

Academic Policies and Regulations

Academic policies and regulations are developed and approved by the faculty of Taylor University and are administered by the Provost working with the Registrar, Deans, and appropriate faculty committees. Intended to be rigorous and challenging, these policies and regulations are administered with individualized attention and concern for the educational advantage and well-being of each student.

While Taylor University publishes program information and materials and provides advisors, each student is solely responsible for ensuring that his or her academic program complies with the policies of the University. Any advice that is at variance with established policy must be confirmed by the Office of the Registrar.

Students requesting exceptions to approved academic policy must submit an academic petition to the program chair/director. The student must state his or her request and rationale for the petition. Once the petition has been acted

Academic petition forms are available from the program chair/director.

Taylor University is committed to preserving a climate of openness and justice in all areas of academic life. To that end, procedures have been established to provide fair treatment of both any student who registers an academic complaint and any faculty member who has been accused of unfairness toward a student. These procedural guidelines are not contractually binding on the University.

Whenever a student has a basis for believing that he or she has been unfairly treated in such matters as grades, course policies or expectations, false accusations of cheating, or inappropriate penalties, he or she may be said to have an academic grievance.

The following steps, based upon the biblical standard of caring confrontation which should be the first step in any dispute, have been identified as necessary for consistency in the grievance process. Any student who feels that unfair treatment may be taking place in his or her academic experiences should follow the established process in sequential steps until there is satisfactory resolution of the program or until the procedures have been exhausted.

resolution. Faculty and administrators who are contacted may ask to see the written statement. By appointment, the student should discuss the issue with the faculty member involved. The student and faculty member may each invite another person to be present. If necessary, the student should discuss, by appointment, the issue with the faculty member's department chair, or the dean if the faculty member is the department chair.

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Two faculty members.

4. Parties directly affected by the grievance should provide the grievance committee with available data in writing, including summaries of previous conferences

Either party has an opportunity to appeal the grievance decision to the president of the University within one week of the notification by the appropriate dean (see item 7 above). Within another week, the president should review the case and render a decision to be transmitted to both parties.

Grievant: The grievant should be allowed to:

- Select counsel any member of the university community willing to serve in this capacity;
- State his or her grievance, including submitting evidence of its existence;
- Call as witnesses current members of the university community who consent to speak; and
- Question anyone who participates in the grievance process.

Faculty Member: The faculty member should be allowed to:

- Select counsel any member of the university community willing to serve in this capacity;
 - Respond to the grievance in every particular including submitting evidence to support the action or decision provoking the grievance;
 - Call as witnesses current members of the university community who consent to speak; and
 - Question anyone who participates in the grievance process.
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If a grievant perceives a conflict of interest in any of the steps, he or she may proceed to the next step. If this process cannot be followed due to the unavailability of the faculty member, the appropriate dean may ask the immediate supervisor of the faculty member to assume responsibility for answering the grievance.

Additional information can be viewed at this webpage: <https://www.taylor.edu/student-consumer-info>

As a Christ-centered intentional community, everything we do and say reflects our identity in Christ and our position as a part of this community; thus, integrity in all areas of life is critical to our own spiritual life and is equally critical to the life of the Taylor community.

Academic dishonesty constitutes a serious violation of academic integrity and scholarship standards at Taylor that can result in substantial penalties, at the sole discretion of the University, including, but not limited to, denial of credit in a course as well as dismissal from the University. Any act that involves misrepresentation regarding the student's academic work or that abridges the rights of other students to fair academic competition is forbidden. Academic dishonesty includes, but is not limited to, cheating on assignments or exams, plagiarizing, submitting the same (or substantially the same) paper in more than one course without prior consent of all instructors concerned, depriving others of necessary academic sources, sabotaging another student's work, and using a computer algorithm, program, or AI without attribution and prior approval from the professor. In short, a student violates academic integrity when he or she claims credit for any work not his or her own (e.g., words, ideas, answers, data, program codes, music), including having a peer or parent contribute material, or when a student misrepresents any academic performance. All major acts of academic dishonesty, as defined herein, must be reported by the faculty member to their dean and the Office of Student Development. Departments or professors may have discipline- or course-specific policies.

Plagiarism

Definition: In an instructional setting, plagiarism occurs when a person presents or turns in work that includes someone else's ideas, language, or other (not common-knowledge¹) material without giving appropriate credit to the source.²

Taylor distinguishes between major and minor plagiarism infractions. Examples of minor infractions include inappropriate or inadequate citing or not crediting ideas from class readings. Examples of major infractions include taking significant portions of text from any source with no attribution or having a peer or AI software help write the paper. Taylor also distinguishes between collaboration, writer's feedback, and plagiarism. Collaboration and getting feedback on one's own writing are essential parts of the writing process; however, having a text altered *for* the writer is not. The level of appropriate collaboration on individual writing assignments is up to each professor; and each professor should make it clear to his or her students what level of collaboration is appropriate for each writing assignment (e.g., brainstorming with other classmates for ideas). Writer's feedback means having a peer or a Writing Center tutor work *with*

A student who meets the minimal GPA requirements as indicated in the chart below is considered to be a student in good academic standing. A student who falls below the minimum required hours and GPA is placed on academic probation. Notification of academic standing will be sent by the Registrar to students and their advisors through e-mail and letters will be mailed to students' permanent addresses within one week following submission of final grades by faculty.

