

Undergraduate Policies

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Undergraduate Degrees and Majors

ASSOCIATE OF SCIENCE (A.S.)

- Accounting
- Business Administration
- Computer Science
- Financial Management
- Forensic Accounting
- Information Technology
- Organizational Leadership

BACHELOR OF SCIENCE (B.S.)

- Accounting
- Allied Healthcare Management
- Applied Management
- Applied Psychology
- Business Administration
- Business Forensics
- Computer Science
- eMarketing
- Financial Management
- Forensic Accounting
- Healthcare Information Systems Management
- Healthcare Management
- Human Resources Management
- Information Technology
- Interdisciplinary Studies
- Management
- Management Information Sciences
- Marketing
- Operations & Supply Chain Management
- Organizational Communication
- Organizational Leadership
- Public Relations
- Public Safety Management
- Safety, Security & Emergency Management
- Web Development

COMMUNITY COLLEGE ALLIANCE PROGRAM

- Accounting
- Allied Healthcare Management
- Applied Management
- Applied Psychology
- Business Administration
- Business Forensics
- Computer Science
- eMarketing
- Financial Management
- Forensic Accounting
- Healthcare Information Systems Management
- Healthcare Management
- Human Resources Management
- Information Technology
- Interdisciplinary Studies
- Management
- Management Information Sciences
- Marketing
- Operations & Supply Chain Management

- Organizational Communication
- Public Relations
- Public Safety Management
- Safety, Security & Emergency Management
- Web Development

SUBSEQUENT BACHELOR OF SCIENCE (B.S.)

The Subsequent Bachelor of Science degree is open to those who have a baccalaureate degree or higher from a regionally accredited college or university.

- Accounting
- Business Administration
- Business Forensics
- Computer Science
- eMarketing
- Financial Management
- Forensic Accounting
- Healthcare Information Systems Management
- Healthcare Management
- Human Resources Management
- Information Technology
- Management
- Management Information Sciences
- Marketing
- Operations & Supply Chain Management
- Organizational Communication
- Organizational Leadership
- Public Relations
- Safety, Security & Emergency Management
- Web Development

ACADEMIC MINORS

- Accounting
- Business Forensics
- eMarketing
- Financial Management
- Global Business
- Healthcare Management
- Healthcare and Society
- Human Resources Management
- Management
- Management Information Sciences
- Marketing
- Marketing Promotions
- Organizational Communication
- Organizational Leadership
- Performance Management
- Process and Project Analysis
- Public Relations
- Public Safety Management
- Safety, Security & Emergency Management
- Small Business Management
- Web Design
- Web Development

JOINT PROGRAMS OF STUDY

- Accounting/MBA
- Business Administration/MBA
- Business Forensics/MBA
- Computer Science/MBA
- Computer Science/M.S. in Computer Science
- eMarketing/MBA
- eMarketing/M.S. in Marketing & Communication
- Financial Management/MBA
- Forensic Accounting/MBA
- Healthcare Management/MBA
- Human Resources Management/MBA
- Information Technology/MBA
- Management/MBA
- Management/M.S. in Marketing & Communication
- Management Information Sciences/MBA
- Marketing/M.S. in Marketing & Communication
- Operations & Supply Chain Management/MBA
- Organizational Communication/M.S. in Marketing & Communication
- Organizational Leadership/MBA
- Public Relations/M.S. in Marketing & Communication
- Safety, Security & Emergency Management/MBA
- Web Development/MBA
- Web Development/M.S. in Marketing & Communication

Student Admission

Franklin University's undergraduate open admission policy reflects the commitment to make it possible for individuals to further their education. Prospective students are encouraged to visit the University to speak with a Student Services Associate (SSA). Individuals interested in admission to the University should telephone 1.877.341.6300, email info@franklin.edu, or write to the Student Services Office for general information and application materials. Students also may obtain this information by visiting the University.

Anyone who is a graduate of an accredited high school or has passed the General Education Development Test (GED), a State High School Equivalency Examination or has successfully transferred academic college-level course credit from a regionally accredited institution of higher education or an institution recognized as a candidate for accreditation is eligible for admission as a degree-seeking student. The following procedures apply to all applicants seeking admission as degree-seeking students at Franklin University:

- Complete an admission application and forward an official high school transcript or an official test score report
- If transferring from another institution, forward all official transcripts directly from the previous institution(s) to Franklin University (see "Transfer Student Guidelines")
- Arrange an appointment with an SSA by calling toll free 1.877.341.6300, emailing info@franklin.edu or visiting the Office of Student Services.

Admission procedures should be started as early as possible so that applicants can receive all the assistance needed to complete registration. If an official high school transcript is not yet on file at the University, an applicant may be admitted and attend classes on a provisional basis for one trimester. A student will not be officially classified as degree seeking and will not be permitted to register for subsequent trimesters until an official high school transcript or an official test score report has been received. Students who have already received an associate's or a bachelor's degree do not need to have a high school transcript on file. However, a transcript may be required if a student's algebra competency was met in high school (Algebra II with a grade of "C" or better).

Students who have applied but have not enrolled within one year must complete a new application for admission and may need to request transcripts to update their records.

TRANSFER STUDENT GUIDELINES

To view the full Transfer & Articulation Manual, please visit <http://www.franklin.edu/getting-started/transferring-credit/policy-and-procedures/>

Acceptable Credit

Applicants from institutions of higher education accredited by an agency recognized by the Council for Higher Education Accreditation (CHEA) or institutions recognized as candidates for accreditation may be granted transfer credit based on an evaluation by Franklin University of official transcripts from all colleges previously attended. Normally, credit will be accepted

for any college course completed with a grade of "D" or higher, including grades of "Pass" and examination credit, subject, however, to GPA and course requirements pertaining to one's major program. "D" grades are not permitted in major area courses regardless of where the course is taken. Some majors (i.e. Accounting, Computer Science, and Financial Management) may have rules regarding how credits 10 years or older are transferred. Credit will be awarded based on subject matter, prerequisites, level, laboratory requirements, and contact hours.

Professional Training

Transfer credit may be awarded for courses or professional training offered through business and industry. For example, the University awards transfer credit for courses taken through the American Institute of Banking (AIB) or the Life Office Management Association (LOMA). Such credit will be awarded based on the recommendations found in The National Guide to Educational Credit for Training Programs (published by the American Council on Education), or The Directory of the National Program on Noncollegiate Sponsored Instruction. Official transcripts or original certificates of completion must be submitted for evaluation. Nontraditional certificates may also be reviewed for consideration of credit. In addition to official transcripts or original certificates, the student must provide their SSA with a syllabus or workbook for the course, evidence of a test and the amount of time spent in class.

Military Training

Transfer credit also is awarded for courses taken in the armed services. Such credit will be awarded based on the recommendations found in the Guide to the Evaluation of Educational Experiences in the Armed Services. Original military certificates and appropriate military records must be submitted before military credit can be evaluated.

Students who are, or have been, in the military will need to submit the following paperwork for possible transfer credit:

- The Army/ACE Registry Transcript System (AARTS) is available for regular Army, Army National Guard or Army Reserve enlisted service members with a Basic Active Service Date (BASD) on or after October 1, 1981. Any student meeting the above criteria must submit an AARTS for evaluation. To do so, please send your name, basic active service date, Social Security number, ETS, daytime telephone number, Franklin University's mailing address and your signature, by one of the methods listed below:
 - Manager, AARTS Operations Center
415 McPherson Ave., Ft. Leavenworth, KS
66027-1373
 - Fax 913.684.2011
 - Web site - <http://aarts.army.mil>
 - Active personnel who do not meet criteria listed above for an AARTS must submit a DD295. Separated or retired personnel who also do not meet the requirements must submit a DD214.
- Air Force personnel must submit a transcript from the Community College of the Air Force for a complete military evaluation.

