# Didactic Program in Dietetics (DPD) Handbook

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Didactic Program in Dietetics (DPD)
Department of Family and Consumer Sciences
Harding University

Statement of Accreditation Status
The Didactic Program in Dietetics (DPD) at Harding University is accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) for the Academy of Nutrition and Dietetics (Address: 120 South Riverside Plaza, Suite 2190, Chicago, IL 60606-6995, Phone: 800/877-1600, ext. 5400, E-mail: ACEND@eatright.org, Website: https://www.eatrightpro.org/acend).

Mission of the University
Harding’s mission is to provide a quality education that will lead to an understanding and philosophy of life consistent with Christian ideals. This involves the following goals:

1. Generally, the integration of faith, learning and living (developing the whole person through a commitment to Christ and to the Bible as the Word of God, an emphasis on lifelong intellectual growth, and the encouragement of Christian service and world missions through a servant-leadership lifestyle).
2. Specifically, the development of Christian scholarship (while acknowledging dependence on God, stressing Christian commitment to intellectual excellence through a strong liberal arts foundation and effective professional preparation).
3. The promotion of Christian ethics (creating an atmosphere that emphasizes integrity and purity of thought and action).
4. The development of lasting relationships (fostering personal and social relationships through interaction among faculty, staff and students; and stressing a lifelong commitment to marriage and the Christian family).
5. The promotion of wellness (emphasizing that the body is the temple of the Holy Spirit and that lifetime health habits contribute to a better quality of life).
6. The promotion of citizenship within a global perspective (developing a Christian understanding of and respect for other cultures through an emphasis on liberty and justice).

Mission, Vision, and Goals of the Department of Family and Consumer Sciences
The mission of the Department of Family and Consumer Sciences is to prepare Christian professionals to assume leadership roles that support the quality of life of individuals and families in contemporary society. The department’s vision is to empower individuals, strengthen families and enable communities. In congruence with the mission of the University and the standards of the American Association of Family and Consumer Sciences, the department seeks to:

1. Prepare new professionals for careers in diverse practice settings in family and consumer sciences.
2. Provide a solid foundation for graduates who pursue advanced study.
3. Prepare graduates who have a lifelong commitment to learning and professional development.
4. Prepare graduates who exemplify integrity and ethical behavior.
5. Provide opportunities for students to develop their God-given talents for service to individuals, families, communities and the church.
6. Enhance students’ growth in the fruit of the Spirit through daily interaction and classroom strategies.
7. Contribute to the preparation of professionals in other disciplines.

Mission of the DPD
The mission of the Didactic Program in Dietetics at Harding University is to provide an academically challenging program, consistent with Christian ideals, to prepare students for supervised practice leading to eligibility for the Commission on Dietetic Registration (CDR) credentialing exam to become Registered Dietitian Nutritionists (RDN). This program prepares graduates for success in supervised practice, advanced study, and careers in nutrition and dietetics.
Goals and Objectives of the DPD

Graduates of the Didactic Program in Dietetics will:

Program Goal #1: Have the knowledge for entry into ACEND (Accreditation Council for Education in Nutrition and Dietetics) accredited post-baccalaureate supervised practice programs leading to eligibility for the Commission on Dietetic Registration (CDR) credentialing exam.

Program Objective for Goal #1:
- 70% of program graduates who apply are admitted to a supervised practice program within 12 months of graduation.

ACEND Required Objectives for Goal #1:
- Program Completion:
  - At least 80% of program students complete program/degree requirements within 3 years (150% of the program length). This is tracked from the time of the degree audit, which is completed at 45-60 earned hours. Time planned for completion is two years; 150% of that time would be three years.
- Graduate Application and Acceptance into Supervised Practice:
  - 50% of program graduates apply for admission to a supervised practice program prior to or within 12 months of graduation.
  - 50% of program graduates are admitted to a supervised practice program within 12 months of graduation.
- Graduate Performance on Registration Exam:
  - The program’s one-year pass rate (graduates who pass the registration exam within one year of first attempt) on the CDR credentialing exam for dietitian nutritionists is at least 80%.
- Supervised Practice Program Director Satisfaction:
  - At least 75% of supervised practice directors responding to a survey will rate the program graduates preparation for supervised practice as “above average” or better.

Program Goal #2: Have a solid foundation for advanced studies.

Program Objective for Goal #2:
- 70% of graduates who seek admission to graduate schools will be accepted unconditionally.

Program Goal #3: Find employment.

Program Objective for Goal #3:
- 70% of graduates who seek employment will be placed within 3 months following graduation.

Program outcomes data are available upon request.

Credentialing Process to Become a Registered Dietitian Nutritionist (RDN)

Completing Harding University’s ACEND-accredited Didactic Program in Dietetics (DPD) is the first step to becoming a Registered Dietitian Nutritionist (RDN). Upon confirmation of program completion, the graduate will receive a Verification Statement showing that they have gained the knowledge required by ACEND and are prepared to complete an ACEND-accredited supervised practice program—-a dietetic internship or Individual Supervised Practice Pathway (ISPP). After completion of an ACEND-accredited supervised practice program, students are eligible to take the national Commission on Dietetics Registration’s (CDR) Registration Examination for Dietitians. Note: Effective January 1, 2024, a graduate degree will be required in order to be eligible to take the Commission on Dietetics Registration’s (CDR) Registration Examination for Dietitians. A passing score on the exam will credential the individual as a Registered Dietitian Nutritionist (RDN). Upon passing the registration exam, individuals may then apply for state licensure (process varies by state). For example, to apply for Arkansas state licensure, applicants must submit a yearly application and renewal fee and complete twelve (12) hours of continuing education (CE).

Related Resources from the Academy of Nutrition and Dietetics: [https://www.eatrightpro.org/about-us/become-an-rdn-or-dtr/high-school-students/5-steps-to-become-a-registered-dietitian-nutritionist](https://www.eatrightpro.org/about-us/become-an-rdn-or-dtr/high-school-students/5-steps-to-become-a-registered-dietitian-nutritionist)
Credentialing Process to Become a Nutrition and Dietetics Technician, Registered (NDTR)
Completing Harding University’s ACEND-accredited Didactic Program in Dietetics (DPD) is also the first step to becoming a Dietetic Technician, Registered (DTR). Upon graduation, the next step for these individuals is to pass the national Registration Examination for Dietetic Technicians, also administered by the Commission on Dietetic Registration (CDR).


Student Membership in the Academy of Nutrition and Dietetics
Students enrolled in an ACEND-accredited nutrition and dietetics education program may join the Academy of Nutrition and Dietetics as student members. Dues are $58 per year (June 1-May 31), and an online application is available at https://www.eatrightpro.org/membership/membership-types-and-criteria/student-member

Benefits of student membership in the Academy include networking with other nutrition and dietetics students and professionals, leadership opportunities, free membership in the state dietetic association, online access to the Journal of the Academy of Nutrition and Dietetics and other publications, and reduced rates at professional meetings and conferences.

Harding University Student Academy of Nutrition and Dietetics
The Harding University Student Academy of Nutrition and Dietetics (SAND) is open to any student majoring in nutrition and dietetics. Students may join at any time during the academic year by attending one of the scheduled meetings, or by contacting a SAND officer or sponsor.

The Student Academy of Nutrition and Dietetics meets monthly. Meetings may include guest speakers of professional interest, planning or participating in campus or community service projects, etc. SAND maintains a Facebook page for dissemination of information and for highlighting current nutrition topics and activities.

Faculty Sponsors:
Dr. Lisa Ritchie, lritch@harding.edu, (501) 279-4677 (office)
Sarah Oropeza, soropeza@harding.edu, (501) 279-4112 (office)

Preparation for Application to ACEND-Accredited Supervised Practice Programs
Recent match data from the Accreditation Council for Education in Nutrition and Dietetics indicates that the supply of ACEND-accredited supervised practice programs like dietetic internships, is not keeping up with the increasing demand. In 2016, there were 5944 dietetic internship applicants and only 3389 dietetic internship openings (https://www.eatrightpro.org/acend/students-and-advancing-education/dietetic-internship-match-students/availability-of-dietetic-internship-positions).

Students who are interested in becoming registered dietitian nutritionists should review this information in order to make informed decisions regarding their career path. Students should also meet with the DPD Director to assess their progress toward their professional goals. Suggestions to improve chances of getting a dietetic internship position are available at https://www.eatrightpro.org/acend/students-and-advancing-education/dietetic-internship-match-students/suggestions-to-improve-your-chances-at-getting-a-dietetic-internship-position.

