—including Social Security Number, grades, or other private information—may be accessed without a student's consent. First, the US Comptroller General, the US Attorney General, the US Secretary of Education, or state and local education authorities ("Federal and State Authorities") may allow access to student records and PII without consent to any third party designated by a Federal or State Authority to evaluate a federal- or state-supported education program. The evaluation may relate to any program that is "principally engaged in the provision of education," such as early childhood education and job training, as well as any program that is administered by an education agency or institution. Second, Federal and State Authorities may allow access to education records and PII without prior consent to researchers performing certain types of studies, in certain cases even when we object to or do not request such research. Federal and State Authorities must obtain certain use-restriction and

data security promises from the entities that they authorize to receive students' PII, but the Authorities need not maintain direct control over such entities. In addition, in connection with Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain, and share without consent PII from the education records, and they may track a student's participation in education and other programs by linking such PII to other personal information about the student that they obtain from other Federal or State data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.

Students who believe that their rights under FERPA have been abridged may file complaints with the Family Policy Compliance Office, Department of Education, Washington, D.C. 20201.

The complete College policy on student education records is available to any individual upon request from the Registrar's and Dean of Students' offices.

Classification of Students

Students at Gustavus Adolphus College are classified by their enrollment status (full-time or part-time), by their class standing (first-year, sophomore, junior, senior, special), and by their academic standing (Dean's List, in good standing, academic probation).

The normal enrollment status for degree-seeking students is full-time (three or more course credits in a fall or spring semester). Special approval from the Academic Petitions Committee is required for degree-seeking students to enroll part time, unless the student is a candidate for graduation, in the final semester of enrollment, and registered for the courses to complete all degree requirements.

A student's class standing is determined by the number of credits completed. To be classified as a sophomore, a student must have earned 7 credits, juniors require 16, seniors require 25, and second-semester seniors require 30.

Standards for academic standing classifications are described in detail in this section of the Academic Bulletin within sections titled "Academic Honors" and "Academic Probation."

Catalog Applicability

Students who matriculate in or after September 2021 must fulfill the current general requirements for graduation. Students may elect to satisfy the departmental major requirements of any of the catalogs in effect during their years of enrollment at Gustavus.

A student who is readmitted after more than three years out of the College must complete the departmental major requirements of the most current catalog at the time of readmission, or any one of the catalogs in effect during their subsequent years of continuous enrollment at Gustavus. With regard to other matters that are unrelated, or are only marginally related, to degree requirements (such as grading or various administrative procedures), changes apply to all students and exception is granted only by decision of the Academic Petitions Committee.

Former students, with a graduation application on file and not applying for readmission, may complete the major requirements of the catalog year listed on their academic record.

Registration

Incoming students register for classes individually on campus in the summer after their high school senior year with a faculty member or by phone. The academic advising program continues this counseling during orientation in September and throughout the first year.

The Office of the Registrar is responsible for processing the registrations for all courses offered at the College and for maintaining the official transcript of each Gustavus student. The transcript is a permanent record of a student's formal academic experience, which includes:

1. All courses for which the student was registered at the end of the second week of the regular term or the end of the third day of January Interim or Summer Term.
2. Any changes in course registration made after the second week of the regular term or the third day of January Interim or Summer Term.
3. Grades for all courses from which the student did not withdraw.
4. A student's academic probation status or suspension from the institution.
5. Majors and minors are noted on the transcript if they are complete and if they are part of the student's graduation application.

A student's transcript and correspondence files are confidential; no one other than Gustavus staff members is allowed access to these records without student permission. Official copies of a student's transcript are made available only after receipt of a written request from the student. See "Access to Student Records" for further specific information about record confidentiality.

A student's progress toward graduation is measured by the total number of courses completed and the distribution of those courses in the specified general education areas of the College. For the purpose of communicating with other institutions and for evaluating course work transferring into the institution, the College considers each of its full courses to be the equivalent of four semester hours or six quarter hours.

Each student is responsible for selecting courses and registering them with the Office of the Registrar prior to each term in the academic calendar. This proposed course of study must be approved by the student's academic advisor before it is processed.

Adding and Dropping Courses

Students may add or drop courses during the first 5 days of Fall or Spring Term or first 3 days of J-term. Students can add courses, with instructor permission, from day 6 to day 10 of the Fall or Spring term, at the Registrar's Office. College policy does not allow students to register for full-credit courses after the end of the second week of the Fall and Spring semesters or the third day of the January Interim or Summer Term. Individual faculty may set stricter limitations on entry into their courses. Registration for half semester courses may occur during the first week of the half semester course.

A student may drop a full-credit course during the first two weeks of the Fall and Spring semesters and the first three days of January Interim or Summer Term without having that course participation recorded on the transcript. For half semester courses in Fall and Spring semesters, a student may drop through the seventh day of half semester classes (excluding weekends).

Course withdrawals after this time will be recorded on the student transcript as a “W.” No withdrawal from a course is permitted after the tenth week of a full-semester course, the fifth week of a half-semester course, or the third week of a January Interim or Summer Term course. Courses for which a student is registered after these times will receive final grades.

Never Attended

The course drop/add period of the semester runs for ten business days. On day 11, course rosters and student status are finalized. Any student reported as never attended in their course or courses may be administratively dropped by the Registrar’s Office. The student will need permission from the instructor to re-enroll in the course.

