

## ■ Institutional and Academic Policies

### **Student Responsibility**

The student is responsible for knowing the information presented in the Chaminade University Catalog, course schedules, and Student Handbook, and for observing all regulations and procedures relating to the program being pursued. In no case will a regulation be waived or an exception granted because a student pleads ignorance of, or contends that he/she was not informed of, the regulations or procedures.

A student must satisfy the requirements of the catalog in force at the time that he or she is admitted to and begins course work in a degree program, or the student may, with the consent of the program advisor, graduate under a subsequent catalog provided the student complies with all the requirements of the later catalog.

***RESPONSIBILITY FOR FOLLOWING ALL POLICIES AND MEETING ALL REQUIREMENTS AND DEADLINES FOR GRADUATION RESTS WITH THE STUDENT.***

### **Freedom of Expression**

Students are free to take reasoned exception to the views offered in particular courses of study. They may, however, be required to know thoroughly the specific bodies of knowledge or interpretations or theories set by the professor, but are free to reserve personal judgment as to the truth or falsity of them.

Students are expected to maintain the standards of academic performance articulated in course syllabi, and assignments, and academic and student life policies. The instructor is considered the normal and competent judge of academic work. Students are protected from unjust grading and evaluation by due process procedures detailed in the Academic Grievance section of the Student Handbook.

### **Privacy Act (FERPA)**

Chaminade University applies as policy the Family Educational Rights and Privacy Act of 1974. The Family Educational Rights and Privacy Act (FERPA) deals specifically with the educational records of students, affording students certain rights with respect to those records. These rights include:

1. The right to inspect and review their own educational records within 45 days of the day the University receives a written request for access. Students should submit to the Records Office written requests that identify the record(s) they wish to inspect. The Records Office will make arrangements for access and notify the student of the time and place where the records may be inspected.
2. The right to request amendment or correction of educational records that the student believes are inaccurate or misleading. The student should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory academic or research, or support staff position (including security unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Regents; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility. Upon request, the University discloses education records to officials of another school in which a student seeks or intends to enroll.
4. The right to file complaints with the Department of Education concerning alleged failures by institutions to comply with the Act. Written complaints should be directed to the Family Policy Compliance Office, U.S. Department of Education, 500 Independence Avenue, SW, Washington, DC 20202-4605.

Chaminade University designates the following categories of student directory information. Such information may be disclosed by the University for any purpose, at its discretion.

Category I: Name, address, telephone number, dates of attendance, enrollment status, class.

Category II: Previous institutions attended, major fields of study, awards, honors (includes Dean's List, degrees conferred including dates).

Category III: Past and present participation in officially recognized sports and activities, physical factors (height, weight of athletes, date and place of birth).

Under the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, currently enrolled students may withhold disclosure of any category of information. To withhold disclosure, written notification must be received in the Records Office at the time of registration or during the add/drop period. Forms requesting the withholding of directory information are available at the Records Office. Chaminade University assumes that failure on the part of any student to specifically request the withholding of directory information indicates approval for disclosure. Requests for withholding of directory information are effective for one academic year.

The institution will honor the students request to withhold any of the categories listed above but cannot assume responsibility to contact the student for subsequent permission to release them. Regardless of the effect upon the student, the institution assumes no liability for honoring his/her instructions that such information be withheld.

### **Parental Notification**

Chaminade University strongly believes in the value and importance of the family. The family has great potential for encouraging students to pursue academic goals and to develop ethical decision making skills. Therefore, in keeping with provisions of the federal Family Educational Rights to Privacy Act as amended, Chaminade University may notify a parent or guardian if a student, who is a dependent as defined by the Internal Revenue Service Code, is at risk of receiving serious academic or disciplinary sanctions.

It is the intention of this policy to partner with parents or guardians so as to maximize the value of the educational experience and to help the student understand the ramifications of his or her behavior.

Notification may be done in the following instances:

1. the student has been found in violation of any of the Prohibited Conduct rules, as stated in the Student Code of Conduct.
2. the student is in danger of losing financial support from scholarships or government loans.
3. the student has been placed on academic probation.
4. the student has withdrawn or is facing withdrawal from the University.

A parent or guardian may have access to a student's educational records when the student:

1. has authorized access to his/her records; or
2. is a dependent as defined by the Internal Revenue Service Code.