Students enrolled in Harding University’s Didactic Program in Dietetics are encouraged to seek opportunities to gain work experience, and experience under the direction of a Registered Dietitian, if possible. Sites/locations where students might look for work experience include:
- Hospitals
- Nursing homes
Computer Matching Process
Most ACEND-accredited supervised practice programs (commonly known as dietetic internships) require applicants to complete the computer matching process. Applicants submit their applications through Dietetic Internship Central Application Service (DICAS) and are matched with the highest ranked program that accepts the applicant. Applicants are allowed to apply to multiple internships through DICAS, but will only be matched with one internship. Applicants who are not matched with an internship can apply during the next application cycle. More information about the application and matching process is available at [https://www.eatrightpro.org/acend/students-and-advancing-education/dietetic-internship-match-students](https://www.eatrightpro.org/acend/students-and-advancing-education/dietetic-internship-match-students).

University and Program Policies and Procedures

Admission to Harding University
[https://www.harding.edu/admissions/howtoapply](https://www.harding.edu/admissions/howtoapply)

Admission to Harding University is determined on an individual basis. Each candidate is evaluated based on academic preparation and potential. Only students who appear capable of success at Harding are accepted for admission. Also, because of Harding’s rich heritage as a Christian university, we seek students of the highest moral caliber.

Harding is committed to the policy of providing equal opportunity for all persons and does not discriminate in admissions, programs, or any other educational functions and services on the basis of race, color, creed, national origin, sex, age, veteran status, religion or disability to those who meet its admission criteria and are willing to uphold its values as stated in the Code of Conduct. In the area of employment, Harding does not discriminate on the basis of race, color, creed, national origin, sex, age, veteran status or disability. Harding, under federal guidelines and as reflected in its Articles of Incorporation, may discriminate as to religion and may adhere to religious tenets regarding the limitation of employment of women in certain preaching and minister roles.

Based upon this commitment, Harding follows the principle of nondiscrimination and operates within applicable federal and state laws prohibiting discrimination. As a recipient of federal financial assistance, Harding is required by Title IX of the Educational Amendments of 1972, as amended, not to discriminate on the basis of gender in its admission policies, treatment of students, employment practices or educational programs except as required by religious tenets of the churches of Christ. Harding has a nondiscrimination policy available upon request in the offices of Student Life and Human Resources. Inquiries concerning the application of federal and state laws or regulations may be referred to the Office of Human Resources, Box 12257, 915 E. Market Avenue, Searcy, AR 72149-2257; telephone (501) 279-4380. The person to ensure compliance with the nondiscrimination policy and discrimination laws and regulations is the chief financial officer of the University.

The Office of Admissions Services provides comprehensive assistance to prospective students. For an application packet and other information, contact the Office of Admissions Services by mail at Harding University, Box 12255, Searcy, AR 72149-2255; by phone at 1-800-477-4407 (toll free); by fax at (501) 279-4129; or by e-mail at admissions@harding.edu. Enrollment at Harding is limited, so early application is encouraged.

Online Application: The application for admission can be completed online at [https://www.applyweb.com/harding/menu.html](https://www.applyweb.com/harding/menu.html). All supporting documents can be printed or submitted online, as well.
Academic Calendar
The academic calendar is available at https://www.harding.edu/calendar/academic. The Didactic Program in Dietetics adheres to the Harding University calendar in regard to all course offerings, vacation, and holidays.

Tuition and Fees
https://catalog.harding.edu/content.php?catoid=42&navoid=3023#expenses

Harding University, a private institution without benefit of tax support, must meet its operating costs by income from student tuition and fees, government grants, auxiliary enterprises, gifts and endowment earnings. The cost of attending Harding is moderate compared to many colleges and universities of the same size and quality.

Admission Fees: Two fees should accompany the Application for Admission — a $50 application fee and a $140 housing/security deposit. These may be forwarded as one check or money order for $190 made payable to Harding University. The application fee is nonrefundable and is designed to cover the cost of application processing. The housing deposit will be used to reserve a room each semester and as a security deposit against damage. The housing/security deposit will be refunded for residence hall rooms if your reservation is cancelled before May 1 for the fall semester, Oct. 1 for the spring semester, or April 15 for Summer Session. Commuting students should file only the $50 application fee.

Typical Expenses: A typical resident student taking 15 hours per semester can meet all regular expenses of tuition, fees, room and food service for $26,644.00 for the school year. A non-boarding student can meet expenses of tuition and fees for $22,986. Students should be aware that laboratory/course fees, parking permits, textbooks, etc. are not included in the schedule of expenses. Additionally, upper level DPD students will be required to purchase a laboratory coat for experiential experiences. Students are responsible for their own transportation and liability for safety in travel to all facilities where learning experiences are provided in FCS 300: Dietetics Practicum, FCS 415: Nutrition Education, and FCS 435: Quantity Food Production. Students are also financially responsible for any personal injury or acute illness that may occur during these experiences.

Technology/Academic Enrichment Fee: Each full-time student (10 or more hours) will pay a special fee of $250 per semester as a Technology Academic Enrichment Fee. Students taking 9 credit hours or less will pay $25 per credit hour.

Additional Course Fees for DPD Students: Additional fees incurred by the DPD student include $141 for FCS 300 ($65 for study guide and $76 for liability) and $70 fee for access to the online Nutrition Care Manual for both FCS 420 and 424.

Meals: Food service ranges from $600 to $2,038 per term, depending on the meal plan selected. For information regarding each plan and cost refer to www.harding.edu/businessoffice/.

Married Student Housing: Married student housing is available. Contact the Office of Rental Properties at (501) 279-4367.

Financial Aid
https://catalog.harding.edu/preview_program.php?catoid=42&poid=4917&hl=%22financial+aid%22&returnto=search#financial-aid

Financial aid is available to most Harding students in the form of scholarships, grants, loans, work-study programs, veterans’ programs and vocational rehabilitation programs. These funds are administered wholly or in part by the Office of Financial Aid Services. Requests for information and assistance should be directed to Harding University, Box 12282, Searcy, AR 72149-5615; telephone (501) 279-4257 or 1-800-477-3243 (toll free); or e-mail finaid@harding.edu.

Requirements: Application for aid should be made as follows:
1. Apply or be admitted to Harding University. Application forms are available from the Office of Undergraduate Admissions.
2. Complete the Free Application for Federal Student Aid (FAFSA) at www.fafsa.gov.
3. Submit any follow-up documentation as required. Any incomplete requirements will be indicated in the student’s Pipeline account.

**University Scholarships** are provided by many generous donors. A list of University scholarships, endowment, and loan funds is available at https://www.harding.edu/admissions/cost/scholarships.

**Department-Specific Scholarships** are available for Family and Consumer Science majors at https://www.harding.edu/academics/colleges-departments/sciences/family-consumer/scholarships.

**Refunds**
Students are granted admission with the understanding that they are to remain for a full term. A student who enrolls in a class but does not attend or stops attending and does not officially withdraw may not receive a refund. An official withdrawal from the University begins in the Student Life Office. A refund of tuition will be made based on the following schedule. (Days indicated are days of the term, excluding Saturday and Sunday.)

https://catalog.harding.edu/content.php?catoid=42&navoid=3023&hl=%22refunds%22&returnto=search

<table>
<thead>
<tr>
<th>Day</th>
<th>Refund Percentage</th>
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<tr>
<td>1-5</td>
<td>100 percent refund of tuition</td>
</tr>
<tr>
<td>6-10</td>
<td>80 percent refund of tuition</td>
</tr>
<tr>
<td>11-15</td>
<td>60 percent refund of tuition</td>
</tr>
<tr>
<td>16-20</td>
<td>40 percent refund of tuition</td>
</tr>
<tr>
<td>21-25</td>
<td>20 percent refund of tuition</td>
</tr>
<tr>
<td>26-end of term</td>
<td>No refund of tuition</td>
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**Tuition Refund Plan**
A protective insurance program provided by DEWAR Insurance Company is available and enrollment is voluntary. The policy will minimize the financial loss for students who suffer a serious illness or accident and have to leave the University. Application is processed online at http://www.collegerefund.com/.

After a student withdraws from the University, room and board will be refunded on a pro rata basis. No refunds for board will be made for absences while enrolled in the University.

Appeals related to this refund schedule, complete with appropriate documentation, must be filed on the Tuition Refund Appeal form within one month of the date of withdrawal. Appeal forms are available in the Office of the Registrar.

If a student’s withdrawal is the result of misconduct, the institution is under no obligation to make any refunds.

**Graduation/DPD Completion Requirements**
https://catalog.harding.edu/content.php?catoid=42&navoid=2978

Students enrolled in the Didactic Program in Dietetics must successfully complete all graduation requirements as listed in the Harding University catalog. (See Appendix A for Nutrition and Dietetics Degree Program Sample)

Students must complete the online graduation application within two semesters of graduation, but no later than completing 110 credit hours. Spring or summer graduates must file the request to graduate by October 1 in the fall semester of the senior year. Fall graduates must file by March 1 in the spring semester of the senior year. Failure to file a request for degree in a timely manner may result in the student not being approved to walk in the commencement ceremony. Students who file for graduation after the deadline will be charged a $50 late fee, and cannot be guaranteed that their name will appear in the commencement ceremony program. There is no penalty for filing early.