Petitions

Students who wish to have an adjustment in degree or registration requirements must submit a petition to the Adjudication Committee. The committee meets monthly and comprises an Academic Dean, the Registrar, and elected faculty members. Petitions for late adjustments in course registration have a late course change fee assessed, see “Payment of Fees” for more information. A change in the academic record will not be made more than one year after the record was created. Appeals of committee decisions are made in writing to the Provost. For further information, contact the Office of the Registrar.

Accessibility Resources

The College is dedicated to providing equal access to the curriculum, programs, services and facilities to all students. Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Amendments Act of 2008 (ADAAA) work together to ensure non-discrimination and reasonable accommodation for students with disabilities in higher education. Accommodations are adjustments that remove barriers to provide equal access for students with disabilities. Students who have a documented disability, chronic or short term (e.g., mental health, attentional, learning, chronic health, sensory, or physical) and as a result need academic accommodation to equitably participate in class, take tests or benefit from the College’s services, should meet with accessibility resources staff in the Academic Support Center for a confidential discussion of their needs and to develop appropriate plans. Course fundamentals cannot be altered, but reasonable accommodations may be provided based on disability documentation and course outcomes. Accommodations cannot be made retroactively.

To ensure equal access, occasionally a requirement for graduation needs to be adjusted through reasonable accommodation for a student with a documented disability. In cases where such a need is determined by the College’s accessibility resources staff, they will work with the student seeking such accommodation to file a petition with the Academic Petitions Committee.

Earning Course Credits

The requirements for a course may be met in one of the following ways:

1. By successful completion of the course.
2. By earning a grade of 4 or above in the Advanced Placement Test of the College Examination Board (college credit given).
3. By earning a grade of 4 or above in the higher-level exams of the International Baccalaureate.
4. By passing an examination for certain designated courses administered by the appropriate department (college credit given).

Credit Transfer Guide

See “General Transfer Policies.”

Course Numbers and Levels

Courses numbered 100–199 are in Level I and are considered to be introductory.

Courses numbered 200–299 are in Level II and assume a capacity for the independent acquisition of material and the mastery of methods and subject matter in Level I courses.

Courses numbered 300–399 are in Level III and are usually oriented toward the major and require a basic factual and theoretical knowledge appropriate to the discipline. Students in these courses typically are juniors or seniors.

Overload Guidelines

The normal course load for full-time students is 3.0 to 4.8 courses per semester. Students may not register for more than this during their first semester at the College. After successfully completing at least one semester of full-time study, a student may choose to overload up to a maximum of 5.8 courses in a semester. Audited courses are included in the course calculation for overload. Students taking more than 4.8 courses will be assessed a pro-rata overload fee, see “Payment of Fees” for more information. This fee is waived for those with a cumulative grade point average of 3.7 or higher. Students who are facing financial hardship may request an appeal of the overload fee charge. Students who are making an appeal request should contact the Provost’s Office at provostoffice@gustavus.edu with their request details and corresponding rationale.

Audit

A student may register for a course on an audit basis by obtaining permission from the instructor of the course. Participation in a course as an auditor does not require completion of course assignments or exams but does require regular attendance. The audit is recorded on the student transcript at the end of the term with a grade of “V,” upon verification by the instructor of regular attendance. Without such verification, a withdrawal (“W”) is recorded.

Registration on an audit basis will not lead to academic credit, although a registration can be changed from credit to audit or from audit to credit during the regular add/ drop period with permission of the instructor. Changing from audit to credit status may require the payment of additional fees depending

upon the student's total course load. For regular students carrying three or more courses for academic credit, there will be no charge for a course audit provided that the student's total load (both for credit and audited courses) does not exceed 4.8 courses. Audit fees for part-time students or students carrying more than 4.8 courses are listed in the section of this catalog titled "Payment of Fees."

MSU-Mankato/Gustavus Intercollege Enrollment

Gustavus participates in a tuition exchange program with Minnesota State University-Mankato. Eligible Gustavus students are allowed to register for certain courses at MSU-Mankato during Fall and Spring semesters without paying additional tuition to MSU-Mankato. Students must be in good academic standing. MSU-Mankato allows only a limited number of students to participate in this program. For more information visit gustavus.edu/registrar.

Students who drop or withdraw from a MSU-Mankato course after the drop deadline for MSU-Mankato will not be allowed to participate in the Intercollege Enrollment program in future semesters without the approval of the Adjudication Committee (formerly Academic Petitions Committee).

Community Audit Program

Members of the local community, who live within 25 miles of the campus, are invited to take part in the Community Audit Program, which enables persons who are not currently secondary students or degree seeking college and university students to audit up to two courses for a fee. Audit fees for community auditors are listed in the section of this catalog titled "Payment of Fees." This program is a form of community outreach where participants are guests of the College, and do not have student status. Community Auditors have access to services the College is legally required to provide, but do not have access to services specifically provided to fully admitted students. Auditors must comply with current college vaccination requirements.

Participants must follow the academic policies for auditing and must meet course prerequisites. Fully admitted students are given registration priority. Auditor registration will occur no earlier than 10 business days before the start of Fall and/or Spring semesters only. In the event a course reaches its enrollment maximum or is wait-listed, the course may no longer be open to auditors. Community Auditors may be removed from the audit program at any time. Contact the Office of the Registrar for registration information.

