

# **OAKWOOD UNIVERSITY**

## **ADMINISTRATIVE POLICY MANUAL**

**2010**



**STUDENT ENROLLMENT SERVICES  
DIVISION**

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## **EXECUTIVE DIRECTOR, STUDENT ENROLLMENT SERVICES**

The Executive Director of Student Enrollment Services (SES) is responsible for the growth, progress and smooth facilitation of all student related enrollment services. The Executive Director answers to the President and coordinates operations with a SES Coordinating Committee comprised of the Vice Presidents of Academic Affairs, Financial Affairs, Student Services and the Provost and Senior Vice President. The following departments are answerable to the Executive Director of SES:

- Center for Academic Success (CAS)
- Office of Enrollment Management
- Office of Financial Aid
- Office of Financial Resolution
- Office of Student Accounts

**Document Title:** CENTER FOR ACADEMIC SUCCESS (CAS)  
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### **CENTER FOR ACADEMIC SUCCESS (Freshman Studies)**

Section 504 of the Rehabilitation Act of 1973 (Public Law 93-112) states that “no otherwise qualified handicapped individual in the United States,...shall, solely by reason of ... handicap, are excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.” Oakwood receives financial assistance from the federal government and must be in full compliance with this law.

The Center for Academic Success supports the University’s mission of providing all students access to an educational opportunity regardless of educational adversities. The institution’s mission notes access to educational opportunity and academic excellence. In support of University mission, the center offers opportunities for students who fall below the regular admission/academic standards and those with special needs, to have access to a University education.

The programs offered within CAS are done in close collaboration with all academic departments. Also provided within this department is, academic advising for freshmen , tutorial assistance, curriculum laboratories for reading, writing, and math available for all students and the student with disabilities.

1. The University is committed to offering equal access to people with disabilities. In compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans With Disabilities Act of 1990 (ADA), the University does not exclude otherwise qualified persons with disabilities solely by reason of the disability from participating in University programs and activities, nor are persons with disabilities denied the benefits of these programs or subjected to discrimination.
2. The University is committed to achieving equal educational opportunity and full participation for persons with disabilities. It is the University’s policy that no qualified person be excluded from participating in any University program or activity, be denied the benefit of any University program or activity. This policy derives from the University’s commitment to nondiscrimination for all persons in employment, access to facilities, student programs, activities, and services.
3. Students who have a disability that may affect their pursuit of an education or personal adjustment may receive counseling and related services by contacting the coordinator for students with disabilities. Services for disabled students are tailored to meet their individual needs and comply with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and with subsequent federal legislation pertaining to the disabled and their rights.
4. If a student chooses to have information regarding a disability disseminated, the coordinator will notify advisers and chairpersons of the information. Each semester instructors are notified of the special needs of the students.

5. It is the responsibility of the student to contact the student disability coordinator at the beginning of each semester for disability accommodations. Requests for reasonable variation in degree requirements to accommodate a student's disability should be submitted in writing at the earliest possible time to the student's advisor and department chair, who reviews all requests for such variation. If the student's disability precludes attainment of licensure or certification in the desired degree program, that information is noted in replying to the request.
6. Requests should be supported by appropriate documentation of the relevant disability filed with the coordinator for student disabilities. Assistance in preparing requests for reasonable academic accommodation is available through the Center for Academic Success (CAS).

Availability to students with diagnosed disabilities are the following guidelines:

### **Hearing-Impaired Students**

1. Students requesting special services due to a hearing impairment must show evidence of having attended an educational program for hear-impaired students or present audiogram indicating the need for these services.
2. Students whose hearing loss precludes an understanding of speech may be allowed to bring an interpreter to classroom/instructional activities.
3. Hearing-impaired students may be provided with a volunteer note taker recruited from the classroom by either the instructor or the coordinator for students with disabilities. Students are expected to provide their own notepaper and supplies.

### **Learning-Disabled Students**

1. Students requesting special services because of a learning disability must present evidence of having received services for learning-disabled students in high school or present a psychological report documenting that they have a learning disability and are in need of these services.
2. Students who have specifically diagnosed learning disabilities may request a volunteer note taker be recruited from the classroom by either the instructor or the coordinator for students with disabilities. Students are expected to provide their own notepaper and supplies.
3. Students diagnosed with learning disabilities may ask an instructor for permission to tape classroom lectures, if needed.
4. Students diagnosed with learning disabilities may be given additional test-taking time, if needed.

### **Visually-impaired Students**

1. Severely visually-impaired students may request to bring guide dogs into classroom buildings.
2. Students with severe visual impairments may register with Recording for the Blind and Dyslexic at 1-800-221-4792 in order to receive texts for their courses.

Students requesting disability services are expected to meet with the coordinator for students with disabilities as well as with the classroom instructor(s) affected by the proposed modifications before services are provided. The coordinator for students with disabilities guides the process.

**Document Title:** ACADEMIC PROBATION  
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All students whose cumulative GPA is less than 2.00 are placed on academic probation. This status requires all academic probationary students to take part in the academic improvement program conducted by the Center for Academic Success (CAS). Failure of all academic probation students to take part in this program may result in separation from the University.

A student whose cumulative GPA is below 2.00 is denied the opportunity and permission to represent the University in any official capacity or to hold office in any student organization, or to be employed in any academic administrative area involving records and confidentiality. Some social restrictions involving leave requests may also apply.

Students on academic probation must:

1. Limit registration to a class load of 13 hours per semester.
2. Be advised by the CAS academic advisors for class schedule approval during registration.
3. Include class load course(s) in which the student received a “D” or “F.”
4. Register for remedial courses when the following conditions exist:
  - If the ACT English score is less than 16 or the SAT English score is less than 410, students must register for EN 095 and EN 099.
  - If the ACT mathematics score is less than 16 or the SAT mathematics score is less than 410, students must register for MA 095.
  - If the ACT composite is less than 17 or the SAT composite is less than 840, students must register for PY 095.
5. Successfully pass remedial courses with at least a C before registering for classes in English or mathematics.
6. Receive weekly tutorial assistance at the CAS.
7. Attend weekly advising sessions with the CAS academic advisor.

