

# ACADEMIC INFORMATION

## Objectives of General Education

The pursuit of truth in a Christian Liberal Arts setting is ambitious in scale and humbling in its responsibilities. Yet given the light of faith and understanding that God and centuries of human cultural and intellectual endeavor provide us, we accept the project as exciting and life-changing not only for those who learn, but also for those who teach.

In that spirit, the Faculty Senate General Education Review Task Force proposes that the general education curriculum at Concordia University Chicago should nurture the following eight intellectual capabilities essential for a lifetime of reflection and seeking meaning.

Specifically, CUC's general education curriculum should enable students to:

1. Evaluate different viewpoints and defend these using appropriate research methods and sources of information based in the various academic disciplines.
2. Read texts critically and demonstrate discipline-specific understanding.
3. Communicate ideas, concepts and information effectively through written, verbal and non-verbal means.
  - a. Communicate ideas effectively through writing.
  - b. Communicate ideas effectively through verbal and non-verbal means.
4. Examine and articulate one's place in the human, natural and aesthetic worlds through verbal and non-verbal means.
5. Integrate knowledge across the arts, sciences and humanities.
6. Utilize philosophy and Christian theology to answer significant questions about the value and meaning of life.
7. Use knowledge and wisdom to serve as responsible, effective and ethical citizens of our diverse nation and world.
8. Demonstrate knowledge and understanding of a Christian world view and its implications for living.

## Credits

Concordia University Chicago operates on the semester system. The months of August through May are divided into two semesters of approximately 16 weeks each. The summer term makes it possible for a student to earn additional semester hours of credit. The unit of credit is the semester hour. Normally, one equivalent semester hour of credit is awarded on the basis of one 50-minute class session per week. The outside preparation required is approximately twice the time spent in class. Double/triple laboratory periods requiring less preparation are equivalent to a single lecture period.

The normal undergraduate student course load is 15-18 hours per semester. A student who drops below 12 hours in a 16-week semester is considered a part-time student. A student must be enrolled in at least 12 semester hours in a 16-week semester to be eligible to live in a residence hall.

Sophomores, Juniors or Seniors with a high academic average (normally a cumulative grade-point average of 3.00 or better) may secure permission from the Registrar to carry more than 18 hours. Please see your academic advisor for full details and forms needed. Additional charges occur for any credits over 18.

## Classification of Academic Class Level

Class	Semester Hours
Freshman	0-29
Sophomore	30-59
Junior	60-89
Senior	90 or more

The credits used to determine academic level include those earned at the University and any transfer credits. Second-degree seeking students will be classified on the basis of transfer credit and/or previous CUC credit.

## Course Numbering

Courses carry the abbreviations of the academic discipline. The number of the course indicates the level of the course.

## Prerequisite

A prerequisite is a requirement that students must successfully complete prior to taking a course. Please note that not every course has a prerequisite – prerequisite information is found in the catalog course description. With student success being the focus at CUC, if a student has not yet completed the prerequisite, they will be required to meet the minimum prerequisite at the time of registration based on the current catalog. Students who completed the prerequisite requirement prior to the standardization will not have to retake the prerequisite if they previously earned a lower eligible grade or score than currently required.

## Attendance Policy

As a University student, each individual must develop a sense of personal responsibility. Part of this responsibility is demonstrated through attendance in class. The dynamics of a classroom are enhanced by regular class attendance, and a student may be deprived of an integral portion of the course by missing class. Instructors may specify such attendance policies as they deem appropriate to support the objectives of a course, and assist the student in developing this self-discipline. Attendance policies will be written in the course syllabus provided to the student at the beginning of a course.

## Mid Term Grades: Satisfactory/Unsatisfactory Grading

Undergraduate students are provided with midterm progress halfway through a semester or session. Midterm grades play an important role in informing students of their academic progress in their courses. Students making unsatisfactory progress are connected to university resources.

- Students earning a grade of C or higher at the time of midterm grading will receive a midterm grade of 'S' or Satisfactory
- Students earning a grade of C- or lower at the time of midterm grading will receive a midterm grade of 'U' or Unsatisfactory

Midterm grades do not appear on student transcripts.

## Pass/Fail Grade Selection Option

A grade of C or better shall be equated with Pass for students graded on the Pass/Fail option. A grade of Pass will not be included in the student's grade-point average. A grade of F will be computed as an F in the cumulative GPA. Limitations on the Pass/Fail option may be established by individual colleges or programs. The Pass/Fail option is not available to anyone receiving Veteran's Benefits. The College of Education Initial

Licensure Program has a stipulation indicating that students in the COE may not take **any** course as Pass/Fail **without permission of the Division Chair or College Dean**. Students may not take a course as Pass/Fail if the course is mandated by their licensure program through ISBE. Students may not take a course as Pass/Fail including courses with the following course codes - EDEC, EDEL, EDMG, EDSC, EDSP, EDKS and EDUC. The student teaching internship course and the edTPA course are excluded from this policy because they are automatically Pass/Fail. General education courses outside of the required licensure programs may be taken as Pass/Fail if they are in alignment with the University policy as noted below:

If the Pass/Fail option is student initiated, a student:

- May choose to be graded on a Pass/Fail basis in a maximum of 3 hours in any one semester with a maximum of 18 hours in the total program
- Must be carrying an academic load of at least 12 hours of CUC credit during any semester in which a Pass/Fail course is elected
- Must file the intention to be graded on a Pass/Fail basis online through Banner Self-Service or with the Academic Advising office on or before the 20th day of the term. This choice may not be altered after that time. These time limits are reduced proportionately in any term where the structure is changed, such as January or summer terms. Please review the University Academic Calendar for deadlines.
- For eight-week courses, the intention to be graded on a Pass/Fail basis must be filed by the 10th day of class.