Upon filing a request to graduate, the following minimum requirements for graduation will be evaluated for all students:
1. Complete and pass 128 semester hours. Some majors require more.
2. Complete and pass 96 hours of formal instruction (classroom instruction, independent study, co-op and field work, contract courses, validation, correspondence courses). Credit earned without formal instruction (AP, CLEP, IB, credit by examination) does not count toward the 96.
3. Complete and pass 45 hours of upper-level work (courses numbered 250 and above at Harding).
4. Complete and pass 32 hours in residence at Harding.
5. Complete and pass 23 of the last 32 hours in residence at Harding.
6. Grade Point Average Requirement:
   a. Earn a cumulative GPA of 2.0 or higher on all work; some majors require a higher GPA.
   b. Earn a major GPA of 2.0 or higher in the major; some majors require a higher GPA.
   c. Earn a minor GPA of 2.0 or higher in the minor whether required or elective.
   d. Earn an institutional GPA of 2.0 or higher in all work taken at Harding.
   e. Earn a major GPA of 2.0 or higher in all courses taken at Harding.
7. Earn 9 upper-level hours in their major (for a Bible major, 10 hours) at Harding.
8. Earn 60 hours at a four-year institution.
9. Complete and pass all Liberal Arts and major requirements as outlined in the Catalog. For the post-baccalaureate student, the liberal arts curriculum will be considered complete; however, the student must meet Bible graduation requirements.
10. Satisfy the English Proficiency requirement by earning a grade of C or higher in both ENG 111 or ENG 113 and ENG 211.
    a. CLEP and AP credit earned for ENG 111 will satisfy the ENG 111/ENG 113 requirement.
    b. AP credit earned for ENG 211 will satisfy the ENG 211 requirement.
    c. HNRS 201 with a C or higher substituted for ENG 111/ENG 113 or ENG 211 will satisfy the requirements for that course.
    d. The requirement is waived for post-baccalaureate students.

For purposes of minimum requirements for graduation, a registered student may use any catalog from the date of last enrollment in the University up to and including the last year enrolled at Harding. However, a student may NOT so use a catalog that is more than eight years old at the time of student’s graduation.

Graduation Honors: Graduating seniors who achieve at least a 3.5 cumulative GPA graduate cum laude. Those with a cumulative GPA of 3.75 graduate magna cum laude, and those with a cumulative GPA of 3.9 or higher graduate summa cum laude.

Guidelines for Verification Statements
The Verification Statement of Program Completion is used by the Commission on Dietetic Registration and the Academy of Nutrition and Dietetics Membership Department to document completion of current program requirements. The verification statement documents completion of Accreditation Council on Education in Nutrition and Dietetics (ACEND) accredited coursework and successful attainment of all ACEND-required Core Knowledge for the Registered Dietitian Nutritionist (KRDN).

In order to receive a verification statement from the Director of the Didactic Program in Dietetics at Harding University, the following criteria must be met:

1. All courses required by the Academy of Nutrition and Dietetics’ Accreditation Council for Education in Nutrition and Dietetics for the Didactic Program in Dietetics must be completed.
2. At least six hours from the Didactic Program in Dietetics (DPD) curriculum (upper level, from Department of Family and Consumer Sciences) must be completed, in residence (on-ground), at Harding University within two semesters of completion of course requirements. In the case of a transfer student, official transcripts documenting previous work must be submitted to the Registrar’s Office. All transfer work must be equivalent to courses at Harding University, as determined by the Family and Consumer Sciences Department Chair and the University Registrar. In accordance with university graduation requirements, students must complete and pass 23 of the last 32 hours in residence at Harding. Transfer courses that replace Harding courses in which KRDNs are addressed must have the KRDN information listed on the course syllabus and the instructor of the transfer course must provide documentation that the KRDN was met.
3. The minimum level of performance for all of the KRDN-related learning activities must be met. If a student does not meet the minimum level of performance for any KRDN-related learning assignment that is used for the purposes of
assessing a KRDN, the student must complete a remedial assignment (that will be determined by the instructor of the course) and will be reevaluated until the minimum level of performance is met.

The Declaration of Intent to Complete Degree and/or ACEND Minimum Academic Requirements is provided to a student during their final semester, providing the above criteria are in progress. This statement is issued based upon courses already completed as well as projected completion of required courses and degree.

**Experiential Learning**
Students in the Didactic Program in Dietetics will have opportunities for experiential learning as a part of the required elements of some classes. The purpose of these experiences is not to replace employees in these facilities, but to allow the student to gain knowledge through observation and participation. Students are responsible for their own transportation and liability for safety in travel to all facilities where learning experiences are provided in FCS 300: Dietetics Practicum, FCS 415: Nutrition Education, and FCS 435: Quantity Food Production. Students are also financially responsible for any personal injury or acute illness that may occur during these experiences. Background checks will also be completed prior to these experiences.

**Protection of Privacy of Student Information**
https://catalog.harding.edu/content.php?catoid=42&navoid=2992&hl=%22FERPA%22&returnto=search

The Family Educational Rights and Privacy Act of 1974 (called FERPA) provides, with certain exceptions, (1) that students shall have a right of access to their education records and (2) that education institutions shall not release education records to non-school employees without the consent of the student. “Students” as used in this notice includes former students.

**Right of Access.** With few exceptions provided by law, students at Harding may see their education records upon request. Access will generally be granted immediately upon request to the record custodian, but if delay is necessary, the student may sign a “Request for Access to Student Records” and be allowed access sometime within 45 days of the request. Students are entitled to copies (at the student’s expense) of records to which they have access. Students further have the right, under established procedures, to challenge the accuracy of the records and to enter their viewpoints in the records. A list of all education records maintained by Harding and a copy of the University FERPA Policy are kept in the Harding Office of Student Life.

The University may not require students to sign a waiver of their right to access, but students should be aware that recommendations and evaluations may not be very helpful or candid without a signed waiver.

A student’s home address and phone number will be made available to a roommate assigned to that person.

**Student Support Services**

**Center for Student Success**
https://catalog.harding.edu/preview_entity.php?catoid=0&ent_oid=2542

The Center for Student Success provides:
- a one-stop all-inclusive center where students may access extensive support and advising services.
- a professional support team of advocates who contribute resources, guidance and support to students as they pursue their academic, social and spiritual goals.
- a partnership among student services staff working collaboratively with the faculty to foster a culture of learning and shared expertise.

Offered under the umbrella of the Center are:
- **Programs and Services**
  - Academic Resources Services
Some instructors may choose to administer quizzes and exams in the Testing Lab, located in the Ezell 211. All students must enroll their fingerprint in order to sign in for their quiz or exam in the Testing Lab.

Academic Grievance Procedure
https://catalog.harding.edu/content.php?catoid=42&navoid=2983

If a student believes that he or she has reason to question the decision of a faculty member with regard to the final grade received in a course or the unreasonable denial of academic progression, a procedure has been established to resolve the grievance. Please note that the following academic grievance policies and procedures do not include matters of academic misconduct. These matters are covered in the section titled “Academic Integrity Policy."

I. Academic Grievance Procedure

This student-initiated procedure is as follows:

1. The student must register his or her complaint in writing to the faculty member within seven business days following the alleged incident, except that if the grievance involves a final grade, it must be filed within ten business days after final grades are posted by the Registrar. Within the written complaint, the student must set forth reasons and grounds for the grievance.
2. Upon receipt of the complaint, within three business days the faculty member must meet with the student (in person, by telephone, or by email) and strive to resolve the problem.
3. If a resolution cannot be reached within five business days, then it is the student’s responsibility to register the complaint in writing with the department chairman or dean of the program.
4. Upon receipt of the complaint, the department chairman or dean of the program must meet with the faculty member and the student (in person or by telephone) within three business days and strive to resolve the problem.
5. If resolution cannot be reached during this meeting, then the faculty member must document in writing the efforts made to seek resolution and that a resolution has not been achieved. This document must be shared with the student and the department chairman or dean of the program within two business days of the failure to reach a resolution.
6. If the student remains dissatisfied, then within three business days of being notified that a resolution has not been met, it is the student’s responsibility to initiate the grievance appeal procedure (below).

NOTE: A file of all written documents must be maintained by the dean or department chairman. The faculty member must forward copies of all written documents to the dean or department chairman at each step of this process.

II. Grievance Appeal Process

1. If, after completion of the procedure set forth above, the student believes that the grievance has not been equitably resolved, he or she may file an appeal in writing with the appropriate dean. This document must set forth the
grounds and reasons of the appeal. It must be submitted to the dean within three business days of notification that a resolution has not been achieved.

