

ACADEMIC ADVISOR HANDBOOK

**DIVINE WORD COLLEGE
EPWORTH, IOWA**

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INTRODUCTION

Academic advising is a systematic process based on a close student-advisor relationship; it is intended to aid the student in achieving his or her educational, vocational, and personal goals through the full use of Divine Word College's resources. While the Divine Word College students have a Formation Director with whom they regularly consults regarding their continuing vocational and personal growth, the Academic Advisor complements this process by assisting them in choosing a program of academic studies which best fits their needs within the context of the mission of the College. Although the ultimate decision regarding courses taken and the degree pursued remains with the individual student, the Academic Advisor plays a vital role in helping the student take a realistic look at his or her academic options, opportunities, and responsibilities.

An effective Academic Advisor does not wait for the student to get in trouble, but rather shows the students that there are people who are concerned, who are interested in their well-being, and who want them to succeed. However, the students who often are most in need of advising services are often the ones who do not seek out these services voluntarily. Most proactive advising can anticipate a problem. Difficulties faced at the point where problems develop can be more easily dealt with than after these manageable problems become full-blown crises. Most student problems are solvable if identified early on.

The Academic Advisor's role in advising, counseling, and, at times, challenging the student in a caring way, demands knowledge of the advisee, the advisee's potential and goals, and a thorough knowledge of the College's academic programs, services, the individual program requirements, and various internal academic procedures. The Academic Advisor also has an obligation to become aware of cultural differences in student communication, values, and learning styles in order to be truly effective in advising and eliciting the cooperation of the advisee.

This *Academic Advisor Handbook* is designed to aid the Academic Advisor. This handbook, however, does not release the Academic Advisor, or any faculty member, for that matter, from the necessity to become familiar with the contents and provisions contained in the *College Catalog*, the *Faculty Handbook*, and the *Administrative Manual*, which are the official policy documents of the College. For these reasons, instead of duplicating what is already contained in the *College Catalog*, where possible, reference is simply made to that document.

TABLE OF CONTENTS

I.	Duties of the Academic Advisor	6
	Responsibilities of Academic Advisors	
	Responsibilities of Advisees	
II.	Academic Advisors/Student Classification.....	8
II.A	Regular Students.....	8
II.A.1	Lower Division	
II.A.2	Upper Division	
II.B	Special Students.....	9
II.B.1	Special Degreed Students	
II.B.2	Special Non-Degreed Students	
II.B.3	ESL Students	
II.C	Lower Division – Non-Majors.....	10
II.C.1	General Education Program	
II.C.2	Fulfilling the Language Proficiency Requirement	
II.D	Upper Division – Majors	12
II.D.1	Single Discipline Majors	
II.E	Policy Regarding Students Seeking Second Degrees.....	13
II.F	Graduation (cf., Appendix 24).....	13
II.F.1	125 Credit Hours	
II.F.2	Residency	
II.F.3	Final Assessment Exam	
II.F.4	Grades	
II.F.5	Special Students	
II.F.6	DWC Academic Programs, 2010-2013	
	Minor	
III.	Special Requirements.....	19
III.A	Priesthood Candidates	20
III.A.1	Philosophy Minor	
III.A.2	Theology	
III.A.3	Other	
III.B	SVD Brother Candidates	20
III.C	ESL Students	21
IV.	Pre-registration/Registration Procedures.....	22
IV.A	Office of the Registrar	22
IV.A.1	Pre-registration	
IV.A.2	Registration	
IV.A.2.a	New/Incoming Students	
IV.A.2.b	Returning Students	

IV.B	Academic Advisor	23
IV.B.1	Pre-registration	
IV.B.2	Registration	
IV.B.2.a	New Incoming Students	
IV.B.2.b	Returning Students	
IV.C	Registration Desk	25
IV.C.1	Pre-registration	
IV.C.2	Registration	
IV.C.2.a	New Incoming Students	
IV.C.2.b	Returning Students	
IV.D	Official Registration	26
V.	Special Aids for the Academic Advisors	27
V.A	Advisor Packets	27
V.B	Key to Course Number	27
V.C	Registration Schemas	27
V.C.1	Years Needed for a Degree	
V.D	Annual Reports	28
V.E	College Catalog	28
V.F	Grade Reports	28
V.G	Change of Registration	29
V.H	Auditing Classes	30
VI.	Student Complaints	30
VII.	Miscellaneous Information	32
VII.A	Confidentiality of Student Records	32
VII.B	Placement Tests/Developmental Courses	32
VII.C	Recommended Sequence of Philosophy and Theology Courses	33
VII.C.1	Philosophy Courses	
VII.C.2	Theology Courses	
VII.D	Grade Point Average	34
VII.E	Credit Hour Load	34
VII.F	Financial Aid/Satisfactory Progress	35
VII.G	Withdrawal from the College	35
VII.H	Language Rule	36
VII.I	Academic Honor Code	36
VII.J	Grade Changes	37
VII.K	Grade Appeals	37
VII.L	Retaking a Course	38

ACADEMIC ADVISOR HANDBOOK

I. Role of the Academic Advisor

The individual student bears the primary responsibility of seeing that all academic requirements – general education, major and minor programs, and requirements for entrance into a theology program – are fulfilled. The Academic Advisor, however, has the responsibility of taking the time necessary to advise and direct the student to implement and complete all requirements, **in the proper sequence**, in order to reach an academic goal. Achievement of this academic goal is best done by helping a student develop a detailed four-year plan of study and of specifying the semester in which certain required courses outlined the *College Catalog* will be taken.

When difficulties arise, it is strongly advised that the Academic Advisor not criticize a fellow faculty member or administrator before a student. It is more appropriate to face the problem as it currently exists and to develop effective remedies.

Moreover, an Academic Advisor cannot be a good counselor and betray a student's confidence. On the other hand, there are times when a frank exchange of helpful information between the advisor and the instructor or between the advisor and various deans is required. This exchange should be conducted in a professional and discreet manner. The advisor is an agent of the College and is thus expected to disclose any illegal activities, activities that are directly against the stated purposes of Divine Word College, and to disclose unethical behaviors to appropriate College administrators. **Thus, a student should be made aware of the limits of confidentiality between the Academic Advisor and the advisee.**

An Academic Advisor should not attempt to handle cases of emotional disturbances that fall outside the behavioral pattern of students adjudged reasonably normal. When complex problems arise concerning financial aid, mental or physical health, or personal/social counseling, advisors should refer students to professional personnel through the Vice President for Academic Affairs or the Dean of Students.

