

## ■ Registration and Records

The undergraduate academic year consists of two regular semesters, each approximately 16 weeks, and two summer sessions, each six weeks long. Fall semester extends from late August to mid-December; spring semester from early January to mid-May. The first summer session starts in mid-May and the second in early July.

The AEOP program on- and off-campus consists of four accelerated semesters of approximately 10 weeks each, beginning in January, April, July, and October. Some accelerated courses are conducted on weekends with varying starting dates.

Prior to each semester or term, a schedule of courses is published listing the instructor and time for courses offered. During regular semesters, classes meet for 150 minutes each week; during AEOP terms, classes meet for 250 minutes each week. Some course offerings lend themselves to intensive study and may be scheduled within two-, three-, or four-week periods. All courses meet for an equivalent of 15 class hours per credit; studio art classes including interior design studios meet for 30 hours per credit; laboratory sections meet for 45 hours per credit.

The standard for one credit hour is three hours per week, consisting of one hour of lecture and two hours of study or three hours of laboratory. Therefore, a three credit course would normally require nine hours of effort per week for the standard 15 week period, three hours of lecture and six hours of study. Courses offered in accelerated terms require the same level of student effort.

### **Student Classification**

Full-time undergraduate students are those who are enrolled in the 16-week day sessions for 12 or more semester hours or are enrolled in a combination of 16-week day session classes and AEOP classes for 12 or more semester hours. Full-time AEOP students are those who are enrolled exclusively in the 10-week sessions for 9 or more semester hours. AEOP and undergraduates are full-time with one class during the interim sessions.

Part-time undergraduate students are those who are enrolled in the 16-week day sessions for 11 or fewer semester hours, or are enrolled in a combination of 16-week session classes and AEOP classes for 11 or fewer semester hours. Part-time AEOP students are those who are enrolled exclusively in the 10-week sessions for 8 or fewer semester hours.

Classified students follow an organized program of study leading to a degree and are subject to regulations and requirements of the program of study.

- Unclassified students, although registered for credit, are not candidates for a degree.
- First Year are those who have completed fewer than 30 semester hours.
- Sophomores are those who have completed from 30 to 59 semester hours.
- Juniors are those who have completed from 60 to 89 semester hours.
- Seniors are those who have completed at least 90 semester hours.
- Auditors are qualified students who are permitted to attend classes with the written permission of the instructor. Auditors receive no credit and may participate in class discussions only with prior permission of instructors.

### **International Student Services**

This University is responsible to the Bureau of Citizenship and Immigration Services (BCIS) for meeting reporting requirements every semester regarding non-immigrant students attending Chaminade

University. For this purpose, all students who fall under this classification are required to submit during registration a copy of the I-94 form (white card attached to the passport) and a copy of the I-20 ID form issued to the student at the port of entry which is considered a permanent record to be used for all BCIS official transactions and for subsequent re-entries to the United States.

To maintain student visa status while in the United States, all international students must:

1. Have a valid passport;
2. Attend the school that the student is authorized to attend;
3. Carry the equivalent of a full course study (at least 12 credits for undergraduate students and 6 credits per term for graduate students);
4. Apply for extension of stay when necessary;
5. Follow procedures to continue from one educational level to another and/or transfer;
6. Obtain authorization prior to accepting any employment; and
7. Report immediately any change of residence to the Enrollment Specialist.

Once enrolled, all concerns having to do with immigration and other legal matters should be directed to the Enrollment Specialist. Other concerns, such as adjustment and cultural issues, assistance is available through the Student Affairs Division.

### **Program Approval**

Prior to registration, students must obtain an advisor's approval for their selected courses. Students who have officially declared a major obtain program approval from their designated program advisors. Other students obtain approval from an assigned advisor through the Academic Advising & Retention Center.

### **Maximum Student Load**

The maximum student load per term is six semester hours for a six-week summer session, nine semester hours for a 10-week term, and 19 semester hours for a regular 16 week undergraduate semester or concurrently when sessions overlap. This load includes all courses taken concurrently at Chaminade and other institutions. On the recommendation of the student's advisor, the student may request an exception to this rule from the Provost. Approval is rarely granted.

### **Prerequisite Courses**

Prerequisite courses are those courses which are required to be completed prior to enrollment in more advanced courses in order to afford reasonable expectation of student preparation for successful attainment of course objectives. A grade of 'C' or above is required to satisfy prerequisite courses. In some cases students may have attained sufficient preparation for success through other life learning and may petition the division dean, academic advisor or class instructor for a waiver of the course prerequisite. Students should be fully prepared to provide the instructor with compelling evidence of such prior preparation. In order for students without documentation of the required prerequisite course work on their transcript to register for more advanced courses, they must present the signed prerequisite course waiver form at the time of registration. The prerequisite course waiver form may be obtained from the Records Office or an academic advisor and must be completed and signed by the course instructor, division dean, and the Provost.