Students on academic probation should expect to take more than two years to complete the requirements for an associate degree and more than four years to graduate with a bachelor’s degree.

**Document Title:** SUSPENSION  
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Students who fail to make acceptable academic progress, in view of the established policies and procedures of the institution, must be suspended. A first suspension because of poor academic performance will result in the student being ineligible for readmission or reacceptance for a period of at least one semester. When suspended a second time, students become eligible for readmission or reacceptance after one calendar year from the suspension date, providing that during that time they have attended another accredited college or university for at least one semester, carrying a minimum of twelve semester hours with no grade lower than "C." In both cases, to be so considered, the student must not be under any disciplinary sanction from the University and must apply for readmission through the Records Office.



**Document Title:** DISMISSAL  
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Any student who after four academic semesters or sixty-four semester hours has not attained a cumulative GPA of 2.00 will be dismissed for a minimum of two semesters. During this time the student must attend another accredited college or university for each semester of dismissal, carrying a minimum of twelve hours with no grade lower than "C." Course requirements must include classes previously taken at Oakwood University that received grades of "D" or "F." Application for readmission must be filed with the Records Office.

**Document Title:** ACADEMIC SCHOLARSHIP PROGRAM  
**Category:** Enrollment - Scholarships  
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Academic scholarships are available to entering freshmen whose GPA is 2.00 or higher and has completed the ACT/SAT requirements. National Merit scholars (finalists, semi-finalists, commended) are given tuition and/or residence hall discounts.

Academic scholarships are for a maximum of four years for all bachelor degrees. Engineering students completing the dual degree program will be awarded for a maximum of three years. All scholarship recipients must maintain full-time status, 12 hours plus, in order to receive their awards.

Scholarships are also available to transfer students whose GPA is 2.50 and above. Awards will be prorated according to the admissions classification of transferable hours.

Students that participate in the Adventist Colleges Abroad (ACA) program will continue to receive their academic scholarship(s) while abroad.

All academic awards are posted to the student's account after the last day to drop a course has occurred. For details regarding academic scholarships, see the Scholarship Brochure provided by the Enrollment Management Office. Students cannot receive refunds based on over awarding of institutional funds.

## **GENERAL ENROLLMENT MANAGEMENT SCHOLARSHIP AND AWARD GUIDELINES**

1. All renewable awards are for four (4) consecutive academic years maximum. Recipients must maintain full-time student status (at least 12 hours). Awards are not transferable to other terms, years or persons.
2. State and federal grants, as well as other external scholarships, grants and subsidies, will be awarded before Oakwood University scholarships are applied. Oakwood University's scholarships, including denominational tuition assistance, cannot exceed total cost for tuition, room and board. Recipient cannot be over awarded or receive refunds from academic awards. Scholarships are non-transferable and cannot be converted to cash.
3. Renewable scholarships and grants for new freshmen are for eight (8) consecutive semesters – fall and spring only. Students who initially enroll in the spring will only be awarded for seven (7) consecutive semesters, or prorated according to classification for transfer students.
4. Oakwood University is not responsible for off-campus room and board expenses. Scholarships and grants do not cover cost for tuition, room and board during summer sessions.
5. Awards given to students who are still attending high school/academy, or enrolled in an accredited home school program, are based on partial transcript (six semesters) information. Consequently, scholarships may change based on the final grade point average received from the final transcript verifying graduation.

6. Scholarships offered to students who are enrolled in the Dual Degree Programs for Engineering are limited to the time frame that the recipient is a full-time Oakwood University student.

## SCHOLARSHIP AND GRANT OPPORTUNITIES

### First Time Freshman Scholarships

Students who attend another college/university prior to Oakwood are not qualified to receive the first-time freshmen scholarships.

#### Premier Scholarship

GPA	3.5+	One Year	Four years
ACT	22-36	\$10,000	\$40,000
SAT*	1030+		

#### Prestige Scholarship

GPA	3.25+	One Year	Four Years
ACT	20-36	\$6,000	\$24,000
SAT*	950+		

#### Achievement Academic Scholarship

GPA	2.50+	One Year	Four Years
ACT	18-36	\$4,500	\$18,000
SAT*	870+		

#### Incentive Grant

GPA	2.00+	One Year	Four Years
ACT	16-36	\$2,500	\$10,000
SAT*	840+		

#### National Merit Scholarships

National Merit Finalist	=	Tuition & Room for 4 Years
National Semi-Finalist	=	Tuition for 4 Years
National Commended	=	80% Tuition for 4 Years

#### General Education Diploma (GED)

Standard Average score		One Year	Four Years
601+ & ACT 22-36	1030+ SAT*	\$10,000	\$40,000
551-600 & ACT 20-36	950+ SAT*	\$ 6,000	\$24,000
501-550 & ACT 18-36	870+ SAT*	\$ 4,500	\$18,000
450-500 & ACT 16-36	840+ SAT*	\$ 2,500	\$10,000

### Home School Attendee Award

1. See Premier, Prestige, Achievement, Incentive Awards, and National Merit Awards if home school curriculum taken was from an accredited program recognized by the state in which the program emanates.
2. See General Education Diploma (GED) if home school curriculum is from an unaccredited program.

