

CHAPTER 5: FEES & ACADEMIC POLICIES

(For a complete list of college-wide policies, see the online catalog at <http://www.linfield.edu/catalog.html>)

1. Fees for 2009-2010 Academic Year

Tuition (per semester credit)	\$320.00
Audit (non-credit) per semester credit.....	\$160.00
Application Fee-Degree.....	\$100.00
Application Fee-Certificate.....	\$50.00
Credit by Examination.....	\$395.00
Evaluation Fee (CPL, ACE)(per semester credit).....	\$50.00
Online Course Fee (per credit)	\$40.00
Per class of 3-6 credits	\$120.00
Late Registration Fee.....	\$50.00
Change Major	\$50.00
Portfolio Submittal:	
0-15 credits	\$325.00
16-25	\$425.00
26-31	\$525.00

2. Payment and Refund Policy

Payment is required at the time of registration. You have the following options:

- Tuition may be paid in full by check, money order, or credit/debit card (VISA or MasterCard) at the time of registration.
- You may use the Deferred Payment Plan in Fall, Spring and Summer (see below).
- If you are eligible for employer-sponsored billing or Veteran's benefits, all verification paperwork must accompany your registration form.
- If you plan to receive a financial aid award to cover tuition, all necessary documents must be received in the financial aid office prior to registration (FAFSA, LAFA, academic plan).

Additional Costs

A late registration fee of \$50 is charged for registrations received after the date published in each schedule.

Materials, lab fees, travel costs, etc. are not included in the cost of tuition. See the individual course listing for additional fee information. These are generally non-refundable. The online fee is non-refundable after the start of the semester.

Deferred Payment

The Linfield College Deferred Payment Plan costs \$25 and allows students to defer up to one-half of their tuition at the time of registration and pay the remainder in two installments. No deferred payment plan is available for Winter Term.

Tuition + Fee Refund

Refunds are applied in accordance with the Federal statute for colleges and are calculated **on the date you notify the DCE office** that you are dropping a class. No refunds are permitted after 60% of the class has been held. The fee for online courses is also *non-refundable* after the start of the semester. Fees for travel courses may not be refundable.

Application fees are not refundable after the official evaluation is complete.

3. Registration Policy

- You may not register after the first class meeting or first week of an online class without the approval of the instructor.
- Register early if you *must* take certain classes.
- Notify your advisor if you do not register for the classes on your academic plan.
- Do not attend class unless you are registered for that course.
- No registration is permitted after the third class meeting of a traditional course, or third week of an online course in fall and spring semester.

If You Pay Your Tuition By Credit Card

You may register for classes online through WebAdvisor or fill out the registration form in the class schedule and mail or fax it to the DCE office. If you register for your classes online, you should pay your account in full the next full business day after you register through WebAdvisor. If you are using the deferred payment plan (see below) you must mail or fax a signed registration form to the DCE office.

If You Are Eligible For Financial Aid

You must fill out the registration form in the class schedule, sign the promissory note at the bottom, and mail or fax it to the DCE office. You must have submitted a FAFSA, LAFA and an academic plan to the financial aid office. Register for Fall and Winter at the same time and use your Fall aid to cover the combined tuition.

If You Are Eligible For Veteran's Benefits

You must fill out the registration form in the class schedule, sign the promissory note at the bottom, indicate the chapter number, and mail or fax it to the DCE office.

If You Pay Your Tuition By Check

You may fill out the registration form in the class schedule and mail it to the DCE office with your check. If you elect to use the deferred payment plan, you need to include the payment plan coupon and fee.

If You Use The Deferred Payment Plan

You may pay with either check or credit card, but you must sign the deferred payment plan coupon and mail it or fax it to the DCE office.

Am I Registered And How Do I See My Grades?

You can check on WebAdvisor. Set up your CatNet account as soon as you are admitted and register for class.

Registration Questions

If you have questions regarding registration, please contact the DCE office via email at dce@linfield.edu or call 800-452-4176 or 503-883-2447.

Auditing a Class

Students who want to audit a class must make that decision by the end of the first week in the *term or semester*. Changing to audit after the first week is *not* an option.

Adding & Dropping a Class

All adds and drops must be done online through WebAdvisor or in writing by fax or mail. It is the student's responsibility to drop a class before the end of the business day on the posted deadline and to check through WebAdvisor to ensure the drop has been processed. No withdrawals are permitted after the posted deadline to do so.

How do you decide whether to drop a course or stay in and try to complete the requirements?

1. Gather Information

What is my current situation in the class?