### **Registration for Undergraduate Courses**

Registration of new students takes place after acceptance and concludes during the week prior to the beginning of instruction. Advance registration is conducted for currently enrolled students in the preceding semester. Late registration is permitted only during the first week of instruction. A late registration fee is charged. Registration is not complete until all fees and tuition have been paid, and health clearance requirements are met.

**Undergraduate Enrollment for AEOP Courses**

Immediate registration is permitted in AEOP courses provided the undergraduate student is a graduating senior or requires classes for financial aid purposes. All other eligible undergraduate students will be permitted to register on a space available basis on the day before the class begins. Students must register with the AEOP office.

No enrollment of first year/sophomore undergraduate students will be permitted in on-line courses, except during the summer session. Enrollment of any other undergraduate students will follow the policy cited above.

Interim courses are very time consuming and demanding. An average of two weeks in duration, one absence is equivalent to missing one week of a normal semester session. The immersion-like nature requires a greater than normal attention to the time and material being presented.

Enrollment of undergraduate students already enrolled in 9 credit hours or more of coursework is not permitted in Fall Interim classes. Enrollment in Winter and Summer Interim sessions is allowed provided the student is not on Academic Warning and/or Academic Probation.

**Add/Drop (Change in Registration)**

Add/Drop forms are available in the Academic Advising & Retention Center, the AEOP Office, and the Records Office on the main campus and at the Chaminade offices on military installations. Such changes require the approval of an academic advisor and in the case of closed classes, the instructor. Transfer from one section of a course to another is considered a change of registration and requires the same procedure.

**Full-Time Status**

Fulltime students are those who are enrolled in the 16 week day session for 12 or more semester hours or are enrolled in a combination of 16 week day session classes and AEOP classes for 12 or more semester hours. In the AEOP Full-time students are those enrolled in the 10 week term for 9 or more credit hours.

**Enrollment at Other Institutions**

On the recommendation of the student's advisor, a student may be authorized to enroll concurrently at another institution on Oahu.

Each institution may impose conditions on Chaminade students enrolling concurrently. Generally students must meet application deadlines and qualify for admission as unclassified students. To ensure transferability of credits, authorization to enroll at other institutions at any time, including the summer recess, must be obtained from the Enrollment Specialist in writing. AEOP students must obtain written authorization from their Advisor.

### **Auditors**

Classified and unclassified students desiring to audit classes must obtain the written permission of the instructor. With the instructor's consent, auditors may participate in class discussion and submit assignments, but no credit for the course will be given. Auditors pay half the tuition and the same fees as other students. Forms for this purpose are available from the Records office.

Students who wish to change enrollment from audit to credit may do so within the add/drop period of the term. Students who wish to change enrollment from credit to audit may do so until the deadline for withdrawal, provided they have their instructor's permission.

### **Grades**

Letter grades are given in all courses except those taken on a credit/no credit basis. Grades are calculated from the student's daily work, class participation, quizzes, tests, term papers, reports, and the final examination. They are interpreted as follows:

**A** Outstanding scholarship and an unusual degree of intellectual initiative.

**B** Superior work done in a consistent and intellectual manner.

**C** Average grade indicating a competent grasp of subject matter.

**D** Inferior work of the lowest passing grade, not satisfactory for fulfillment of prerequisite course work.

**F** Failed to grasp the minimum subject matter; no credit given.

**P** Satisfactory completion of course.

**W** Withdrawal before published deadline.

**I** \* The issuance of an 'I' grade is not automatic. At the discretion of the faculty member, a grade of "I" may be assigned to a student who has successfully completed [i.e., with at least a passing grade] a majority of the work of the course and who has an unavoidable and compelling reason why the remainder of the work cannot be completed on schedule.

**IP** In Progress; primarily used for thesis completion.

**AU** Audit.

**CR/NC\*\*** Credit/No Credit.

### **\*Incomplete Coursework**

When submitting a grade on-line the 'I' must be accompanied by the alternative grade that will automatically be assigned after 90 days. These include IB, IC, ID, and IF. If only an I is submitted the default grade is a F. The completion of the work, evaluation, and reporting of the final grade is due within 90 days after the end of the semester or term. This limit may not be extended.

### **\*\*Credit/No Credit**

The credit/no credit option enable students to elect courses of interest without grade penalty. This option applies to all elective courses. General education requirements may not be fulfilled by courses taken credit/no credit. Some major requirements are delivered as credit/no credit. In cases such as required practicum and thesis courses that are usually graded Credit/No Credit, a student may request to be graded. This option is allowed if the student requests the graded option prior to taking the class and the teacher responsible for the grade agrees to the student proposal.