- The Sailor/Marine ACE Registry Transcript (SMART) is available to active duty and reserve Sailors and Marines, Navy veterans who separated or retired after January 1975, and Marines who separated or retired on or after January 1, 1990. Any student meeting the above criteria must submit a SMART for evaluation. To do so, send your name, basic active service date, Social Security number, ETS, daytime telephone number, Franklin University's mailing address and your signature by one of the methods listed below:

- SMART Operations Center
6490 Saufley Field Rd., Pensacola, FL 32509-5204
- Call toll free 1.877.253.7122
- Web site - <https://smart.navy.mil>
- Active personnel who do not meet the criteria listed above for a SMART must submit a DD295. Separated or retired personnel who also do not meet the requirements must submit a DD214.

Unacceptable Credit

Coursework from institutions not regionally accredited or granted candidacy status, as outlined in "Acceptable Credit" above, may not be transferable. Students with such coursework may pursue other methods for obtaining credit, such as proficiency examinations or portfolios (see "College Credit Alternatives").

Transfer Deficiencies

All courses at Franklin are offered on a semester credit hour basis (1 quarter hour = .67 semester hour). Students may be deficient in credit hour requirements and degree components, and may fill deficiencies in the following ways (A transfer deficiency occurs when a student transfers less than the required number of credit hours for each course):

- General Education core deficiencies of three hours or fewer may be met with General Education courses, Major Area electives, or University electives. Deficiencies of four hours or more must be met with General Education electives. (Effective for new students beginning Winter 2007)
- Business/Professional Core deficiencies may be met with Major Area electives or Business/Professional Core equivalent credit.
- Major Area deficiencies must be met with Major Area electives.
- A student may be required to take additional University elective credits to complete the total credit hours required to earn a specific degree

Appeals Process

A student disagreeing with the application of transfer credit by the receiving institution has the right to appeal the decision. To submit an appeal, see an SSA for guidelines and procedures. A course syllabus from the date in which the course was taken will most likely be required for an appeal regarding specific course credit. All decisions for appeals are granted by the Program Chair or Lead Faculty member.

Additional Guidelines

- Students should review the acceptance and application of transfer credit with their SSA who may apply appropriate substitutions to major requirements in consultation with the appropriate Program Chair.
- Transfer students must meet Franklin University residency requirements (see "General Degree and Residency Requirements").
- Students who wish to declare a major program other than that designated upon entry must confer with an SSA to determine how transfer credits will apply to the new major program. If they choose to declare a new major program based on the results of that consultation, they will be bound by the requirements in effect at the time they re-declare.
- If students repeat a course equivalent to one for which they have been granted transfer credit, the transfer credit will be removed.
- All submitted transcripts become the property of Franklin University. Duplicates of the transcripts will not be released to a student or a third party.

INTERNATIONAL STUDENT ADMISSION

International students who wish to apply to Franklin University for admission as a non-immigrant must submit:

- a completed International Student Application for Undergraduate Admission Form;
- a \$40.00 non-refundable application fee;
- a completed financial statement signed by the financial sponsor. This financial statement must be accompanied by an official statement from the sponsor's bank or financial institution to verify the availability of funds (F-1 status only);
- certification of completion of the equivalent of a United States high school degree;
- evidence of English language proficiency through official Test of English as a Foreign Language (TOEFL) or International English Language Testing System (IELTS) scores as required by each major program and/or other required testing;
- official copies of transcripts and certified translations of all transcripts and course descriptions of all postsecondary coursework; and
- a completed International Student Transfer Form if SEVIS record is held at a United States educational institution other than Franklin University (F-1 status only).

The Office of International Student Services will assist with these items. To be admitted, follow these procedures:

STEP 1

Complete and submit the International Student Application for Undergraduate Admission Form and application fee to International Student Services.

STEP 2

Demonstrate English language proficiency by taking the TOEFL or IELTS. Other placement tests also will be required. The minimum scores required by Franklin University, to enter the ESL sequence of courses are:

- On-Campus
 - IELTS 4.5
 - TOEFL 45 for Internet-based
 - TOEFL 133 for computer-based
 - TOEFL 450 for paper based
- Online (outside the United States)
 - IELTS 6.0
 - TOEFL 79 for Internet-based
 - TOEFL 213 for computer-based
 - TOEFL 550 for paper-based

The TOEFL and IELTS scores requirement are waived for applicants from countries where English is the only official language, but the English placement test will still be required upon arrival.

All students who enter Franklin University must have either transfer credit for College Writing or take an English placement test. Students who need additional study of English will be assigned to the appropriate level of English instruction.

STEP 3

Submit certified credentials that indicate the completion of the equivalent of United States secondary education or high school graduation requirements (in the original language and in English).

STEP 4

Submit the Financial Statement for F-1 visa form signed by the financial sponsor. This form must be accompanied by an official statement from the sponsor's bank or financial institution to verify the availability of funds.

STEP 5

If transferring from a college or university in the United States, copies of the visa and passport must be submitted. In addition, the International Student Transfer Form must be signed by the International Student Advisor at the United States school the student is currently attending or was last attending. The International Student Transfer Form must be submitted to International Student Services to show proof of status.

Health Insurance

Health insurance coverage is required for all international students with an F-1 visa. Insurance premiums are billed automatically to the student's tuition account. Premiums are normally due to the Business Office by the first day of 15-week classes, or a

late fee is incurred. A waiver of this health insurance coverage may be granted to students who meet the waiver requirement and submit the waiver petition and documentation by the first day of the 15-week classes. Students taking a vacation trimester can retain coverage by completing a bridge application. Spouse and dependent coverage also is available. Forms and additional information regarding this insurance requirement may be obtained from the Office of International Services and Programs.

PLACEMENT TESTING

New degree-seeking students are normally required to take Franklin University placement tests in English, reading, math and computer literacy. Results of these tests determine the required preparatory or developmental education courses that are most appropriate for each individual. These are usually the first courses of enrollment because they are designed to help students succeed by strengthening academic skills and self-confidence. Students are required to pass all developmental education courses prior to enrolling in any course at the 200 level or above.

The English placement test determines the first writing course. The reading placement test is used either to place students into, or exempt them from, the College Reading Skills (COMM 020) course. Students who do not pass the reading test are required to enroll in the College Reading Skills (COMM 020) course within the first 30 hours of coursework at Franklin University. The math placement test determines the initial math course required. The Computer Literacy test places students into, or exempts them from, the Computer Literacy (COMP 085) course. Placement into two developmental education courses automatically places a student into College Study Skills and Orientation (COMM 025).

Recent ACT scores in reading or writing may be submitted in lieu of taking placement tests. If students are dissatisfied with their ACT score placement, they may take the University test in an attempt to upgrade placement.

Students for whom English is not their native language take the same math and computer literacy tests, but separate tests for Reading and Writing, Listening and Speaking and Pronunciation course placement. Reading and Writing, and Listening and Speaking tests determine placement into one of four courses. Pronunciation placement is into one of two courses.

Transfer students who have satisfied Franklin University mathematics or English degree requirements at another institution are not required to take placement tests. An official transcript evaluation will determine if appropriate credit has been awarded. Note: Transfer students whose cumulative grade point average is below 2.00 (out of a possible 4.00 based on prior college performance) are required to take College Study Skills and Orientation (COMM 025).

Placement tests are administered year round and are free of charge. Student Services Associates will advise students on the placement tests required, ACT score placement, ways to prepare for tests, and retake and/or appeal procedures. All placement tests are arranged through the Student Learning Center at the Main Campus in downtown Columbus or Learning Resource Center at the Indianapolis location.

Students are not eligible to take a placement test for a course in which they have received a “W” or failing grade, or if it is during or after the second week of the session where they are enrolled in the course.