2. The dean must immediately notify the involved faculty member of the student’s appeal and, upon notification, the faculty member will have three business days to respond in writing to the allegations.

3. Additionally, within five business days of receipt of the student’s appeal, the involved dean must appoint an ad hoc Grievance Committee consisting of three faculty members and notify the faculty member and the student of the date and time at which they must appear before the committee for a formal review of the allegations and issues.

4. The review must be held within 14 business days of the receipt of the appeal. (An exception may be made for extenuating circumstances. For example, the student may be out of state or out of the country, necessitating that the review be conducted upon his or her return.)

5. The dean shall chair the appeals session but shall not have a vote.

6. The session must be conducted in a manner ensuring substantial fairness, and it will not be restricted by the rules of evidence common to court proceedings.

7. A document outlining the required order of the process is available from the Office of the Provost and must be used during the session.

8. All witnesses will be required to attest to a statement regarding the accuracy of the information to be given.

9. The session will be open only to the faculty member, the student and eyewitnesses. Neither the student’s parents, spouse, guardian, nor legal counsel will be permitted to appear before the Grievance Committee except as eyewitnesses.

10. Review proceedings (excluding the deliberations of the committee) will be tape-recorded.

11. Each party will make a brief opening statement.

12. The faculty member will then present support of the grade assigned or the denial of academic progression. Then the student will be permitted to present information in support of the alleged grievance.

13. Thereafter, both sides will be permitted to present rebuttal information. Throughout the session, the faculty member and the student will have reasonable opportunity for orderly questioning of the eyewitnesses. Support may be presented in the form of eyewitnesses or documents relevant to the issues to be determined by the committee.

14. At the conclusion of the presentations, both sides will be permitted to make closing statements.

15. Once the session is adjourned, the committee will have three business days to reach a final decision. The decision of the committee will be by majority vote.

16. The dean must submit the decision, in writing, to the faculty member, the student, and the Associate Provost.

NOTE: The dean must submit a file of all written documents related to the Grievance Appeal meeting to the Office of the Provost.

III. Final Appeal Option

1. Within three business days of its receipt, the decision of the Grievance Committee may be appealed by the faculty member or the student to the Provost.

2. Upon receipt of the appeal and within three business days, the Provost will (a) order preparation of a transcript of the Grievance Committee meeting, and (b) appoint an ad hoc Appeal Committee composed of three persons, none of whom served on the initial Grievance Committee.

3. Written documentation, including the transcript of the Grievance Committee meeting, must be distributed to the ad hoc committee members at least two business days before the final appeal session.

4. The final appeal session must be held within seven business days of receipt of the final appeal.

5. The Provost will serve as the chairman for the committee. The responsibility of the Appeal Committee will be to review the record (transcript and all documents) of the Grievance Committee and to render a decision, based on a review of the record, whether procedures have been followed appropriately.

6. There will be no opportunity for presentation of new or additional support before the ad hoc Appeal Committee.

7. The Appeal Committee may take one of the following actions:
   a. Affirm the decision made by the Grievance Committee, in which case the decision is final.
   b. Remand the decision of the Grievance Committee for additional support, reconsideration and redetermination. The redetermined decision of the Grievance Committee is subject to further appeal to the Provost.
   c. Reverse the decision of the Grievance Committee and render their own decision, in which case their decision will be final.

Upon final decision of the Appeal Committee, the student will have exhausted his or her right of appeal within the University.
IV. Official Records of Academic Grievance Proceedings

The Office of the Provost shall ensure maintenance of the official records related to academic grievance proceedings.

Program Complaints Procedure
If a student believes Harding University’s Didactic Program in Dietetics is noncompliant with ACEND accreditation standards, they must follow the University’s process for filing and handling complaints: https://www.harding.edu/provost/complaint

Exceptions:
- This policy does not govern sexual-harassment complaints. Make complaints of student-to-student sexual harassment and employee-to-student sexual harassment to Harding’s Title IX Coordinator, Mr. Zach Neal, Assistant Vice President/Dean of Students, Student Center, Room 218, (501) 279-4331. Make complaints of employee-to-employee sexual harassment to Mr. David Ross, Assistant Vice President of Human Resources, Ezell Building, Room 131, (501) 279-4380.
- The DPD handbook has processes for addressing academic integrity or academic grievances. This policy does not replace those processes.

I. Informal Complaints
Many matters can and should be handled informally by communicating with those directly involved and/or responsible. In most cases, matters can be resolved at such a level without a formal complaint. Informal attempts seeking resolution MUST occur before filing a formal complaint. If a person has an informal complaint and does not know which office would best address it, a message with a brief description of the matter can be sent to consumerinfo@harding.edu.

II. Formal Complaints
An individual may initiate a formal complaint only when a matter cannot be resolved informally. There are two categories of complaints: Student and Constituent.

A. Student Complaints
The only persons eligible to file a student complaint are (1) a student enrolled at Harding University full-time or part-time at the time they file the formal complaint, and (2) those enrolled at Harding University in the previous semester.

The two types of complaints that may be filed only by students are (1) Academic Grievances (complaints regarding such issues as grades, academic progression, or academic standing), and (2) Academic Integrity Appeals (faculty, staff and administrators can file a report for suspected violations of academic integrity and misconduct).

In either of these two cases, do not use the formal complaint form. Please refer to the catalog for filing such complaints.

B. Constituent Complaints
Both students and non-students may file constituent complaints, including but not limited to issues regarding facilities, events, programs, and campus activities, using the formal complaint form.

III. Process:
Formal complaints must be submitted in writing using the formal complaint form (also accessible at www.harding.edu/consumerinfo). Each submitted report will receive an email response to verify that the complaint has been received. If a matter submitted via the complaint form has not been attempted to be resolved informally, the complainant will be notified to follow the informal process first. Policies stated in the student, staff, and faculty handbooks will apply. Based on the complaint and information obtained through investigation, the responsible individual(s) will decide the facts surrounding the issue, determine the complaint’s validity, and attempt to resolve the matter. The complainant will receive written notification of the final decision.
All formal complaints and the correspondence related to them shall be kept on file for a minimum of ten years, and will be made available to regional accrediting bodies upon request.

All aspects of student complaints shall be treated as confidential in accordance with Harding University policies regarding the confidentiality of student records.

Harding University takes very seriously complaints and concerns regarding the institution. An email address (consumerinfo@harding.edu) and a toll free number (844-678-2777) are available to help a student understand the process for filing a complaint.

**Filing a Complaint with ACEND**

If a student believes Harding University’s Didactic Program in Dietetics is noncompliant with the Accreditation Council for Education in Nutrition and Dietetics (ACEND) accreditation standards, after all other options with the program and Harding University have been exhausted, students must file a complaint to the Accreditation Council for Education in Nutrition and Dietetics (ACEND): [https://www.eatrightpro.org/acend/public-notices-and-announcements/filing-a-complaint-with-acend](https://www.eatrightpro.org/acend/public-notices-and-announcements/filing-a-complaint-with-acend)

**Assessment of Prior Learning**

[https://catalog.harding.edu/content.php?catoid=42&navoid=3039&hl=%22transfer%22&returnto=search#transfer_students](https://catalog.harding.edu/content.php?catoid=42&navoid=3039&hl=%22transfer%22&returnto=search#transfer_students)

Transfer students must have official complete transcripts sent by the registrar of each institution previously attended.

Students who transfer from a regionally accredited institution within the United States will have credits evaluated on a course-by-course basis, and approved courses will be transferred as equivalents to Harding courses or as elective credit. To assist in understanding transfer credit, students may visit the site www.harding.edu/registrar and click on Course Equivalency. Follow the instructions in locating the transfer institution and accepted credit from that school. For colleges not in this database, contact the registrar for information.

Students whose credits were accepted as elective may submit a course description for each course to the registrar for review. In some areas of study, the course description may be submitted to the chair of the department for review.

Students who transfer from a non-regionally accredited institution within the United States will have credits evaluated based upon course descriptions and in some cases may be required to have credit validated by the chair of the department of the course in question. Validation of a course may require an examination by the student.

Transfer credit counts as upper-level credit only if the course has junior-senior status at the institution where taken. All work transferred from a junior college is considered lower-level except for 300-level courses taken in an approved third-year program.

A transfer student is required to have at least a 2.0 cumulative GPA on all previous course work attempted at previous institutions. Students admitted with less than a 2.0 cumulative GPA will be placed on academic warning or probation, which may result in academic suspension if the student does not complete the semester at Harding with a 2.00 GPA.