The instructor will not be informed of the student's choice to be graded on a Pass/Fail basis. Applications for Pass/Fail option may be available online via Banner Self Service or picked up in the Registrar or Academic Advising offices. This option is not open to those receiving veteran's benefits.

Note: The work of students engaged in early childhood, elementary, secondary or PK-12 student teaching is evaluated as Pass/No Pass. No Pass allows the completion of additional student teaching experiences or additional coursework when necessary. No quality points are equated with student teaching evaluation. Comprehensive forms, accompanied by the evaluation, become part of the student's credential file.

Institutional Pass/Fail courses will be identified in the course description of the course. In such courses, every student will be graded either Pass or Fail. An institutional Pass/Fail course does count toward the 18 hours allowed in the total program.

A Passing (P) grade is equivalent to a standard grade of C or higher.

## Incomplete Grades

An Incomplete (I) grade is a temporary grade requested by the student and approved by the instructor to postpone course work due to extenuating circumstances (e.g. illness, death in the family). An agreement must be made between the student and the instructor outlining the remaining work needed to complete the course by submitting the Incomplete Grade Authorization Form to the Registrar's Office. This signed form and related documentation must be received by the Office of the Registrar by the appropriate deadline below. Incomplete submissions, late submissions, or submissions for students who do not meet the criteria (good standing in the course and experienced/experiencing extenuating circumstances) will not be processed. Students must resolve the incomplete grade within six (6) weeks from the time the course has ended. Upon completion, the instructor will change the "I" to

the appropriate letter grade by submitting the Change of Grade Form to the Registrar's Office. If the student fails to complete the course work, a grade of "F" is recorded. Permission for additional time beyond the six-week deadline may be granted only with the approval of the instructor and the Registrar. Whether or not the student is enrolled during the following term has no effect upon this completion date. In the event that the original instructor is no longer available to grade the work, the Department Chair, where applicable, or the Dean will identify the faculty member who will resolve the incomplete.

### Incomplete Grade Submission Deadlines

Semester/Session	Incomplete Request Deadline
8-Week	Friday of Week 7
16-Week	Friday of Week 15

## Change of Grade/Grade Appeal

A student may request a review of a course grade. All grade appeals must be resolved within eight weeks after final course grades are due. Students may appeal a course grade for a substantial, unreasonable, or unannounced departure from the syllabus, rubrics, course outcomes, and/or assignments. The Grade Appeal Process and Form is found in CUConnect. If needed, the contact names of division chairs and deans are found on the current organization chart (<https://webserv.cuchicago.edu/files/forms-repository/university/organization-charts/Academics.pdf>) in CUConnect.

## Grading

Concordia University Chicago does not have a University-wide grading scale or policy. Grading scales can be and are set internally by a college, a department or a professor. Grade reports are not issued by the Registrar's Office. Final grades are available to all students via CUConnect, Concordia-Chicago's online student portal. Any problems accessing this information should be referred to CougarNet for assistance. If a Concordia Chicago course is repeated, the highest grade will be used to calculate the grade-point average.

## Quality Points

Quality points are a set number of points issued for each credit hour granted at a specific grade level. The student's work is evaluated according to the following scale:

Grade	Description	Quality Points
<b>A</b>	<b>Excellent</b>	<b>4.00 pts.</b>
A-		3.67 pts.
B+		3.33 pts.
<b>B</b>	<b>Good</b>	<b>3.00 pts.</b>
B-		2.67 pts.
C+		2.33 pts.
<b>C</b>	<b>Fair</b>	<b>2.00 pts.</b>
C-		1.67 pts.
D+		1.33 pts.
<b>D</b>	<b>Poor, but passing</b>	<b>1.00 pts.</b>
D-		0.67 pts.
<b>F</b>	<b>Not passing</b>	<b>0.00 pts.</b>
<b>I</b>	<b>Incomplete</b>	<b>0.00 pts.</b>
<b>S</b>	<b>Satisfactory</b>	<b>0.00 pts.</b>
<b>U</b>	<b>Unsatisfactory</b>	<b>0.00 pts.</b>

<b>P</b>	<b>Pass</b>	<b>0.00 pts.</b>
<b>AU</b>	<b>Audit</b>	<b>0.00 pts.</b>
NG	Not Graded	0.00 pts.
NP	No Pass	0.00 pts.

## Course Repeat

Students are allowed to repeat a course to fulfill degree requirements with certain exceptions. If a Concordia Chicago course is repeated, the highest grade will be used to calculate the grade-point average. The course must be an allowed repeatable course or a grade improvement is required in order to meet the degree program minimum requirements. A grade of 'P' would not be considered a repeatable course. Any student receiving Federal or State financial aid will have additional restrictions based on regulations established by the Department of Education, Illinois Student Assistance Commission and Department of Veterans Affairs.

If receiving financial aid, you may repeat a course for which you did not previously earn a passing grade (ex. F or W) regardless of the number of times. This will be factored into your attempted hours versus earned hours (see SAP policy for completion rate). If repeating a course with a passing grade (D- or higher), a student will be allowed to retake the course one additional time. This will apply whether or not financial aid was received for the first passed course. On the third attempt of retaking a passed course, the student will be required to pay out of pocket. For specific questions, please contact the Office of Financial Aid at [financial.aid@cuchicago.edu](mailto:financial.aid@cuchicago.edu) or 708-209-3113.

If receiving military educational benefits, a student may retake the course one additional time. If a third attempt is needed, the student may be responsible for the amount already paid in a previous semester. A debt letter will be sent directly to the student from the Department of Veterans Affairs. For specific questions related to military educational benefits, please contact the Veterans Certifying Official in the Office of Financial Aid at 708-209-3113.