The University will pursue both of the following options to establish the list of students for whom educational records can be shared with parent or guardian.

Student will be given the opportunity to sign an authorization form at registration time and/or at any other convenient time.

Parents will be asked to provide IRS documentation of dependency, if they wish to be informed in the cases indicated above. This can be done at the parent's orientation program and in mailings to the parents. The documentation should include the parent or guardians name and address.

Written notification including a University contact number will be sent to the parent or guardian at the appropriate address.

### **Academic Standing**

To continue attending Chaminade University, students must make satisfactory progress toward completing the program of studies for which they are enrolled

### **Academic Warning**

Students not on probation whose semester or term GPA falls below 2.0 or who fail to complete at least 50 percent of enrolled courses will receive a warning of unsatisfactory progress. Full-time students are expected to complete and receive credit for at least 12 credit hours per semester or 24 credit hours per academic year. Part-time students must complete and receive credit for at least 50 percent of enrolled courses.

### **Academic Probation**

Full-time students whose cumulative GPA falls below 2.0 at the end of any semester or term will be placed on probation the subsequent semester. After completing 12 credit hours, part-time students whose cumulative GPA falls below 2.0 will also be placed on probation. Students placed on probation because of unsatisfactory progress in completion of courses enrolled must complete at least 50 percent of the courses enrolled in the first semester on probation. Provided improvement in the GPA is shown for the first semester or term on probation, students will be allowed an additional semester to attain good standing.

### **Academic Suspension**

There are two scenarios which will lead to academic suspension.

1. Students who fail to earn a GPA of at least 1.00 at the end of their first semester or the term when a total of 12 credit hours have been attempted, or
2. Students who fail to meet the requirements to be removed from probation.

Suspension shall be for the full Fall or Spring Day semester following the semester in which the above scenario occurs.. After one semester of suspension, students may apply for re-admission.

**Academic Dismissal**

Students who are readmitted after a period of suspension from Chaminade and fail to meet the requirements to be removed from probation are subject to dismissal from Chaminade and are ineligible to return for 1 full year after which they may reapply for admission.

**Part-time Students**

Academic standing for part-time students will be determined after 12 semester hours of courses have been attempted. The applicable standards will be those set out above for full-time students.

Probation after 6 credits if the GPA is below 1.0 with notification that the student will be suspended if the GPA is not raised to above 1.0 by the time the student has attempted 12 credits.

Warning with a GPA below 2.0 with 6 credits attempted with notification that the student will be placed on probation if the student GPA is not raised above 2.0 upon attempting 12 credits and suspension should the student's GPA fall below 1.0.

Students on probation must maintain a semester GPA of 2.0 to be continued on probation until attaining a 2.0 overall GPA. Failure to attain a term GPA of 2.0 would result in Academic Suspension.

Students on suspension must submit a request for re-admittance on special academic probation from the Associate Provost for the Undergraduate Program for undergraduate students or the Director of Adult Evening and Online Program for AEOP students. Readmitted students must maintain a term GPA of 2.0 to be continued on probation. Failure to maintain the 2.0 minimum GPA will result in Academic Dismissal.

**Extenuating Circumstances**

Students who are suspended or dismissed may be considered for re-admission if such action was the result of illness or other extraordinary and extenuating circumstances.

Appeals from any of the above actions must be submitted in writing to the Associate Provost within 30 days of the date the student received notification of suspension or dismissal action.

**Academic Honesty**

Academic honesty is an essential aspect of all learning, scholarship, and research. It is one of the values regarded most highly by academic communities throughout the world. Violations of the principle of academic honesty are extremely serious and will not be tolerated.

Students are responsible for promoting academic honesty at Chaminade by not participating in any act of dishonesty and by reporting any incidence of academic dishonesty to an instructor or to a University official. Academic dishonesty may include theft of records or examinations, alteration of grades, and plagiarism.

Questions of academic dishonesty in a particular class are first reviewed by the instructor, who must make a report with recommendations to the Dean of the Academic Division. Punishment for academic dishonesty will be determined by the instructor and the Dean of the Academic Division and may range from an 'F' grade for the work in question to an 'F' for the course to suspension or dismissal from the University.