Academic Schedule Conflicts

I. Policy

The heart of Gustavus Adolphus College is its academic program. Regular class attendance is expected and takes priority over other College activities. Because the College offers diverse activities that carry varying degrees of academic credit, students participating in sports, music, debate, and similar activities will inevitably encounter conflicts. Difficult choices must be made.

The College has developed a daily schedule that is designed to minimize conflicts between the many curricular, co-curricular, and extracurricular activities that are offered. Faculty members are responsible for making their attendance policy clear, in writing, at the beginning of the term. Faculty members who require attendance at activities outside of the scheduled class times (such as evening examinations, special lectures, field trips, rehearsals, practices, or conferences) should notify students as far in advance

as possible so that in the event of conflicts, alternative ways of meeting these requirements can be negotiated. Each student is accountable for all work missed because of absences from class, and instructors are not required to make special arrangements for students who have been absent.

Class absences will be dealt with on a case-by-case basis by the instructor. If a student is going to miss class for any reason, the student should discuss this with the instructor as early as possible. Students choosing to be absent should recognize that their lack of participation in that community of scholars may redound negatively upon their final grade. Absences for any reason may be taken into account in the evaluation of a student's work, and a student may be dropped from the class if the student misses more classes than allowed by the professor.

No games or activities, with the possible exception of tournaments, may be scheduled during final exams. For students who must miss final examinations because of such tournaments, faculty members will provide reasonable and appropriate alternatives for satisfying the course requirement.

II. Guidelines

Faculty members and others scheduling courses offered by special arrangement, activities associated with courses but not reflected in the Master Course Schedule, or other approved activities should make every effort to avoid conflicts with the courses listed on the Master Course Schedule. The person scheduling these activities should make the schedule of dates and times for them available to participating students as far in advance as possible in written form. Some flexibility will need to be built into these activities, recognizing that students have already constructed a schedule based on the Master Course Schedule.

Normally, classes and laboratories will be scheduled during the first eight periods of the day, and varsity sports, choirs, bands, etc. will be scheduled after seventh hour. Some exceptions, such as late laboratories, are unavoidable, but efforts should be made to minimize conflicts by making other options available to those students affected.

As an increasing number of courses are scheduled to meet in the evening, those who arrange evening events, such as lectures and evening exams, must become more sensitive to the issue of conflicts. Courses with associated events in the evenings should be indicated as such in the Master Course Schedule. The written syllabi for these courses should list the planned evening events and should indicate possible solutions to conflicts. Intercollegiate sporting events should be scheduled in order to minimize the number of classes students will miss, and to minimize travel as much as possible. Most should be planned for weekends, holidays, and vacations, not weekdays. Neither practice nor dressing and taping time should be acceptable excuses for missing class.

Independent Study

Students may pursue individualized courses of study for Independent Study credit in courses 291 and 391. Each department will provide guidelines specific to that department. First-year students may not enroll in an independent study for January. Independent Study course credits must range from .13 credits to 1.0 credits. Special approval from the Petitions Committee is needed to register for more than one course credit of independent study per semester.

The student who wishes to design a course of study and pursue it independently should pick up an Independent Study packet from the Registrar's Office. The proposal must contain, in addition to a

statement of intention, a list of the readings, experiments, projects, and reports which the student proposes to complete in the course. Once the packet is approved by the instructor directing the study and the department, it should be returned to the Registrar's Office. The course will be entered on the student's transcript under "IS: 'title specified on form'."

A student wishing to complete an Independent Study course in an international location must submit their completed application to the Center for International and Cultural Education according to the deadlines printed on the proposal form available in the Office of the Registrar.

Registration for all independent studies in the Fall and Spring semesters must be completed during published add/drop deadlines. Independent Study courses cannot be repeated or continued through another term. If the student wants to continue an Independent Study, they must submit a new proposal, with a different title and learning objectives.

Course by Arrangement

Some regular courses in the curriculum are appropriate for offering outside of the normal scheduling system as special tutorials or individual study. Interested students will submit a Course by Arrangement form to the appropriate faculty member. Once approved by the faculty member and department chair, a student can register for such a course as a "course by arrangement," carrying the same title and credit as normally.

Declaring a Major

All first-year college students at Gustavus enroll in the Bachelor of Arts program without a declared major, and they are advised in the first year by the instructor of their First Term Seminar or a faculty member teaching in Three Crowns Curriculum. Subsequent enrollment in a major is accomplished by completing a Declaration of Major form, normally by the spring semester of the sophomore year, in consultation with a major advisor. Forms must be submitted to the Office of the Registrar for processing. Students must have a major declared to be eligible to register for classes in the spring semester of the junior year. Students may select the major requirements of any academic catalog during the years of their institutional enrollment. At the time of graduation, majors and minors are noted on the student transcript if they are complete and if they are part of the student's graduation application.

Individualized Majors

An individualized major can be developed to meet the specific needs of an individual student. These majors are usually interdisciplinary with a particular focus, such as a single historical period, a geographical area, or a specific theme.

A student who wants to propose an individualized major must be in good academic standing. The student will pick up the advisory committee form at the Registrar's Office. The student selects an advisory committee of three faculty members in three relevant disciplines to assist in developing a course of study. Once the form is signed by all three advisors, the student will receive an Individualized Major packet.