ACADEMIC ADVISING

The purpose of academic advising is to foster the intellectual development of students by offering assistance and guidance in all aspects of their academic program. Specifically, **Academic Advisors** provide the following services:

1. Initiates meetings with new students after registration within two weeks of the new term and again at mid-term to ascertain how the student is adjusting and re-evaluate the student's course load.
2. Meet as required with returning students in order to monitor their academic progress, inquire about their study habits and discuss their general satisfaction/attitudes.
3. Help students understand the unique nature and formative purposes of language studies and of higher education at Divine Word College.
4. Discuss with students their specific long-term educational goals and how to best prepare for these goals.
5. Provide students with accurate information about educational options, requirements, policies, and procedures.
6. Help individuals select courses and a program of study suited to their educational goals, interests and abilities consonant with a student enrolled in a liberal arts college-seminary.
7. Ensure that students, as early as possible, have a balanced and well-planned academic program by helping them develop a plan for the proper sequencing of courses to meet general education requirements and later prerequisites for their major.
8. Assist students in monitoring and evaluating their own progress.
9. Inform students of their own responsibilities for academic planning, course selection, and registration.
10. Assist the non-traditional students (e.g., special learning needs or older students) with adjusting to academic life.
11. Make appropriate referrals to other College offices (e.g., Financial Aid, Counseling).
12. Distribute and discuss the student's fall semester grade reports.
13. Check advisees' online grades on a regular basis and contact instructors as needed for specific information relating to the students' progress.
14. Set up additional meetings as needed to recommend tutoring, modifying schedule, or offering advice about study habits, time management or similar topics.
15. Assist students on academic probation in making specific plans for improving their academic standing.
16. Designate and post office hours in which the advisor is readily available.
17. Keep accurate records and notes of advisement with the student.

Students should familiarize themselves with the advising procedures and maintain regular contact with their advisor. The actual frequency of these meetings will be determined by the needs of the student, the advisor, and the governing regulations of the College as outlined in the *Student Handbook*.

The responsibilities of the **advisee** are to:

1. Become familiar with the College Catalog, especially with the ESL requirements, General Education requirements, and the requirements of the major programs as needed
2. Meet with the advisor at least three times a semester.
3. Be prepared with accurate information for appointments with the advisor (This includes not only information on academic majors, minors, and electives, but also the rules and regulations in force as stated in the College Catalog.)
4. Develop a four-year plan with your advisor by the end of the fourth semester.
5. Follow through on action plans identified during each advisement meeting.
6. Be open to advice and guidance regarding course selection and its relevance to vocational and long-term educational goals.
7. Develop a balanced and well-planned academic program and proper sequencing of courses to meet general education requirements and later prerequisites for the major.
8. Pick up fall semester grades from the advisor, and be willing to discuss progress and goals related to those grades.
9. Stay focused on the entire academic experience as integral to formation.
10. Request re-assignment to a different advisor from the Vice President for Academic Affairs, if necessary.
11. Accept final responsibility for all decisions.

II. Academic Advisors/Student Classification

Each student is assigned an Academic Advisor. Students are classified at the beginning of each semester according to the number of credit hours earned or accepted toward their graduation:

less than 32 credits – Freshman
32-63 credits – Sophomore
64-95 credits – Junior
96 credits or more -- Senior

A. Regular Students

Regular students are those who are seeking a degree from Divine Word College.

1. Lower Division

The Vice President for Academic Affairs assigns a member of the faculty as the Academic Advisor for freshmen and sophomores who have not declared a major. This individual remains the primary academic advisor until the student declares a major, usually in the second semester of the sophomore year, prior to preregistration for the first semester of the junior year.

2. Upper Division

- a. A student must apply for admission to the program of his intended major no later than the end of the sophomore year. Application forms (**Application for Admission to a Major Program and Change of Major**) are available in the Office of the Registrar. The Academic Advisor is the chair of the respective program or a member of the respective program appointed by the chair.

Advisors should caution students that the major program may not accept the application for major until completion of the core English courses (**Expository Communication and Research and Rhetoric**) and the required **math** course.

B. Special Students

Special students are normally those who are not seeking a degree at Divine Word College.

1. Special Degreed Students

Students who have already received an undergraduate degree and are attending Divine Word College to acquire requisite credits for graduate studies in philosophy and/or theology are assigned an Advisor who is assisted by the Chair of the Philosophy Program in the planning of the student's course of study.

2. Special Non-Degreed Students

The Vice President for Academic Affairs normally serves as Advisor (or assigns a faculty member as advisor) to students who are taking one or two courses, generally for self-fulfillment or Associate Students who are taking a limited number of courses to meet requirements for entrance into the Catholic Theological Union (CTU) in Chicago, IL.

3. ESL Students

The Director of the Intensive English Language Institute or a faculty member designated by the Vice President for Academic Affairs serves as Academic Advisor to the students in this non-credit and credit pre-undergraduate level program until they have successfully completed the program and are prepared to enter the regular undergraduate program.

This category also includes ESL students who are completing their GEDs. These students are expected to complete their GEDs before they begin regular, undergraduate coursework. The Director of the ESL Institute determines when these students have sufficient mastery of the English language to begin GED studies.

C. Lower Division – Non-Majors

1. New Students

New students (whether ESL, traditional freshman, or transfer students) have their own unique needs. New students are often anxious about classes, housing situations, etc. They may also come from households where they are the first family member to attend college. These students generally need special help or guidance. The process of accomplishing this help and guidance can be started by meeting with the student early and often. Advisors should meet with new students within the first few days after the student arrives on campus. A second meeting should be scheduled within the next one to two weeks. This second meeting should be a chance for the advisor and student to get to know each other. It is also a time to start long term planning with the student. The initial comfort level of the student often determines whether the student will remain at an institution beyond one or two semesters.

