

ADMINISTRATION OF THE CURRICULUM



Administration of the Curriculum

Grades, Honors, and Class Standing

The grade in any class is determined by the combined class standing and a written examination as explained in the class syllabus.

A	represents superior work.
B	represents above-average achievement.
C	represents a satisfactory level of achievement.
D	represents a less than satisfactory level of achievement in the regularly prescribed work of the class.
F	represents failure to do the regularly prescribed work of the class. All marks of D and above are passing marks, and F represents failure.
W	indicates that a student has withdrawn from a course or has received approval to withdraw from the College.
I	indicates that the work is incomplete. If the incomplete is not removed by the end of the following semester, the incomplete grade will change to an F.
IP	indicates work in progress during the current semester.
CR	represents passing work in a nongraded course taken for credit.
NC	represents no credit in a nongraded course taken for credit.
NR	indicates no grade reported (grade given by Office of Records only).
AU	represents audit.

Grade Points

The completion of any academic course shall entitle a student to the following grade points for a semester hour:

A	4
A-	3.67
B+	3.33
B	3
B-	2.67
C+	2.33
C	2
C-	1.67
D+	1.33
D	1
F, I	0

Grade points earned for a course are determined by multiplying the numerical value of the grade by the number of semester hours that the course carries. A grade point average (GPA) is determined by dividing the total number of grade points by the total number of attempted semester hours.

The deadline for submitting grade changes to the Office of Records will be no later than the date that final grades are due in the semester following the one that contains the error. The same deadline will apply to changes in grades for students who have already graduated. No changes will be made in class rankings or graduation rankings based upon grade changes for students who have graduated. Any changes in distinction will be posted to the individual's record. If a change in distinction occurs, the student must return the original diploma to the

Office of Records. Once the original diploma is received, another diploma will be ordered with the correct distinction.

It is the student's responsibility to inform the Office of Records of any possible errors and to work with the professor(s) involved.

This deadline does not apply to the grades of Incomplete or Withdrawal, which have separate policies.

Class Standing

The following number of hours is required:

for sophomore rating.....28 semester hours

for junior rating.....60 semester hours

for senior rating.....92 semester hours

A student's classification is determined at the beginning of the fall and spring semester.

Student Status

Degree-seeking students taking 12 or more semester hours will be classified as full-time students.

Degree-seeking students taking fewer than 12 semester hours will be classified as part-time students.

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A nondegree student is a mature person of ability and seriousness of purpose who enrolls for limited academic work and does not plan to seek a degree. Nondegree students observe the same regulations concerning attendance, examination, and proficiency as regular students.

Returning students

Students who are absent from Millsaps six years or more will ordinarily be required to satisfy the degree and core requirements that are in effect the catalog year they return to Millsaps. Please consult the Records Office concerning questions about core and degree requirements, and the appropriate department about major requirements.

Credit/No Credit Grade Option

Students must indicate their intention to take a course for credit/no credit by the last day to add classes. Credit/no credit grading requires full participation of the student in all class activities. Credit signifies work of passing quality or above, though it carries no grade points. Core courses and courses taken to meet additional degree requirements may not be taken for credit/no credit. Courses required for a student's major, core credit, degree, and minor ordinarily may not be taken for credit/no credit. No more than eight semester hours graded credit/no credit may be included in the 128 semester hours required for graduation. Courses taken for credit/no credit will not affect a student's GPA.

Auditing Courses

Courses may be audited if the instructor of the course gives written approval on the registration form. Students must indicate their intention to audit at the time of registration, and once a course has been registered for audit, it may not be changed. No credit is earned for courses that are audited, and the grade of audit does not affect the GPA. For information about fees associated with auditing courses, see the special fees section of the catalog.

Repeat Courses

Students may enroll in courses at Millsaps that previously may have been taken. A course may also be repeated at another institution with the prior approval of the student's adviser in consultation with the appropriate department chair. Because Millsaps accepts transfer work only on a nongraded basis, repeating a course at another institution will not improve a student's grade point average at Millsaps. When a course is repeated, no additional course credit is earned, but all grades earned at Millsaps are calculated into the cumulative GPA. All grades reported for the course remain a part of the permanent academic record. Millsaps does not guarantee the availability of courses for repeat credit.

Certain courses that have different content each semester taught may be repeated for credit. Examples of these courses are special topics courses, directed study, directed research, internships, a few major courses, and even some IDST courses.