At least 10 semester courses—including at least three Level III courses and a senior seminar, project, or internship—are to be selected with the approval of the advisory committee. Final approval of the major

takes place at a meeting of the student, the faculty advisory committee, the Registrar, and an Associate Provost. The role of the Registrar and the Associate Provost is consultative; final approval is the responsibility of the faculty advisory committee. The individualized major must be approved by the end of the sophomore year. Students wanting to add an individualized major after sophomore year must submit an Academic Petition.

Internship Program

The Internship Program at Gustavus Adolphus College consists of two components: January Interim Career Exploration (268) and semester or summer Academic Internships (368). January Interim Career Explorations are designed to give students a closer look at potential career choices through job shadowing and observing. Semester and summer Academic Internships provide opportunities for students to better understand the theories, ideas, and practices of the academic discipline or major, industry, or career interest, by actively engaging hands-on in an employment environment. Academic credit is awarded for the learning achieved through these experiences. Internships can be found in all disciplines. Pre-Approval by the Internship Director is required for any non-Gustavus internships that students intend to transfer into the degree program at Gustavus.

The following requirements have been established for the Academic Internship Program at Gustavus:

1. **A student will be permitted to count a maximum of four course credits of career-related experiential education toward graduation requirements.** This maximum includes: **JAN** Career Exploration (268), semester or summer Academic Internships (368), Orientation to Teaching (EDU-268), and Student Teaching (EDU-392, 394, 395, 396). **JAN** Career Exploration credit fulfills the **JAN** graduation requirement, and normally may not count toward major or liberal arts area requirements. Additional credits (beyond the maximum of four) can be taken as a course audit (standard tuition applies) but would not be counted toward graduation. Applying Academic Internship credit towards a major is determined by the academic department.
2. **A full semester/summer Academic Internship** may carry a value of up to three course credits. The amount of credit is based on a 14-week academic semester and a 10- to 12-week summer term, and will depend on the number of hours worked, with hours distributed over the entire term. Three course credits is the equivalent of full-time work (35–40 hours per week). Two course credits is the equivalent of half-time work (20 hours per week). One course credit and .50 course credits are the equivalent of part-time work (10–12 hours per week). Beginning and ending dates are based on the College's academic calendar. A **Career Exploration** normally carries a value of one **JAN** course credit, representing 30 hours on-site work plus 10 hours of assignments per week for four weeks. No student may register for less than .50 course credit for any internship. Previously completed internships are not eligible for retroactive credit.
3. Regular semester and summer session internships are open to students with junior or senior academic standing by credit (at least 16 earned credits) before the start of the internship. The **JAN** Career Exploration is open to students with sophomore, junior, or senior academic standing by credit (at least 7 earned credits) before the start of the Career Exploration.
4. All Career Exploration and semester/summer Academic Internship students are expected to complete mandatory assignments and projects as assigned by the faculty sponsor and to complete a midterm reflection, site visit, and final evaluations submitted to Career Development.

5. All Academic Internships and Career Explorations will be graded on a pass/ fail basis. Tuition charges and eligibility for financial aid follow established College policies.
6. A student who is on academic or disciplinary probation will not be permitted to participate in an Academic Internship or Career Exploration. Students who register for Career Explorations and Academic Internships accept the financial risks associated with being barred from participating should they be on academic or disciplinary probation or suspended when the term begins. These financial risks include, but are not limited to, unrecoverable deposits, fares, reservations, and pro-rated group costs.
7. The College reserves the right to remove a student on academic or disciplinary probation from an Academic Internship or Career Exploration if it deems such action to be in the best interest of the student, the College, or the host organization.
8. A student wishing to complete a Career Exploration or Academic Internship course in an international location must obtain approval from the Center for International and Cultural Education by the separate established deadlines.

International and Domestic Study Away Programs

For a list of semester and academic year study away programs approved by the College, as well as application procedures and policies, see the Center for International and Cultural Education website (<https://gustavus.edu/cice/>). Course information for January study away courses is available in Spring Semester for the following January.

Participation in any approved study away program is open to qualified students. The following are some of the policies that govern student participation in semester, academic year, and January or Summer Term study away programs. For a complete list of policies and procedures, including cancellation, refund, health, and safety policies, please see the CICE website.

1. The student must complete an application and receive approval from the Center for International and Cultural Education. Extensions of stay and change of programs must have the College's approval.
2. Applications for all programs must be submitted by March 1 for fall semester and academic year programs, and by September 15 for spring semester and calendar year programs. Applications for Gustavus faculty-led January Interim study or Summer Term away courses must be submitted during the spring. Some programs have unique deadlines. Deadlines are posted on the CICE website.
3. Applicants for study away should be in good academic standing at Gustavus. A minimum grade point average of 2.50 is required for participation. Some programs require a higher standard. Sophomore, junior, or senior class standing is normally required in order to participate in a semester or academic year program. First-year students may participate in the spring semester Gustavus faculty-led program in Sweden. Students of any class year may participate in a Gustavus January Interim study away experience. Students are eligible for summer programs after their first year at Gustavus.
4. Study away should include study of a local language, where appropriate. Language study is strongly encouraged.