2. General Education Program

Academic Advisors should employ special concern for students who have not yet declared a major. These individuals are usually Freshmen and first semester Sophomores. The concern is that these students complete as many of the courses in the General Education Program as possible in the first two years. The fifty-nine (59) credit hours required in the General Education Program are listed in the *College Catalog*. The registration schema for the Freshmen and Sophomores given in Appendix 1 shows how these twenty-one (21) courses can be completed. These courses are also reflected on the **Program of Studies**. Following the schema is important for both student academic preparedness and institutional class scheduling. Therefore, these lower division students should be scheduled in 100- and 200-level courses. Failure to follow this procedure will cause problems later on, especially if upper division courses have been taken before prerequisites and the required courses in the General Education Program have been completed.

Furthermore, since the courses are numbered according to their degree of difficulty and the student's preparedness, Freshmen and Sophomores who enroll in 300- and 400-level courses will run the risk of either being unprepared for the course material or not acquiring as much as is desirable from the course.

3. Fulfilling the Language Proficiency Requirement

In order to graduate from Divine Word College, students must be proficient in using one modern language other than English. Students must demonstrate this proficiency in reading, writing, speaking and listening. Acceptable standards for this proficiency are the “intermediate/low” guidelines described in the American Council for the Teaching of Foreign Languages (ACTFL). Proficiency Guidelines (*ACTFL Proficiency Guidelines: Writing, Reading, Listening, Speaking*, 1986). Students are assessed for proficiency early in their first semester. If they pass the assessment test for all four areas, their proficiency requirement is met. If not, they are placed appropriately in language courses taught at the College. Under normal circumstances the required proficiency level is reached within four semesters of language study in the following courses currently taught at the College:

FRE 111, 112 Fundamental French I and II

FRE 213, 214 Intermediate French I and II

SPA 121, 122 Fundamental Spanish I and II

SPA 223, 224 Intermediate Spanish I and II

VTN 261, 262 Fundamental Vietnamese I and II

VTN 263, 264 Intermediate Vietnamese I and II

Special Cases:

1. Graduates of secondary schools taught in a language other than English meet the proficiency requirement.
2. For students from the Commonwealth systems, having passed an A-level exam in a modern foreign language other than English, constitute acceptable proficiency.
3. Transfer students who have studied language in courses at other U.S. colleges are required to demonstrate proficiency.
4. If a student grows up in a single language environment to the age of six or seven and continues to make substantial use of the language after that time, s/he will be deemed to be proficient in that language.

A student does not gain academic credit by demonstrating language proficiency but does gain the opportunity to take elective courses instead of the required language courses.

D. Upper Division – Majors

1. Single-Discipline Majors

It is highly recommended that the student, together with his or her Academic Advisor, develop a schedule of courses to be taken to fulfill the requirements of the major. Although this may not be possible until the major is actually chosen, a two/three year list of contemplated courses should be worked out once such a choice has been made and approved.

There are several obvious advantages to such a course of action:

- a. There is less likelihood of general education or program requirements being overlooked and unfilled;
- b. The process of pre-registration and registration will be a simple task;
- c. Some courses are offered only occasionally and a student needs to plan his/her schedule to be able to take these courses when they are offered.

E. Policy regarding Students Earning Second Degrees from Divine Word College

1. One full year in residency as a full-time student at Divine Word College.
2. The Divine Word College degree is in a different major or field of concentration than the first degree. No more than six credit hours from the first institution may be transferred into the Divine Word College major.
3. All requirements must be met for the Divine Word College major and minor. A corresponding minor taken at the first institution might be approved as sufficient even though it does not meet all Divine Word College requirements.
4. If the first institution has a general education or core program that meets the same broad liberal arts objectives as the Divine Word College General Education program, the student does not have to complete the Divine Word College General Education Program. Adequacy is the judgment of the Committee on Academic Affairs, which may require completion of some part of the Divine Word College General Education Program if it is felt that the first institution's core program was not wholly adequate.

F. Graduation

1. 125 Credits Hours

A student must earn 125 credit hours to earn a Divine Word College degree. A student needs to carry an average of sixteen (16) credit hours per semester to meet this requirement over a normal four-year period.

2. Residency

At least thirty (30) credit hours must be earned in residence at Divine Word College.

3. Final Assessment Exam

The student must satisfactorily pass a final assessment in the field of concentration to receive a Divine Word College degree.

4. Grades and GPA

A student must maintain a minimum 2.000 cumulative GPA in his overall studies and in his major to receive a Divine Word College degree.

5. Special Students

Recommended sequence of courses for one-year associates who are only attending DWC to earn necessary Philosophy prerequisites for Catholic Theological Union (CTU).

First Semester:

PHI 102 Logic

PHI 115 Ancient Philosophy

PHI 223 Philosophy of Human Nature

THE 131 Introduction to Theology **or** elective

THE 111 Old Testament

Second Semester

PHI 122 Ethics

PHI 216 Medieval Philosophy

PHI 217 Modern Philosophy **or**

PHI 322 Epistemology (or both)

THE 212 New Testament

And an elective **or** some other Theology course

DWC ACADEMIC PROGRAMS, 2010-2013

A.A. IN CROSS-CULTURAL STUDIES CURRICULUM

Language Proficiency		9 credits	
ENG.111	Expository Communication		3
ENG 112	Research and Rhetoric		3
COM 112	Speech		3
 Quantitative and Critical Thinking Skills		 6 credits	
MAT 121	Introduction to College Mathematics		3
CSC 111	Introduction to Computers		3
 Theology		 12 credits	
THE 131	Introduction to Theology		3
THE 111	Old Testament		3
THE 212	New Testament		3
	Theology elective		3
 Fine Arts		 9 credits	
ART 110	Elements of Art		1
MUS 110	Elements of Music		1
ENG 110	Approaches to Literature		1
HUM 276	Humanities Survey I		3
HUM 277	Humanities Survey II		3
 Social and Behavioral Sciences		 18 credits	
SSC 111	Introduction to World Politics & Economy		3
SSC 163	Introduction to Cultural Anthropology		3
CCS 275	Culture Area Study		3
CCS 293	World Religions		3
HIS 211	World History I		3
HIS 212	World History II		3
 Natural Sciences		 4 credits	
SCI 211	Physical Sciences		4
	OR		
BIO 221	Life Sciences		4
 General Electives (2) credit hours		 2 credits	
TOTAL A.A. Degree in Cross-Cultural Studies Credits			60