## **Academic Grievance**

### **Concerns of Academic Issues**

Questions regarding the conduct of a course, including grading, should be directed to the instructor of the course. If the issue cannot be resolved in discussion with the instructor, the student should invoke the additional steps outlined below. The following three items of an academic nature have specific procedures to address concerns.

1. Course content that veers significantly and substantively from the content and requirements as set forth in a course syllabus.
2. Demonstrably arbitrary/unfair evaluation of student produced course work.
3. Accusations of plagiarism or other forms of academic dishonesty.

### **Course Content that Veers Significantly and Substantively from the Content and Requirements as set forth in a Course Syllabus**

Deviation from the syllabus will be considered a grievable situation only if the student can show that significant material, vital to future courses for which this course is a prerequisite, has been eliminated, or the expectation of student performance has significantly changed.

Students who have a grievance about major deviations, additions or changes to a course's syllabus are encouraged to first take up the issue with the course instructor. Significant reasons may have developed—such a major discovery which necessitate changes in the course content or contextual developments which change the way the course may be delivered or evaluated—to warrant such changes in the curriculum.

In the event the student is unable to resolve the issue with the instructor, the student may speak with the Division Dean or Graduate Dean or Program Director (If the Dean or Graduate Program Coordinator is the instructor in question, the concern should be directed to the Associate Provost; if the Associate Provost is the instructor in question, the concern should be directed to Executive Vice President and Provost.) The purpose of these meetings is primarily informational, although if there is evidence that the course did not generally match with the basic description provided in the college catalog, remedies may be offered to the student, including, but not limited to, re-offering the course to the student, providing an opportunity for mentored independent study, or extending the option of course withdrawal.

These meetings must be initiated by the student prior to the end of the semester of the course in question, as this process exists for review of course content and not as an avenue for soliciting review of grades. Grievances initiated after the end of the semester will be treated as grade appeals.

### **Demonstrably Arbitrary and Unfair Evaluation of Student Produced Course Work**

Students have a right to expect fair and consistent issuance of course grades. The grading policy employed in each class, including the comparative weight of each component used to determine the final grade, is outlined in each course syllabus. It is the student's responsibility to read and comply with the grading policy outlined in that syllabus.

Students who have questions about grades on projects, tests or final grades for the semester are encouraged to meet with their instructor and review the grades. In the case of a final grade only, if the student still does not understand the basis for the grade or believes that the composition of the semester grade conflicts with the grading policy stated in the syllabus, he or she may request an additional meeting with the instructor and the Division Dean or Graduate Program Director. (If the Dean or Graduate Program Director is the instructor in question, the concern should be directed to the Associate Provost; if the Associate Provost is the instructor in question, the concern should be directed to Executive Vice President and Provost.) This meeting must be requested within two weeks of receipt of the final grade, and must take place within 30 days of the beginning of the next semester.

At this meeting, the student will be asked to provide evidence to substantiate the claim that the grade was either arbitrary or unfair. The role of the Program Dean or Graduate Program Director is to facilitate communication, and clarify understandings. At the instructor's sole prerogative, the final grade may be modified, although no grade may be lowered as a result of these meetings, or the assigned grade may be sustained. If the dispute is regarding the accuracy of a grade assignment, this meeting is the final step of the review process.

If, in the opinion of the Dean or Graduate Program Director, significant discrepancies exist between the grading policy stated on the syllabus and the actual process used to assign a final grade, one last step may be utilized. The Dean or Graduate Program Director may recommend a review of the grading process by the Executive Vice President and Provost. This person does not have the authority to change the final grade, but can extend to the student the opportunity to retroactively withdrawal from the course, if sufficient evidence warrants such a recommendation.

The grade appeal process is not designed to address accusations of discrimination or harassment. If such concerns are the premise upon which the appeal is made, the student is directed to use the processes established by the University to resolve discrimination or harassment charges.

### **Accusations of Plagiarism or other forms of Academic Dishonesty**

Plagiarism is the offering of work of another as one's own. Plagiarism is a serious offense and may include, but is not limited to, the following:

1. Complete or partial copying directly from a published or unpublished source without proper acknowledgment to the author. Minor changes in wording or syntax are not sufficient to avoid charges of plagiarism. Proper acknowledgment of the source of a text is always mandatory.
2. Paraphrasing the work of another without proper author acknowledgment.
3. Submitting as one's own original work (however freely given or purchased) the original exam, research paper, manuscript, report, computer file, or other assignment that has been prepared by another individual.