### Transfer Students

	One Year	Four Years
3.50 – 4.00 GPA	\$4,000	\$16,000
3.00 – 3.49 GPA	\$2,500	\$10,000
2.50 – 2.99 GPA	\$1,500	\$ 6,000

Renewal is contingent upon student maintaining a 2.50 GPA and full-time student status. The number of renewable years will be prorated based on the admission classification of transferable hours. The scholarship is limited to four (4) consecutive academic years. Students must acquire a minimum of 30 Oakwood University hours at the end of each spring semester.

**\*SAT verbal and math scores**

### RENEWAL CRITERIA FOR FIRST-TIME FRESHMEN SCHOLARSHIP RENEWAL

**National Merit/Premier Scholarships** requires a 3.0 GPA to renew and full-time student status. Student must acquire a minimum of 30 Oakwood University hours at the end of each spring semester. The scholarship is limited to a maximum of four (4) consecutive academic years.

**Prestige Scholarship** requires a 3.0 GPA to renew and full-time student status. Student must acquire a minimum of 30 Oakwood University hours at the end of each spring semester. The scholarship is limited to a maximum of four (4) consecutive academic years.

**Achievement Academic Scholarship** requires a 2.0 GPA to renew and full-time student status. Student must acquire a minimum of 30 Oakwood University hours at the end of each spring semester. The scholarship is limited to a maximum of four (4) consecutive academic years.

**Incentive Grant** requires a 2.0 GPA to renew and full-time student status. Student must acquire a minimum of 30 Oakwood University hours at the end of each spring semester. The scholarship is limited to a maximum of four (4) consecutive academic years.

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## ACADEMIC STATUS

The academic status is affected by the academic standing, and classification, and citizenship of a student.

### *Admission Type*

1. ***Regular acceptance*** is given to a student who has met all entrance requirements and is registered for a standard course of study leading toward a degree or certificate in one of the departments of the University.
2. ***Academic probation*** is the admission type given when an applicant's GPA (1.70-1.99) is not high enough to qualify him/her for a regular acceptance. The student will be limited to thirteen credit hours per semester.
3. ***Provisional regular acceptance*** is the admission type given when the applicant has a minimum GPA of 2.00 but is missing ACT or SAT test scores. The student must take the ACT before permission to register is granted. The test is given on campus during freshman orientation; however, it is advisable for the student to take the test before arriving.
4. ***Provisional Probation*** is given to students with a GPA between 1.70 and 1.99 with no ACT or SAT scores. The student must take the ACT before permission to register is granted. The test is given on campus during Freshman Orientation; however, it is advisable for the student to take the test before arriving.
5. ***Special Probation*** is given to any prospective student whose GPA is below 1.69. Applicants must receive special approval by the Vice President for Academic Affairs before admission can be granted. Students are limited to a maximum of twelve credits for the first semester and must maintain an Oakwood University 2.00 (4.0 scale) cumulative grade point average after the first semester to continue enrollment.
6. ***Special Student*** admission is given to students in the following categories:
  - Postbaccalaureate students with a bachelor's degree are enrolled for part-time or full-time work; the student is only required to complete an application and provide academic records.
  - Nondegree students may take courses for personal development. Credit hours are limited to three per semester.
  - Unclassified students meet admission standards but do not plan to pursue a degree or whose classification is unknown at the time of admission.

### ***Academic Standing***

The following classifications are based on scholastic performance as defined by the University:

- Regular standing
- Academic probation
- Provisional
- Provisional probation
- Special probation
- Special student

### ***Student Classification***

A student enrolled in a professional program in which he/she is classified as freshman, sophomore, junior, or senior will be classified according to the level of the course work he/she is taking (e.g., a student with a previous baccalaureate degree may be pursuing a degree in nursing and will be classified as a sophomore while taking sophomore-level courses, etc.).

Students enrolled in undergraduate programs will be classified as follows:

- Freshman: 0-29 semester units
- Sophomore: 30-60 semester units.
- Junior: 61-92 semester units
- Senior: 93 + (128) semester units

### ***Course Load***

To be considered a full-time student, an undergraduate student must be registered for at least twelve semester hours of course work per semester.

The normal course load, including all course work for which a student may be registered at this or another institution, is sixteen semester hours for an undergraduate student. A student of exceptional ability may, with approval of the Vice President for Academic Affairs, register for additional course work.

A definition of what makes one a full-time student is necessary for student loans. Twelve credit hours is considered full-time and will satisfy most lending agencies. When a definition varies from published policy in the *Administrative Handbook*, the variant policy should be made plain and should be communicated clearly.

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## Course Numbers

The course number for a new course must be approved by the Records Office. According to established guidelines, course numbers should not be reused for ten years. Course numbers ending with 1, 2, or 3 are reserved for sequence courses.

## Assigning Course Numbers

The following broad definitions are to be used in determining the correct level and course number for a new or renumbered course.

- **Lower-Division Courses:** 100- and 200-levels
  - 100-level courses should be suitable for college freshmen.
  - 200-level courses are suitable for college sophomores and qualified freshmen.
  - Characteristics include:
    - Generally no college-level prerequisites (aside from preceding courses in the same sequence), but may have secondary school prerequisites.
    - Generally not limited to students majoring in the field in which the course is offered.
- **Upper-Division Courses:** 300- and 400-levels
  - 300-level and 400-level courses are directed primarily at juniors and seniors.
  - Characteristics include:
    - Require substantial college-level preparation.
    - Specify prerequisites, if any.
    - Specify the accumulation of a certain number of credits in specified areas, if required.
    - Specify the required level of academic progress (such as junior or senior standing or a certain number of total college credits), if necessary.
    - Specify any required permission to enroll.
- **Graduate-Level Courses:** 500- and above levels

If no major change is made to a course title or content, it is not necessary to obtain a new course number.