General Education Core Curriculum

Language Proficiency		9 credits	
ENG 111	Expository Communication		3
ENG 112	Research and Rhetoric		3
COM 112	Speech		3
Quantitative and Critical Thinking Skills		9 credits	
MAT 121	Introduction to College Mathematics		3
CSC 111	Introduction to Computers		3
PHI 102	Logic		3
Theology		12 credits	
THE 131	Introduction to Theology		3
THE 111	Old Testament		3
THE 212	New Testament		3
THE/CCS 293	World Religions		3
Fine Arts		9 credits	
ART 110	Elements of Art		1
ENG 110	Approaches to Literature		1
MUS 110	Elements of Music		1
HUM 276	Humanities Survey I		3
HUM 277	Humanities Survey II		3
Social and Behavioral Sciences		12 credits	
SSC 161	Introduction to World Politics & Economy		3
SSC 113	Introduction to Psychology		3
HIS 211	World History I		3
HIS 212	World History II		3
Natural Sciences		8 credits	
SCI 211	Physical Sciences		4
BIO 221	Life Sciences		4
TOTAL General Education Core Curriculum Credits			59
Foreign Language (if waived, possible electives)		12 credits	
FRENCH -	FRE 111, 112	(Fundamentals I & II)	6
	FRE 213, 214	(Intermediate I & II)	6
SPANISH -	SPA 121, 122	(Fundamentals I & II)	6
	SPA 223, 224	(Intermediate I & II)	6
VIETNAMESE -	VTN 261, 262	(Fundamentals I & II)	6
	VTN 263, 264	(Intermediate I & II)	6

B.A. in Cross-Cultural Studies Curriculum

Required Courses		27 credits
SSC 163	Introduction to Cultural Anthropology	3
CCS 275	Culture Area Study	3
CCS 370	Introduction to Missiology	3
CCS 341	Language and Culture	3
CCS 281, 282, 283	Current Affairs Seminar (taken consecutively for 1 credit each)	3
ART 376	World Art	3
ENG 354	Contemporary World Literature	3
MUS 376	World Music	3
ENS 311	Humans in the Biosphere I	3
Electives in the Major	(select 9 credits)	9 credits
A second Culture Area Course	(CCS 275)	3
ENG 353	Mythology	3
ENS 411	Humans in the Biosphere II	3
SSC 371	Anthropology and Mission	3
SSC 394	Social Psychology in Cross-Cultural Perspectives	3
SSC 445	Theories of Society and Culture	3
*CCS/PHI 219	Asian Philosophy	3
*	May be applied to both the Cross-Cultural Studies major electives and the 30 semester hours of philosophy required by the 2006 PPF.	
<u>TOTAL Credits for the Cross-Cultural Major</u>		<u>36</u>
Minor in Philosophy for Priesthood Candidates		18 credits
PHI 115	Ancient Philosophy	3
PHI 217	Modern Philosophy	3
PHI 122	Ethics	3
PHI 322	Epistemology	3
PHI 332	Metaphysics	3
PHI 371	Philosophy of God (recommended)	3
<u>GRAND TOTAL Credits for the Cross-Cultural Studies Major & Minor in Philosophy</u>		<u>54</u>

B.A. in Philosophy Curriculum

History of Philosophy		15 credits	
PHI 115	Ancient Philosophy		3
PHI 216	Medieval Philosophy		3
PHI 217	Modern Philosophy		3
PHI 318	Nineteenth Century Philosophy		3
PHI 419	Twentieth Century Philosophy		3
Thematic Courses		12 credits	
PHI 122	Ethics		3
PHI/SSC 223	Philosophy of Human Nature		3
PHI 322	Epistemology		3
PHI 332	Metaphysics		3
Capstone Course in the Major		3 credits	
PHI 429	Senior Seminar		3
Electives		6 credits	
PHI/CCS 219	Asian Philosophy		3
PHI 323	Philosophy of the Arts		3
PHI/CCS 327	Political Philosophy		3
PHI 371	Philosophy of God		3
PHI 414	American Philosophy		3
PHI 423	Existentialism		3
PHI 424	Source Works		1-3
TOTAL Credits – for the Philosophy Major			36
Minor in Cross-Cultural Studies		18 credits	
SSC 163	Introduction to Cultural Anthropology		3
CCS 275	Culture Area Study		3
CCS 370	Introduction to Missiology		3
Elective from Cross-Cultural Studies major			3
Elective from Cross-Cultural Studies major			3
Elective from Cross-Cultural Studies major			3
GRAND TOTAL Credits for the Philosophy Major and Minor in Cross-Cultural Studies			54

B.A. in Religious Studies Curriculum

Theoretical Theology Courses		18 credits	
THE 331	Christology		3
THE 233	Sacraments		3
THE 336	Ecclesiology		3
THE 253	Christian Ethics		3
THE 263	Spirituality		3
THE 273	Pastoral Care		3
Applied Theology Courses		12 credits	
THE 351	Social Ministry		3
THE 371	Liturgy Practicum		3
THE 475	Teaching Methods		3
THE 476	Catechetical Practicum		3
Electives		6 credits	
THE 315	Sacred Scripture		3
THE 335	Christian Teaching		3
THE 355	Moral Theology		3
THE 375	Church, Ministry and Liturgy		3
PHI 122	Ethics		3
PHI 371	Philosophy of God		3
PHI 332	Metaphysics		3
<u>TOTAL Credits for the Religious Studies Major</u>			36
Minor in Cross-Cultural Studies		18*	
SSC 163	Introduction to Cultural Anthropology		3
CCS 370	Introduction to Missiology		3
CCS 275	Culture Area Study		3
	Elective from Cross-Cultural Studies major		3
	Elective from Cross-Cultural Studies major		3
	Elective from Cross-Cultural Studies major		3
<u>GRAND TOTAL Credits for the Religious Studies Major</u>			
<u>& Minor in Cross-Cultural Studies</u>			54

*Students majoring in Religious Studies will earn a minor in Cross-Cultural Studies, unless an exception is granted (See Academic Regulations, *Minor Program* in Divine Word College Catalog (2010-2013)).