ALGEBRA COMPETENCY REQUIREMENT

New students need to meet the Algebra Competency Requirement (except students in subsequent degree programs because they have met the overall general education requirements with the bachelor degree) in one of the following ways:

- Algebra II in high school with a grade of “C” or higher;
- pass the algebra competency test;
- transfer in Fundamental Algebra (MATH 150) or higher (College Algebra, Calculus, Finite Math, Discrete Math, etc., but not Statistics*); or
- take Fundamental Algebra (MATH 150) at Franklin University.

* Statistics will not waive the Algebra Competency Requirement unless the course has the equivalent of a Fundamental Algebra (MATH 150) prerequisite. Statistics courses must be reviewed on an individual basis by the Program Chair.

Prerequisites

1. The prerequisites for Fundamental Algebra (MATH 150) are Re-Entry Mathematics (MATH 040) (or pass the Re-Entry Mathematics placement test) and Learning Strategies (PF 321).
2. The prerequisites for Statistical Concepts (MATH 215) are Introduction to Spreadsheets (COMP 106) and Fundamental Algebra (MATH 150).
3. Some courses that build on algebra competencies (e.g., College Algebra MATH 160) specifically require Fundamental Algebra (MATH 150) as a prerequisite.

ADVANCED PLACEMENT PROGRAM

The Advanced Placement Program is an opportunity for high school students to pursue and receive credit for college-level work. A student who has taken an Advanced Placement test in high school and received a score of three, four or five may be awarded University credit. Students wishing to receive advanced placement through this program should arrange for test scores to be sent to the Office of Transfer and Articulation. More specific information about the Program also is available through the Office of Student Services.

ENGLISH AS A SECOND LANGUAGE (ESL)

Franklin University offers three levels of English as a Second Language (ESL) instruction: intermediate, high intermediate and advanced. Students must present a Test of English as a Foreign Language (TOEFL) on-campus score of 450 (paper-based), 133 (computer-based), 45 (internet-based) or higher for entrance. Placement in the ESL program is based on a written essay, a reading

and note-taking test, and an oral test. Regardless of placement level, international students new to the United States are required to take a one credit hour (12 classroom hours) orientation course.

Intermediate level students enroll in an eight credit hour reading and writing course and a four credit hour listening and speaking course.

High intermediate level students take an eight credit hour reading and writing course and a four credit hour listening and speaking course.

Advanced level students take a six credit hour reading and writing course and a six credit hour listening and speaking course. They may also take one other course (for which they meet the prerequisites) for degree credit.

Students also will be assessed for placement into a two-course sequence in pronunciation. They must enroll in Intermediate or Advanced Pronunciation during their first trimester at Franklin. The next trimester students must repeat either course if they fail it, or they must take the Advanced course if they placed initially in the Intermediate course.

Credits earned in the advanced level meet the University’s College Writing (COMM 120) and Speech Communication (SPCH 100) or Interpersonal Communication (COMM 150) requirements. Transfer students may apply college-level ESL coursework from another institution toward free elective credit, depending on the specific major program.

NON-DEGREE SEEKING STUDENTS

Students who declare in writing that they are not candidates for a degree are designated as non-degree seeking students. The University encourages qualified persons to further their education in this manner.

Non-degree seeking students may enter the University to increase their knowledge in a specific area. Many students who are not college graduates take courses to help them make a career change. College graduates enroll to develop their competence in a new field or to continue their education.

These students are permitted to register for the specific courses for which they are adequately prepared. To register for courses that have prerequisites, students must meet with a Student Services Associate to show course preparation either by prior schooling or work experience.

Students interested in taking classes at Franklin University while currently in high school are permitted to enroll as non-degree seeking students. A letter of recommendation is required from the student’s guidance counselor or principal indicating that the student is academically capable of attending high school and college concurrently.

Franklin University also participates in the Postsecondary Enrollment Option Program (Early Start Program). This Program permits high school juniors and seniors to complete

college or university coursework for high school and/or college credit. Students seeking more information about this Program should contact the Office of Student Services.

Applicants over 18 years of age who have not completed high school and who have not received their high school diploma can still be admitted to Franklin University on a provisional basis. Please refer to “Student Admission” for the requirements to be admitted as a degree-seeking student.

ARMY RESERVE OFFICERS TRAINING CORPS (ROTC)

Qualified students interested in obtaining an officer’s commission in the United States Army, Ohio National Guard or Army Reserve may enroll in Army ROTC classes through a contracted agreement between Capital University/ Franklin University and the United States Army.

Training consists of a combination of classroom and outdoor instruction. Freshman and sophomore students may enroll in the four-year program consisting of the two-year general military course and the two-year professional officer course. There is no military obligation for students in the first two years of the program. Students with a minimum 2.50 cumulative grade point average may apply for Army ROTC scholarships. Applications for scholarships are made during the Fall Trimester and must be completed by March 1.

Additional information can be obtained by contacting the Program Chairperson for Military Science at 614.236.7114. Army ROTC courses are taught at Capital University, but credit is awarded by Franklin University.

Student Registration

Currently enrolled students who have access to the Internet can add courses by accessing their personalized Web page, my.franklin.edu, available through the University's Web site. Students utilizing this method of registration must still adhere to current University regulations regarding adding courses. Students can also register by completing a Course Add/Drop Form (available in the Course Schedule or in the Office of Student Services) and submitting it to the Office of Student Services in one of the following ways:

- phone-in: 1.877.341.6300
- fax-in: 614.947.6786
- mail-in: Student Services, Franklin University, 201 S. Grant Ave., Columbus, Ohio 43215-5399
- drop-off at the Paul J. Otte Center for Student Services or the Indianapolis location
- schedule an appointment with a Student Services Associate (SSA) or Student Services Coordinator (SSC)

After a student has submitted a Course Add/Drop Form, course prerequisites will be checked and a confirmation copy of the schedule and fee statement will be given to the student or forwarded by mail. Registrations or additions of courses are not accepted without the Lead Faculty or SSA's permission after the class has ended the first class meeting of the second week of the trimester (or the equivalent date for a session class). See "Balanced Learning Format" for BLF registration deadlines.

Students with prior financial balances or financial aid "holds" must contact the Business Office prior to registering.

AUDIT COURSES

No credit is given for audited courses. Each auditor must do all the work required of a student enrolled in the course for credit, except take examinations. Fees and tuition for auditing are the same as those charged when courses are taken for credit. Audit status must be indicated in writing to the Office of Student Services no later than the end of the first week of the session in which the class is to be audited.

EMPLOYER NOTIFICATION

Upon receipt of the proper form by the Registrar's Office, the University will notify a student's employer by letter that the student has enrolled for a trimester or has completed a trimester's work.

CROSS-REGISTRATION

Franklin University participates in a cross-registration system with the other colleges and universities in the Higher Education Council of Columbus (HECC). These institutions are Capital University, The Columbus College of Art and Design, Columbus State Community College, DeVry University (Columbus, Ohio location only), Ohio Dominican University, The Ohio State University, Otterbein College, and the Pontifical College Josephinum.

Cross-registration allows full-time students at Franklin University to register for enrichment classes at other HECC institutions. Students will register, pay tuition and receive grades at Franklin University. To participate, undergraduate students must have earned at least 24 credit hours at Franklin University and must have a minimum cumulative grade point average of 2.00. Course selection is limited to one per trimester and may not be more than a total of three per lifetime. Also, students may not cross-register for a course that is available at Franklin University. Cross-registration is not permitted during Summer Trimester.

Students must meet with the Registrar to make arrangements to cross-register.

Academic Policies

ACADEMIC CREDIT AND COURSELOAD

Students should plan academic loads in consultation with a Student Services Associate (SSA). For a traditional 15-week course, one hour of study should be allocated for each hour of classroom work. For ALP, BLF and other condensed courses, students should plan on 8-12 hours of work per week outside of class, depending upon the nature and length of the course. Academic load is designated as follows:

- Full-time: 12 or more credit hours
- Three-fourths time: 9-11 credit hours
- Half-time: 6-8 credit hours
- Less than half-time: 1-5 credit hours

Courses carry four credit hours except where otherwise indicated. Laboratory courses normally carry one credit hour for each two hours spent in the laboratory. All courses carrying the same title (regardless of delivery method) are identical in quality and include the same educational outcomes and course objectives.