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## DEGREES AND CERTIFICATES

The following degrees are conferred by the University:

A.S.	Associate in Science
A.A.	Associate in Arts
B.M.	Bachelor of Vocal Performance
B.S.W.	Bachelor of Social Work
B.A.	Bachelor of Arts
B.B.A.	Bachelor of Business of Administration
B.S.	Bachelor of Science
M.A.	Masters of Arts in Pastoral Studies

### *Certificate Programs*

A certificate is defined as a document of completion of a non-degree educational experience. Two categories of certificates are issued within Oakwood attesting (1) regular certificate programs to which students are formally admitted, and (2) attendance with no academic credit (no records on file in the Records Office).

### **Regular Certificates**

These are issued to regular registered students who are accepted formally into a University-approved certificate program. Their courses are on record in the Records Office, and the certificate is listed on their permanent record (transcript). The certificates are issued by the Records Office. The certificate may be signed by the President or the chair of the department, and the University seal may be used.

### **Certificate of Attendance with No Academic Credit**

These are issued for programs such as continuing education, nonacademic seminars, etc. A record of the registration is kept in the Office of Adult and Continuing Education, but not a copy of the certificate. Each certificate indicates that it reflects no academic credit. The University seal may not be used on these certificates, but the school logo may be used.

Both types of certificates shall bear a statement indicating whether or not they reflect academic credit, or whether or not a record of the certificate is maintained on permanent file in the Records Office (e.g., "No record of this certificate is maintained on permanent file in the Records Office").

Ordinarily, courses taken in a certificate program are not transferable except for that aspect based on formal course work for which the student registered.



Each department develops its own criteria for offering programs leading to the granting of a certificate, which requires the approval of the Curriculum Committee and the Faculty Assembly. The record of certificate candidates is to be permanently filed by the granting department.

Certificates require the signature of the Vice President for Academic Affairs and the department chairperson or program director (except for preauthorized certificates [e.g., for nonacademic credit such as continuing education certificates] which are signed by parties identified in the department criteria statement). A standard certificate design and size approved by the Office of the Vice President for Academic Affairs is used by all departments (except for preauthorized attendance certificates).

***Multiple Degrees***

Two different bachelor's degrees may be conferred at the same time if the candidate has met the requirements of both degrees and has completed a total of 160 semester hours of credit. The University does not grant two degrees of the same kind to any one person at the same time, such as two Bachelor of Arts or two Bachelor of Science degrees. Students may, however, earn a second degree after one degree has been conferred by completing an additional 32 semester credits, meeting the basic degree requirements of both degrees and the requirements of a second major.

**Document Title:** ENROLLMENT VERIFICATION AND ENTRANCE  
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## **ENROLLMENT VERIFICATION**

Enrollment verification for the purposes of loan deferments, etc., shall be completed and signed by the Office of Student Records. Such documents will be completed based on registration information entered on the student record computer system. Deferment forms are signed on an annual basis for students in block programs and on a semester basis for all other students. These forms are signed after the last date of the semester in which a student can drop a course with no record on the transcript.

## **ENTRANCE POLICIES**

1. The procedures for application and the specific requirements for admission to the departments of the University are outlined in the respective departmental handbooks. Acceptance of an applicant is contingent upon the full satisfaction of these requirements.
2. An applicant is not restricted from applying to more than one department of the University or to more than one program within a department.
3. A student who discontinues studies in a department without prior approval by the department or is absent for more than one year is subject to the entrance requirements in force at the time of reentrance.
4. A student who has been discontinued from a department of the University, either permanently or probationally, for academic reasons which would make the student an unsatisfactory candidate for a degree from that department must complete a change of major form and file it with the Records Office prior to admission into another department. The student must meet all admissions standards and other requirements of the department where accepted.
5. Admission to conjoint or combined programs requires regular admission to both departments prior to status in a conjoint or combined program. Both departments involved in conjoint or combined programs keep complete files of application, admission, progress, and graduation records.
6. The Records Office will inform both departments each semester of all students in conjoint or combined programs. This will be accomplished by distributing a computer-generated list of students enrolled in a secondary department. The printout will list each student's primary department.
7. Immigration documents are furnished only after a student has been accepted by the University.

## ***TOEFL***

Regardless of nationality or citizenship, an applicant whose native language is not English may be required to pass the Test of English as a Foreign Language (TOEFL) or its equivalent. The minimum total score requirement is 500 for TOEFL unless adjustments are made at the discretion of the individual department.

### ***English Proficiency***

Each student is required to take a proficiency examination in English during the junior year. Upper division transfer students who have completed Freshman Composition are required to take the English Proficiency Examination during the first semester in which the examination is offered. This examination is administered as scheduled in the calendar, once during the fall and spring semesters. Students who fail to pass the examination twice are required to enroll in and pass EN 250 English Fundamentals in order to qualify for graduation. Students who receive at least a B in EN 304 are exempt from this examination.

### ***Registration***

1. A student is not permitted to attend a course without being registered for that course unless an exception is granted by the Vice President for Academic Affairs.
2. A student, through the registration process and with the consent of the teacher, may opt to audit certain courses but not participate in any laboratory experience which may be part of the course requirements; in this case the transcript carries the designation AU. This option does not include a predominantly laboratory experience course.
3. A student who is permitted to register later than the scheduled registration day is charged a late registration fee. A student may not register for a course later than the ending date of late registration that is published in the University Course Schedule. This date is usually calculated in five school days after the latest school's registration day. For special cases, when a student is prohibited by unavoidable circumstances to register on time, the Vice President for Academic Affairs may grant permission for the student to register at a later time. In such cases, the Vice President will send written notification of the situation to both the Office of Student Finance and the Records Office. This notification should be sent before the close of late registration whenever possible.

### ***Withdrawals and Addition of University Courses***

Students who want to add or drop a class or change a section after having completed registration for credit or audit should follow these procedures:

1. **To drop** a class before the deadline (one week after mid-semester), students
  - a. obtain form from the Record's Office
  - b. secure proper signatures
  - c. pay the appropriate fee
  - d. return the form to the Records Office.