**Transfer-Associate Degree:** Students who have graduated with an A.A. or A.S. degree from a junior or community college may satisfy Harding’s Liberal Arts requirements if the following courses have been completed: Bible (textual) - 8 hours; Speech - 3 hours; art, music or theatre appreciation - 3 hours; Natural science - 6 hours; Mathematics - 3 hours; Social science (must include 6 hours of American and/or world history) - 12 hours; Kinesiology activity - 3 hours; and English composition and literature - 9 hours. Grades on individual assignments, quizzes, or exams, as well as end of course grades provide an assessment of student mastery of the subject matter in each course. Formal assessment of student learning and regular reports of performance and progress are provided by each faculty member to each enrolled student at specified intervals throughout the program, such as within and at the conclusion of each course. Mid-term and final grades are reported to the Office of the Registrar. Many faculty provide the student with electronic access to their grades via e-mailed grade reports or via password-protected web site like Canvas.
Formal Assessment of Student Learning

Formal assessment of student learning is made during each course that is a part of the Didactic Program in Dietetics. Each student should meet with their advisor prior to each semester for assessment of progress and academic advising. A copy of the Academic Advising: Statement of Student Understanding (see Appendix B) will be completed, signed by both the student and the advisor, and filed in the student’s advising folder in the Family and Consumer Sciences office.

Degree Evaluations are required for all students at completion of 60 hours. Each student must meet with their advisor to assess progress and completes a 60-hour Degree Evaluation Form for the remaining semesters through graduation. Students must submit the form to the Registrar’s Office in order to register for the semester following the semester in which 60 hours are attained (Appendix C).

The expected objective for the DPD is that at least 80% of program students complete program/degree requirements within 3 years (150% of the program length). This is tracked from the time of the degree audit, which is completed at 45-60 earned hours. Time planned for completion is two years; 150% of that time would be three years.

A student may repeat any course previously taken. The highest grade will be counted in the GPA. Students may not raise their grade point average by repeating a course and then withdrawing. The previous grade will remain on the transcript.

Students who make less than satisfactory academic progress will be counseled by their advisor into career paths that are appropriate to their ability. Students may be identified as being on Academic Warning, Probation, or Suspension as defined below. Academic Probation and Suspension appear on the official transcript. Hours Attempted refers to the attempted hours used to calculate the cumulative GPA, and appears on the unofficial transcripts as GPA Hours.

<table>
<thead>
<tr>
<th>Hours Attempted (GPA Hours)</th>
<th>Academic Warning</th>
<th>Probation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to 30 credit hours</td>
<td>Less than 2.00 Institutional or Cumulative GPA</td>
<td>Less than 1.50 Institutional or Cumulative GPA</td>
</tr>
<tr>
<td>31 to 45 credit hours</td>
<td>Less than 2.00 Institutional or Cumulative GPA</td>
<td>Less than 1.75 Institutional or Cumulative GPA</td>
</tr>
<tr>
<td>46 to 60 credit hours</td>
<td>Less than 2.00 Institutional or Cumulative GPA</td>
<td>Less than 1.90 Institutional or Cumulative GPA</td>
</tr>
<tr>
<td>61 or more credit hours</td>
<td></td>
<td>Less than 2.00 Institutional or Cumulative GPA</td>
</tr>
</tbody>
</table>

DPD Retention and Remediation Procedures

In conjunction with the Guidelines for Verification Statements, all learning activities used to measure KRDNs are monitored to ensure students are meeting KRDNs in order to receive a Verification Statement. If a student does not meet the minimum level of performance for any KRDN-related learning assignment that is used for the purposes of assessing a KRDN, the student must complete a remedial assignment (that will be determined by the instructor of the course) and will be reevaluated until the minimum level of performance is met.

Disciplinary/Termination Procedures

https://catalog.harding.edu/content.php?catoid=42&navoid=3039#top
**Academic Warning (UG):** This status applies to students with less than a 2.0 institutional or cumulative GPA on less than 61 cumulative hours attempted. It alerts students who are in danger of being put on academic probation and may include some stipulations.

In addition, first time transfers with a cumulative GPA of at least 2.0 and an institutional GPA of at least 1.5 in their first semester at Harding will be on placed on Academic Warning, not Academic Probation.

**Academic Probation (UG):** This status applies to students who have an institutional or cumulative GPA below the prescribed minimum for cumulative hours attempted. Academic Probation is removed only at the end of a semester in which the cumulative GPA meets that required. A student may attend summer school to raise the cumulative GPA enough to be removed from Academic Probation for the fall semester.

Students on Academic Probation are limited to 16 credit hours and are not eligible to represent the University in any extracurricular activities, such as, but not limited to, athletics (both intercollegiate and club level), cheer leading, chorus, debate, band, dramatic productions, international programs, Spring Sing and student publications. Representing the University includes public performances and trips but not regular meetings and practices.

Students on Academic Probation are required to participate and complete **UNIV 150**. Students receiving a “WF” (assigned an “F” for failure to attend) in UNIV 150 will result in the student having the current schedule dropped and being suspended for one additional semester. Students receiving an “F” grade in the course will be suspended for the following semester. Students receiving a “D” grade but with a GPA high enough to avoid suspension will be limited to part-time hours the following semester. Students must successfully complete UNIV 150 with at least a “C” in order to not be required to repeat this course future semesters. Students not in Good Standing that previously completed the course a grade lower than a “C” will be required to repeat the class when enrolled. Students on Academic Probation that have previously completed UNIV 150 successfully may have mandatory meetings assigned with an adviser in the Center for Student Success.

The [University Student Handbook](#) details additional restrictions related to Academic Probation.

Students on Academic Warning or Academic Probation are encouraged to repeat courses in which they have earned a grade of “D” or “F” as the fastest way to raise their GPA.

**Academic Suspension (UG):** Failure to remove Academic Probation by the end of the next semester results in Academic Suspension. However, no student will be suspended at the end of a term in which a 2.25 semester GPA has been attained. The University may also academically suspend any student who fails to earn a semester GPA of at least 1.00 during a given semester.

The first academic suspension is for one semester (not counting summer); the second academic suspension is for two semesters (not counting summer); subsequent academic suspensions are for an indefinite period of time.

An Appeal of Academic Suspension can be made to the Academic Standing Committee using an online “Academic Suspension Appeal” form in the student’s Pipeline account. For more information, contact the Office of the Provost (HU Box 10773 or provost@harding.edu). An appeal committee decision that results in an override allowing the student to register for the next term does not remove the status of suspension.

Students on disciplinary suspension may not appeal academic suspension.

Reinstatement after Academic Suspension requires readmission through the Office of Student Life and an academic progress contract with the director of Academic Advising in the Center for Student Success. A reinstated student will be on Academic Probation.
Students that have either appealed their Academic Suspension and are allowed to return or have been reinstated following an Academic Suspension may be required to participate in the College Success program offered through the Center for Student Success. Suspended students that have not successfully completed UNIV 150 may be required to complete this course upon their return instead of the College Success program.

Students on Academic Suspension following the spring semester may appeal their suspension and be approved by the Academic Standing Committee for a program of summer courses, and if satisfactory progress is achieved, they may be readmitted for the fall semester.

Courses taken at other schools by students on Academic Suspension will not be accepted for credit at Harding.

**Code of Conduct**
Harding expects its students to conduct themselves as responsible citizens in a Christian community.

Enrollment at the University is viewed as a privilege that brings the attendant responsibilities and accountability. In order to encourage Christian living and growth, the University administers a student Code of Conduct. This code is provided to every student upon enrollment as a part of the Student Handbook. [https://www.harding.edu/assets/www/student-life/pdf/student_handbook.pdf](https://www.harding.edu/assets/www/student-life/pdf/student_handbook.pdf)

Upon registration to the University, students acknowledge and agree to abide by this code. Harding University reserves the right to refuse admission or dismiss students whose lifestyle is not consistent with the Christian principles for which Harding stands; and when the general welfare of the institution requires such action. Students suspended for disciplinary reasons during a semester may receive a grade of “F” in all courses for that semester.

Contents of the Student Handbook may be summarized briefly as follows:

1. Students are encouraged to develop a servant-leadership ministry lifestyle that integrates faith, learning and living.
2. Students are expected to pursue honesty and integrity, avoiding all forms of dishonesty.
3. To encourage spiritual growth, students are required to attend Bible classes and chapel. Students are encouraged and expected to attend Bible class and worship at local congregations.
4. Personal wellness is stressed, and students must abstain completely from illegal drugs, alcohol and tobacco in any form.
5. Social wellness is stressed, and students must exclude all forms of sexual immorality, pornography and profanity.
6. Students are expected to dress modestly at all times.
7. Students are expected to abide by a positive residence hall code designed to encourage Christian living.
8. Sportsmanship and fair play are expected.
9. Students are encouraged to participate in social clubs, service clubs and other school organizations which provide opportunity to reflect the mission of the University in a social context.
10. Students are expected to serve others, as this is the true test of success for any person or organization.