G. Minor

1. Students majoring in Cross-Cultural Studies will normally earn a minor in Philosophy. The Philosophy minor is 18 credit hours. It requires: **PHI 115 – Ancient Philosophy; PHI 217 – Modern Philosophy; PHI 122 – Ethics; PHI 332 – Metaphysics; PHI 312 – Epistemology; PHI 371 – Philosophy of God.**

Candidates for the priesthood have additional minor requirements. These requirements are dictated by the National Bishops Conference and/or the Catholic Theological Union (CTU) in Chicago, IL where most SVD candidates for the priesthood continue their education. Currently, these requirements include 30 credits in Philosophy and 12 credits in Theology. The current catalog is constructed to allow students to complete both the Cross-Cultural Studies major and the requirement for Philosophy.

All students majoring in Philosophy will earn a minor in Cross-Cultural Studies. The normal Cross-Cultural Studies minor is 18 credit hours. It requires: **SSC 163 – Cultural Anthropology; CCS 370 – Introduction to Missiology; CCS 275 – Culture Area Study.** The remaining credits must be chosen from the following: **CCS 341 – Language and Culture, SSC 361 – World Politics and Economy, ENS 311 – Humans in the Biosphere I, ART 375 – World Art, MUS 375 World Music, or ENG 354 – Contemporary World Literature.** Students majoring in Religious Studies will earn a minor in Cross-Cultural Studies, unless an exception is granted (See Academic Regulations, *Minor Program* in Divine Word College *Catalog* (2010-2013)).

III. Special Requirements

Candidates for the Priesthood

Philosophy Minor

Currently, candidates for the priesthood must have taken 30 semester credits in philosophy and 12 semester credits in theology (Program for Priestly Formation (PPF), article 178, 179). This includes the major in philosophy or the 18 credit hour minor in philosophy, plus 12 additional credit hours in philosophy to be composed of Logic (PHI 102) and Epistemology (PHI 322). There are also prerequisite requirements for the Catholic Theological Union Track II M.Div. degree.

Theology

The PPF (article 179) currently requires 12 semester credits in theology. Divine Word College encourages all students to enroll in elective theology courses after completion of the required theology courses of THE 131 Introduction to Theology, THE 111 Old Testament, THE 212 New Testament and THE 293 World Religions.

Other

Candidates for the priesthood are required to fulfill the academic entrance requirements of their prospective major seminary.

(NOTE: Catholic Theological Union – M.Div. (Track II) – has an entrance requirement of 30 semester credits in philosophy and 12 semester credits in theology.)

Candidates for Brotherhood

Requirements will be met by pursuing the associate degree or the baccalaureate degree.

ESL Students

The Intensive English Language Institute assesses the English language proficiency of newly admitted students and provides courses to students whose English proficiency is insufficient to meet the academic demands of the College.

In Levels One through Five, full-time students receive 18-22 hours of instruction per week in semester units of 15 weeks. Classes combine the skill areas of reading, writing, listening, speaking, grammar, pronunciation, and critical thinking with academic content. Particular care is taken to offer courses that prepare students academically as well as linguistically for work at the college level.

Students in Level Six matriculate in the College and carry a reduced academic load while continuing to receive four to eight hours of English instruction. They take ESL 184, an academic support class. Depending on their writing sample scores, part-time students may also be required to enroll in the ESL 084 writing class.

Assessment of student progress and proficiency takes place at the end of each semester. Advancement is based on final grades, the recommendations of current teachers, writing sample scores, and proficiency exams. Students normally advance one level per semester before reaching a proficiency that enables them to enroll in undergraduate classes. A student who fails to achieve the expected outcomes of a level is required to repeat it. A second failure at the same level may result in dismissal from the College.

Students are required to attend all ESL classes. When a student misses more than 10 percent of the class hours for a particular course, a grade of "NG" (no grade) will appear on the student's transcript. A student receiving a grade of "NG" may still be promoted based on his or her English proficiency.

IV. Pre-registration/Registration Procedures

Pre-registration is held in mid-April for the Fall semester, and in mid-November for the Spring semester. A number of days are allowed at preregistration for the student and the Academic Advisor to meet and select courses. Registration for the Fall and Spring semesters is held on the day before the semester classes begin and is merely a confirmation of the courses selected at pre-registration for returning students.

A Flow Chart has been developed to facilitate the process of Pre-registration/Registration.

A. Office of the Registrar

1. Pre-registration

About a week before the scheduled date of pre-registration, the currently enrolled student picks up these materials (usually from the Office of the Registrar).

- a. Current Schedule of Classes
- b. List of required courses
- c. Pre-registration instructions
- d. Registration Card
- e. Planning Sheet (retained by the student)

2. Registration

a. New/Incoming Students

New, incoming students are required to attend a session during orientation when the academic programs and registration procedures are explained. They are given a **Registration Folder** that they are expected to keep among their personal records and keep all papers pertaining to registration courses and grades. This folder contains:

- 1) Vital Statistic Form
- 2) Current Schedule of Classes
- 3) List of required classes
- 4) Registration instructions
- 5) Registration Card
- 6) Planning Sheet
- 7) Individual Class Schedule

b. Returning Students

Returning students confirm the courses selected at pre-registration and need only the following:

- 1) Individual/Parent address update
- 2) Registration Card
- 3) Individual Class Schedule (2 copies)

B. Academic Advisor

1. Pre-registration

Students have several days to meet and consult with their Advisor for approval of his courses. In making course selections, preference is given to General Education, minor and major requirements. When the final selection has been made and approved by the Advisor, the Registration Card is filled out **in ink** and signed by the student and his Advisor. At this time the student and Advisor should update the Program of Studies, recording to the courses selected in the proper section. The Advisor should remind all new students of the requirement to see the College Counselor for an "orientation interview" within the first six weeks of the semester.

It is very important that:

- a. The correct course number, course title, and credit hours are entered on the Registration Card.
- b. The course selections are entered **in ink** on the Registration Card.
- c. The card is signed **in ink**.

The advisor should stress and the student should consider the Pre-registration final and those only absolutely necessary changes are to be made at the official registration. Making the proper selection of courses at pre-registration will eliminate:

- a. another consultation between student and Advisor at the time of official Registration,
- b. changes at Registration and during the first week of classes,
- c. the need to return textbooks, or
- d. the need to order additional textbooks for other courses, since Pre-registration determines the number of textbooks ordered for each course.