Students may expect a W for the class if dropped between the last day for a 60 percent refund and the final deadline. Failure to drop officially through processing a form results in final grade of FA.

2. **To add** a class by the last day of late registration, students follow the same steps (A-D) as listed under "Drop." A charge of \$10 is made for each change of schedule until the last day for any tuition refund, except when the change is made necessary by the cancellation of a scheduled class or a change of class time which renders it impossible for students to maintain their original schedule.
3. **To discontinue** a course of study, students must complete a terminal leave form one week before final examinations begin.

Transfer students are allowed the first semester of enrollment within which to submit the documentation that is expected by the school. Subsequent enrollment is contingent upon the previous submission of documents.

### *Student's Official Name*

1. The official name for a student is the name the student submits on the original application or data sheet to the University. The Records Office will monitor the corrections and obtain names for initials submitted at registration.
2. A student may change his/her name during attendance at Oakwood University by submitting a Change of Data Form to the Records Office or making the appropriate change on the registration form.
3. One's maiden name (where applicable) may be used as a second name.

The name as recorded in the student's record will be used for all University records such as

- Registration forms
- Grade reports
- Transcripts
- Graduation program
- Diploma or Certificate of Completion of Graduation

**Document Title:** FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT  
**Category:** Records - Student Academic Affairs  
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As amended, the Family Educational Rights and Privacy Act of 1974 (the Buckley Amendment) ensures that eligible students have the right to

1. Inspect and review educational records files, and other data.
2. Waive the right of inspection and review of confidential letters and statements of recommendations filed since January 1, 1975.
3. Challenge the content of educational records to ensure that they are not misleading or inaccurate.
4. Preclude directory information from being released.
5. In many cases, decide whether or not a third party may obtain information about them.

The act obliges the University to inform students of their rights and to establish policies and procedures through which their rights can be exercised. Oakwood University intends to comply fully and fairly with the provision of the act and with its statements on policies and procedures.

## DEFINITIONS

The following terms, contained in the federal regulations, are specifically defined for purposes of this policy.

A. **Directory information** includes the following student information:

- Name
- Address
- Telephone number
- Date and place of birth
- Major field of study
- Dates of attendance
- Degrees and awards received
- Most recent previous educational agency or institution attended by student

B. **Disclosure** means permitting access, release, transfer, or other communication of education records of the student or the personally identifiable information contained therein orally, in writing, electronically, or by any other means to any party.

C. **Educational Record** means any data recorded in any medium that is directly related to a student and are maintained by the University.

The following types of records are not included in the terms “Educational Records” or “Student Records” under the act and are not subject to inspection or review by students.

1. Financial statements of parents.
  2. Confidential statements and recommendations filed prior to January 1, 1975.
  3. Records which the student has waived the right to inspect.
  4. Records of instructional supervisor and administrative personnel that are in the sole possession of the maker and are not revealed to any other individual except a substitute who performs on a temporary basis the duties of the individual who made the record.
  5. Records of the law-enforcement unit of the University, which are kept separate from educational records and maintained solely for law-enforcement purposes and available only to law-enforcement officials of the same jurisdiction.
  6. Records which are maintained by a physician, psychiatrist, psychologist, or other recognized professionals or para-professionals acting or assisting in a professional or para-professional capacity which are used solely in connection with the provisions of treatment to the student.
  7. Records of the University which only contain information relating to a person after that person is no longer a student (e.g., information gathered on the accomplishments of alumni).
- D. **Financial aid** means a payment to the student that is conditional upon attendance at the University or some other educational institution.
- E. **Personally identifiable** means the data or information which includes the name of the student, the student's parent or other family member, the address of the student, a personal identifier such as the student's Social Security number, a list of personal characteristics that would make the student's identity easily traceable, or other information that would make the student's identity easily traceable.
- F. **Student** means any individual for whom Oakwood University maintains educational records. This term does not include an individual who has not been in attendance at Oakwood University. A person who has applied for admission but has never been in attendance is not considered to be a student with respect to the act and the records maintained.
- G. **Legitimate educational interests** means the demonstrated need to know by those officials of an institution who act in the student's educational interest, including faculty, administration, clerical and professional employees, and other persons who manage student record information.
- H. **School officials** are those members of an institution who act in the student's educational interest within the limitations of their need to know, which may include faculty members, administration, clerical and professional employees, and other persons who manage student record information.

## **RIGHT OF ACCESS**

No one will have access to a student's educational records, nor will their contents be disclosed, without the written consent of the student except under the following conditions:

1. Students request review of their own records.
2. Authorized government officials or agencies require disclosure for audit and evaluations of state and federally supported programs.
3. Full-time University employees exercise authorized access and legitimate educational interest.
4. Release to directors of Enrollment Management, Records, and other appropriate officials of another school system in which the student intends to enroll on condition the University makes a reasonable effort to inform the student of the disclosure.
5. Persons or organizations providing student financial aid require disclosure.
6. Accrediting agencies engaged in the accrediting function require disclosure..
7. Disclosure is made to the parents of a student whose status as a dependent has been established according to the Internal Revenue Code of 1954, Section 152.
8. Compliance with a judicial order or lawfully issued subpoena, provided a reasonable effort is made to notify the student prior to compliance.
9. Disclosure to authorized officials in connection with an emergency, if knowledge of the information is necessary to protect the health or safety of the student or another person.

The written consent of the student must be signed and dated and must include the student's Social Security number or birth date. The written consent must specify the record to be disclosed, the purpose or purposes of the disclosure, and the party or parties to whom the disclosure may be made.

Directory information is considered public and may be released without written consent unless specifically prohibited by the student.