Based on the Credit Hour/Load Hour chart below, a student will be required to gain approval for more than 18 credit hours in one trimester or 18 load hours in any portion of the trimester. Approval is through the Program Chair, with input from the SSA.

See your SSA for the Overload Request Form. Requests for course overloads will be evaluated based on outside workload, cumulative GPA (3.0 or higher is generally required), types of courses requested, academic strengths and weaknesses, and motivation. A written explanation of the reason for the overload must be submitted along with the Overload Request Form.

A credit hour and load hour are equal with one exception. Load hours for all accelerated courses are twice the credit hours. The chart below equates the credit and load hour for most of our courses.

The majority of Franklin University students are working full time with outside responsibilities and commitments. It is highly recommended that these students continue to register for classes averaging 8-12 credit hours each trimester or 12 load hours in any portion of a trimester. Only students working part time or with minimal outside commitments should consider registering for classes at the maximum credit hour/load hour.

The workload of accelerated courses will be emphasized through the Learning Strategies (PF 321) course.

Course Credit Hour and Load Hour Equivalency

Course	Credit Hours	Load Hours
12- & 15-week BLF & traditional	4	4
6- & 7-week BLF & traditional	2	4
6-week BLF	4	8
6-week BLF	1	2
7-week ALP (accelerated)	4	8
3-week BLF	2	8
3-week BLF	1	4

Class Level

The following chart defines student class levels:

- Freshman: 0-29 credit hours
- Sophomore: 30-59 credit hours
- Junior: 60-89 credit hours
- Senior: 90 or more credit hours

DEGREE AND MAJOR PROGRAM REQUIREMENTS

Declared Major

Students who are seeking a degree must meet all the requirements for the degree(s) and major program(s) in effect at the time they declare in writing a specific degree and major and earn credit toward the degree. However, students may elect to pursue updated degree and major program requirements specified in a subsequent Academic Bulletin. Program Chairs have the authority to consider appropriate substitutions to major program requirements.

Special regulations concerning transfer credit are explained under the section “Transfer Student Guidelines.”

Undeclared Major

Students who are seeking a degree but have not selected a major program are classified as “undeclared,” and will be expected to meet all course prerequisite requirements.

Re-Entering Students

Students must meet with a Student Services Associate prior to registering for classes if it has been one year or more since they completed a trimester at Franklin University. Students must complete a Re-Entering Student Application to update their records. Students who do not complete any courses at Franklin University for five years or more must complete the requirements in effect when they return.

Changing Majors

Students changing majors must complete the major area requirements and associated General Education and/or Business/Professional Core requirements in effect at the time the major declaration notice is filed with the Student Services Associate.

Rate of Progress

Students seeking a degree must attain the requirements for an associate's degree within four years or the requirements for a bachelor's degree within eight years of the first trimester completed under a declared major program. Thereafter, a student is bound by current Academic Bulletin requirements. Specific major programs may have more stringent requirements. Students should refer to the sections of the Academic Bulletin that describe particular major programs.

Additional Major(s)

Students may elect to complete the requirements of more than one major program. Each major program successfully completed will be documented on the student's academic record, noting both the major programs and dates of completion. Students adding majors must complete the major area requirements and associated General Education and/or Business/Professional Core requirements in effect at the time the major declaration notice is filed with the Student Services Associate.

Minors

Minors provide the opportunity to use elective courses to gain knowledge or skills that complement a major program. Minors may be completed prior to, or subsequent to, the completion of the bachelor's degree. Once completed, a minor will be posted to the transcript of students who have earned their bachelor's degree at Franklin University.

GENERAL DEGREE AND RESIDENCY REQUIREMENTS

Overall Requirements

Students seeking a bachelor's degree must complete a minimum of 40 credit hours at Franklin University to be eligible for a degree. Students seeking an associate's degree must earn 30 credit hours overall in residence at Franklin University to be eligible for a degree. Soldiers participating in the GoArmyEd Program must have a minimum of 30 credit hours in residence at Franklin.

Course Level Requirements

A student must have 40 credit hours overall that are equivalent to 300/400 level Franklin University courses for a bachelor's degree. A student must have a minimum of 12 credit hours of courses that are equivalent to 200 level or above for an associate's degree.

Major Area Requirements

A student must have 20 credit hours in the major area that are equivalent to 300/400 major level Franklin courses for a bachelor's degree. A student must have 12 hours of major area courses that are equivalent to 200 level or above for an associate's degree.

Capstone Requirement

Every major has a capstone experience for which credit cannot be transferred into the University. This is a Franklin course designed to integrate and assess the learning outcomes specific to each major as a whole. This course should be taken as the last major course. If, given the academic scheduling process and the student's projected graduation date, this is not possible, then the student should have Senior Standing (90 or more

credit hours), plus the skill-based General Education courses (COMM, SPCH, MATH, COMP), all business or professional core courses, and the capstone prerequisite courses.

Subsequent Degree Requirements

Students pursuing subsequent bachelor's degrees must earn in residency at Franklin University a minimum of 30 credit hours at the 200 level or above, of which a minimum of 16 credit hours must be major area courses equivalent to 300/400 level courses.

Transfer Credit

Transfer credit and credit awarded on standardized exams, proficiency exams or portfolio credit awarded by another institution will not count toward the residency requirement at Franklin University. Credit awarded based on proficiency examination or portfolio evaluation conducted by Franklin University may apply as appropriate major area credit, but will not reduce the hours required toward the residency requirement.

Degree Requirements

To be awarded a degree, students must:

1. Successfully complete all courses required in the major program, including General Education, Business/Professional Core, Major Area and Elective Courses (See "Business Core Requirements" for list of applicable programs)
2. Meet these grade point average (GPA) requirements:
 - All students must attain a minimum Franklin University cumulative GPA of 2.00
 - All students must attain a minimum GPA of 2.25 in the major area, and each major area course must be completed with a grade of "C" or better to count toward degree requirements
3. Complete the residency requirement
4. Complete the payment of all requisite tuition and fees
5. Not be under disciplinary dismissal due to academic dishonesty or a violation of the Student Code of Conduct

Program Chairs and Student Services Associates are available for consultation to provide information and guidance regarding the selection of courses, the accuracy of schedules, and the transfer process. However, students are responsible for understanding and meeting the degree requirements of their major program or degree and for planning schedules accordingly.

GENERAL EDUCATION

Curriculum Development Team

Division Chair, Michael W. Posey, Ph.D.
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General Education Mission Statement

General Education at Franklin University contributes to the development of foundational skills and the acquisition of general knowledge. This experience is fundamental to a career-focused education and serves to promote lifelong learning.

Foundational skills are learned capacities that students can transfer from higher education contexts to work, home, and community. General knowledge is the intellectual basis of the academic disciplines appropriate for a baccalaureate degree.

General Education Outcomes

Graduates will be able to:

1. Communicate effectively
2. Apply logical thinking and critical analysis
3. Articulate ethical considerations
4. Apply theories and methods of science
5. Use mathematical information and processes
6. Investigate global issues and diverse cultures
7. Demonstrate an appreciation for creativity, aesthetics, the human experience, and the impact of technology on culture
8. Apply strategies for self-management and social interaction

These outcomes are emphasized in the General Education courses. Through the Franklin University course design model, these foundational outcomes are also integrated throughout the curriculum.

General Education Requirements

Fifty hours of General Education coursework must be included in each program of study. Exceptions are granted only with the agreement of the Student Services Associate (SSA) and Program Chair and based on demonstrated proficiency. General Education electives may be selected from the college level humanities, social sciences, economics, mathematics, science, communication and professional foundations offerings.