Because the University believes that a knowledge of the Bible and an appreciation of its teachings constitute the foundation for building happy and useful lives, students are required each semester to enroll in a Bible course or in an approved course in a related field.
One of the most important periods of the day is the chapel service, which draws faculty and students together in a common worship experience. The quiet devotional period is followed by programs designed to facilitate the mission of the institution. Students are required to attend daily. Policies concerning chapel attendance are set forth in the Student Handbook.

Academic Integrity Policy

I. Our Integrity Covenant

We, the members of the Harding community, recognize that our covenant of integrity is with three parties. First and foremost, students and faculty recognize their covenant with God. All morality is ultimately defined by the very nature of God, in whom all truth can be found. Desiring to reflect the heart and nature of Christ, we make a covenant with our God to be truthful and transparent.

Second, we acknowledge that we have a covenant with each other. By doing our own work, working hard, and receiving credit and recognition that represent effort and sacrifice, we create and maintain an atmosphere of excellence and fairness. As members, therefore, of this Christian community we covenant with each other to guard and protect our commonly held trust.

Third, integrity is a covenant that we make with ourselves. Our goal of being servants deserves our every effort to dedicate ourselves fully to those disciplines of study and research that will contribute to the formation of our character and our academic skills. Academic rewards obtained without personal and authentic effort rob us of both the spiritual and professional preparation that God desires.

Our academic integrity originates in the very nature of God, manifests itself in our commonly held and protected reputation, and reveals its value in the prepared Christ-like servanthood that results from a disciplined life.

II. Our Integrity Principle

Honesty: Using only authorized collaboration, information and study aids for assignments and testing. Being completely truthful in all academic endeavors.

Authenticity: Presenting only ideas and creative expressions that are unique, unless properly cited according to University guidelines. Submitting the work of another constitutes plagiarism.

Accountability: Holding ourselves to the highest ethical standards, and not allowing academic dishonesty in others to go unchallenged.

III. Our Integrity Pledge

I hereby pledge to God, to the Harding University academic community, and to myself that I will uphold godly standards of honesty, authenticity and accountability in all my undertakings.

IV. Violations of Academic Integrity

The following are specific types of violations of the University’s Academic Integrity Policy; if a violation of academic integrity principles occur which is not specifically provided for below, then any sanctions will be based on the most similar type of violation that exists. Until a professor notifies the student of academic misconduct, even multiple occurrences of the same kind of violation will be handled as a single incident. Additional infractions will be counted separately. If a violation requires the Director of Academic Affairs to issue a sanction, the Director shall provide a rationale for its determination and application of the particular sanction(s). General guidance on substantial issues of sanctions shall be provided by the Provost.

A. Academic Integrity Violations include:

- Any form of plagiarism whether done deliberately or by mistake.
- Unauthorized collaboration on homework assignments.
- Copying from or viewing another student’s work during an examination or while completing an assignment.
- Using any materials or resources that are not authorized by the instructor for use during an examination or in completing any assignment.
- Collaborating during an examination with any other person by giving or receiving information without specific permission of the instructor.
- Facilitating or aiding and abetting any act of academic dishonesty.
• Collaborating on laboratory work or other assigned work when instructed to work independently.
• Submitting, without specific permission of the instructor, work that has been previously offered by the same student for credit in another course.
• Falsification of attendance and/or participation.
• Fabricating any information or citation in an academic exercise or lying to a University employee about assignments.
• Submitting as one’s own any theme, report, term paper, essay, computer program, speech, painting, drawing, sculpture, or other written or creative work or project of any nature prepared totally or in large measure by another.
• Submitting altered or falsified data for a research project.
• Conduct unbecoming of a professional in the classroom or while participating in a practicum, internship, field experience, or any similar academic experience.

B. The following violations will result in multiple sanctions including either disciplinary probation or suspension:
• Theft, abuse, hoarding or concealment of academic property.
• Buying, selling or otherwise obtaining or providing information about an examination not yet administered.
• Substituting for another person or permitting any other person to substitute for oneself to take an examination.
• Falsifying or signing another person’s name on any academically-related University form or document.

C. The following violations will result in academic suspension or expulsion:
• Altering grades or official records.
• Sabotaging another student’s work.
• Submitting altered or falsified data for work submitted for requirements outside of the classroom at the graduate level (e.g. honor’s thesis; master’s thesis; doctoral dissertation; candidacy exam; qualifying exam; dissertation defense).

V. Sanctions for Academic Misconduct

One or more of the following consequences shall result when academic misconduct has been determined:

Class A Sanctions (Course Level)
1. Repeat the assignment or complete an additional assignment, with possible less credit awarded in either case.
2. Lowering of the grade on the test or assignment, possibly to “F” or zero.
3. Requiring the completion of additional learning activities.
4. Lowering of the grade for the course, possibly to “F.”
5. Immediate removal from the course with either a “W” or an “F” placed on the transcript.

Class B Sanctions (Program Level)
1. Placement on disciplinary academic probation on a program level.
2. Suspension or expulsion from a specific degree program.

Class C Sanctions (University Level)
1. Placement on disciplinary academic probation.
2. Suspension from the University for a designated time.
3. Permanent expulsion from the University.

Multiple violations that occur over the length of the student’s tenure at Harding University may result in disciplinary academic probation, academic suspension, or expulsion. Faculty members and administration retain the right to impose sanctions according to their course syllabi, program handbooks, and/or professional judgment. For offenses not specifically mentioned, faculty members may confer with the Director of Academic Affairs and propose a description of the offense and the sanction(s) to be assigned to it. On appeal, the Provost may also impose additional educational sanctions.

Additionally, one or more of the following consequences may result when academic misconduct has been determined in an academic support area:
1. Loss of privileges in the academic support area.
2. Monetary charges to cover all costs (repair, recovery, replacement, etc.) associated with the misconduct.
3. Withdrawal of transcripts or publications.

DISCIPLINARY ACADEMIC PROBATION

Students on Disciplinary Academic Probation are limited to 16 credit hours and are not eligible to represent the University in any extracurricular activities, such as, but not limited to: athletics (both intercollegiate and club level), cheer leading, chorus,
debate, band, dramatic productions, international programs, Spring Sing, and student publications. Representing the university includes public performances and trips but not regular meetings and practices.

SUSPENSION AND EXPULSION

Suspension involves withdrawal of enrollment privileges for a specified period of time and ordinarily carries with it conditions which must be met for re-enrollment. Suspended students are not permitted to live or board in University facilities or approved student housing. Re-enrollment after a suspension requires that the student apply to the Provost, or designee, at the close of the imposed period for a determination of whether they have met the conditions of their re-enrollment. Students suspended may not receive credit for University work completed by correspondence or in residence at another university without prior permission from the Provost or designee. Records of suspension are maintained indefinitely.

Expulsion is a permanent dismissal from the University. These records are maintained indefinitely.

DEGREES, HONORS, AND AWARDS

The University reserves the right to withhold or withdraw degrees, honors, scholarships, or awards, or privileges, due to violations of the Academic Integrity Policy.

VI. Resolution of Academic Misconduct

The Director of Academic Affairs will be available to the faculty or staff member as a consultant during the resolution process.

INVESTIGATION OF ACADEMIC MISCONDUCT

Incidents of alleged academic misconduct shall be resolved according to the following process. Faculty should consult with their immediate supervisor throughout the process. Adjunct faculty should include a full-time faculty member who is not a member of the Academic Performance and Standards Committee in all meetings with the student.

1. Following discovery of the suspected academic misconduct, the faculty or staff member shall meet with the student to discuss the allegation. (In extenuating circumstances, this contact may be by phone or email.) If new information is revealed at this meeting or if the student needs time to bring mitigating evidence, a second meeting should take place.

2. If the faculty member determines that a case of academic misconduct has occurred but cannot determine which student(s) are responsible (for example, when two essays are nearly identical, but it is uncertain who copied from the other), the teacher shall file an Academic Integrity Incident Report which includes the names of all the students involved. Sanctions are not imposed with an Academic Integrity Incident Report.

3. Academic Misconduct Report:
   a. Faculty or staff should consult their immediate supervisor if they need help in determining an appropriate sanction.
   b. If the decision is to impose only Class A sanctions, within two business days the faculty or staff member must:
      i. inform the student in writing of the decision,
      ii. file an Academic Misconduct Report with the Provost Office, copy the immediate supervisor and the dean, and
      iii. implement the sanction.
      iv. If the Provost Office finds that the student has a prior incident of academic misconduct, further sanctions may be imposed.
   c. If the decision is that the misconduct has earned sanction beyond Class A:
      i. The faculty member, chair or program director (if applicable), dean, and Director of Academic Affairs must jointly determine sanctions.
      ii. The dean must file an Academic Misconduct Report (available on Pipeline) with the Provost Office and copy the faculty member and chair or program director.
      iii. The dean shall provide to the student, in writing, a summary of the specific charges, sanctions authorized by the Director of Academic Affairs, and notification of the right to appeal. A copy of this letter must be filed with the Provost Office.
      d. The student shall have five business days from the formal notification of the academic misconduct to file a written appeal using the form available on Pipeline.
      e. Students may withdraw their appeal at any point during the appeal process. Likewise, the faculty that issued the sanction may choose to resolve the appeal at any point during the appeal process.