Cumulative Graduate Earned Hours	Minimum Graduate Required GPA	Minimum TTT/OLP Required GPA
00.01+	3.00	2.70

The faculty, staff, and administration of Taylor University are committed to helping students be successful in their personal, spiritual, and intellectual lives. As such, the GPA of each student is reviewed at the end of each term to determine whether action needs to be taken with respect to probationary status.

Students placed on probation have one semester in which to meet good academic standing as indicated in the chart above. Reevaluation does not take place after Interterm or Summer terms. Failure to reach the minimum requirements in the following semester results in suspension from the University, unless during that semester the student achieves a term GPA of 3.00 (2.70 for TTT/OLP). Students who earn a 3.00 (2.70 for TTT/OLP) term GPA may be placed on extended probation and allowed to remain at the institution for the subsequent semester. Students on extended probation are not eligible to receive financial aid.

Students on extended probation failing to make satisfactory progress may be suspended at the discretion of the program chair/director.

Readmission is not automatic and requires the approval of several offices on campus, starting with the graduate program. Students must present evidence that they are academically prepared to return to Taylor. Additionally, readmitted students will be placed on extended probation and are not eligible for financial aid during the return semester.

Academic probation and suspension carry additional related consequences:

- Eligibility for financial aid is affected (see 2.9.5.2) in 2.9.5.2 (a) 3. (b) 3. (c) 3. (d) 3. (e) 3. (f) 3. (g) 3. (h) 3. (i) 3. (j) 3. (k) 3. (l) 3. (m) 3. (n) 3. (o) 3. (p) 3. (q) 3. (r) 3. (s) 3. (t) 3. (u) 3. (v) 3. (w) 3. (x) 3. (y) 3. (z) 3. (aa) 3. (ab) 3. (ac) 3. (ad) 3. (ae) 3. (af) 3. (ag) 3. (ah) 3. (ai) 3. (aj) 3. (ak) 3. (al) 3. (am) 3. (an) 3. (ao) 3. (ap) 3. (aq) 3. (ar) 3. (as) 3. (at) 3. (au) 3. (av) 3. (aw) 3. (ax) 3. (ay) 3. (az) 3. (ba) 3. (bb) 3. (bc) 3. (bd) 3. (be) 3. (bf) 3. (bg) 3. (bh) 3. (bi) 3. (bj) 3. (bk) 3. (bl) 3. (bm) 3. (bn) 3. (bo) 3. (bp) 3. (bq) 3. (br) 3. (bs) 3. (bt) 3. (bu) 3. (bv) 3. (bw) 3. (bx) 3. (by) 3. (bz) 3. (ca) 3. (cb) 3. (cc) 3. (cd) 3. (ce) 3. (cf) 3. (cg) 3. (ch) 3. (ci) 3. (cj) 3. (ck) 3. (cl) 3. (cm) 3. (cn) 3. (co) 3. (cp) 3. (cq) 3. (cr) 3. (cs) 3. (ct) 3. (cu) 3. (cv) 3. (cw) 3. (cx) 3. (cy) 3. (cz) 3. (da) 3. (db) 3. (dc) 3. (dd) 3. (de) 3. (df) 3. (dg) 3. (dh) 3. (di) 3. (dj) 3. (dk) 3. (dl) 3. (dm) 3. (dn) 3. (do) 3. 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Independent studies are individualized, directed studies taken without classroom instruction or regular interaction with a faculty member. The student is required to plan with the professor an individualized schedule of reading, research, and study. Assignments, papers, tests, and other means of assessment may be completed by appointment, mail, email, remote proctors, Internet, etc.

Independent studies are considered exceptions due to faculty workload limitations, but may be approved under certain circumstances, such as:

1. To complete a graduation requirement without which the student's graduation would be unreasonably delayed. (A student, if a student with a workload limitation, may be approved for independent studies.)

The TU Alert emergency messaging system will allow Taylor University to immediately notify students and employees of impending life-threatening or life-altering situations including rapidly-developing, life-threatening criminal activity on campus and imminent severe weather activity. The system utilizes Wireless Emergency Notification System (WENS) technology and can send text messages to cell phones and email messages to accounts of Taylor's students and employees. TU Alert will never be used for advertising or spam.

Students may sign up for TU Alert at http://entry.inspironlogistics.com/taylor/wens.cfm?ep_id=student. Employees may sign up for TU Alert at http://entry.inspironlogistics.com/taylor/wens.cfm?ep_id=employee.