In the cases of alleged academic dishonesty (such as plagiarism, cheating, claiming work not done by the student, or lying) where a faculty member observes or discovers the dishonesty, the faculty members may choose to confront the student and handle the matter between the faculty member and the student, or the faculty member may choose to refer the incident to the Dean or Graduate Program Director. (If the Dean or the Director is the instructor in question, the concern should be directed to the Associate Provost; if the Associate Provost is the instructor in question, the concern should be directed to the Executive Vice President and Provost.) If the faculty member chooses to confront the situation and it is not satisfactorily resolved between the faculty member and the student, the matter may then be referred or appealed to the Dean or Director.

In either case, the Dean or Graduate Program Director may choose to resolve the matter through a meeting with both the student and the faculty member, or refer the matter to the Executive Vice President and Provost. The findings, in either case, are final.

### **Attendance**

Students are expected to attend regularly all courses for which they are registered. Students should notify their instructors when illness prevents them from attending class and make arrangements to complete missed assignments. Notification may be done by calling the instructor's campus extension or by leaving a message with the instructor's division office. It is the instructor's prerogative to modify deadlines of

course requirements accordingly. Any student who stops attending a course without officially withdrawing may receive a failing grade.

Unexcused absences equivalent to more than a week of classes may lead to a grade reduction for the course. Any absence of two weeks or more must be reported to the Associate Provost and the Records Office by the instructor.

Federal regulations require continued attendance for continuing payment of financial aid. If attendance is not continuous, financial aid may be terminated. When illness or personal reasons necessitate continued absence, the student should officially withdraw from all affected courses. Anyone who stops attending a course without official withdrawal may receive a failing grade.

### **Classroom Policies**

While each instructor has his/her own policies regarding classroom conduct and requirements, the following University policies apply to all classes:

- Smoking and alcoholic beverages are prohibited in all classrooms, whether or not class is in session.
- No pets are allowed in class. Exceptions will be made in the case of a seeing-eye dog.
- Radios, CD players, headsets, televisions, and other personal audiovisual equipment not pertinent to the class are prohibited during class.
- Beepers and cellular telephones are also prohibited during class except in extenuating circumstances approved in advance by the professor.
- The use of any camera or video devices while in class, restrooms, locker rooms, or in any situation not normally considered public or where users of the facility may reasonably expect privacy is prohibited. Such devices shall include but are not limited to those in mobile telephones, computers, electronic organizers, or other more surreptitious equipment, and which are capable of capturing either still or moving images.
- A dress code requiring footwear and appropriate attire (shirts, pants, skirts) to be worn in classrooms, as well as in the library, cafeteria and administrative offices. No beachwear is allowed.
- Please note that it is the instructor's sole prerogative to determine whether a student is:
  - in a fit condition to perform classroom work (e.g., is not under the influence of alcohol or drugs, and is not sleeping).
  - indeed working on assignments for that particular class (rather than working on projects for other classes or engaging in activity unrelated to school work).
  - distracting other students as to impair the learning environment.

If the instructor finds a student in violation of any of these provisions, or the policies outlined in the course syllabus, he or she may require the student to leave the classroom and may subsequently mark the student absent, which could eventually affect the student's final grade. Failure on the part of the student to honor the instructor's request to leave the classroom may result in removal of the student by the University security personnel and initiation of the University disciplinary process.

### **Writing Standards**

All work submitted by Chaminade University students is expected to meet the following writing standards:

1. Written assignments should use correctly the grammar, spelling, punctuation, and sentence structure of Standard Written English.
2. Written assignments should develop ideas, themes, and main points coherently and concisely.
3. Written assignments should adopt modes and styles appropriate to their purpose and audience.
4. Written assignments should be clear, complete, and effective.
5. Written assignments containing material and ideas drawing upon sources should carefully analyze and synthesize that material. In addition, the sources of the borrowed material must be correctly acknowledged to avoid plagiarism.

### **Final Examinations**

Final examinations are required in all courses except such courses as directed reading, research or seminars. The schedule of final examinations is published by the Records Office with the Schedule of Courses prior to each registration period.