APPEAL PROCESS
The following statements apply to the appeal procedure for Class A Sanctions:

1. After formal notification of disciplinary actions, a student shall have five business days to file an appeal with the Provost Office using the Academic Misconduct Appeal form on Pipeline or the student forfeits that right.
2. The Provost Office shall notify the administrator responsible for facilitating the appeal and the faculty member regarding the appeal.
3. The appropriate program chair, director, or assistant/associate dean will facilitate the appeal. If the teacher of the course is the chair, director, or assistant/associate dean, the appropriate program dean will facilitate the appeal. If the teacher of the course is the dean, then the Director of Academic Affairs will facilitate the appeal.
4. The administrator facilitating the appeal must set up a meeting with the student either in person, over the phone, or through videoconference. This meeting should take within five business days after receipt of the appeal.
5. The student may not bring other individuals to the meeting. If the student has eyewitnesses whose testimony may assist in resolving the issue, the eyewitnesses may submit their testimony in writing to academicappeal@harding.edu. These eyewitnesses must have actually witnessed the event to provide evidence of the student’s innocence. They cannot simply be character references. The witnesses’ emailed statements will serve as an affirmation to the truth of their testimony.
6. The teacher of the course will not be present during the administrator’s meeting with the student; however, the administrator will meet separately with the faculty member.
7. Within two business days following the appeal meetings, the administrator will inform the student, the faculty member, and the Provost Office in writing via Harding University-assigned email of the decision.
8. If the appeal is denied, the student may appeal in writing within two business days with the Provost Office by emailing academicappeal@harding.edu.
9. If the administrator facilitating the appeal was the chair, director, or assistant/associate dean, then the dean of the program will review the student’s appeal with two other faculty members appointed by the Director of Academic Affairs from the Academic Performance and Standards Committee. If the administrator in the previous appeal was the dean, then the Director of Academic Affairs will facilitate the review instead of the dean. If the Director of Academic Affairs was the administrator, then the Provost will facilitate the review instead of the Director of Academic Affairs.
10. The review will include statements from the eyewitnesses, the statement written by the faculty member, a statement written by the chair, director, or assistant/associate dean, as well as any other evidence from the student, faculty member, and chair, director, or assistant/associate dean. The dean may also request a meeting with the student, faculty, or eyewitnesses to clarify any information.
11. The dean will send a copy of the appeal decision in writing via Harding University-assigned email to the student, faculty member, and Provost Office within five business days. The decision of the dean shall be final. If the Director of Academic Affairs facilitated the appeal, then the decision of the Director of Academic Affairs shall be final.

The following statements apply to the appeal procedure for Class B and C Sanctions:

1. After formal notification of disciplinary actions, a student shall have five business days to file a request for an appeal with the Provost Office using the Academic Misconduct Appeal form on Pipeline or the student forfeits that right. The Provost Office shall notify the dean regarding the appeal.
2. Appeals will not be considered based on any of the following reasons:
   i. Disagreement with published course, program, or university policies (i.e., appealing for a lighter sanction or a “second chance”).
   ii. Differences in policies between different programs at the University.
   iii. The sanction’s impact on a student’s academic progress, athletic eligibility, scholarship eligibility, or eligibility for veteran’s benefits.
3. The Vice Provost will review the appeal and decide if there are sufficient grounds for an appeal. The Vice Provost will send a copy of the decision to the student and the Director of Academic Affairs. If the appeal is denied, then all appeal rights will be exhausted.
4. If there are sufficient grounds for an appeal, then the Director of Academic Affairs will appoint an ad hoc committee from the Academic Performance and Standards Committee to review the case. The dean will not be a participant in the committee’s decision process. No faculty members involved with the incident being appealed will be appointed to the ad hoc committee. (For a description of the Academic Performance and Standards Committee, refer to Section VII.) The Director of Academic Affairs will attend as an ex-officio member.
5. An appeal meeting shall be scheduled within five business days after approval from the Vice Provost for Accreditation and Institutional Effectiveness. (An exception may be made for extenuating circumstances. For example, the student may be unavailable necessitating that the
hearing be conducted upon his or her return.) A student who fails to appear within 15 minutes of the arranged time for the appeal meeting shall forfeit the right to appeal.

6. The committee will review the submitted documentation from the student and faculty member. The faculty member will be met with separately (in person or via telephone) to obtain additional information. The committee may meet with the student and/or faculty multiple times if necessary. The student may not bring other individuals to the meeting. If the student has eyewitneses that will assist in resolving the issue, then the eyewitneses may submit their testimony in writing to academicappeal@harding.edu for review by the committee. These eyewitneses must have actually witnessed the event to provide evidence of the student’s innocence. They cannot simply be character references. The witnesses’ emailed statements will serve as an affirmation to the truth of their testimony.

7. After conducting the interviews and reviewing all of the documentation, the Academic Performance and Standards Committee, by a majority vote, shall determine whether or not the case has been supported and will report their decision to the Provost. Within two business days the Provost shall inform the student and the dean of the student’s major program in writing of the committee’s decision. This decision shall be final.

8. The committee may set the terms and conditions of the sanctions.

9. A student who has been suspended or expelled may not be on campus unless specific permission is granted by the Provost or a Student Life dean. If campus housing is used by the disciplined student and the student has been dismissed, the Provost Office will notify the Student Life Dean.

VII. Academic Performance and Standards Committee

The Academic Performance and Standards Committee is a standing committee that provides a pool from which ad hoc committees may be formed to hear various types of academic appeals. The committee is composed of one undergraduate faculty member, one graduate/professional faculty member, one undergraduate student, and one graduate/professional student representative from each college with the exception of the Honors College. The faculty members are appointed for two-year terms by the dean of each college with half being appointed in even years and the other half in odd years. The dean of each college annual appoints the student members. Undergraduate students only sit on appeals involving undergraduate students. Graduate/professional students only sit on appeals involving graduate/professional students. The Director of Academic Affairs appoints an ad hoc committee consisting of six members from the Academic Performance and Standards Committee (four faculty and two students) to review each case. If the appeal is in the Center for Health Sciences, at least two faculty members from the health sciences will be included. If the appeal is in a graduate/professional program, at least two faculty members who teach at the graduate/professional level will be included. The Director of Academic Affairs appoints the chair of each ad hoc committee.

The specific responsibilities of the Academic Performance and Standards Committee for academic misconduct appeals are to review the decision and sanction(s) imposed prior to the appeal to determine if (1) the investigation was conducted fairly and followed prescribed procedures, (2) the decision was based on sufficient evidence, (3) the sanction was appropriate for the violation(s), and (4) any new evidence that comes to light is sufficient to change the decision or sanction.

VIII. Official Records of Academic Misconduct

An Academic Misconduct Form shall be completed for each instance of academic misconduct.

The Provost Office shall ensure maintenance of the official records related to academic misconduct.

IX. Note

Description of violations is used and adapted with the permission of the University of Arkansas. As in the case of any policy and policy guidelines, Harding reserves the right to change them or to make appropriate revisions, additions, amendments or corrections. Faculty and students will be notified of any substantial changes.
# Appendix A

