

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.

Credit Hours

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. This applies to all degree levels.

The normal undergraduate student course load is 15-18 hours per semester. An ADP student course load is between 12-18 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.

Midterm 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. Midterm grades do not appear on a student's transcript.

- 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

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.

Pass/Fail Grade Selection Option

A grade of C or higher 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 C-, D+, D, D- or 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 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 in the student portal.

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 semester hours in any one semester with a maximum of 18 semester hours in the total program.

- Must be carrying an academic load of at least 12 semester 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 via the Pass/Fail Grade Option form with their Academic Advisor. Please review the University Academic Calendar for deadlines. This choice may not be altered after that time.

Courses offered as Pass/Fail will be identified in the course description. In such courses, every student will be graded either Pass or Fail. A designated Pass/Fail course does count toward the 18 semester hour limit.

The College of Education (COE) Initial Licensure Program has a stipulation indicating that students in 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 the Illinois State Board of Education (ISBE). Students may not take a course as Pass/Fail with the following course subject codes - EDEC, EDEL, EDMG, EDSC, EDSF, EDKS and EDUC. All student teaching internship courses and the edTPA course are excluded from this policy because they are graded on a Pass/Fail basis. 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. 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.

Incomplete Grades

An Incomplete (I) grade is a temporary grade requested by the student 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 Office of the Registrar. 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 (satisfactory standing in the course at the time of the request and documentation of extenuating circumstances) will not be processed. Students must resolve the incomplete grade within six weeks from the day the course ended. Upon completion, the instructor will change the "I" to the appropriate letter grade by submitting the Change of Grade Form to the Office of the Registrar. If the student fails to complete the course work, a grade of "F" is recorded. A one-time extension beyond the six-week deadline may be granted only with the approval of the instructor and the Office of the Registrar and must be received prior to the official posting of the student's final grade. Whether or not the student is enrolled during the following term has no effect upon this completion date (please note that an unresolved incomplete grade by the start of the following term per the academic calendar (<https://www.cuchicago.edu/academics/academic-resources/academic-calendar/>) will not meet prerequisite expectations outlined in the administrative drop policy (<https://catalog.cuchicago.edu/azindex/>)). In the event that the original instructor is no longer available to grade the work, the Program Leader or Division/Discipline Chair, where applicable, or the College 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

Students must contact the Office of Financial Aid once the grade change has been processed in order to re-evaluate their SAP status for the semester they did not meet SAP. The Director of Financial Aid will review and make any necessary changes to the SAP status.

Change of Grade/Grade Appeal

Final grades are considered final and may not be changed by submitting additional work, assignments, exams, discussion posts, and/or extra credit after the end of course's term (16-, 11-, 8-, and 5-week terms) based on the academic calendar (<https://www.cuchicago.edu/academics/academic-resources/academic-calendar/>). All work must be submitted by the last day of the term unless the student has been approved for an incomplete. The university encourages students to review their final grades within seven days of the last day of class. If the student believes there is a substantial, unreasonable, or unannounced departure from the syllabus, rubrics, course outcomes, and/or assignments a student must initiate a grade appeal within fourteen days after final grades are due for that course. The Grade Appeal Process and Form are found in CUConnect. It is the student's responsibility to ensure all final grade change forms are completed, contain all required signatures, and are submitted to the Office of the Registrar within six weeks after final grades are due. Whether or not the full grade appeal process is pursued, all grade changes not resolved by the six-week deadline for the course's term will not be processed by the Office of the Registrar.

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 technical 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 and Transcript Key

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
A	Excellent	4.00 pts.
A-		3.67 pts.
B+		3.33 pts.
B	Good	3.00 pts.
B-		2.67 pts.
C+		2.33 pts.
C	Fair	2.00 pts.
C-		1.67 pts.
D+		1.33 pts.
D	Poor, but passing	1.00 pts.
D-		0.67 pts.

F	Not passing	0.00 pts.
I	Incomplete	0.00 pts.
S	Satisfactory	0.00 pts.
U	Unsatisfactory	0.00 pts.
P	Pass	0.00 pts.
AU	Audit	0.00 pts.
AW	Administrative Withdrawal	0.00 pts.
CT	Transfer Credit (Undergraduate only)	0.00 pts.
NG	Not Graded	0.00 pts.
NP	No Pass	0.00 pts.
NR	Not Reported	0.00 pts.
W	Withdrawal	0.00 pts.

Course Repeats

Students are allowed to repeat a course with certain exceptions to fulfill program requirements. The course must be a designated repeatable course or a grade improvement is required in order to meet the program or curriculum minimum requirements. If students are unsure if the course is a designated repeatable course, please contact the Office of the Registrar at registrar@cuchicago.edu or 708-209-4078. If a Concordia-Chicago course is repeated, the highest grade will be included to calculate the grade-point average and earned hours; the lowest grade(s) will be excluded from the cumulative grade-point average calculation and earned hours, but all attempts will remain listed on the student record.

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, a student may repeat a course for which a passing grade was not previously earned (ex. F, U, W or AW). The repeated course grade will be factored into the student's attempted hours, not earned hours. Please see Satisfactory Academic Progress (SAP) policy (<https://catalog.cuchicago.edu/azindex/#S>) for information regarding the completion rate. If repeating a course with a passing grade (ex. D- or higher), a student can repeat it once more whether financial aid was received for the first attempt. On the third attempt of repeating a course with a passing grade, the student must pay for the repeated course out of pocket since it is not eligible for financial aid. For specific questions, please contact the Office of Financial Aid at financial.aid@cuchicago.edu or 708-209-3113.

If receiving military educational benefits, a student may repeat a course for which a passing grade was not previously earned (ex. F, U, W or AW). On the third attempt of repeating a course, the student may be responsible for the amount of the repeated course. If so, 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.