If the advisee has declared a major and has been accepted into it, the courses earned are transferred to the Program of Studies for that major by the Registrar and given to the respective Program Chair. When students declare a major or leaves the College, their Advisor will return the student folder with pertinent information to the Registrar.

The availability of the Academic Advisor, especially during both designated days of Pre-registration and Registration, is important to the student and the work of the Registrar. Pre-registration and Registration cannot be carried out efficiently unless the student knows when and where the Academic Advisor can be consulted.

- a. All faculty members are required to designate and publish office hours when he/she will be available for consultation and advising students.
- b. The office hours should be posted on his/her office door and a copy given to the Registrar who will draw up a listing of all faculty members' office hours. This will be posted on the Faculty Bulletin Board.
- c. The office hours are given to the Registrar at the time of registration. This list will include:
 - 1) days of the week and the hours,
 - 2) place or room that will be used for consultation,
 - 3) telephone number of the designated site.
- d. If, during the period of Pre-registration and Registration, the Advisor cannot be present during office hours and is excused by the Vice President for Academic Affairs, the Registrar is to be notified so that this information can be given to the student who inquires.

2. Registration

a. New Incoming Students

New incoming students are required to complete the General Education courses.

Each new student receives a Registration Folder with the necessary documents enclosed. The Advisor may meet with the advisees as a group and then privately if students have special questions or need special advice.

b. Returning Students

Normally, registration for returning students is solely a confirmation of courses selected at pre-registration. If there are no necessary changes to be made, the Advisor simply initials the Registration Card **in ink**.

If changes are necessary, they are written at the bottom of the Registration Card, and it is signed by the student and his/her Advisor. These changes are also entered on the **Individual Class Schedule**.

C. Registration Desk

1. Pre-registration

The student returns the following at the registration desk (usually in the Registrar's Office) anytime prior to or on the date scheduled for preregistration:

- a. Registration Card signed by the student and his/her Advisor,
- b. **Individual Class Schedule** (Form I) with a copy to be given to the Registrar.

2. Registration

a. New Incoming Students

On the day and at the time and place designated, the new students return the following:

- 1) Vital Statistic Form with all required information entered,
- 2) Registration Card signed by the student and his/her Advisor,
- 3) Individual Class Schedule with a copy for the Registrar.

b. Returning Students

Returning students, who have already pre-registered, return the following:

- 1) Individual/Parent address update,
- 2) Registration Card, signed or initialed by his/her Advisor,
- 3) Individual Class Schedule with a copy for the Registrar, and
- 4) Overload Form, if applicable.

D. Official Registration

At the close of the time designated for Registration, the courses listed on the individual Registration Cards are entered into the official records. Once the courses have been entered into the official records and printouts (one each for the student, the advisor, and the Registrar) registration is considered completed and final. Any changes after this are considered a "Change of Registration" and are to be handled accordingly, with the appropriate charge being required. In the "unforeseen" absence of a particular advisor, the Program Area Chair or Vice President for Academic Affairs may approve a student's preregistration. The Vice President for Academic Affairs' office also serves as a place for appeal for a student who may disagree with the courses he/she is being advised to take in a given semester. The Vice President for Academic Affairs serves in this capacity as he also has authority to grant exceptions for what he determines as good reasons for not meeting a certain requirement at a particular time.

V. Special Aids for the Academic Advisors

A. Advisor Packets

For the new incoming student advisee, the Advisor receives:

1. high school transcripts (when available),
2. SAT or ACT Profile Sheet (when available)
3. transfer transcripts, if any
4. Registration Schema, and
5. Program of Studies; if the student has transfer credits they are entered on the Program of Studies and tentatively accepted pending official approval by the Committee on Academic Affairs,
6. current ACT Compass/TOEFL scores for non-native speakers or other English proficiency tests.

For returning student advisees an updated Program of Studies can be sent by e-mail to the Advisor.

B. Key to Course Number

These are listed in the *College Catalog*.

C. Years Needed for a Degree

Normally, a degree at Divine Word College can be completed in four years with a student taking an average of 16 credits for eight semesters (see *College Catalog*). Most ESL students will move into their freshman year with some additional ESL support course requirements. This will not always allow a student the opportunity to take 16 credit-bearing hours during the first two semesters as a freshman. Also, students may enter their freshman year during the second semester. Rather than try to take overloads or credit-bearing loads which may be too challenging for students because of their still developing English language ability, they may be encouraged to develop a five-year degree program instead of trying to catch up and complete a degree in four years.

One issue of concern for students is financial aid. Government financial aid for a student pursuing a B.A. degree can be extended up to six years, including their time in ESL. Divine Word College is normally willing to offer its own financial aid to students who may need more than the total six years allowed by government financial aid to graduate as long as a student meets the usual formational and academic requirements. (See **Financial Aid/Satisfactory Progress**).

Sensitivity to other issues in a student's academic life should always be considered in suggesting a five-year degree program to a student. Some students who are older sometimes are concerned about the total amount of time needed to complete studies for ordination or final vows. They may not want to extend their education any further than they already have. These students should be encouraged to look at summer school to help them catch up on the needed credits for graduation.

D. Annual Reports

These reports are made available each academic year by the Registrar, and may be of some help to the Advisors in determining the abilities of each student.

E. College Catalog

The current *College Catalog* contains sections on Academic Regulations, Academic Programs, and Course Descriptions and other information that may not be contained in this Handbook. Academic Advisors, as well as all faculty members, are expected to familiarize themselves with that information.

F. Grade Reports

Advisors are given a copy of semester final grades. On a regular basis, Advisors are to review the semester grades with their advisees.

G. Change of Registration

1. Drop/Add/Change

- a. Classes may be dropped, added, or changed during the first two weeks of classes upon payment of \$5 for each change. Only one change applies if a course is dropped and another added on the same form. No charge applies if classes are canceled, changed by the College, or if students drop the course on the recommendation of their advisor or the course instructor.
- b. The student obtains a "Change of Registration" form from the Registrar, obtains the approval of the change from his/her Academic Advisor, notifies instructors involved, and returns the form with the appropriate signatures to the Vice President for Academic Affairs for final approval.
- c. Course changes will not ordinarily be allowed after completion of the second week of classes. Exceptions are authorized by the Vice President for Academic Affairs.