Occasionally a student may take one of these courses over again with the same course content in order to make a better grade. If this scenario occurs, it is the responsibility of the student and the professor to inform the Office of Records. Credit cannot be given twice for two courses with the same content.

Students that wish to repeat a course in which they have received a failing grade twice before may not enroll in the course without the permission of the department offering the course.

Graduation with Distinction

A student whose GPA is 3.50 for the entire course shall be graduated cum laude, one whose GPA is 3.70 shall be graduated magna cum laude, and one whose GPA is 3.90 and who has a rating of excellent on the comprehensive examination shall be graduated summa cum laude. To be eligible for graduation cum laude, magna cum laude, or summa cum laude, a student must have passed at least 64 semester hours at Millsaps College.

Graduation with Honors

A student may do Honors outside of his or her area of major or minor study provided that the student can demonstrate that he or she has a sufficient academic background for the research. However, each student's thesis advisor must teach in the discipline of the student's Honors research. A student who successfully completes the Honors program in a selected field of study receives the designation with honors in that field at graduation.

A degree-seeking student with junior standing and a 3.30 grade point average may apply to a faculty member for permission to undertake an honors project. In the fall semester of the junior year, the student submits an honors project agreement to the Honors Program director. Upon approval of the director, the student enrolls for the spring semester in a directed study course, Honors Research I. For the fall semester of the senior year, the student enrolls in Honors Research II, but completes the bulk of the work before that time to be able to defend the thesis before the student's defense committee in the fall. A letter grade is assigned for each of these two courses. For the spring semester of the senior year, the student enrolls in the Honors Colloquium, designed to bring together all students in the program for intellectual exchange.

A student may voluntarily withdraw candidacy for honors at any time. Regular College regulations apply in the matter of dropping a course and receiving course credit.

Election to Phi Beta Kappa

The Phi Beta Kappa chapter at Millsaps elects members from the graduating class each spring. To be considered for election to membership in Phi Beta Kappa, a student must meet the following criteria:

1. Completion of requirements for a bachelor of arts or bachelor of science degree with a liberal arts or sciences major. (At least three-fourths of the work required for the degree must be in the liberal arts and sciences; courses intended primarily to develop skills or vocational techniques cannot be counted.)
2. A minimum of one-half of the work required for graduation must be completed at Millsaps.
3. One college course in mathematics, Survey of Calculus (MATH 1210) or above, and one college course in a foreign language at the intermediate level (2000) or above. (AP credit will not be counted toward election requirements in either category.)
4. A minimum cumulative GPA of 3.70 based on seven or more semesters. (Grades earned in courses intended primarily to develop skills or vocational techniques are not counted in computing GPA for the purpose of election to Phi Beta Kappa.)

Transfer students must meet the required GPA both on work done at Millsaps and on their college work as a whole.

The number of undergraduates elected from any class shall ordinarily not exceed 10 percent of those expected to receive liberal bachelor's degrees in that class.

Election to Beta Gamma Sigma

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Beta Gamma Sigma is the national honor society for business programs accredited by the Association to Advance Collegiate Schools of Business (AACSB) International. Students are elected each spring. To be considered for membership in Beta Gamma Sigma, an undergraduate must:

1. pursue the bachelor of business administration degree,
2. be of high moral character,
3. be in the upper 7 percent of the junior class or upper 10 percent of the senior class, and
4. be approved by the nominating committee.

The cumulative GPA is used to determine class rank. No more than 10 percent of the B.B.A. graduates may be elected to membership from a graduating class.

Dean's Scholars

At the end of the fall and spring semester, the Dean's Scholars List is issued and consists of those students who for that semester:

1. earned at least 12 semester hours,
2. earned a GPA of at least 3.50 for that semester,
3. earned grades of C or higher in each course, and
4. met the standard, in the judgment of the senior vice president and dean of the College, of being a good citizen of the College community.

President's Scholars

At the end of the fall and spring semester, the President's Scholars List is issued and consists of those students who for that semester:

1. earned at least 12 semester hours,
2. earned a GPA of 3.85 for that semester,
3. earned grades of C or higher in each course, and
4. met the standard, in the judgment of the senior vice president and dean of the College, of being a good citizen of the College community.

Course Load

Sixteen semester hours per semester is considered the normal load for full-time students. In order to be classified as a full-time student, one must take no fewer than 12 semester hours.