5. Students cannot be registered for their study away courses until the student account in the Finance Office is paid in full or the student receives special clearance.
6. Students on academic or disciplinary probation are not allowed to participate in study away programs.
7. Students studying away for either a semester or year must be registered as full-time Gustavus students.
8. Finances for study away are as follows:
 - a. All students on a semester or academic year program pay Gustavus tuition plus a program fee that generally includes the on-site costs for tuition, room and board, and any other required costs at the host institution. Because program fees vary, and usually do not include transportation (airfare), students should consult their Study Away Program Coordinator to discuss estimated costs for each program.
 - b. Students on January Interim or Summer Term study away courses pay a program fee for the actual costs of the program. Because program fees vary depending on the course, the location, and the length of the on-site course component, students should consult their Study Away Program Coordinator. Generally, any study away program will cost more than studying on campus.
 - c. Financial aid, with the exception of student employment, applies toward all Gustavus approved semester and academic year programs. Financial aid does not apply to the January Interim or to summer, but students are encouraged to consult with the Financial Aid Office about additional loan options.
9. Credit earned by the student on approved semester or academic year programs will normally transfer as credit toward graduation and may fulfill major/ minor requirements subject to departmental approval. Credit may be applied toward other area requirements only with the prior approval of the Registrar. Credit for Interim Experience courses count toward graduation requirements, but normally may not count toward major or liberal arts area requirements.
10. In order for the credits to be transferred to Gustavus, the course must be appropriate to a liberal arts curriculum and must not be a repeat of, or more elementary than, a course a student has already taken. In addition, the student must obtain at least a C– in each course for which they wish to receive credit. A grade of D+ or below does not transfer back to Gustavus. Grades earned on a study away program appear on the Gustavus transcript but are not figured into the GPA unless the courses are Gustavus courses.
11. Leaves of absence are not applicable to study away programs.

There are additional policies that apply to study away. To review these, and for other information, view the Center for International and Cultural Education website (<https://gustavus.edu/cice/>).

January Interim

January Interim (**JAN**) differs from the regular semester in two principal ways: its brief length, approximately four weeks; and the immersion of students and faculty in one subject for that time period. Because of these differences, the mission of January Term is to provide ways for faculty and students to take advantage of this term's unique qualities in developing courses and other learning

opportunities that enrich and expand upon the College's regular semester curricular offerings. Note the following January Term regulations:

1. Only JAN term courses for 1.0 credit will fulfill the two course (1.0 each) JAN term graduation requirement.
2. First-year students are strongly encouraged to enroll in a course in January. This may be an on-campus course or a Gustavus or consortium travel course. First-year students may not enroll in career explorations or independent studies.
3. Students on academic or disciplinary probation are not permitted to participate in career exploration, or study-abroad programs, or in off-campus Interim courses. Students who register in such programs and courses accept the financial risks associated with being barred from participating should they be on disciplinary or academic probation or suspended when the term begins. These financial risks include, but are not limited to, unrecoverable deposits, fares, reservations, and pro-rated group travel costs. The College reserves the right to remove a student on probation from a course or program if it deems such action to be in the best interest of the student, the College, or the program/course. Parents of dependent students are notified when a student is placed on probation.
4. In courses with a grading option, students will select their option and formally notify the instructor before the third day of the Interim (the add/drop deadline).
5. Students may enroll in a maximum of 1.25 courses during the Interim. However, fractional courses beyond 1.0 may not be used to reduce the requirements that each student be enrolled for a normal one-course load in at least two Interims.

Please consult the Interim Experience online course listings and descriptions for more detailed information.

Summer Session

Internships and independent study are offered in the Gustavus summer session. Information concerning registration procedures for these can be obtained from the Office of the Registrar. Gustavus plans to offer a three-week Summer Term in 2024, subject to interest. Summer Term on-campus courses are not included in tuition.

Final Exams

A campus-wide final exam schedule is administered by the Office of the Registrar for Fall and Spring semesters. Faculty policy requires that the last test for a course, whether a comprehensive final exam or a partial last unit test, shall be given in accordance with this schedule. Instructors may not reschedule the final test date and/or time for the entire class without permission of the Registrar. Summative assessments (e.g., juries and performances) that are used in lieu of tests are not required to follow the test schedule, but their schedule should not conflict with reading day(s) or the Registrar's test schedule and should be shared with students at the beginning of the semester.

Grading System

Coursework will be graded as follows: A, A-, B+, B, B-, C+, C, C-, D+, D, F, I (incomplete), P (pass). The grade P, defined as equal to C or better, may be given for Interim Experience courses (not including independent studies) and Fine Arts performance courses, at the discretion of the instructor and for

Education Department clinical courses, Internships, and Physical Education activity courses. The following values are assigned to letter grades:

Grade	Number Value
A	4.0
A–	3.66
B+	3.33
B	3.0
B–	2.66
C+	2.33
C	2.0
C–	1.66
D+	1.33
D	1.0
F	0

Grades of P and grades for non-Gustavus courses are not calculated in the grade point average.

Midterm Grade Policy

Faculty will report mid-term grades for all students. The options for each class include either A–F grading or S/U (satisfactory/unsatisfactory).

Incomplete Grade

A grade of incomplete may be awarded at the discretion of the instructor, if requested by the student, under the following conditions: 1) the last day to withdraw has passed, 2) and unforeseen circumstances beyond the student's control (usually restricted to illness or family emergency) preclude completion of the remaining work for the course by the semester deadline. Note that poor planning or having a lot of work to complete at the end of the term are not, in fairness to other students, considered circumstances beyond a student's control. This additional time to complete coursework may not extend beyond the final day of the following semester, and earlier limits may be set at the discretion of the instructor.