2. Withdrawal

- a. To withdraw from a course, regulations "a" and "b" under "Drop/Add/Change" are to be followed.
- b. The deadline to submit a written request for withdrawal is five class days after the date of mid-semester. Only in exceptional cases will the Committee on Academic Affairs consider a request for withdrawal beyond this date.
- c. If permission is given for withdrawal from a course, a grade of "WP" (Withdrawal Pass) or "WF" (Withdrawal Fail) is given according to the teacher's evaluation of course work completed. A grade of "F" (Failure) is given for any course dropped without authorized approval.

H. Auditing Classes

Auditing of classes is to be governed by the following policies:

The student must obtain the approval of the instructor of the course, the Academic Advisor, and the Vice President for Academic Affairs.

Auditors are expected to attend all classes, but they are not responsible for assignments, tests and examinations required by the instructor.

VI. Student Complaints

At times, a student may come to the Academic Advisor to discuss a complaint about a teacher or grade. The normal College policy is that the student should:

Discuss the problem directly with the instructor first.

If still dissatisfied, bring the problem up with the appropriate Program Chair.

After the above two steps have been tried and a satisfactory solution has not been found, discuss the issue with the Vice President for Academic Affairs who is the final arbiter in academic disputes.

Students should be aware that they must have accurate documentation when disputing a grade. This normally includes the student's papers/tests with scores on them, plus the Course Syllabus, which is required to ascertain the process of how a grade is determined.

A problem of a personal nature between a student and instructor is much more difficult to adjudicate when it simply comes down to one person's word or experience against another and no supporting evidence can be offered. In more serious cases, the SAW Committee has jurisdiction to respond to a written complaint from the instructor or student. The faculty member or student has the right to bring a complaint directly to the SAW Committee either through the Vice President for Academic Affairs or the Dean of Students after other channels have been exhausted.

It is important to note that our students come from a variety of cultural backgrounds and the above process for pursuing a complaint may be considered by them to be not only strange but also wrong, especially when saving face is also an important value. In some cultures, the role of the teacher is so highly valued that to directly confront a teacher is viewed as inappropriate. Given these differences, the *Student Handbook* does also allow for a more indirect process that allows for the Advisor or a third neutral party to address the problem with the instructor. Given some strong cultural differences, this should not be viewed as inappropriate.

An article by Margaret Coffey and Susan Grace in the Spring 1997 issue of International Education (pp. 26ff) recommends the following steps:

1. Avoid taking sides or making judgments.
2. Assure students that your program wants courses to be well taught and that you want all students to learn quickly.
3. Ask students for specific information and take notes during the interview to make sure the key points are accurate.
4. Follow up on the complaint.
 - a. Let students know they can approach the teacher and, in American culture, this is considered a good style of conflict resolution.
 - b. The Advisor can follow up on the complaint yourself as a mediator between student and teacher.
5. Meet with the student again after the follow-up. Determine if the student is satisfied with the solution and importantly is at ease with the process. The authors of "Handling Student Complaints" do **not** recommend a three-way appointment as an option for resolving a conflict in this setting. These kinds of meetings have often proven to be unproductive because the expectation of the teacher and student can be so different.

VII. Miscellaneous Information

A. Confidentiality of Student Records

Divine Word College complies with the Family Education Rights and Privacy Act of 1974 (FERPA) as amended and utilizes this document to maintain **confidentiality of student educational records**. The academic information is given to the Advisors because of their legitimate educational interests and their “need to know.” **Each Advisor should respect this confidentiality and safeguard these student records from unauthorized access.**

B. Placement Tests/Developmental Courses

Prior to registration each semester, all students entering the regular College program, native and non-native speakers, are required to take **entrance tests** in reading, writing and critical reasoning, as well as **placement tests** in writing and mathematics. Tests are scored promptly, and **placement in math and composition classes is determined by the results of the placement tests.**

1. Students who do not pass the tests are required to take non-credit developmental courses, such as ENG 002 – Basic Writing (3 classes/week), and MAT 011 – Intermediate Algebra (3 classes/week). In the case of students matriculating from the Intensive English Language Institute, failure to pass the writing entrance test may result in their being placed in an advanced ESL composition course (Level IV ESL Satellite writing class ESL 084).
2. Students who pass the tests will follow the four-year program and schema for regular freshmen.

Students who fail to achieve satisfactory "C-" grades in basic courses after two attempts may have their academic status at the College reviewed by the Student Activities and Welfare Committee (SAW). The SAW Committee will always take into consideration the student's **total progress** in the areas of academic, personal, and vocational development when determining a student's enrollment status at the College.

C. Recommended Sequence of Philosophy and Theology Courses

1. Philosophy Courses

Freshman	PHI 102 Logic	Fall & As Needed
	PHI 115 Ancient Phil.	Fall & As Needed
	PHI 122 Ethics	Spring & As Needed
Sophomore	PHI 216 Medieval Phil.	Spring & As Needed
	PHI 217 Modern Phil.	Fall & As Needed
	PHI 318 19 th Century Phil.	Spring
	PHI 219 Asian Phil.	As Needed
	PHI 223 Phil.of Hum. Nature	Fall
Junior	PHI 332 Metaphysics	Fall
	PHI 322 Epistemology	Spring
	PHI 323 Phil.of the Arts	As Needed
	PHI 371 Phil.of God	Spring
	PHI 327 Political Phil.	As Needed
Senior	PHI 419 20 th Century Phil.	Fall
	PHI 414 American Phil.	As Needed
	PHI 423 Existentialism	As Needed
	PHI 424 Source Works	As Needed
	PHI 429 Senior Seminar	Spring

2. Theology Courses

1st year	Fall	THE 131 Introduction to Theology
1st year	Spring	THE 111 Old Testament
2nd year	Fall	THE 212 New Testament
2nd year	Spring	THE 293 World Religions

D. Grade Point Average

Failure to maintain the following minimum scholastic progress automatically places a student on academic probation:

After first year:	minimum of 24 credits earned	1.800 GPA
After third semester:	minimum of 36 credits earned	1.900 GPA
After second year:	minimum of 48 credits earned	2.000 GPA

If a student's grades are dropping, the student should be challenged to make full use of his/her potential. (cf., **Standards of Satisfactory Progress Section**).