Except for emergency situations, students must take the final examination during final exam week. Examinations other than laboratory examinations are not scheduled during the week prior to final examinations. Research papers and projects should be completed prior to the last week of instruction.

### **Declaration of Major**

Undergraduate students must declare a major no later than upon attaining junior status. Students who have accumulated 45 semester hours are required to declare a major before registering for the next term. The only exceptions to this regulation are students on probation who must raise their GPA to a minimum 2.0 before discipline faculty officially accept them as students in a major program.

### **Change of Major**

A student may change their major at any time, as long as the student meets the minimum requirements of that major.

### **Time Limit on Completion of Degrees**

It is expected that all degree requirements be completed within a 10-year period. Students may be asked to repeat courses taken more than 10 years before graduation when those courses have changed greatly in content or standards.

### **Resident Credit**

Credit earned in courses offered by Chaminade University in its undergraduate and AEOP sessions, on campus and off campus, is considered resident credit for the purpose of meeting the residence requirement for graduation. Credit earned at the University of Dayton or St. Mary's University as part of the exchange program shall also be accepted as Chaminade resident hours. Credit earned by examination or granted for experiential learning may not be used to fulfill this requirement. At least 30 semester hours of resident credit for the bachelors degree and 15 semester hours for the associate degree are required for graduation.

Candidates for degrees must be registered and in attendance during the session in which the degree is to be completed, unless granted a leave of absence to complete the remaining requirements at another institution.

### **Transfer Credit**

Credit courses earned at other colleges or universities, completed with a grade of 'C' or better (2.0-4.0), not 'C-', may be applied toward undergraduate degrees at Chaminade University under the following provisions.

1. Up to 90 semester hours of credit may be transferred toward any baccalaureate degree. Up to 45 semester hours of credit may be transferred toward any associates degree. However, only credit necessary for the completion of the degree program selected by the student will be accepted for application to the degree.
2. The college or university where credits were earned is accredited by the accrediting division of one of the following regional associations:
  - Middle States Association of Colleges and Schools
  - New England Association of Schools and Colleges
  - North Central Association of Colleges and Schools
  - Northwest Association of Schools and Colleges
  - Southern Association of Colleges and Schools
  - Western Association of Schools and Colleges
3. Courses completed with a grade of 'CR' or 'P' are not transferable to Chaminade unless these grades are equivalent to a grade of C or better (2.0-4.0).
4. Courses were completed within 10 years prior to date of entry to Chaminade. Courses completed more than 10 years before enrollment at Chaminade may be accepted for general education requirements and electives after the student has satisfactorily completed 15 hours at Chaminade for an associate degree or 30 hours at Chaminade for a baccalaureate degree. To satisfy the general education requirements in the sciences, however, transfer credits may not in any case be more than 15 years old. Transfer credits over 10 years old intended to fulfill requirements in the major field of concentration must be evaluated by an advisor in that discipline.
5. Courses are appropriate and applicable to the program and degree sought at Chaminade.
6. Courses were not of a remedial, technical, vocational, or professional nature.

Exceptions to the above policy may be made on a course-by-course basis as follows: credit earned at institutions in foreign countries verified by a certified English translation of transcripts and those accredited by agencies other than the regional associations in the U.S. (listed above).

**Transfer credit is only accepted for students accepted as classified degree seeking students. Unclassified students may not receive an official evaluation or acceptance of transfer credit.** Accepted transfer credits will be posted to the Chaminade transcript with a grade of 'TR' to designate that the credits earned are transfer credits. Transfer credits are not used in the calculation of a student's grade point average at Chaminade.

Credit for successful completion of college level correspondence courses from regionally accredited colleges and universities may be applied to all degrees offered at Chaminade, provided grades of 'C' or

better were received. Acceptance will be determined on a course-by-course basis. Applications for such credit should be made through the Records Office.

### **Advanced Placement Tests**

Applicants who have completed advanced work in secondary schools and who have taken the Advanced Placement Tests administered by the College Entrance Examination Board and scored three or higher on the test may apply for credit by submitting a request in writing to the Transcript Specialist in the Records Office. A maximum of 30 semester hours of credit may be granted.