A student may restrict publication of directory information by completing the appropriate form in the Office of Records and Enrollment Management requesting the directory information not be released. As a matter of policy, Oakwood University does not release directory information relating students to commercial mail advertisers or other vendors.

All third parties to whom information or records are disclosed shall be informed at the time of disclosure that no further disclosure of personally identifiable data, other than directory information, is authorized without the written consent of the student.

A record of each third-party request for and each disclosure of personally identifiable information from a student's record will be maintained within the student's record. However, a University officer is not required to maintain a record of requests of disclosures to persons seeking directory information and University officials with a legitimate educational interests.

It is the policy of the University to permit the student to inspect this record of requests and disclosures pertaining to his or her records. This record of requests shall be maintained as long as the education record to which it pertains is maintained.

## **REQUEST FOR REVIEW OF RECORDS**

Students may request to inspect and review educational records as previously defined. Such a request must be made to the Director of Records, who will forward the request to the appropriate office which keeps the records. Although it is University policy to respond to a request to inspect records as promptly as possible, an office has up to 20 working days to honor the request. A student may request and receive an explanation or interpretation of his/her record from a responsible official. Each office in which educational records are located maintains a record of requests and releases of personally identifiable information.

## **RIGHT TO CHALLENGE INFORMATION IN STUDENTS' RECORDS**

Students may challenge any information in their educational records which they believe to be inaccurate, misleading, or inappropriate. If students wish to challenge information in their file, they must make a request in writing to the official responsible for the record in question that the record be amended. The responsible official shall decide as soon as possible, but not longer than 20 working days from the date of the request, whether or not to amend the challenged record. If the student considers the record faulty and the responsible official denies the request for change, the student may request and receive a hearing of the matter to the end that the record be amended if adjudged faulty or in violation of the student's rights.

Such requests for a hearing must be made in writing to the Director of Records and Enrollment Management, who will inform the student of the date, place, and time of the hearing. The hearing will include the following: Assistant Vice President for Academic Affairs, the University general counsel, the Director of Records, the Director of Enrollment Management (chairman), the Vice President for Student Services, and the official responsible for the maintenance of the educational record in question if different than the previously designated individuals. The student, the official responsible for the question (where appropriate), and all other necessary parties will be present at the hearing. A student may be assisted or represented at the hearing by one or more persons of his or her choice. The judgment of the committee shall be final, based solely on the evidence presented at the hearing, and the record shall be changed or retained as recommended. The committee will issue a written statement summarizing the evidence and stating the reasons for the decisions, which will be delivered to all parties concerned.

If the Student Records Challenge Committee decides against the requested change, it shall inform the student that he or she shall have the opportunity to place with the record a statement commenting upon the information in the record and/or setting forth any reasons for disagreeing with the decision of the committee. This statement shall be maintained as long as the questioned record is maintained and shall be provided to all persons to whom the questioned record is provided.

## **RESPONSIBILITY OF INFORMING STUDENTS THEIR RIGHTS**

The University shall inform students of their rights under the act by the publication of the following statement in the *University Bulletin* and in the *Student Handbook*:

### **Privacy of Student Records**

Oakwood University hereby notifies students concerning the Family Educational Rights and Privacy Act of 1974. This act, with which the institution intends to comply fully, is designed to protect the privacy of educational records, to establish the right of students to inspect or review their educational records, and to provide guidelines for the correction of inaccuracies or misleading information. The University has adopted a policy which explains in detail the procedures to be used by the University for compliance with



the provisions of the act and the regulations adopted pursuant thereto. Copies of the policy can be obtained from the Offices of Records, Enrollment Management, Student Affairs, and Academic Affairs. Questions concerning the Family Educational Rights and Privacy Act may be referred to the Director of Records and director Enrollment Management.

### **ASSISTANCE WITH PROBLEMS OR QUESTIONS CONCERNING COMPLIANCE**

Questions about the provisions of this act should be directed to the Director of Records.

If a student believes the University has not complied with the act (other than challenging information in the student's record—see Section IV), complaints must be made in writing to the Director of Records. Violations must be specifically identified. Such complaints will be reviewed and responded to by the Student Records Challenge Committee. The response to the committee will be in writing to the student and will be the official and final University response to the complaint.

If after exhausting University appeal procedures there are additional complaints regarding violation of rights, these should be submitted in writing to the Family Educational Rights and Privacy Act Office, Department of Education, Washington, D.C.

### **STUDENT RECORDS**

The University maintains a wide variety of documents that may be considered educational records. Many of these are educational records. In many cases, these are maintained centrally and distributed through University/school deans, departmental/divisional chairpersons, and individual faculty members for the purposes of carrying out advisement and instructional tasks. The following are the types of records maintained by the University, with the name of the office responsible for the maintenance and distribution of the record. The title of the individual responsible and the location of these offices can be ascertained from the current Oakwood University Faculty/Staff Directory.

- **Business Office:** student fees and payroll records.
- **Counseling and Placement Office:** test scores (ACT, SLEP, CTBS, GED, GRE, SAT, NTE, TOEFL) and counseling records.
- **Financial Aid Office:** applications for financial aid and supporting documentation.
- **Health Services Office:** medical records.
- **Student Affairs Office:** housing information, attendance data, and disciplinary offenses.
- **Testing Office:** test scores (ACT, CLEP, CTBS, GED, GMAT, GRE, SAT, NTE, TOEFL).

**Document Title:** GRADES/INSTRUCTOR GRADE REPORTS  
**Category:** Records - Faculty Academic Affairs  
**Number:**  
**Effective Date:** April 5, 1999  
**Authority:** Executive Director, Student Enrollment Services  
**Document Status:** [ ] [ ] [ ] [ ] Revision Dates [ ] Replacement [ ] Addition

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## GRADES/INSTRUCTOR GRADE REPORTS

All course grades are due to the Director of Records five days after the last day of final examinations.