The General Education curriculum supports the Transfer Module adopted by the Ohio Board of Regents (OBR) for the state's public universities and community colleges and adheres to OBR's General Education guidelines for Associate of Science and Bachelor of Science degrees.

General Education Requirements for Completion Programs

Franklin has designed several bachelor of science degree completion programs. These are designed for students who have completed an associate's degree in one of the related areas: various technical associate's degrees for Applied Management; various technology associate's degrees for Information Technology; various public safety associate's degrees (police science,

corrections, EMS, fire safety) for Public Safety Management; and various applied health associate's degrees for Allied Healthcare Management. Students entering these programs with an Associate of Applied Science (A.A.S.) or technical training and other college credit must satisfy General Education requirements for the program for a total of 50 hours of General Education.

Business Core Requirements

Majors that have Business Core requirements are Accounting, Business Administration, Business Forensics, eMarketing, Financial Management, Forensic Accounting, Human Resources Management, Management, Marketing, Operations & Supply Chain Management, and Organizational Leadership. The Business Core is the foundation of the related academic disciplines appropriate for a baccalaureate degree in business. The purpose of the Business Core is to provide students with a conceptual understanding of organizations, how the functional areas interrelate to achieve organizational goals, and how to apply professional decision-making competencies and technical skills in today's environment. After completing the Business Core, graduates will be able to:

- analyze an organization's accounting information in order to develop sound business decisions
- identify and apply valuation models relevant to an organization's financial decisions
- identify the impact of forces influencing the major functional areas of business (e.g., ethical, legal, technological, economic, global and social)
- apply marketing activities to the delivery of goods and services in business-to-business and business-to-consumer markets
- apply interpersonal and resource management skills to enhance business success

Additional Degree(s)

Students seeking an additional bachelor's (or associate's) degree must successfully complete a minimum of 30 credit hours (including the major requirements) beyond the first bachelor's (or associate's) degree (Also see "Subsequent Degree").

Subsequent Degree(s)

The subsequent bachelor's degree is open to learners who have completed a bachelor's degree or higher from a regionally accredited college or university. (For international students with a three year baccalaureate degree, the bachelor's degree needs to be accredited by the ministry of education or equivalent government ministry in the particular country.) Each candidate for a subsequent degree must earn in residence at Franklin University a minimum of 30 credit hours at the 200 level or above, of which a minimum of 16 credit hours must be in major area courses at the 300 or 400 level.

The grade point average (GPA) for the subsequent degree is based on courses taken for the subsequent degree. For students with a bachelor's degree from Franklin University, the number of credits required beyond the prior bachelor's degree must be substantial (normally 30 credits); otherwise the GPA will be cumulative. For major program and degree requirements, refer to the Academic Bulletin index listings for specific subsequent degree programs.

UNDERGRADUATE/GRADUATE JOINT PROGRAMS OF STUDY

The Joint Programs of Study option affords Franklin University undergraduate students, who are interested in pursuing a graduate degree at Franklin University, the opportunity to enroll in graduate coursework that may serve as university elective coursework in meeting the hour requirements for the Baccalaureate degree. Students pursuing this option generally complete both the Baccalaureate and Master's degrees in less time and fewer semester hours than pursuing the two degrees consecutively.

Acceptance into one of the undergraduate programs of study at Franklin University does not ensure or guarantee acceptance into a Franklin University graduate program. Students must meet the admission requirements of the graduate program and be admitted into a graduate program of study in order to pursue the Joint Programs of Study option. Each program of study in the graduate program is governed by its respective program criteria and academic standards set forth in the Academic Bulletin. Application for enrollment into a graduate program must be submitted two terms prior to commencing graduate level coursework. Undergraduate students who are accepted into one of the graduate programs will be concurrently enrolled in both the undergraduate and graduate programs. Any graduate course used in the undergraduate area may not be counted if a grade of "C" or less is earned.

It is recommended that students planning to pursue joint programs of study discuss their plans with their Student Services Associate.

TRANSIENT STUDENTS

A degree-seeking student who wishes to complete coursework at another regionally accredited college or university and then apply it toward a Franklin University degree may complete a Course Equivalency Form (available from the Office of Student Services) to find out in advance how the course(s) will transfer to Franklin University. The student also should attach a copy of the catalog description for the course in question. Students who follow this procedure will be notified concerning how the course(s) will transfer (equivalency and degree applicability), assuming they earn a grade of "C -" or better. Students who do not obtain such assurance run the risk that the coursework may not apply toward the degree as intended. To be awarded transfer credit, a student must arrange for the institution at which the credit was earned to forward an official transcript to Franklin University.

As stated under "Academic Credit and Courseload," a student is not permitted to carry more than 18 load hours per session at Franklin University or in total at Franklin University and concurrently at any other college or university without permission of the Student Services Associate and Program Chair. Unless permission is granted, credit in excess of the 18 load hour limit will not be transferred to Franklin University.

SERVICEMEMBERS OPPORTUNITY COLLEGE

Franklin University is a member of the Servicemembers Opportunity Colleges (SOC) Consortium and the SOC Degree Network System.

Servicemembers Opportunity Colleges Consortium

Servicemembers Opportunity Colleges (SOC), established in 1972, is a consortium of national higher education associations and more than 1,700 institutional members. SOC Consortium institutional members subscribe to principles and criteria to ensure that quality academic programs are available to military students, their family members, civilian employees of the Department of Defense (DoD) and Coast Guard, and veterans. A list of current SOC Consortium member institutions can be found on the SOC Web site at <http://www.soc.aascu.org/>.

SOC Degree Network System

The SOC Degree Network System (DNS) consists of a subset of SOC Consortium member institutions selected by the military Services to deliver specific Associate and Bachelor's degree programs to servicemembers and their families. Institutional members of the SOC DNS agree to special requirements and obligations that provide military students, their spouses and college-age children with opportunities to complete college degrees without suffering loss of academic credit due to changes of duty station.

SOC operates the 2- and 4-year Degree Network System for the Army (SOCAD), Navy (SOCNAV), Marine Corps (SOCMAR), and Coast Guard (SOCCOAST). Franklin University actively participates in SOCAD (2- and 4-year), SOCCOAST (4-year only), SOCGUARD (2- and 4-year), and ConAP only. Refer to the SOC Degree Network System-2 and -4 Handbooks to view Associate and Bachelor's degree programs, location offerings, and college information. An electronic version of the Handbook is posted on the SOC Web site, <http://www.soc.aascu.org>, on the SOCAD, SOCCOAST, SOCGUARD, and ConAP home pages.

Servicemembers Opportunity College is intended for individuals in the armed services and their spouses who are interested in college but find it difficult to pursue a degree because of problems related to service transfer and meeting degree requirements. The individual interested in this program can obtain information by contacting the Military Admissions and Services Office at Franklin University or the educational counseling office at the base where the individual is stationed.

Upon accepting the student, Franklin University acts as the academic depository and counseling/advising agent for the student. During the enlistment period, the student takes college-level courses approved by Franklin University to meet the various requirements of the particular major program offered by the University. Credits for these courses are transferred to Franklin University's academic depository. Course selection is based on periodic contact between the University and the enlisted individual.

A student participating in Franklin University's approved SOC programs is required to complete 25 percent of the coursework through Franklin. Students are still subject to grade point average (GPA) and major area residency requirements.

Franklin University is also a GoArmyEd partner. GoArmyEd allows active duty Army personnel to complete a two-year Associate of Science or a four-year Bachelor of Science degree while they serve their country. Coursework taken per the Student Agreement will be transferred to Franklin University according to the SOC Transferability Tables. The Student Agreement allows the soldier to complete a degree even after separation from military service, with the assurance that coursework will transfer to Franklin University.