One course per semester may be elected on Credit/No Credit for a maximum of eight courses. This election is in addition to courses where only that option is available. Since credit will be given for the lowest passing grade of D, most institutions will not accept these courses taken on Credit/No Credit on transfer.

The deadline for applying for the Credit/No Credit option is listed in the University Calendar. Instructors are not notified when a student has exercised this option.

### **Repeating a Course**

A student may repeat a course regardless of the previous grade(s) received. All grades will be recorded on the student's transcript. The best grade will be used in computing the grade point average. Credit is awarded only once. The Credit/No Credit option is not allowed for repeated courses.

### **Withdrawals from the University**

Complete withdrawal from the University by day session students must be initiated through the Office of the Dean of Students. An exit interview with the Dean of Students is required. Withdrawal from the university becomes official after the student has submitted a completed *Withdrawal from the University* form (signed by appropriate personnel) to the Records Office.

Students enrolled in developmental courses are expected to complete them. Withdrawals will be permitted only for serious reasons, and with the approval of the Provost.

Withdrawal forms are available in the Academic Advising & Retention Center and the Dean of Students Office on the main campus.

### **Withdrawals**

Withdrawals prior to the established deadline for each semester may be made without grade penalty. The notation W is recorded. The student is ultimately responsible for withdrawing from class when appropriate. The signature of the instructor of the course is required.

Students in the Undergraduate Program may Withdraw Without Record from a course until the last day of week 5 of a 15-16 week semester. Students in the Adult Evening and Online Program may Withdraw Without Record until Wednesday of week 3 of a 10-week term. In the case of undergraduate courses of other lengths, the last date of withdrawal will be set at the corresponding point of the term, that is, when the course is approximately 25% complete. If a student withdraws by this date, the course does not appear on the student's official transcript. Withdrawal from a course after the last day of withdrawal without record will be noted as a W on a student's transcript. The deadline for withdrawal will be listed in the term schedule of courses.

Only when the student presents written evidence such as military orders, a doctor's statement, or other reasonable justifying documentation for post-deadline withdrawal will the request be approved.

### **Withdrawals by Nursing Program Students**

Nursing majors may only withdraw from a nursing course one time and then must successfully complete the course with a grade of C or better to progress in the program. Individual circumstances may be subject to review by the Dean for additional consideration.

### **Withdrawals by Instructor**

Students who miss two consecutive weeks of class (prior to the withdrawal deadline) may be withdrawn by the instructor. Withdrawals are only effective for tuition refunds when initiated by the student during the refund periods and in accordance with the appropriate refund schedule. The student must obtain written permission from the instructor to be re-enrolled in a class from which the student has been withdrawn.

### **Withdrawals by University Administration**

If the instructor does not confirm that the student is academically engaged in a course by the *fourth week* of class, the person claiming the federal tax deduction, if known, will be notified of the situation.

If the situation is not resolved by the end of the fifth week, the student will be administratively removed from the class. Note that this will have the same effect on financial aid as a voluntary withdrawal.

### **Individualized Study**

An Individualized Study is an existing, approved course offered by a faculty member for one student. The material covered in the Individualized Study is identical to that covered in the course when it is presented in the traditional manner. A student may request an Individualized Study only when there is a need to fulfill graduation requirements and the course is not offered in the regular schedule due to insufficient enrollment or other extenuating circumstances. An Individualized Study must have the approval of the Provost. If the student is paying full tuition for a regular day semester, the tuition will cover one such course without additional payment.

### **Directed Study**

A Directed Study is study of or research on a topic of special interest to the student electing the directed study. A faculty member in the appropriate discipline who agrees to be the student's mentor in the work is the director of the study. The material covered in a directed study is not covered by any existing, approved course. The Provost must approve a directed study.

### **Deficiency Report**

By the fourth week of instruction or the equivalent, deficiency reports are issued for students who are officially registered but not attending class or are not doing satisfactory work. A student who has received a deficiency report has the option of withdrawing from the course without grade penalty provided the withdrawal occurs within established deadlines. Four week grades shall be assigned to students.

### **Grade Report**

Grades will be made available online at Chaminade's website, [webportal.chaminade.edu](http://webportal.chaminade.edu), at the end of each semester or accelerated term. Questions about a particular grade should be addressed to the instructor. Any suspected error in the grade should be reported to the Records Office as soon as possible. The time limit for any grade change is six months from the end of the semester. Each semester hour for which an A is earned carries four grade points; a B, three grade points; a C, two grade points; and a D, one grade point.