- What grade have I earned at this point?
- How much time and effort have I put into the course?
- How much of the final grade is already determined?

What can I do to improve my situation?

- What does the professor recommend?
- How much more time/effort do I need to invest?
- How well do I need to do on future tests/papers?

2. Identify Options

- What are my chances of passing the class? Of getting a C?
- Is an Incomplete grade a possibility? Not all faculty will agree to an incomplete grade. Usually you will be expected to have completed at least half of the required work. You have until the middle of the next semester to complete the work or a contingency grade (usually F) will be posted.
- Do I need this class to qualify for financial aid?

3. Look at the Consequences

- What are the consequences of an F, a C, a D? When you receive an F or a D in a course and then repeat the course and earn a higher grade, the original grade will no longer affect your grade point average.
- If I don't take this class now, will it affect my choice of classes in the next few terms or my plans for graduation?
- How will my performance in other classes be affected if I invest additional time and energy in this class? How will dropping this class affect other classes?
- What are the consequences of having a W on my transcript? One or two will probably not be noticed. A pattern might attract attention.

Withdrawal Policy

The final date to withdraw with no notation on your transcript and the final date to withdraw with a **W** on your transcript are printed on page 1 of each class schedule and on the Division of Continuing Education Academic Calendar.

No record of the class will appear on your transcript if you drop a class prior to the early withdrawal date. If you drop after that date but before the last date to withdraw, the course will remain on your transcript, and a **W** will appear in the grade column. The **W** will not affect your grade point average.

If the last scheduled class meeting is prior to the last date to

withdraw, you must drop the class one week in advance of the last meeting. The policy for dropping a class is entirely separate from the tuition refund schedule found on page two of the schedule.

4. Grading

A student's academic achievement is recorded on the permanent academic record in the following grades:

- A, A-** Excellent comprehension of the material and exceptional performance.
- B+, B, B-** ... Above average capability and better than normal performance.
- C+, C, C-**... Adequate understanding of the material and acceptable performance.
- D+, D**..... Marginal comprehension of the material and below average performance.
- F** Inability to deal successfully with the material and inadequate performance.
- S** "Satisfactory." Acceptable understanding of the material and adequate performance. Equivalent to a C or better. There is no GPA calculation for this grade.
- U**..... "Unsatisfactory." Marginal comprehension of material and inadequate performance. Equivalent to a C-minus or poorer. Counts as zero quality points in GPA calculation.

Use of "+" and "-" following a letter grade is at the discretion of the individual faculty member.

While the following designations are not grades per se and do not affect grade point averages, they are used on academic records in lieu of grades in certain instances:

- CE**..... *Credit* earned by examination.
- AUD**.... *Audit* implies regular attendance and participation in the course.
- W**..... *Withdrawal*. The designation of withdrawal is given when the student requests to withdraw from a class prior to a published deadline.
- I**..... *Incomplete*. An incomplete is given at the discretion of the instructor when the quality of work is satisfactory but the course requirements have not been completed for reasons of health or other circumstances beyond the student's control as determined by the instructor. Each incomplete assigned must be accompanied with a contract statement agreed to by both the instructor and the student as to:
- What work remains to be completed
 - How the work is to be evaluated.
 - A deadline for completion of the work, which can be no later than the following (a) April 15 for an Incomplete given for a course in fall semester or winter term, and (b) November 15 for an Incomplete given for a course in spring semester or summer term. This deadline may be extended only if the student successfully petitions the Academic Support Committee.

Petitions must have the approval of the instructor and must be received prior to the original deadline.

Each Incomplete must be accompanied by a contingency grade, in the computation of which the instructor has assigned a failing grade to the work not completed. This will be the grade finally recorded for the course if another grade is not submitted by the contract deadline (or a new deadline determined by successful petition).

An Incomplete must be changed to a grade before graduation. If no contingency grade is submitted and the "I" remains for more than one year, it will be changed to an "F"

IP *In Progress*. An In Progress designation is used for thesis, research, independent study, and internship courses when a continuing project must be extended for legitimate reason beyond the semester or term. The extension may not exceed an additional semester without approval of the Academic Support Committee. If the work is not completed within the stipulated time, as noted by the instructor, the instructor may report a grade in lieu of the F that will otherwise automatically be assigned with failure to complete the course.

AW *Administrative Withdrawal*. The designation Administrative Withdrawal is entered on the record in the case of a student who is officially registered in a course but who has not attended the class and not requested the designation of withdrawal. No quality points are entered into the student's grade point average (GPA). Login on constitutes attendance for online courses.