CLASS POLICIES

University Attendance Policy

Only properly registered students are permitted to attend face-to-face classes or access online classes. Enrollment in course(s) indicates the student's intent to complete the course(s) in a manner prescribed by the faculty member.

Students must register for class at least one week prior to the session start date. Registered students are enrolled until they submit an Add/Drop Form to withdraw or are withdrawn by the Registrar either at the request of an instructor who defines academic progress in the class syllabus or the Financial Aid Office for nonattendance.

Students are responsible for logging into the course Web site before the start of the course in order to receive updated assignments and communication from the professor.

Since attendance and active participation are essential components of the Balanced Learning Format (BLF) experience, the following guidelines for attendance during the entire class session have been set:

Face-to-Face BLF Classes

- 3-week classes — A student missing one class will receive a failing grade (Z) for the class;
- 6- or 7-week classes — A student missing more than one class will receive a failing grade (Z) for the class;
- 12-week classes — A student missing more than two classes will receive a failing grade (Z) for the class;
- 15-week classes — A student missing more than three classes will receive a failing grade (Z) for the class.

Online BLF Classes

- 3-week classes — A student who has not participated for one week, at any time during the course, will receive a failing grade (Z) for the class;
- 6- or 7-week classes — A student who has not participated for more than one week, at any time during the course, will receive a failing grade (Z) for the class.
- 12-week classes — A student who has not participated for more than two weeks, at any time during the course, will receive a failing grade (Z) for the class.
- 15-week classes — A student who has not participated for more than three weeks, at any time during the course, will receive a failing grade (Z) for the class.

Non-BLF Classes

- Faculty must include in their syllabus a statement on attendance/consequences;
- This statement is then the responsibility of the individual faculty member to implement.

These policies do not change the existing drop policy in regard to the student's responsibility to drop classes in a timely manner for a tuition refund, nor do they relieve the student of the responsibility to drop the course by the published withdrawal deadlines. If the student misses a class after the withdrawal deadline and the absence violates the attendance policy, the student will receive a failing grade for the class. Students missing a class should review the course website for additional information and discuss their absence with the instructor.

Withdrawal From a Course

Students wishing to withdraw from a course must either submit an Add/Drop Form or through utilizing their personalized Web page, my.franklin.edu. After the first week of class, a withdrawal will result in a grade of "W" (Withdrawn) on the student's academic record but will not be calculated in the grade point average. Tuition charges will be based on the date the student submits an Add/Drop Form to the University (see "Tuition Charges on Course Withdrawals"). A student who never attends or stops attending a class but fails to submit an Add/Drop Form to withdraw is obligated for full tuition and will receive a grade (possibly a failing grade of "Z") from the instructor based on all work assigned and/or completed.

Based on evidence of excessive absence or missed exams as defined in the course syllabus, a faculty member may initiate a student's withdrawal through the Registrar's Office. The Financial Aid Office also may request the Registrar to withdraw a student for non-attendance. In either case, the tuition and payment policy will be applied (see "Tuition Charges on Course Withdrawals").

The deadline for a student to withdraw from an undergraduate class (**Balanced Learning, Undergraduate traditional, Undergraduate ALP, and Session I or II**) is the Sunday prior to the last scheduled week of class.

Financial Aid Consequences

Students receiving any type of financial aid or veteran's benefits may lose part or all of such assistance if they stop attending or withdraw from one or more courses in any one trimester. Any over-award that results from withdrawing or nonattendance must be repaid before further financial assistance may be received. In considering whether or not to withdraw from, or stop attending a course, students receiving financial aid or veterans' benefits should first consult with the Financial Aid Office.

GRADE REPORTS

Grade reports normally are mailed within one week after the end of each grading period. No grades will be released by telephone.

Types of Grades

The following grades are used to calculate a student's grade point average (GPA) at Franklin University:

- A • Superior4 points
- B • Good3 points
- C • Adequate2 points
- D • Marginal.....1 point
- E or IE • Unacceptable0 points
- Z • Administrative Withdrawal (Failure)0 points

The following grades and symbols also are used, but they do not affect the grade point average.

- P Pass — calculated only in hours earned
- NC No credit
- NZ..... Administrative Withdrawal (for courses taken P/NC)
- W Withdrawn from a course
- I..... Incomplete — must be completed within 30 days after the beginning of the next trimester. In a Pass/No Credit course, an Incomplete converts to “NC” after the deadline. In a letter graded course, an Incomplete converts to “IE” (Incomplete/Failed) after the deadline. “IE” is calculated in the GPA.
- DR..... Grades of “D” are changed to “DR” and not calculated in the GPA if a student has retaken the identical course for credit.
- ER Grades of “E” are changed to “ER” and not calculated in the GPA if a student has retaken the identical course for credit.
- EM Credit by examination
- K..... Credit transferred from another institution
- PC..... Experiential Learning Credit
- AK, BK, CK .. Credit granted after the Forgiveness Policy
- DK, EK..... Credit not granted after the Forgiveness Policy
- AU..... Audit
- AX, BX, CX .. Repeat of a course previously passed. The grade is calculated in the GPA, but hours do not count toward cumulative hours earned.
- PX..... Repeat of a developmental education course previously passed. Hours do not count toward cumulative hours earned.

Incomplete Grades in Prerequisite Courses

Students must pass courses that are prerequisites to other courses. A grade of Incomplete is not sufficient for continuation to the second course. This rule may be waived only by written permission of a Student Services Associate in consultation with the appropriate Program Chair.

Grade Point Average (GPA)

The GPA identifies a student's academic progress. It is determined by dividing the total number of grade points earned by the total number of trimester hours attempted (not actual hours earned). The following example shows how GPA is computed for a student who completed three 4-credit-hour courses:

Course	Grade	Point Equiv.		Credit Hours Attempted		Total Pts. Earned
First	A	4	x	4	=	16
Second	C	2	x	4	=	8
Third	E	0	x	4	=	0
Total				12		24

The GPA for this trimester is found by dividing the total points earned (24) by the total number of credit hours attempted (12); thus, this student's GPA is 2.00.

Grading Guidelines

The assignment of a letter grade for a course is an indication of the student's overall success in achieving the learning outcomes for the course. The course letter grade may be viewed as a summary statement of the student's achievement in individual assessments (assignments and activities). These assessments are intended to identify for students their strengths as well as those areas in need of improvement. Students work is assessed according to the guidelines below.

Course-level Grading Guidelines:

- A 90—100% of the total possible points.
- B 80—89% of the total possible points.
- C 70—79% of the total possible points.
- D 60—69% of the total possible points.
- E <60% of the total possible points.

Assessment (Assignments & Activities) Grading Guidelines:

Grade:	Guidelines (where applicable):
A Superior Academic Work	<p>Assessment of the learning outcomes indicates superior evidence of:</p> <ul style="list-style-type: none"> • Innovation and synthesis of thought • Application of concepts and theories • Insightful, logical reasoning • Documentation, including requisite citations • Usage of the conventions of standard written and spoken English
B Good Academic Work	<p>Assessment of the learning outcomes indicates solid evidence of:</p> <ul style="list-style-type: none"> • Innovation and synthesis of thought • Application of concepts and theories • Insightful, logical reasoning • Documentation, including requisite citations • Usage of the conventions of standard written and spoken English
C Adequate Academic Work	<p>Assessment of the learning outcomes indicates sufficient evidence of:</p> <ul style="list-style-type: none"> • Innovation and synthesis of thought • Application of concepts and theories • Insightful, logical reasoning • Documentation, including requisite citations • Usage of the conventions of standard written and spoken English
D Marginal Academic Work	<p>Assessment of the learning outcomes indicates minimal evidence of:</p> <ul style="list-style-type: none"> • Innovation and synthesis of thought • Application of concepts and theories • Insightful, logical reasoning • Documentation, including requisite citations • Usage of the conventions of standard written and spoken English
E Unacceptable Academic Work	<p>Assessment indicates learning outcomes were not met.</p>

Retaking a Course for Credit

Students who have previously earned grades of “D” or “E” in any course currently offered at Franklin University and who wish to improve their GPA may retake the identical course. Students may register in the normal manner. Upon completion of the repeated course, the previously earned grade will be converted to “DR” or “ER” and cumulative averages only will be recalculated. Neither “DR” nor “ER” grades will be counted in the GPA. The earned grade in the retaken course will be counted in the student’s GPA for the trimester it is retaken. Credit for the course will be given only once.