### **Credit by Examination**

Any student who presents evidence that he/she possesses a thorough grasp of the content of some courses listed in this catalog may apply for credit by examination. There is a charge for credits granted. The examination is administered by the faculty and designed to be the scholastic equivalent of the course. It is comprehensive and of longer duration than a final examination. Grading is on a pass/fail basis. Inquiries about credit by examination should be made at the Academic Advising & Retention Center.

The criteria for approving an application for credit by examination are:

1. The applicant must be a currently registered Chaminade student in good standing.
2. The student may not earn credit by examination for introductory courses when credit has already been received for an advanced course.
3. A student may attempt the examination only once.
4. Until one calendar year has passed, the student may not earn credit by examination for a course previously failed.

### **College-Level Examination Program**

Students may also earn credit toward graduation by successfully completing examinations in the College-Level Examination Program (CLEP) provided the subject matter of the examination has not been covered by a previous course. To be considered for credit, examinations must be completed at the American Council on Education (ACE) recommended score, based on national norms for college sophomores taking the CLEP examinations. CLEP general examinations must be taken in the first year of study. A maximum of 30 semester hours may be granted toward any associate and /or bachelors program at Chaminade.

The CLEP 1 English Composition general examination may be used in lieu of EN 101. An additional three semester hours may be granted as elective credit.

The CLEP 2 Social Sciences-History general examination may be used to meet the behavioral sciences and history requirement of all degrees.

The CLEP 3 Biological and Physical Sciences general examination may be used to meet one of the two course requirements in natural science. The second course requirement in natural science must be met with a course and laboratory. An additional three semester hours may be granted as elective credit.

The CLEP 4 Fine Arts and Literature general examination may be applied toward the course requirement in both.

The CLEP 5 Mathematics Skills and Content general examination may be taken in lieu of MA 100 Survey of Mathematics. An additional three semester hours may be granted as elective credit.

CLEP subject examinations may be taken to satisfy the equivalent courses. Three semester hours may be granted if a satisfactory score is attained.

### **Military Credit**

Students who are serving or who have served in the armed forces of the United States may be granted college credit for military service school training and evaluated and verified Military Occupational Specialty as recommended by the Center for Adult Learning and Educational Credentials (CALEC), American Council on Education. Such credit granted must be relevant to the program of studies chosen and is limited to 30 semester hours.

### **Police Academy Credit**

Students enrolling who are **actively** employed in law enforcement **may** receive up to 18 hours credit for their academy instruction based on an examination of the academy curriculum.

Those students applying who are Honolulu Police Department (HPD) officers will receive credit for the following courses. The curriculum of HPD academy is approved by three police accreditation agencies, based on national standards and in consultation with Chaminade faculty. Instructors are highly qualified. This is not a “life experiences” substitution but rather recognition that HPD has courses in their academy curriculum comparable to the following in content and hours of study. There is a time factor of 10 years. Any academy training prior to that time would be dated and unacceptable.

#### **Four lower level courses**

CJ 151 – Criminal Justice Systems  
CJ 220 - Criminal investigation  
CJ 223 - Introduction to law  
CJ 270 – Supervisions and management

#### **Two upper level**

CJ 423 – Criminal Law  
CJ 432 – Law enforcement

### **Life Experiences**

Credit for experiential learning through work and life experiences may be granted toward meeting requirements for all undergraduate degrees. Such learning completed since high school must be validated by documentation or examinations. These experiences must be appropriate to the degree and the student's major program. Technical, vocational, and professional training is not usually acceptable. A student applying for life experience credit must file with the Enrollment Specialist a portfolio documenting experiential learning. There must be evidence of learning. Evidence may include written or oral examinations, tapes, projects, demonstrations, and performances. Verification of employment and certificates of completion of training should be included where applicable. A personal interview and oral and written examinations may be required, especially when life experience credit is to be applied to major requirements. In general, life experiences are equated with the learning expected from a formal course in the Chaminade General Catalog. Final approval of credit rests with the Executive Vice President and Provost. An evaluation fee is charged whether or not credit is eventually granted. Credit granted for life experiences does not become a permanent part of the student's record until at least 24 semester hours have been earned at Chaminade University. For life experience credit to be applied to the general education, pre-major, and major requirements, a validating examination, written or oral, is required. Credit for life experiences is limited to 30 semester hours.