The grade "I" for a particular student, along with an expiration date, is reported at the end of the term to the Office of the Registrar on the Incomplete Grade form, which is approved by both the instructor and the department chair. A temporary grade will also be submitted, in the computation of which the instructor has considered work not completed as a zero or an F. If before the end of the expiration date, the instructor reports a final grade to the Registrar, that grade will be recorded, and the grade point average will be computed accordingly. When the expiration date has passed without a grade being reported, the temporary grade will replace the "I" and become a permanent part of the transcript record.

Change of Grade

The mark of "I" (Incomplete) is the only grading option available which keeps a course open for additional student work beyond the termination of the semester. Once a grade other than "I" has been recorded on the student transcript, it becomes part of the institutional record and can be changed only to correct an error in the original computation. A grade change cannot be made because additional

coursework has been turned in after the end of the term. A change of grade may not be made more than one year after the grade was officially recorded in the Registrar's Office.

Grade Appeals

Students have the right to be protected against prejudiced or capricious academic evaluation. A student who wishes to appeal a final course grade on these grounds should first appeal to the instructor. This action should end the matter in most cases, but if not, the student should appeal to the department chair (or a senior faculty member in the department if the chair is the person giving the grade). If that does not resolve the issue, the student may appeal to the Office of the Provost, which will convene the Grade Appeals Board to assist in determining an appropriate resolution. If the Grade Appeals Board determines that the grade should be changed, it would provide the instructor with a written explanation of its reasons and would request that the grade be changed. The instructor should either make the recommended change or provide a written explanation to the Grade Appeals Board for not doing so. Only then, the Provost, upon the written recommendation of the Grade Appeals Board, would have the authority to effect a change in grade over the objection of the instructor. The Grade Appeals Board will consist of five faculty members, one from each Division, nominated by the Academic Operations Committee and appointed to staggered three-year terms by the Faculty Senate.

A member of the Grade Appeals Board may ask to be recused from hearing an appeal if the member perceives a conflict of interest. The student appellant may also request to disqualify a member perceived as being potentially biased from hearing the appeal. In the event that a member of the Board is recused or removed, that person will be replaced by another faculty member from the same Division, to be appointed by an Academic Dean in consultation with the chair of the Academic Operations Committee. A grade appeal must be initiated within one year after the grade was officially recorded in the Registrar's Office.

Repeating Courses

When a course is retaken at Gustavus, the transcript will mark both the first and second course to indicate the repeat. The course with the lowest grade will be marked with parenthesis around the credits indicating it no longer applies to the GPA. Credit will be given only once and the best grade will be computed in the grade point average. The course with the best grade will be marked with an "R". Repeating a course will not remove the previous attempt from the student's transcript.

Transferred courses will not count as a repeat and will not be calculated in the grade point average.

First Term Seminar may only be taken during a student's first semester at the College. Therefore, students may not repeat First Term Seminar.

The policy does not apply to courses designated as repeatable.

Academic Honors

At the end of the official grading periods for fall and spring semesters, students who have completed three or more courses and earned a grade point average of 3.700 or higher for that semester are recognized for their achievement by being named to the Dean's List.

At the end of the official grading period for the January Interim, full-time students who have a cumulative grade point average of 3.700 or higher are recognized by being named to the President's List at Honors Day, held annually in May.

At commencement, students who have a cumulative Gustavus grade point average of 3.900 or higher are designated as graduating summa cum laude; students who have a cumulative Gustavus grade point average of 3.700 to 3.899 are designated as graduating magna cum laude; students who have a cumulative Gustavus grade point average of 3.500 to 3.699 are designated as graduating cum laude.

Commencement Policy

The commencement ceremony is an event held to celebrate the academic achievements of Gustavus Adolphus College students. Participation in commencement does not mean that a student has graduated from the College. A student will not graduate and a degree will not be conferred until a student has met all graduation requirements. A Gustavus degree is conferred on a date when all graduation requirements are met, typically the end of term (e.g. May, Dec or Jan).

Gustavus currently holds one commencement ceremony annually in May. Students may participate in only one commencement ceremony. Students may participate in the May commencement ceremony if they have no more than 2.0 credits outstanding or only have student teaching outstanding*. Students who do not meet these criteria but would like to participate in the ceremony must submit an Academic Petition for consideration by the Adjudication Committee by April 1. Students who cannot meet the April 1 deadline may submit a petition in May, however, these petitions will only be reviewed in exceptional circumstances.

*Students who are approved for the ninth semester free tuition program may participate in commencement if all requirements will be complete at the end of the student's 9th semester.

Academic Assistantships

Each year, a full-time student may be appointed as an academic assistant by each department. The appointment is based upon the following criteria:

1. Academic excellence in major fields and in general studies.
2. Potential for excellence in academic disciplines.
3. Expressed interest in the appointment by the appointee.

The specific responsibilities for academic assistants will vary somewhat among the departments; however, the responsibilities generally fall into one or more of the following areas:

1. Conducting a research project.
2. Conducting or assisting with a departmental research project.
3. Assisting with a specific course.
4. Serving as a student resource person for departmental decisions.