Students are not encouraged to register for more than 18 hours of academic work unless they have a cumulative GPA of 3.00. No student may register for more than 20 hours in a semester without a cumulative GPA of 3.00 and permission of the senior vice president and dean of the College. A student will ordinarily not be permitted to register for more than 22 hours in a semester.

Administrative Regulations

Schedule Changes

A student cannot change classes, drop classes, or take up new classes except by the consent of the faculty adviser or the dean. If courses are dropped prior to the last day to drop courses without penalty, then the dropped courses will not appear on the student's record. Courses dropped after this date are recorded as W. There is a published date, following midterm grades, after which it is no longer possible to drop a course without the approval of the senior vice president and dean of the College. Students who drop a course without securing the required approvals will receive an F.

Withdrawal

In order to withdraw from the College within any term, an undergraduate student must meet with the director of academic support services for an exit interview and to obtain a withdrawal form. No refund will be considered unless the withdrawal form with appropriate signatures is completed and presented to the Business Office. Refunds will be made according to the policy outlined in the Financial Regulations section.

A student who withdraws with permission after the first seven days but before mid semester will have grades recorded as W in each course. A student who withdraws without permission receives a grade of F in each course.

Students should complete all course withdrawals by mid semester. The mid semester deadline for completing course withdrawals is published in the College calendar.

Students who wish to withdraw from one or more courses after the mid semester deadline must file a written petition with the senior vice president and dean of the College. Petitions will not be approved unless students can show evidence that they are in extraordinary situations that warrant exceptions to the general policy of the College.

Enforced withdrawal with an “F” grade may result from habitual delinquency in class or any other circumstance that prevents the student from fulfilling the purpose of the class.

The College reserves the right to cancel the registration of any student. In such a case, the pro rata portion of tuition will be returned, except that students withdrawing under discipline forfeit the right to a refund.

No student who withdraws is entitled to a grade report or a transcript of credits until all accounts are settled in the Business Office.

Medical Withdrawal

Medical withdrawals are granted to students only in the rare case where their physical, mental, or emotional health prevents them from continuing studies at the College. Medical withdrawal may be granted only for the current semester, and it is the sole responsibility of the student requesting a medical withdrawal during any semester to complete and submit all required paperwork by the last day of classes in that semester as defined by the official College calendar. A retroactive medical withdrawal may be considered only in the event that the illness or condition occurred at the end of the semester and prevented the student from completing this process within the semester. It must be applied for as soon as reasonably possible after the end of the semester.

All requests for medical withdrawals must be accompanied by a medical professional’s letter of recommendation for withdrawal and documentation of illness. This letter must include a medical diagnosis, the time frame during the semester in which the illness or medical condition occurred, and an explanation of how this prevented the student from being able to continue with his/her academic requirements. Upon return to the College, the student must present documentation that states the student has been treated by the same or another referred medical professional and in his/her expert opinion the student’s condition has improved to the point that he/she can handle the demands of college life. Students granted a medical withdrawal will receive the grade of W in all attempted classes.

Emergency Withdrawal

Extreme personal circumstances, such as call-up to active military duty, may constitute grounds for emergency withdrawal from school after the official withdrawal deadline. Emergency withdrawal must be caused by circumstances beyond the student’s control and be of an extenuating nature that causes the student to be unable to complete the current semester. Documentation of the circumstances must be provided before such withdrawals may be considered and must be provided at the time the emergency arises. Students granted any type of emergency withdrawal will receive the grade of W in all attempted classes.

Academic Probation

Students who earn in any semester a GPA of less than 1.50 will be placed on academic probation. A student may be removed from academic probation by earning a 2.00 GPA during a regular semester or a summer semester at Millsaps College provided that the student completes at least 12 semester hours and has an acceptable cumulative average.

Academic Suspension

A student on academic probation for two consecutive semesters will be placed on academic suspension or remain on academic probation if satisfactory progress has been made toward a degree. A student may also be placed on academic suspension if satisfactory progress has not been made toward a degree. Satisfactory progress is defined as maintaining:

- 1.50 cumulative GPA when 28 semester hours or less have been attempted, or
- 1.80 cumulative GPA when more than 28 semester hours and less than 60 semester hours have been attempted, or
- 2.00 cumulative GPA when greater than 60 semester hours have been attempted, or
- 2.00 cumulative GPA after senior status has been obtained.