This policy does not, at any time, supersede the required minimum academic standards for continued enrollment as defined in the Academic Bulletin. Students retaking courses should consult the Financial Aid office to determine the consequences of financial aid or veterans benefits in course retakes.

Transcripts

The student’s signature is required to release a transcript. Requests for transcripts will be honored promptly in the order that the requests are received; however, during busy periods such as examinations, commencement or registration, there may be some delay. Therefore, transcripts should be requested

well in advance of these periods. For a \$7 fee, students can order transcripts online at www.credentials-inc.com. Online transcript requests will be processed and mailed within one day. When ordered in person or through the mail, transcript requests take an average of three business days to process and mail. There is a \$15 rush fee for transcripts requested on demand. No transcript of any record will be issued for a student whose financial obligation to the University has not been satisfied and/or for a student in default of a student loan or who has an overpayment of Title IV funds. The student should be aware that courses/degree programs may not transfer. The transfer of course/degree credit is determined by the receiving institution.

Degree Audits

Students who have earned 45 credit hours toward an associate’s degree or 90 credit hours toward a bachelor’s degree may request a degree audit from their Student Services Associate. A degree audit is an official document indicating the number of credit hours and specific courses that are still needed to complete the requirements for the associate’s or bachelor’s degree. Computerized degree audits are available upon request for students who matriculated during or after the Fall 1997 trimester.

Application for Degree

Graduation applications are due in the Registrar’s Office by Tuesday of the fourth week of the trimester for all students who expect to complete degree requirements by the end of that trimester. Applications are available in the Registrar’s Office or the Student Services Center on the Main Campus, and at each suburban location. The graduation application fee is \$55, and \$20 for each additional degree awarded in the same trimester. An additional late fee is charged for applications received after the deadline. Graduation application fees are non-refundable.

HONORS

Trimester Honors

Students completing eight or more undergraduate hours of letter-graded courses during any trimester who achieve a GPA of 4.00 are placed on the President’s List for that trimester. Students completing eight or more undergraduate hours of letter-graded courses during a trimester who achieve a GPA of 3.50 - 3.99 are placed on the Dean’s List for that trimester.

Graduation Honors

Each trimester, certain graduating students are recognized for excellence in academic achievement. Such recognition is indicated on the student’s diploma, made a permanent part of their academic record, and announced at commencement.

Summa Cum Laude

Awarded to those who have achieved a minimum 3.90 cumulative GPA in undergraduate coursework.

Magna Cum Laude

Awarded to those who have achieved a 3.70 - 3.89 cumulative GPA in undergraduate coursework.

Cum Laude

Granted to those who have achieved a 3.50 - 3.69 cumulative GPA in undergraduate coursework.

ACADEMIC STANDARDS

Probation, Suspension, and Dismissal

An undergraduate student whose cumulative grade point average (GPA) is below 2.00 will be notified of academic probation as a warning that academic performance is below acceptable standards.

Academic suspension is the cancellation of enrollment eligibility for one trimester. Students are placed on suspension when their cumulative GPA is below the minimum required for continued enrollment compared to credit hours attempted at Franklin University, as indicated by the following table:

20-29 Credit Hours Attempted

Minimum GPA for Continued Enrollment 1.10

30-59 Credit Hours Attempted

Minimum GPA for Continued Enrollment 1.50

60-89 Credit Hours Attempted

Minimum GPA for Continued Enrollment 1.70

90-99 Credit Hours Attempted

Minimum GPA for Continued Enrollment 1.90

100 and above Credit Hours Attempted

Minimum GPA for Continued Enrollment 2.00

Required Standards of Academic Progress (SAPs) for financial aid recipients differ from the above scale. Students receiving financial aid should contact the Financial Aid office for clarification of these regulations.

Academic dismissal is cancellation of enrollment eligibility at Franklin University. Usually, dismissal occurs only after students have been placed on academic suspension, been reinstated and failed to achieve acceptable academic progress within a specified time.

Readmission Procedures

Academically-suspended students seeking readmission to Franklin University are required to meet with the Registrar and attain specific academic goals for continued enrollment.

Students may appeal actions based on the University's academic standards to the Academic Readmission Committee. Students must appeal in writing to the University Registrar and include permission to release their University records to the Committee. Appeals must be submitted at least two weeks prior to the start of a trimester. The Committee will require readmitted students to meet specific academic goals for continued enrollment.

Forgiveness Policy

The Forgiveness Policy was designed to be used only by former students whose previous academic performance at Franklin University was extremely poor (as determined by a cumulative GPA lower than 2.0), but who wish to return to the University. Usually, persons seeking permission to use the Forgiveness Policy have not been students at Franklin University for several years. However, occasionally it is appropriate for permission to be granted to students who have no break in attendance.

This policy gives Franklin University students a one-time opportunity to have their GPA recalculated. Credit is granted for courses with a grade of "C" or better. The GPA is then based only on courses completed after implementation of the policy. To be eligible for any degree, students using the Forgiveness Policy must complete a minimum of 40 credit hours after implementation and are required to follow major program and degree requirements in effect when permission is granted. Questions regarding financial aid and veterans benefits should be directed to the Financial Aid Office.

The Academic Readmission Committee has the authority to grant or deny permission to use the Forgiveness Policy. Students interested in further information should contact their Student Services Associate or the University Registrar no later than 30 days prior to the start of the trimester in which they request the policy to be implemented.

ACADEMIC INTEGRITY

The purpose of education is to advance one's own intellectual skills and knowledge and to demonstrate the outcomes of these efforts. An essential and shared value in higher education is presenting one's own work and properly acknowledging that of others. Any violation of this principle constitutes a violation of academic integrity and is liable to result in a charge(s) of academic dishonesty. Forms of academic dishonesty include:

- Plagiarism — submitting all or part of another's work as one's own in an academic exercise, such as an examination, computer program, or written assignment.

Examples of plagiarism – include but are not limited to:

1. Failure to use APA standards to properly cite the work of others.
2. Cutting and pasting from other sources without citation.
3. Recycling one's own work in a different class without citation.
4. Submitting a purchased term paper, in whole or in part.

- Cheating — using or attempting to use unauthorized materials on an examination or assignment, such as using unauthorized texts or notes or improperly obtaining, or attempting to obtain, copies of an examination or answers to an examination.
- Facilitating Academic Dishonesty — helping another commit an act of academic dishonesty, such as substituting for an examination or completing an assignment for someone else or making assignments available for another student to copy.
- Fabrication — altering or transmitting, without authorization, academic information or records.

I. Reporting a Charge of Academic Dishonesty

If a faculty member determines that a student has violated the Academic Integrity Policy the faculty member will provide the student with notification of the charge of academic dishonesty through Franklin University email within seven (7) calendar days after discovery of the incident occurs and followed by certified mail delivery to the student's address on record. The written charge will include the particular allegation; names of other participants or witness(es) where appropriate; and the date, time, location and other relevant circumstances of the incident.

A disciplinary notation for academic dishonesty will be entered on the student's academic record by the University Registrar.

II. Penalties for Academic Dishonesty

A. First Incident

The Lead Faculty member and the course faculty member will determine the penalty for the first incident, with the penalty ranging from a score of zero on the particular item being submitted to a failing grade in the class depending on the severity of the incident and the intent of the student. The student may also be required to complete a workshop on appropriate citation and referencing conducted by the Student Learning Center.