### **Grade Point Average**

The student's academic standing is indicated by a grade point average, determined by dividing the total number of grade points earned by the total number of credit hours the student has attempted at Chaminade. Courses taken on a Credit/No Credit basis are not included in the grade point average computation. If a course is repeated to improve a grade, the highest grade is used in calculating the grade point average.

### **Veterans Affairs**

The VA certification specialist, under the guidance of the Department of Veterans Affairs, certifies enrollment for all students eligible to receive educational benefits under Chapters 30, 31, 32, 33 and 35 of Title 38, U.S.C. and Chapters 1606 & 1607 of Title 10, U.S.C. VA students need to submit form CUH 29A to request enrollment certification upon each registration.

### **Financial Obligations**

Students who have not satisfied their financial obligations (including tuition, traffic and parking fines, library fines, laboratory breakage charges, etc.) may be denied further registration, diploma, or transcripts of their records.

**Dean's List**

At the end of the fall and spring semesters, a list of those full-time students who have attained a grade point average of at least 3.51 is published. Students in the AEOP terms carrying 12 or more semester hours for the combined summer/fall sessions or winter/spring sessions are eligible for inclusion on this list. The list is posted on the Chaminade website at [http://www.chaminade.edu/registrar/deans\\_list.php](http://www.chaminade.edu/registrar/deans_list.php).

**Clearance for Graduation**

Clearance for Graduation is due one year prior to the desired graduation date. The clearance is not official until it has been reviewed and approved by the Registrar. Undergraduate students should obtain clearance for graduation at least two semesters prior to the intended graduation date. Students in the AEOP should obtain clearance for graduation at least four semesters prior to the intended graduation date.

To be cleared for graduation, a student must have a minimum cumulative GPA of 2.0 and the necessary GPA required in the major. Some majors require a GPA higher than 2.0 for courses taken in the major.

**Petition for Graduation**

A petition for graduation must be filed at the Records Office no later than the deadline specified in the current academic calendar. A clearance for graduation form must be completed before the petition and graduation fees are accepted.

Attendance at commencement is optional. A petition must be filed and the graduation fee must be paid before the degree will be conferred or a diploma issued.

**Transcript of Permanent Record**

Normal transcript processing is 5 working days, from request to outgoing mail. Be sure to allow for sufficient postal time, 4-5 days each way for mail to and from the US mainland, more during peak mailing seasons.

A transcript of the student's permanent record is issued only with the written and signed authorization of the student or through a court order.

Each transcript includes the student's complete academic record at Chaminade. Official transcripts of credit earned at another institution become a part of the student's permanent file and are not given or released to any other person or institution. A student may be allowed to view a transcript of their academic record from another university or college; however, no copies will be allowed.

A transcript is official only if it bears the signature of the Registrar. Transcripts not prepared in the Records Office will not be certified as accurate. Transcripts issued directly to the student will bear the statement "Issued to Student."

**Commencement**

Commencement is a ceremony. Conferring of your degree is contingent upon the successful completion of all graduation requirements as noted in the catalog. Commencement exercises are held in December and May of each academic year. In order to participate in the commencement exercises, the student must have earned the requisite credits or be currently enrolled in their remaining required courses immediately prior to Commencement.

*NOTE: For May Commencement, students may be enrolled in Spring Evening and/or Summer 1 Day semester to complete requirements.*

## Honors

Candidates for a bachelor's degree who have completed at least 60 semester hours with letter grades at Chaminade University may be awarded honors at graduation: Cum Laude (cumulative GPA of 3.51), Magna Cum Laude (cumulative GPA of 3.76), and Summa Cum Laude (cumulative GPA of 3.96).

Candidates for a bachelor's degree who have completed 30 but less than 60 semester hours with letter grades at Chaminade University and who have cumulative GPA at least 3.51 may be graduated with Distinction.

Normally, courses such as Student Teaching are conducted on a Credit/No Credit basis; however, students wishing to have these credits included for Honors consideration may opt to have these courses conducted on a graded basis. The election to have these courses graded must be made prior to the beginning of the semester and be approved by the instructor.

For candidates to be announced at Commencement as having received an academic honor, they must have met the requirements indicated in the paragraphs above prior to the time Commencement arrangements are finalized. Grades or credits anticipated in the semester in which one is enrolled immediately prior to Commencement or which one will complete after Commencement are excluded from consideration for the purposes of determining the announcement of honors at Commencement. The transcript of a graduate will reflect the official record of any academic honors.

## Awards

The Outstanding Student award is presented to a graduating senior on the basis of leadership, scholarship, and service. Special awards and departmental awards for outstanding scholarship are presented at the semi-annual Awards Ceremony conducted during commencement week.