Students who have been suspended may petition the dean of the College in writing for readmission. The first suspension will ordinarily be for the duration of one semester, the second suspension for a full academic year. Students seeking readmission should apply as soon as possible in order to assure sufficient time to fulfill whatever requirements may be necessary for readmission to be granted. Courses taken at another institution while on suspension will not be accepted for credit by Millsaps. Students on suspension are not allowed to take summer courses at Millsaps.

Unsatisfactory Academic Progress

A part-time student who makes a GPA of less than 1.50 in any semester will be notified that he or she is making unsatisfactory academic progress. To be removed from that classification, the student must make a 2.00 GPA during a regular semester or summer session.

Class Attendance

Irregular attendance indicates that the student may be having difficulties adjusting to the course or to the College. The primary responsibility for counseling students with respect to their absence rests with the faculty member; but, in the following circumstances, the faculty member is expected to report in writing the student's unsatisfactory attendance record to the director of academic support services:

For a freshman: whenever the total absences are equal to twice the number of class meetings per week.

For any student: after three successive absences for reasons unknown to the instructor, or when in danger of failing the course.

The reporting of absences is for counseling purposes only and has no effect on the student's grade.

Individual faculty members decide the manner and extent to which absences alone will affect a student's grade. Each faculty member is expected to outline the policy in writing to each class at the beginning of the semester. This may extend to dismissal from the course with a grade of F for reasons solely of absence.

Absences are excusable only by the individual faculty member, but an excused absence does not excuse the student from being responsible for the course work. Explanation for a student's absence provided by a parent, medical doctor, or a member of the faculty or administration may be helpful to the faculty member, but such explanations are not in themselves excuses.

This is particularly important in the case of absences involving missed examinations, late assignments, laboratory sessions, and similar scheduled commitments. Faculty members, however, may not excuse students from attendance on the two days preceding and the two days following vacation periods without the express permission of the interim vice president and dean of academic affairs.

Each student is responsible for knowing the general attendance policy of the College and the particular policies operative in each class. Further details relating to attendance are in the student handbook, Major Facts.

Examinations

Permission to make up an examination or alter the time for an examination may be granted only by the instructor of the class for a specific student. If an instructor wishes to change the time of a final exam for a class, he or she must obtain permission from the interim vice president and dean of academic affairs.

No student should be required to take more than two final exams on one day. Students will be expected to take the initiative to resolve any conflicts with the appropriate faculty. If a resolution is not reached, the student may appeal to the interim vice president and dean of academic affairs.

Senior Exemptions

Students may elect to be exempt from final examinations only in the semester in which they pass their comprehensive examinations and only in those courses in which they have a C average or better. It shall be understood, however, that this exemption does not ensure the student a final grade of C, since daily grades during the last two weeks shall count in the final average. Under no circumstances may a student be exempt from any examination in more than one term or semester. Seniors may be allowed one special examination in any subject taken and failed in the senior year. Permission for such examination must be secured from the associate dean or the vice president and dean of the College. Students may request exemption from other requirements by petition to the interim vice president and dean of academic affairs.

Honor Code

Millsaps College is an academic community where men and women pursue a life of scholarly inquiry and intellectual growth. The foundation of this community is a spirit of personal honesty and mutual trust. Through their Honor Code, members of the Millsaps community affirm their adherence to these basic ethical principles. An Honor Code is not simply a set of rules and procedures governing students' academic conduct. It is an opportunity to put personal responsibility and integrity into action. When students agree to abide by the Honor Code, they liberate themselves to pursue their academic goals in an atmosphere of mutual confidence and respect. The success of the code depends upon the support of each member of the community. Students and faculty alike commit themselves in their work to the principles of academic honesty. When they become aware of infractions, both students and faculty are obligated to report them to the Honor Council, which is responsible for enforcement. The Millsaps Honor Code was adopted by the student body and approved by the faculty and Board of Trustees in 1994.

Student Behavior

Students at Millsaps, because they are members of an academic community dedicated to the achievement of excellence, are expected to meet the highest standards of personal, ethical, and moral conduct possible. The commitment of its faculty, staff, and students to these standards contributes to the high respect in which the Millsaps degree is held. Students must not destroy that respect by failure to meet these standards.

The College has the responsibility and authority to establish standards for scholarship, student conduct, and campus life. Therefore, it cannot condone violations of local, state, or federal laws or conduct detrimental to students or to the College. Students, as adults, are presumed to know the law as to illegal conduct prohibited by municipal, state, or federal law and are governed thereby. In addition, students failing to follow the direction of a College official, who is acting within the scope of her or his responsibilities, may be subject to disciplinary action. The College expects students to be concerned with the physical and psychological well-being of others and cannot condone behavior that exploits another individual. Students and organizations are expected to comply with rules concerning the academic, social, and residential life of the College. They are expected to comply with directions of College officials. Students are responsible for the behavior of their guests while on Millsaps property and/or at Millsaps functions.