A subsequent incident of academic dishonesty in the same class will result in a failing grade in the class and, in combination with the first charge, will be recorded as a single incident on the student's academic record.

A violation of the Academic Integrity Policy will result in the removal of the student's option to withdraw from the class to avoid a failing grade. Administration may also place a hold on a student account during the investigation of a violation of academic integrity and/or retroactively change a grade due to the severity of the incident.

A violation of the Academic Integrity Policy may eliminate the student from consideration for academic honors; specifically, Summa Cum Laude, Magna Cum Laude, or Cum Laude. A panel of University faculty will evaluate the incident of academic dishonesty and will make the final determination on the student's eligibility for academic honors.

B. Second and Final Incident

Any subsequent violation of the Academic Integrity Policy in any other class will result in a failing grade in the class as well as disciplinary dismissal from the University. The Provost will notify the University Registrar to enter the notation "Dismissed for Academic Dishonesty" on the student's academic record.

III. Appeal Processes

Franklin University's appeal processes are designed to preserve academic integrity by providing a student the opportunity to have the charge(s) of academic dishonesty or a final grade(s) reviewed secondarily by an independent Academic Appeal Officer and, if necessary, by the Provost.

Each step of the respective process has been specifically designed to accomplish the goal of providing the student with a decision demonstrated by the exercise of honest, professional judgment. Failure to meet any timeline within the appeal processes will result in a waiver of the student's right to invoke an appeal. The Academic Appeal Officer and/or Provost will provide the student with notification of the waiver through Franklin University email and via certified mail delivery.

The student's academic standing will not be altered during the appeal process. In cases where the grade appeal is filed in a prerequisite course, the grade remains in effect, unless and until the appeal is upheld. The final result of the appeal will be updated to the student's record accordingly, and any necessary changes will be documented at that time by the University Registrar.

The Academic Appeal Officer or Provost may request or approve a request for a hearing with relevant individuals, either individually or together, as deemed appropriate by the administrator.

All appeals, including questions regarding the process or any matters relating to an appeal, must be sent to caoappeal@franklin.edu. The subject line of the message must include the student's full name and course number.

A. Appeal of Charge of Academic Dishonesty

An appeal may be invoked for a charge or penalty pertaining to the University's Academic Integrity Policy.

Step One: The Faculty Member

A good faith appeal discussion with the faculty member must be initiated in writing by the student within 15 calendar days of the date of the Franklin University email notification. If the student believes the good faith appeal discussion has not adequately resolved the matter, the student may move forward to Step Two, submission of the appeal to the Provost.

Step Two: The Provost

The student must submit a formal written appeal (via email to caoappeal@franklin.edu) to the Provost within 15 calendar days from the date of the good faith discussion, including:

1. Background information.
 - a. Date
 - b. Student's name and identification number
 - c. Course name, number, and section
 - d. Course trimester (Fall, Winter, Summer) and year
 - e. Faculty member's name
 - f. Reason for the academic dishonesty appeal
 - g. Date of good faith appeal discussion
 - h. Outcome of the good faith appeal discussion
2. Facts – state all relevant facts in dispute with supporting documentation (including all assignments in question). For all persons/witnesses, list full name(s), contact information, and facts specific to each individual. Facts and/or documents not included will not be considered.
3. Desired outcome of the appeal (be specific).
4. Rationale in support of the desired outcome.

The Provost or designee will appoint an independent Academic Appeal Officer to review and investigate the case. The Academic Appeal Officer will issue a written decision to the student through Franklin University email and via certified mail delivery within 15 calendar days of the date the appeal is received by the Provost. The Academic Appeal Officer may prescribe alternate penalties, such as suspension, to those listed under "Penalties for Charges of Academic Dishonesty" as deemed appropriate.

If the student or the faculty member believes the Academic Appeal Officer's decision has not adequately resolved the matter, either the student or the faculty member may move forward to the Final Step of the appeal process, submission of the second appeal to the Provost.

Final Step: The Second Appeal to the Provost

The student or faculty member must submit a written appeal (via email to caoappeal@franklin.edu) within 15 calendar days from the date of the Academic Appeal Officer's decision, including:

1. Date
2. Student's name and identification number
3. Summary of all facts pertaining to the appeal to date (facts and/or documents not included will not be considered)
4. A letter explaining why the Academic Appeal Officer's decision is being appealed
5. Desired outcome of the appeal
6. Rationale in support of the desired outcome
7. Attached copies of the:
 - a. Appeal submitted to the Provost in Step Two
 - b. Academic Appeal Officer's written decision

The Provost or designee will issue a written decision to the student through Franklin University email and via certified mail delivery within 15 calendar days of the date of the receipt of the appeal.

B. Academic Grade Appeal

An academic grade appeal may be invoked for a final course grade.

Step One: The Faculty Member

A good faith appeal discussion with the faculty member must be initiated by the student in writing within 15 calendar days of the last day of the class. If the student believes the good faith appeal discussion has not adequately resolved the matter, the student may move forward to Step Two, submission of the appeal to the Provost

Step Two: The Provost

The student must submit a formal written appeal to the Provost (via email to caoappeal@franklin.edu) within 15 calendar days from the date of the good faith discussion, including:

1. Background information
 - a. Date;
 - b. Student's name and identification number;
 - c. Course name, number, and section;
 - d. Course trimester (Fall, Winter, Summer) and year;
 - e. Faculty member's name;
 - f. Reason for the academic grade appeal;
 - g. Date of good faith appeal discussion; and,
 - h. Outcome of the good faith appeal discussion.
2. Facts – state all relevant facts in dispute with supporting documentation (including all assignments in question). For all persons/witnesses, list full name(s), contact information, and facts specific to each individual. Facts and/or documents not included will not be considered.
3. Desired outcome of the appeal (be specific).
4. Rationale in support of the desired outcome.

The Provost will appoint an independent Academic Appeal Officer to review, investigate and make a decision in the case. The Academic Appeal Officer will issue a written notice

of the decision to the student through Franklin University email and via certified mail delivery within 15 calendar days of the date the appeal is received by the Provost.

If the student or the faculty member believes the Academic Appeal Officer's decision has not adequately resolved the matter, either the student or the faculty member may move forward to the Final Step of the appeal process, submission of the second appeal to the Provost.

Final Step: The Second Appeal to the Provost

The student or faculty member must submit a written appeal (via email to caoappeal@franklin.edu) of the Academic Appeal Officer's decision within 15 calendar days from the date of the written decision, including:

1. Date
2. Student's name and identification number
3. Summary of all facts pertaining to the appeal to date (facts and/or documents not included will not be considered)
4. A letter explaining why the Academic Appeal Officer's decision is being appealed
5. Desired outcome of the appeal
6. Rationale in support of the desired outcome
7. Attached copies of the:
 - a. Appeal submitted to the Provost in Step Two
 - b. Academic Appeal Officer's written decision

The Provost or designee will issue a written decision to the student through Franklin University email and via certified mail delivery within 15 calendar days of the date of the receipt of the appeal.

IV. Definitions

Faculty member

The faculty member with first-hand knowledge of the violation. If the faculty member is the Provost, the President will appoint an Academic Appeal Officer to process the appeal.

Good faith appeal discussion

Communication between the student and the specific faculty member that takes place after the formal charge of academic dishonesty. Communications that take place before the formal charge of academic dishonesty do not constitute a good faith appeal discussion required in Step One.

The time of the discovery of the incident

The time at which a potential violation of academic dishonesty is discovered and communicated to the Lead Faculty member.

Written appeal

The document submitted under the respective step of the appeal process which includes all information required for the appeal. If required information is missing or incomplete the appeal will not be considered to be invoked; all original time lines will constitute the actual time lines for purposes of the appeal until the requirements of the written appeal are met.