Grade Reports

With a Linfield CatNet account (email account) you may see your grades, registered classes and GPA on the Web. For instructions, go to the DCE website, current, students, computer accounts.

Important notices will be sent to your Linfield CatNet account.

Early Grade Report

Many employers require a grade report before providing reimbursement for tuition and book costs. To expedite the reimbursement process, ask your professor for an early grade report. You may copy the form in the back of this book. You may also call the DCE office and request an unofficial copy of your transcript to use for reimbursement.

Changing Grades

Once recorded on an academic record, a grade may be changed only in the case of clerical error or faculty recalculation. All other grade changes must be petitioned through the Academic Support Committee.

Grade Point Averages

For purposes of computing your grade point average (GPA), quality points are awarded as follows:

Grade	Quality Points	Grade	Quality Points
A	4	C	2
A-.....	3.7	C-.....	1.7
B+.....	3.3	D+	1.3
B	3	D	1
B-.....	2.7	F.....	0
C+	2.3		

Only the grades you earn in Linfield courses are computed on your Linfield transcript. The process of computation is as follows: the number of credits you received in any Linfield class for which you received a letter grade is multiplied by the number of quality points assigned for the grade earned. The total number of points thus calculated is then divided by the total number of credits earned in the courses taken. The resulting figure is your GPA.

At graduation time an overall GPA is computed only for purposes of distributing honors. This GPA encompasses all grades you have received in coursework taken to meet graduation requirements whether at Linfield or elsewhere.

5. Records and Transcripts

To order an official transcript simply write to the Registrar's office or to the DCE office and indicate the name and address of the institution and/or individual to which you want an official copy sent. Include your signature and student ID number. The fee is \$5 for the first official transcript and \$1 for each additional transcript requested at the same time.

Your Linfield transcript records all credits accepted by the college as well as course grades. You may fax a transcript request and include a credit card number and your signature.

6. Academic Probation

Academic records are evaluated at the end of fall, winter, spring and summer semesters. Any student whose cumulative GPA falls below 2.00 will be placed on probation. DCE students on academic probation will have 12 semester credits (the equivalent of a full load for one term) in which to bring the cumulative GPA above 2.00.

The probation policy is also the standard used to determine normal academic progress as defined by the Office of Financial Aid.

7. Academic Suspension

If a student fails to bring his or her cumulative GPA above 2.00 within 12 semester credits of Linfield coursework after being placed on academic probation, the student shall be suspended from the College.

Students are notified of their academic suspension status by certified mail immediately after the appropriate semester or term. For any further inquiries about the academic suspension policy, students should contact the DCE office.

8. Academic Suspension Appeal

Suspended students shall have the right to request an Admission and Financial Aid Committee (AFA) review. Students may submit an academic suspension appeal letter to the AFA Committee via the DCE office. In addition to the appeal letter, students may ask that any Linfield College faculty member or administrator submit a letter of support to the AFA committee on their behalf. The support letters should also be submitted to the DCE office. Students will be notified of the AFA committee decision at the earliest possible date. For any further inquiries about the academic suspension appeal policy, students should contact the DCE office.

9. Academic Honesty

Academic work is evaluated on the assumption that the work presented is the student's own, unless designated otherwise. Anything less is unacceptable and is considered academically dishonest. Academic dishonesty includes:

Cheating. This includes using or attempting to use unauthorized materials, information, or study aIDST in any academic work submitted for credit.

Plagiarism. Submission of academic work for credit that includes material copied or paraphrased from published or unpublished works without documentation.

Fabrication. Deliberate falsification or invention of any information or citation in academic work.

Facilitating Academic Dishonesty. Knowingly helping or attempting to help another to violate the College's policy on academic dishonesty.

Students guilty of such acts are subject to disciplinary action. In dealing with academic dishonesty, the instructor shall have discretion as to what penalty to impose regarding the course grade. Instructors are required, when discovering a case of academic dishonesty, to inform the Dean of Students, as well as the student, in writing of the incident within 10 days of the discovery of the offense. The Dean of Students is responsible for referring all cases involving more than one offense by the same student directly to the College Judicial Council. The Judicial Council may impose College-level penalties upon the offending student. Students may also appeal a decision of an instructor to the Judicial Council.

10. Petitions

Petitions for exemptions to academic policies of the College may be submitted to the Academic Support Committee of the faculty. By definition, the petitions must argue why a rule which otherwise applies to everyone should be set aside in the case at hand. Discuss the issue with your advisor first. Send all petitions to the attention of the Associate Director, DCE. You may copy the form in the back of this book (Appendix C).