Athletic Eligibility

Eligibility for intercollegiate competition is determined by the standards of the College, the National Collegiate Athletic Association (NCAA), and the Minnesota Intercollegiate Athletic Conference (MIAC).

Academic Eligibility Guidelines require student-athletes to be full-time students making normal progress, which means a student must be enrolled in and passing a minimum of 3 credits/semester at GAC. Additionally, the student-athlete must complete his/her 4 seasons of participation during the first ten semesters in which a student is enrolled. A student-athlete may take less than 3 credits if the student-athlete is in their last term and less than 3 credits are required to graduate. Students on academic or disciplinary probation may be excluded from participation in extracurricular activities. Additional eligibility criteria may apply. Copies of regulations describing eligibility are available from the Director of Athletics and from coaches.

Academic Sanctions

The College has instituted a set of sanctions, to be imposed by the Academic Standing Committee, in order to respond to problems with a student's academic performance. These academic sanctions are distinct from the disciplinary sanctions and processes found in the statements of Student Rights, Responsibilities, and Judicial Procedures in the Gustavus Guide.

Academic Warning

The College requires that its students attain a minimum 2.0 cumulative grade point average for the awarding of the B.A. degree. Students may be placed on academic warning only once during their academic career at Gustavus. All students will be placed on academic warning if they:

1. Complete fewer than three (3.0) regular semester course credits; or
2. Have a semester grade point average below 2.00; or
3. Are a first-year student with a cumulative grade point average between 1.75-1.999.

All students placed on academic warning must meet with their faculty advisor within the first four weeks during the semester of warning.

Academic Probation

Students are placed on academic probation if their work falls below minimum standards or they show a pattern of academic dishonesty. The following standards apply:

1. First-year students will be placed on probation if they:
 - a. Receive passing grades in fewer than three (3.0) regular semester course credits after being placed on academic warning following their first semester of enrollment; or
 - b. Have a cumulative grade point average of less than 1.75.
2. All other full-time students will be placed on probation if they:
 - a. Receive passing grades in fewer than three (3.0) regular semester course credits and have previously been placed on academic warning; or
 - b. Have a cumulative grade point average of less than 2.0.
 - c. Students who receive grades of "Incomplete" are placed on probation if the established course criteria are not met before the end of the next semester.

All students placed on probation must meet with the Academic Support Center within the first four weeks during the semester of probation. Students will not be able to register for the next semester until completing this revalidation appointment with ASC.

Academic records of students on probation in a given semester will be reviewed at the end of that semester by the Academic Standing Committee, and students will be removed from probation, continued on probation, or suspended from the College for a period normally of one year. Coursework taken in a January Interim or summer session will not affect probationary status until after the next regular semester.

All students receiving financial aid must make satisfactory progress toward completion of a degree in order to maintain eligibility for aid. Probationary status may affect eligibility. (Please see catalog section titled “Satisfactory Progress Standards for Financial Aid Recipients.”)

1. Students are removed from probation when, at the end of the probationary semester, they:
 - a. Receive passing grades in at least three (3.0) regular semester course credits; and
 - b. Have a cumulative grade point average at or above the minimum required for their class;
2. Students who do not meet criteria to be removed from probation may be continued on probation at the discretion of the Academic Standing Committee. In order to be considered by the Academic Standing Committee for a continuation of their probationary status, students must:
 - a. Receive passing grades in three (3.0) regular semester course credits with at least a 2.0 grade point average in that semester; or
 - b. Make substantial progress toward achieving regular academic standing.

Students on academic or disciplinary probation are not permitted to participate in internship, career exploration, or study-away programs, or in off-campus January Interim courses. Students who register for such programs and courses accept the financial risks associated with being barred from participating should they be on academic probation or suspended when the term begins. These financial risks include, but are not limited to, unrecoverable deposits, fares, reservations, and prorated group travel costs. Parents of dependent students are notified when a student is placed on probation.

The College reserves the right with 24-hour notification to suspend students if their academic performance is regarded as undesirable during the semester in which they are on academic probation.

Academic Suspension

Students on probation may be suspended from the College if at the end of the probationary semester they:

1. Receive passing grades in fewer than three (3.0) regular semester course credits; or
2. Have a cumulative grade point average below the minimum required for their class.

The Academic Standing Committee may also suspend a student as a sanction for violations of the College’s Academic Honesty Policy.

A student who has been suspended may petition the Academic Standing Committee for a reconsideration of the decision.

Academic Expulsion

Expulsion is the permanent termination of student status and may be imposed by the Academic Standing Committee for severe or repeated violations of the College's Academic Honesty Policy. The student's permanent academic record will carry a notation of "Academic Expulsion." The decision to impose Academic Expulsion may be appealed to the President of the College.

Readmission

Students who have left Gustavus in good standing and want to return with no other collegiate experience must complete the online Application for Readmission found on the Academic Support Center website.

Students who have left Gustavus in good standing and want to return after transferring to another institution should apply for readmission through the Admission Office. Transcripts of any transfer coursework should accompany the application.

Students who want to return to Gustavus after having been suspended must complete an online Application for Readmission found on the Academic Support Center website. If the reason for suspension was failure to meet academic standards, the applicant must also provide transcript documentation of successful full-time coursework (2.75 GPA) at another accredited institution. Applications for readmission are acted upon by the Director of the Academic Support Center and the Provost's Office.