Instructors are responsible for turning in their grades to the Records Office on time. Instructor Grade Reports (IGR's) are sent to each department for every course taught by the department in any given semester. Faculty should anticipate receiving IGR's at the end of each term. If they do not receive an IGR, they need to contact the Records Office for a copy.

A grade must be assigned to each name listed. No blanks may be left on the IGR. The following grades are appropriate: A, A-, B+, B, B-, C+ C, C-, D+ D, F, FA, P, U, AU, I, DG, NC, W.

The following designations have limited use:

- I** Given for circumstances beyond a student's control. An "I" may be changed to a grade only by the instructor before the end of the following term, but excluding the summer sessions for those not in attendance during that term. Incomplete units are not calculated in the grade point average.
- W** Assigned by the Records Office when students submit change of program forms according to University policy.
- FA** Assigned by the instructor when a student fails due to absences.
- P/U** Assigned by the instructor as directed by their department for courses in which a letter grade cannot be determined. Assigned by the Records Office when a student submits a P/U request form to the Records Office according to University policy. "S" is equivalent to "C" or better in undergraduate courses.

Instructors are to submit letter grades for courses in which students may elect P/U grades. As stated above, the Office of University Records will enter the S/U grade based on the letter grade assigned by the instructor.

Names are not to be added to IGR's, nor should changes be made in courses titles or units without verifying a student's registration with the Records Office. This should not be necessary at the end of the semester when IGR's are printed as all changes are to be made when the course roster is issued at the beginning of the semester.

A pen or typewriter should be used to enter grades. All corrections need to be initialed.

### *Incomplete Grade*

A Petition to Receive Incomplete Grade Form must accompany the grade report for each "I" assigned and must include all the necessary signatures. Also, include the anticipated completion date (no later than the last day of the following semester; for the spring semester, it can be the last day of the fall semester if the student does not attend summer school). An "I" is accepted when the reason stated on the form is valid according to University policy, which is printed on the form.

By the use of the Petition to Receive Incomplete Grade Form, the student requests an "I" grade from the instructor, stating the reason for the request and obtaining the signatures of the instructor and the department chairperson. The form is left with the instructor. The instructor will then report the "I" grade on the grade report form as well as the grade which the student will receive if the deficiency is not removed within the time limit. The petition form is then filed with the Records Office along with the grade report form. It is the responsibility of the Records Office to give final acceptance of the petition. The original copy of the Petition to Receive Incomplete Grade will be kept in the Records Office no later than the final day when grades are due the succeeding term.

An "I" grade should only be given in an emergency situation and not for a remedy for overload, failure on final examination, absence from final examination for other than an emergency situation, or low grade to be raised with extra work.

**Document Title:** NEW COURSES AND COURSE CHANGES  
**Category:** Records - Student Academic Affairs  
**Number:**  
**Effective Date:** April 5, 1999  
**Authority:** Executive Director, Student Enrollment Services  
**Document Status:** [10/2010][ ] [ ] [ ] Revision Dates [ ] Replacement [ ] Addition

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## NEW COURSES AND COURSE CHANGES

The University has its own protocol for approving new courses or making changes to existing courses. The following information is required for entering a new course into the *Oakwood University Bulletin*.

- Course prefix, number, and title
- Number of semester hours or clock hours (this will print on a student's transcript).
- Repeat limit
- Repeat maximum hours
- Lecture hours, lab hours, etc.,
- Cost per credit hour
- Grading mode (convention letter system or P/U)
- Schedule type (includes lecture, lab, seminar, clinical, independent study, tutorial)

### Procedure for Making Course Available for Scheduling

1. Send a copy of the approved New Course Application or a Request for Course Change Form to the Record Office.
2. The Records Office personnel will enter the course information into the *Oakwood University Course Schedule*.
3. The Records Office will send a copy of the Approved New Course Application or a *Request for Course Change Form* to the Office of Academic Affairs.
4. The Office of Academic Affairs will enter the course information into the *Oakwood University Bulletin*.

To help keep the *University Bulletin* up to date, each new course or course that has been changed in some way will be given a status code. Status codes are as follows:

- A - Active
- B - Pending *University Bulletin*
- C - Course change/pending *University Bulletin*

The only status code at this time that does not permit a course to be scheduled is "I" for Inactive. As courses are deleted, a *Request for Course Change Form* should be sent to the Records Office stating that the course has been deleted.

**Document Title:** PUBLICATION OF COURSE DESCRIPTIONS  
**Category:** Records - Student Academic Affairs  
**Number:**  
**Effective Date:** November 1, 2010  
**Authority:** Executive Director, Student Enrollment Services  
**Document Status:** [ ] [ ] [ ] [ ] Revision Dates [ ] Replacement [ X ] Addition

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## **PUBLICATION OF COURSE DESCRIPTIONS**

All courses taught at Oakwood must appear in the *University Bulletin*. This is a necessity for students receiving VA benefits and for former students needing to provide an employer, etc., with verification that they have taken a course in a specified content area.

A course with a variable number of credit hours must include in its description the difference in content between course or requirements for each credit hour taught. For example: the description of a course that is two to three credit hours may state that a lab is required for the third credit hour.

A computer printout of all courses in the catalog is available upon request from the Records Office. Departments are encouraged to use this list to identify new courses and course changes that have been made since the last publication of the *University Bulletin*.

The *University Bulletin* is available on-line at the Oakwood University website.