11. Academic Grievances

Academic grievances concerning teaching and learning should be settled as close to the level of student-faculty contact as possible. If a student believes she has been treated arbitrarily or capriciously by an instructor in a grade assigned or other ways, s/he should first talk to the instructor. If the matter remains unresolved, the student should discuss a petition with her/his advisor. If a student decides to petition for a change of grade in a course, the student must submit all graded material for review by the residential faculty who teaches the course. The student should be forewarned that grade changes are rare and that the second faculty member could actually recommend a lower grade.

12. Student Behavior

Every faculty member and student has the right to conditions favorable to teaching and learning both in and out of the classroom. To foster and maintain such conditions, students have the responsibility to conduct themselves individually and in groups, in a manner which promotes an atmosphere conducive to teaching, studying, and learning. Students are expected to uphold academic and personal integrity, to respect the rights of others, to refrain from disruptive threatening, intimidating, or harassing behavior, or behavior which is harmful to themselves, other persons, or property. Faculty have the right and responsibility to foster an environment conducive to teaching and learning, and should this be threatened by student behavior, faculty are authorized and encouraged to initiate steps to deal with the issue.

13. Linfield Drug & Alcohol Policy

In keeping with the mission of the college, Linfield is committed to providing an environment which is safe and fosters excellence in learning for its students and in work performance for all of its employees. Therefore, the misuse and illegal use, possession, transportation, distribution, manufacture, or sale of alcohol and other drugs is not permitted on property owned or controlled by the college, or while representing the college on business or in other college sponsored activities. The use of alcohol on college owned or controlled property, or at events associated with Linfield programs, is restricted to those of legal drinking age.

14. Length of Time to Complete Your Degree

The Linfield College Catalog lists the requirements for all degrees offered by the College. Each catalog goes into effect at the beginning of the fall semester the academic year of issue and expires at the end of the summer session the seventh academic year after publication.

In order to receive a degree, a student must have satisfied, at the time of graduation, all college requirements for the degree as listed in one catalog. These include requirements common to all bachelor's degrees and BA or BS requirements. The catalog may be either the unexpired catalog in effect when the student was first admitted and enrolled at Linfield or any subsequent catalog in effect while the student was enrolled that has not yet expired.

Students enrolled in programs that are accredited or licensed must meet the requirements most recently approved by the accrediting agency or licensing authority.

Former students who wish to complete graduation requirements more than 10 years after their initial enrollment at Linfield must apply for readmission and complete all the requirements in effect at the time of enrollment.

15. Graduation and Commencement

One year prior to your intended date of graduation, you are expected to submit an *Intent to Graduate* form and send it to DCE. This form can be printed from the Linfield.edu/dce website. Once your Intent to Graduate form has been submitted, you will be placed on a commencement mailing list. Meet with your advisor to review your degree audit and design a final academic plan. The DCE Registrar will confirm that you are on track for graduation..

Linfield holds formal commencement exercises at the close of the fall and spring semesters. Any student who has completed all his or her degree requirements since the previous ceremony is eligible to participate.

Students may participate in commencement if they:

1. Have completed all degree requirements.
2. Will be within six credits of meeting all requirements on graduation day.
3. Have no outstanding debts to the College.

On graduation day students who have not fully completed their degree requirements receive blank diplomas. After completing all outstanding requirements they receive their actual diplomas.

Honors at Graduation

Honors are awarded on the basis of your grade point average for all graded work on your transcript with the exception of courses taken at foreign universities.

Summa cum laude. This distinction is awarded to graduating seniors achieving a cumulative grade point average no lower than that achieved by the upper 3% of the preceding graduating class.

Magna cum laude. This distinction is awarded to graduating seniors achieving a cumulative GPA no lower than the upper 10% and no higher than the upper 3% of the preceding graduating class.

Cum laude. This distinction is awarded to graduating seniors achieving a cumulative GPA no lower than the upper 25% and no higher than the upper 10% of the preceding graduating class.

Commencement Weekend

Commencement is a festive time, a time for you, your family and friends to celebrate your achievements as a student. The high point of the day is, of course, the graduation ceremony itself, when you and your fellow seniors receive official recognition as Linfield graduates. You will participate in this ceremony with students from the McMinnville and Portland campuses as well as other Adult Degree Program students. At commencement other events contribute to an atmosphere of celebration. A baccalaureate worship service takes place for those who wish to express their joy in religious terms. The service is non-denominational but broadly in keeping with Linfield's American Baptist heritage.