E. Credit Hour Load

In order to qualify as a full-time student, the minimum load a student must carry is twelve (12) credit hours per semester; less than twelve (12) credit hours is considered part-time. In order to meet the 125-hour graduation requirement, a student needs to carry an average of sixteen (16) hours per semester.

Normally, a student is expected to carry fifteen (15) semester hours of class work each semester; only with permission of the Vice President for Academic Affairs may a student register for fewer than fifteen (15) or more than eighteen (18) hours of class work.

Students who find that fifteen (15) semester hours are beyond their academic capacity may request of the Vice President for Academic Affairs "permanent exemption" of the normal minimum class load with the intent of extending the academic program beyond a four-year period.

A credit hour load of nineteen (19) or more hours is considered an overload that needs the approval of the Academic Advisor, the Dean of Students, Formation Director and the Vice President for Academic Affairs. Approval is usually given only if the student's cumulative quality point average is 3.000 or over.

A registered audit does not count toward a student's load.

F. Financial Aid/Satisfactory Progress

A student must carry twelve (12) credit hours to be eligible for the full amount of financial aid; for less than twelve (12) hours, the financial aid is reduced in relation to the credit hour load. Non-credit hour courses that are required (ESL, developmental courses), do count toward this total, and should always be considered in evaluating the student's course load.

A student must maintain satisfactory progress to continue in the financial aid program. These standards are given in detail in the *College Catalog*. To briefly summarize the standards:

- a. A student must complete the 125 credit hours for graduation in six years (ESL students have a maximum of 4.5 years of eligibility for financial aid in ESL).
- b. A student entering Divine Word College in Directed Study may receive an exception for this requirement.
- c. After ESL, a student should earn 18 hours the first year, 22 hours the second year, 24 hours the third year, 32 hours the fourth year, and 32 hours the fifth year.
- d. Freshmen must maintain a 1.800 cumulative at the end of the freshman year. Sophomores must maintain a 1.900 cumulative average at the end of the first semester; 2.000 cumulative average at the end of the sophomore year. Juniors, Seniors, and Associates must maintain a 2.000 cumulative average.
- e. The progress is evaluated at the end of each semester, and if a student fails to meet the standards, he is subject to academic probation or dismissal.

G. Withdrawal from the College

The regulations for withdrawal are given in the *College Catalog*.

H. Language Rule

Students are expected to use English in public areas. English is also the common language to be spoken in groups of individuals from different language backgrounds or in the presence of those who may not share their first language. Use of a common language helps build the sense of community, a priority of Divine Word College, while using languages other than English can easily make others feel excluded. Also, many students are learning English, and regular conversation in English is critical for mastering the language, a necessity for doing well in college courses. Finally, for the SVD missionary, using the language of the country is an important sign of respect for the people and culture around him. For all these reasons, the College encourages the regular use of English.

The Dean of Students shall explain the language expectations to all students during the orientation, at the beginning of each semester, and periodically as needed.

I. Academic Honor Code

As members of an academic community that places a high value on truth, ethical conduct, and the pursuit of knowledge, Divine Word College students are expected to be honest in every phase of their academic life and to present as their own work only that which is genuinely theirs. Unless otherwise specified by the professor, students must complete homework assignments by themselves (or if on a team assignment, with only their team members). If they utilize sources or receive assistance of any kind, they are expected to cite the source and indicate the extent of the assistance. Each student has the responsibility to maintain the highest standard of academic integrity and to refrain from cheating, plagiarism, or any other form of academic dishonesty.

- A student using dishonest means is subject to referral before the Student Activities and Welfare Committee for disciplinary action.
- Plagiarism is a major form of academic dishonesty, involving the presentation of work of another as one's own. Plagiarism includes but is not limited to the following:
 1. Submitting as one's own work a report, examination paper, computer file, lab report or other assignment that has been prepared by someone else. This includes research papers, articles, reports, drawings, or other forms of intellectual property obtained from any other person, agency, or source, including the Internet.
 2. The direct copying of any source that is someone else's, such as written and verbal material, computer files, audio disks, video programs or musical scores, whether published or unpublished, in whole or in part, without proper acknowledgment.

3. The paraphrasing of another's work or ideas without proper acknowledgments.
 4. Copying any part of any source with only minor changes in wording and syntax, even with acknowledgment.
- The sanctions provided for any form of academic dishonesty are outlined in the Student Handbook.

J. Grade Changes

Under normal circumstances, only the faculty member administering the course may change a grade. Routine changes in grades are permitted only when a computational error has been made. A student who thinks that she or he has received an improper grade must confer with or notify the faculty member immediately upon receipt of the grade. When conferring with the faculty member, it is appropriate for the student to bring the course syllabus, all graded assignments, quizzes, and tests for the interview. All grades are final three months after they are posted.

K. Grade Appeals

When a student elects to appeal a course grade that s/he believes to be improper, the student shall confer with the course instructor within thirty (30) days from the date that the grade is recorded by the Registrar's office. During this interview, the student should bring the materials noted above in the section "Grade Changes". If the issue is not resolved between the student and the instructor, the student may appeal to the program chair. If the issue continues to be unresolved, it may then be appealed in writing, with appropriate documentation, to the Vice President for Academic Affairs. If appropriate, the Vice President for Academic Affairs may request a third-party, neutral, faculty member to review the submitted documentation and submit a recommendation. Upon receipt of the recommendation and/or a request for a hearing, the Vice President for Academic Affairs will evaluate all the submitted materials and make a final determination concerning the student's grade appeal. The student and the instructor will be notified in writing of this final determination. Once a final decision has been made at this level, the student shall not have any further appeals. Any change of grade will be initiated by the Vice President for Academic Affairs through the Registrar's office.

L. Retaking a Course

- A student who receives a final grade of “D” or “F” in a course may retake the course at the College or during the summer at an accredited college which is approved in advance by the Committee on Academic Affairs.
- In the computation of the grade point average, only the latest grade is included. The original grade is not expunged from the record, but is noted as a repeated course.
- Retaking the course after credit has been granted does not result in additional credit.