**Document Title:** STUDENT RECORDS  
**Category:** Records - Student Academic Affairs  
**Number:**  
**Effective Date:** April 5, 1999  
**Authority:** Executive Director, Student Enrollment Services  
**Document Status:** [ ] [ ] [ ] [ ] Revision Dates [ ] Replacement [ ] Addition

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*Oakwood University is in compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA). In keeping with this law, it is the University's policy to grant appropriate access to student academic records while protecting their confidentiality.*

#### **DEFINITIONS:**

**Student:** one who is attending or has attended Oakwood University

**Educational record:** any record in whatever form (handwritten, taped, print, film, or other medium) which is maintained by the University, except the following:

- Personal records kept by a University staff member if the record is not revealed to others and is kept in the sole possession of the staff member.
- Student employment records that relate exclusively to the student in the capacity of an employee.
- Records maintained separately from educational records solely for law-enforcement purposes that are revealed only to law-enforcement agencies of the same jurisdiction.
- Medical records maintained by the University student health clinic if those records are used solely for treatment and made available only to those persons providing treatment.

#### **RIGHTS UNDER FERPA**

Students and parents of dependent students shall have the right to do the following:

1. Inspect and review the student's educational records.
2. Request that the student's educational records be amended to ensure the records are not inaccurate, misleading, or otherwise in violation of a student's privacy or other rights.
3. Consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent.
4. The right to file a complaint with the U.S. Department of Education concerning the failure of Oakwood University to comply with the requirements of FERPA.

#### **PROCEDURE TO INSPECT EDUCATION RECORDS**

Students may inspect and review their education records upon request to the appropriate records custodian. Students must submit a written request that identifies as precisely as possible the record the student wishes to inspect. Access will be provided within forty-five days of the written request.

### **RIGHT OF OAKWOOD UNIVERSITY TO REFUSE ACCESS**

Oakwood University reserves the right to refuse to permit a student to inspect the following information:

- The financial statement of the student's parents.
- Letters of recommendation for which the student has waived his or her right of access.
- Records of applicants who were not admitted to the University.
- Records which are excluded from the FERPA definition of educational records.

Oakwood University reserves the right to refuse to provide copies of records to students with outstanding financial obligations to the University or where is an unresolved disciplinary action pending against the student.

### **DISCLOSURE OF EDUCATION RECORDS**

Oakwood University will disclose information contained in a student's education record only with written consent of the student, with the following exceptions:

- School officials, including teachers, who have a legitimate educational interest in the record.
- Officials of another school in which the student seeks or intends to enroll
- Federal, state, and local agencies and authorities as provided under law
- Parents of an eligible student if the student is claimed as a dependent for income tax purposes
- To comply with a judicial order or lawfully issued subpoena
- As otherwise permitted by FERPA

### **CORRECTION OF EDUCATION RECORDS**

A student must notify the office of the Vice President for Academic Affairs of information in the student's educational record which the student believes is inaccurate, misleading, or otherwise in violation of a student's privacy or other rights.

If the University does not correct the student's record in accordance with the student's request, the student is entitled to a hearing. If the student requests a hearing, the University will notify the student of the time and place of the hearing, which will be conducted before an impartial hearing officer. The student will have the opportunity to present evidence at the hearing and may be accompanied by a member of the University community. (As this is not a legal proceeding, no lawyers are permitted to attend.)

*If the hearing officer determines that the information contained in the record is inaccurate, misleading, or otherwise in violation of a student's privacy or other rights, the record will be amended and the student will be notified in writing of this.*

If the hearing officer determines that the information contained in the record is not inaccurate, misleading, or otherwise in violation of a student's privacy or other rights, the student will be allowed to place a statement in the educational record stating his or her position.

A statement contesting information contained in an educational record will be maintained as long as the information is kept in the file.

**Document Title:** DETERMINATION OF CREDIT HOURS AWARDED FOR COURSES  
**Category:** Records  
**Number:**  
**Effective Date:** February 1, 2012  
**Authority:** Executive Director, Student Enrollment Services  
**Document Status:** [ ] [ ] [ ] [ ] Revision Dates [ ] Replacement [ X ] Addition

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### **Determination of Credit Hours Awarded for Courses**

Oakwood University uses the semester credit hour to measure its course work. The number of credit hours assigned to a course quantitatively reflects *the outcomes expected, the mode of instruction, the amount of time spent in class, and the amount of outside preparatory work expected for the class.*

The institution uses a 14-16 week semester calendar. A class hour equals 50 minutes.

### **Credit Guidelines**

One semester credit hour is assigned in the ratios described below:

#### **Non-Laboratory Class Instruction** (Lecture-type Courses)

Normally, one credit hour is associated with a class meeting for 50 minutes per week for an entire semester. The expectation is that each in-class hour of work should require two hours of preparation or other outside work.

#### **Laboratory Class Instruction**

Normally, one credit hour is associated with a laboratory class meeting for 150 to 200 minutes per week for an entire semester (The variation in minutes allows for departmental discretion). Normal variation includes:

- Lecture-type courses that require a lab to be taken simultaneously may include credit for the lab in the course credit and list the lab in the university catalog as 0 credits.

#### **Independent Study**

Credit hours associated with this type of instruction will be assigned credit depending upon the amount of activity associated with the course, faculty supervision, and required productivity.

#### **On-line Coursework**

Credit hours associated with on-line courses should be equivalent to credit hours when a course is delivered in another format on campus.

#### **Non-Directed Study** (Practice/Study/Observation)

No credit hours are awarded for these learning situations.

### **Procedure for Exceptions**

*Many situations and new developments may cause a given department or faculty member to vary from the guidelines listed above in the assigning of credit.* If this situation should arise, a written request must be submitted to the Curriculum Committee of the Faculty Senate for creating or revising a course, specifying the type of variance to be applied, and the expected benefit. The Curriculum Committee will consider the request and make a recommendation to the Faculty Senate. A final affirmative vote by the Faculty Assembly is required in order for the exception to go into effect. If approved, formal notification must be provided to the Record's Office. This will allow the Record's Office to document such variances and ensure that accurate record-keeping is maintained.