The Millsaps Student Conduct System has been put in place to ensure the protection and preservation of an academic environment on campus where all students are free to pursue their educational goals. The system encourages students to become better citizens and live up to the higher standard of behavior expected of all Millsaps students. Millsaps students are expected to act with honesty and integrity in personal, social, and academic relationships and with consideration and concern for the community, its members, and its property. We emphasize education by focusing on growth and development of the individual student, encouraging self-discipline, and fostering a respect for others.

The Millsaps Student Conduct System is not intended to mirror any court system. The policies and procedures used are not meant to resemble those in the criminal process. There is a fundamental difference in the nature of student discipline and that of criminal law. Student discipline is meant to maintain a positive living and learning environment. The process is designed to help students make positive choices for themselves, choosing self-responsibility instead of submitting to peer pressure, and to challenge them to accept responsibility for negative choices.

Alcoholic Beverages

Millsaps College is an educational institution dedicated to a strong academic program and to providing a caring community. The College strives to help its students become self-directed, responsible citizens. The College's alcohol policy is intended to assist in the creation of a campus environment where students have the opportunity to learn how to deal responsibly, both individually and socially, with alcoholic beverages.

Millsaps College does not encourage the consumption of alcoholic beverages. Members and guests of the Millsaps College community who are of legal drinking age (21 years old) and choose to consume alcoholic beverages are expected to do so responsibly and in consideration of the consequences to self, others, and the community at large. Any consumption of alcohol must be done within the limits of the applicable laws and relevant College policies.

All members of the campus community are expected to recognize the potential for alcohol abuse and that abuse of alcohol is absolutely at variance with the mission of the College. Persons who infringe upon the rights of others or who conduct themselves in an inappropriate manner that is caused by or can be shown to be related to the consumption of alcohol shall be held accountable for their actions and subject to disciplinary and/or criminal action.

The regulations and practices governing the use of alcoholic beverages apply to all members of the Millsaps College community. The primary responsibility for knowing and abiding by the provisions of the College's alcoholic beverage policy rests with each individual.

Illegal Substances

The College cannot condone violations of federal, state, or local laws regarding any illegal drugs, narcotics, or dangerous substances. The use, possession, or distribution of such substances, except as expressly permitted by law, is not permitted.

Disciplinary Regulations

Students responsible for serious and/or multiple infractions of College regulations may be subject to disciplinary action including social probation, disciplinary probation, disciplinary suspension, or disciplinary expulsion. The Student Conduct Council may enact social probation or disciplinary probation and may forward a recommendation for disciplinary suspension or disciplinary expulsion to the president. The president and/or the vice president and dean of the College may enact any of these sanctions when warranted.

Social Probation

Social probation is a warning to a student regarding conduct standards. Its primary purpose is to serve as a period of time in which a student is asked to prove responsibility to himself/herself and the College. The terms of social probation include, but are not limited to, prohibiting said student from participating in extracurricular campus activities such as fraternity/sorority social activities and intramural and varsity sports. In addition, a student may hold no office of campus leadership. When an organization is placed on social probation, the organization may not sponsor social activities in the name of the organization, or in a manner that could reasonably be interpreted as sponsorship by the organization, for the period of the social probation.

Disciplinary Probation

Disciplinary probation is the most serious penalty, short of suspension and expulsion, that can be incurred by a student. During a period of disciplinary probation, any further infraction of College regulations will render the student liable to suspension or expulsion.

Disciplinary Suspension and Disciplinary Expulsion

Unfortunately there are times when a student's conduct is deemed to require the most serious penalty to be exacted by officials of the College. This action may result from a series of less severe actions or from particularly egregious behavior, as determined by College officials.

Disciplinary suspension is a decision to temporarily discharge a student. The student will receive grades of W for the semester and official notation will be made on the transcript.

Disciplinary expulsion is a decision to permanently discharge a student. The student will receive failing grades for the semester and official notation will be made on the transcript.

When student behavior warrants either disciplinary suspension or disciplinary expulsion, the student's financial status will be treated as if the student withdrew. (See Financial Regulations section.)