

Academic misconduct is addressed by the instructor of the course in which it occurs. A professor has the prerogative to take a variety of actions, as appropriate, including but not limited to: count a student absent; require work to be redone, in whole or part; require additional work; give a lower or failing grade for an assignment or test; require the student to leave a class session; withdraw the student from the course; and/or give an immediate failing grade for the course.

In all cases of academic misconduct, the faculty member informs the vice president for academic affairs of the case and its resolution in writing. The vice president for academic affairs keeps information documenting instances of academic dishonesty. If a student's academic dishonesty appears to be egregious or repeated, the vice president for academic affairs has the prerogative to pursue disciplinary action beyond that of the instructor(s) in order to deal with the infraction(s), including the adjudication of the case before the Judiciary Board and/or the possibility of suspension of enrollment.

A student who believes an error has been made by an instructor in a case of academic misconduct (e.g., who denies the academic misconduct, disputes the facts of the case, believes the sanction is inappropriate) may appeal the decision and corrective action of an instructor to the vice president for spiritual formation. The appeal must be made in writing and received within one week of the instructor's decision, stating evidence for the believed error. A duplicate copy of the appeal letter should be submitted to the course instructor. The vice president for spiritual formation will investigate and respond to the appeal with a decision in a timely manner. A student may appeal a decision by the vice president for spiritual formation regarding academic misconduct to the Judiciary Board, which must be in writing, addressed to the chair of the Judiciary Board, and within three days of the notification of the vice president's decision. The student may and should continue in class attendance and participation as long as an official appeal is pending. The decision of the Judiciary Board will be final in cases that do not end in suspension or expulsion. A student may appeal a suspension or expulsion due to academic misconduct to the president of the University, whose decision will be final.

Credits from Other Sources

TRANSFER OF CREDITS: Point University accepts credits for equivalent courses bearing "C-" or higher grades to Point from institutions accredited as degree-granting by a regional accrediting body for higher education at the time the coursework was completed. Credits from colleges that are accredited by other accrediting bodies, as recognized by the U.S. Department of Education, are considered on a case-by-case basis. Credits from non-accredited colleges are not transferred.

Comparable nature, content, and level of credit are considered in determining the appropriateness of the transfer. Only those courses which satisfy degree requirements are transferred. A tentative evaluation of credits for transfer may be made as part of the admission process. The registrar will officially transfer credits after the student has been accepted and declared a degree program.

Only credits taken at Point University contribute to the student's cumulative GPA; transfer credits and grades are not used in calculating the Point GPA. The credits and grades for transfer courses used to satisfy degree requirements are considered in determining graduation honors (see *Honors*, p. 35).

CREDIT BY EXAMINATION: Point recognizes the earning of credit by examination from sources with known validities and reliabilities. Credit by examination scores should be submitted to the registrar, who determines the applicability of particular external examinations to the requirements for a degree from Point. Point's off-site location in Peachtree City administers the computer-based College Level Examination Program (CLEP) and DANTES (DSST) tests.

Academic credit toward graduation requirements for a degree will be awarded for the results of credit by examination under the following conditions and limitations:

1. The testing program/examination is recommended as the basis for awarding University academic credit by the American Council on Education (ACE): e.g., Advanced Placement (AP), College Level Examination Program (CLEP), DANTES Subject Standardized Tests (DSST), and military courses.
2. The number of semester hours awarded is normally determined according to the ACE recommendation and University requirements for the specific course.
3. A credit-by-examination score may be used to earn three semester hours of credit for ENG 101 or ENG 102: Critical Reading and Writing I/II or six hours for both. If the AP "English Language and Composition" exam or "English Literature and Composition" exam is taken, a score of three or above is necessary. If the CLEP exam titled "College Composition" is taken, a score of 50 or above is necessary.
4. Credits earned by external examination are placed on the student's transcript and treated as transfer credits. Credit earned by external testing will be designated on the transcript by a grade of "Pass."
5. A maximum of 25 percent of the semester hours required for a traditional degree may be satisfied by external examinations.

TRANSIENT STUDENTS FROM POINT AT ANOTHER UNIVERSITY: A transient student is one who, with advance approval of the Registrar, takes one or more courses at another regionally-accredited institution of higher education to meet curricular requirements at Point. Such a student is considered a Point student while studying elsewhere. The credits taken as a transient student, including online or correspondence courses, are subject to the normal transfer of credit practices (p. 31). All coursework from institutions, other than Point, must be completed and transcripts received prior to the beginning of the last semester before graduation.

Learning Assistance

Point is focused on helping students achieve academic success. The University provides a variety of services to assist students in the Education Resource Center (ER), located in the Learning Commons on the first floor of the Academic Center:

- Helping new students adjust to the academic and social demands of University life;
- Offering ACC 099, Academic Accountability, as co-curricular course;
- Cooperating in academic advisement and course selection of at-risk students;
- Coordinating tutoring services for the Writing and Math Labs and directing students to tutoring in various disciplines;
- Providing Writing Lab support to students at any stage of the writing process;
- Assisting with reasonable accommodations for students eligible for disability services and working with faculty and staff to meet those needs as appropriate; and
- Offering instruction and materials for such topics as effective time management, study and testing skills.