Withdrawal

Students who want or need to discontinue their enrollment at the College for any reason, for any period of time, are required to notify the College via a withdrawal form. Typically, a brief exit interview is conducted by the Dean of Students office and the student brings this form to Residential Life, Student Accounts/Financial Aid, and ultimately the Registrar. Students may choose to have the college route the form on their behalf if they have already departed campus.

The withdrawal form asks if a student requests to withdraw immediately or effective at the end of the term. Students who opt to withdraw during a term must turn in the form on or before the course withdrawal deadline to be withdrawn from courses and receive designations of "W" on their transcript. Past the withdrawal deadline, students will receive final letter grades in each course and students will need to submit an Academic Petition if they wish to request late withdrawals. Students who opt to withdraw at the end of a term will receive grades and then be withdrawn from the College prior to the start of the next term. Special circumstances are outlined in Gustavus's Medical Leave of Absence policy, Family Emergency Leave policy, and Active Military Duty policy.

Medical Leave of Absence

When health reasons force a withdrawal from Gustavus before the end of the term, the affected student may apply to the Dean of Students for a medical leave of absence. The leave can be granted only with proper medical documentation. Likewise, suitable medical documentation must accompany the student's request to the Dean of Students to resume enrollment. Students who are granted permission to withdraw for medical reasons will receive grades of "W" indicating withdrawal for the semester. ^[OBJ]

Family Emergency Leave Policy

A special circumstances Family Emergency Leave (FEL) withdrawal request may be made in extraordinary cases in which serious illness or injury (health of a family member) or another significant personal situation prevents a student from continuing all of their classes, and incompletes or other arrangements with the instructors are not possible.

All special circumstances withdrawal requests are reviewed and approved by the Vice President for Student Life or designee with support from appropriate collaborating offices or partners. Upon approval the student will be granted a Family Emergency Leave of absence. Student transcripts will reflect grades of “W” and an “Approved Leave of Absence.”

Students may not receive more than one approval for a special circumstances withdrawal for the same medical/health condition.

A Medical Leave of Absence or a Family Emergency Leave will affect the financial obligations with Gustavus. For specifics, please see the Refund Policy found under the Expenses and Financial Assistance section in the Gustavus Academic Bulletin.

Student Academic Complaint Process

Student academic complaints are complaints about a faculty member’s classroom practices, policies, or behaviors not covered by other institutional or federal policies such as Title IX (related to sexual harassment and assault), Non-discrimination, Harassment, and Other Unwanted Conduct, Sexual Harassment and Sexual Misconduct, and Grade Change Policies. Student academic complaints might include, among others, concerns about how often a faculty member cancels class, lack of regular feedback on assignments, faculty expertise in the subject area, and treatment (other than harassment and bias) of students in class.

In most cases, a student who has an academic complaint should first discuss the concern with the instructor. This action should end the matter in most cases, but if not, the student should discuss the concern with the department chair or other senior member of the department/program. If that does not resolve the issue, or if the faculty member is the department chair, the student should contact the Provost’s Office (507-933-7541 or provostoffice@gustavus.edu). The Provost or Dean will meet with the student and decide whether the issue warrants immediate intervention with the faculty member, intervention at the end of the semester, and the nature of that intervention (e.g., conversation to address the concern; required course evaluations to understand the extent of the concern; performance improvement plan, etc.).

When applicable, responses to student academic complaints will inform the complaining party of how the institution will integrate the complainant’s concerns into plans for college process and/or improvement. Because of the nature of student academic complaints and the private nature of personnel interventions, students will not learn the details of specific interventions that the Provost's Office may undertake with a faculty member.

Institutional Complaint Policy and Procedure

A Gustavus Adolphus College student, parent, employee or guest may feel the need to lodge a formal complaint with the College, which they wish to have addressed.

To be considered a formal complaint, the complaint must meet the following criteria:

1. Be written; (Complaints received via email would qualify as written)
2. Be identified as a formal complaint;
3. Be received by the College President, Provost, or one of the Vice Presidents; and
4. Include a complainant's name and signature.

All formal complaints will be reviewed by the senior administrator to whom it was sent for credibility. Senior administrators may respond to the complaint or forward it on to appropriate parties within the College for response. All formal complaints will be responded to by written answer to the complaining party within one week. If the response to the complaint takes longer to answer than one week, a written timeline will be sent to the complaining party outlining when they could expect a response. All answers shall be deemed final and shall have no appeal process.

When applicable, responses to formal complaints will inform the complaining party of how the institution will integrate the complainant's concerns into plans for college process and/or improvement. All formal complaints and documentation of responses will be maintained within the Office of the Provost for a period of ten years.

This Institutional Complaint Policy is not a substitute for the more specific grievance and appeal processes maintained by college offices (such as the Office of the Registrar, Academic Affairs, Human Resources, etc.), Faculty Personnel Files policy 2.1.3 in the Faculty Handbook or the Student Conduct Policies and Procedures.

Unresolved complaints may be brought to the Minnesota Office of Higher Education, 1450 Energy Park Drive, Suite 350, St. Paul, MN 55108 / www.ohe.state.mn.us / 651-642-0533. If you reside in a state other than Minnesota, your unresolved complaint can be directed to your state's Office of Higher Education using this [list](#) of state contacts. (Cabinet Approved: January 8, 2013; updated January 13, 2023.)