## Degree Program Sample

### Nutrition and Dietetics (NTDT)

**Effective: Fall 2018**

<table>
<thead>
<tr>
<th>Fall</th>
<th>Spring</th>
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<tr>
<td><strong>First Year</strong></td>
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<tr>
<td>BNEW 111: Life and Teachings of Jesus</td>
<td>2 BNEW 113: Faith and Mission of the Church</td>
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<tr>
<td>FCS 102: Food Science</td>
<td>3 ENG 111 or 113: Composition I</td>
</tr>
<tr>
<td>HIST 101 or 102: American History to/since 1877</td>
<td>3 PSY 201: General Psychology</td>
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<tr>
<td>BIOL 113: Human Structure and Function</td>
<td>3 MATH 151: College Algebra</td>
</tr>
<tr>
<td>ART/MUS/THA 101: Art/Music/Theater Appreciation</td>
<td>3 FCS 100: Family and Consumer Sciences as a Profession</td>
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<td>COMM 101: Communication Principles</td>
<td>3 HIST 110 or 111: Western Civilization I or II</td>
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<td><strong>Second Year</strong></td>
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<tr>
<td>BOLD 203: Creation and Kingdom (Genesis-Esther)</td>
<td>2 BOLD 207: Wisdom and Prophets (Job-Malachi)</td>
</tr>
<tr>
<td>CHEM 121: College Chemistry I**</td>
<td>4 CHEM 122: College Chemistry II**</td>
</tr>
<tr>
<td>ENG 211: Composition II</td>
<td>3 KINS 101: Wellness</td>
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<td>KINS Activity (112-135)</td>
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<td><strong>Third Year</strong></td>
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<tr>
<td>Bible</td>
<td>2 Bible</td>
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<tr>
<td>CHEM 215, 216: Organic and Biological Chemistry and Lab**</td>
<td>4 ENG 201 or 202: World Literature I or II</td>
</tr>
<tr>
<td>FCS 331: Human Nutrition</td>
<td>3 KINS 407 Exercise Physiology **</td>
</tr>
<tr>
<td>FCS 300: Dietetics Practicum**</td>
<td>2 FCS 436: Food Service Systems Management</td>
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<tr>
<td>FCS 380: Community Nutrition**</td>
<td>3 FCS 380: Medical Terminology</td>
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<tr>
<td>MKTG 240: Marketing</td>
<td>3 CHEM 310: General Biochemistry **</td>
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<td><strong>Fourth Year</strong></td>
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<tr>
<td>Bible</td>
<td>2 Bible</td>
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<tr>
<td>Global Perspectives*</td>
<td>3 FCS 431: Advanced Nutrition</td>
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<tr>
<td>FCS 400: Professional Image Development</td>
<td>1 FCS 424: Medical Nutrition Therapy II</td>
</tr>
<tr>
<td>FCS 420: Medical Nutrition Therapy I</td>
<td>3 FCS 434: Food Service Purchasing</td>
</tr>
<tr>
<td>FCS 433: Advanced Food Science **</td>
<td>3 FCS 415: Nutrition Education **</td>
</tr>
<tr>
<td>BIOL 271: Microbiology</td>
<td>4 FCS 435: Quantity Food Production**</td>
</tr>
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<td>Total</td>
<td>Total</td>
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</tbody>
</table>

### The Harding University Didactic Program in Dietetics is accredited by the Accreditation Council for Education in Nutrition and Dietetics, the accrediting agency for the Academy of Nutrition and Dietetics, 102 South Riverside Plaza, Suite 2000, Chicago, IL 60606-6995, 800/877-1600 ext. 5400.

**OPRD Course** | **Pre-Requisite(s)**

- FCS 300: Dietetics Practicum  
  Consent of the dietetics program director and purchase of liability insurance through Harding University

- FCS 380: Community Nutrition  
  FCS 331: Human Nutrition

- FCS 415: Nutrition Education  
  FCS 331: Human Nutrition

- FCS 420: Medical Nutrition Therapy  
  FCS 302: Food Science,  
  FCS 240: Family Resource Management,  
  FCS 331: Human Nutrition,  
  CHEM 121: College Chemistry I, and  
  CHEM 122: College Chemistry II

- FCS 424: Medical Nutrition Therapy II  
  FCS 420: Medical Nutrition Therapy I

- FCS 431: Advanced Nutrition  
  FCS 331: Human Nutrition, and  
  CHEM 310: General Biochemistry (pre-or co-requisite)

- FCS 433: Advanced Food Science  
  FCS 302: Food Science,  
  CHEM 215: Organic and Biological Chemistry,  
  CHEM 216: Organic and Biological Chemistry Lab (pre-or co-requisite), and  
  MATH 200: Statistics

- FCS 435: Quantity Food Production  
  BIOL 271: Microbiology (pre-or co-requisite)

- BIOL 271: Microbiology  
  CHEM 215: Organic and Biological Chemistry, or  
  BIOL 159: Introduction to Cell Biology, or  
  BIOL 259: Cell Biology, or  
  CHEM 249: Organic Chemistry with a minimum grade of C

- CHEM 121: College Chemistry I  
  Math ACT subcore of 23 or higher (SAT 570), or credit in MATH 151: College Algebra, or MATH 171: College Algebra and Trigonometry, or MATH 201: Analytic and Calculus I or higher

- CHEM 122: College Chemistry II  
  CHEM 121: College Chemistry I with a grade of “C” or higher

- CHEM 215, 216: Organic and Biological Chemistry and Lab  
  CHEM 114: General Chemistry, or  
  CHEM 121: College Chemistry I with minimum grade of C or satisfactory score on departmental placement exam

- CHEM 310 General Biochemistry  
  CHEM 122: College Chemistry II, and  
  CHEM 215: Organic and Biological Chemistry, or  
  CHEM 249: Organic Chemistry with grade of C or higher

- MATH 151: College Algebra  
  MATH 109: Intermediate Algebra with a “C” or higher or a score of 22 or higher on the Math ACT (SAT 510)

- KINS 407: Exercise Physiology: Theory and Application P-32  
  BIOL 113: Human Structure and Function, or  
  BIOL 249: Anatomy and Physiology I  
  (KINS 407 also requires CHEM 114 or higher)
Harding University – Liberal Arts Program for majors in Nutrition and Dietetics

Spiritual and Moral Values (8 hours) [Transfers w/ 27 hours take BNEW 311 (3), BOLD 302 (3), BNEW or BOLD Upper Level Elective (2)]

Required of Incoming Freshmen:  
- BNEW 111 (Fall Semester)  Life and Teachings of Jesus  
- BNEW 111 (Spring Semester)  Faith and Mission of the Church

Required of Sophomores:  
- BOLD 203 (Fall Semester)  Creation and Kingdom  
- BOLD 207 (Spring Semester)  Wisdom and Prophets

Communication and Critical Thinking (9 hours) [ENG ACT score <18 or SAT < 440 must take ENG 100; “C” or better required in ENG 111 or 113]

- ENG 111 or 113  Composition I  
- ENG 211  Composition II  
- COMM 101  (COMM 302-Honors Students)  Communication Principles

The Individual and the Social Environment (9 hours)

- PSY 201  General Psychology  
- KINS 101 (2 hours)  Wellness  
- IPOLS 205  American National Government  
- KINS activity (1 hour)  Kinesiology Activity

The Natural World (9+ hours) [MATH ACT <10 or SAT < 450 take MATH 100; ACT 19-21 or SAT 450-510 or C in MATH 100 take MATH 105; ACT 22 or SAT 510 take MATH 151 or higher; ACT of 23 or higher or SAT of 570 will not need MATH 151]

- BIOL 133  Human Structure & Function  
- MATH 151  College Algebra (required as a pre-requisite for CHEM 121; see note, above)  
- MATH 200  Elementary Statistics  
- CHEM 121  College Chemistry I

The Creative Spirit (6 hours)

One of the following:
- ART 101  Art Appreciation  
- IMUS 101  Music Appreciation  
- THEA 101  Theatre Appreciation

One of the following:
- ENG 201  World Literature I  
- ENG 202  World Literature II

The Historical Perspective (6 hours)

- HIST 101 or 102  American History  
- HIST 110 or 111  Western Civilization

*Global Perspectives (6 hours) (Waived for International Students, but these 6 hours must be replaced to meet graduation requirements) All majors in FCS must take FCS 205 which fulfills 3 hours of the global literacy requirement.

- FCS 205  Families in Global Society  
- MATH 250  Modern Foreign Language  
- MATH 250  Modern Foreign Language  
- ART 101  Art Appreciation  
- BIOL 250  Living World Religions  
- BIOL 250  Living World Religions  
- BMIS 280, 286, 387, 388 (Choose 1)  Biblical Archeology Practicum and Archaeology and Geography of Israel  
- BIOL 250  Environmental Science  
- CSCI 275 & CSCI 277  American Sign Language I & II  
- ENGR 330 & ENGR 331  Engineering Service Project I & II  
- FIN 435  International Finance  
- GEDV 302  Economic Development Theory  
- GEDV 302 or 303 (Choose 1)  Regional Geography  
- HIST 209, 211, 213 or 215 (Choose 1)  History & Culture  
- HNRS 204  The Human Situation II: Social Systems  
- HUM 201  International Studies-during semester abroad  
- HUM 273  World Civilization/Humanities-during semester abroad  
- JRB 225  Global Business Environment  
- JIN 301  Independent Study Abroad  
- KINS 320  Sports from a Global Perspective  
- LARG 100  Modern Greek (If taken at HUG)  
- MUS 324  World Music  
- MUS 324  World Music  
- NURS (or PHHS) 305 or 413 (Choose 1)  Culture of Poverty or Health Care Missions  
- NURS 344  Health Care Missions Practicum  
- IPOLS 202  International Relations  
- JINS 301  Global Issues  
- SWRK 360  International Social Work  
- THEA 301  Contemporary World Drama

CLEP credit available: You should consider taking CLEP if your ACT score is 27 or higher or if your SAT score is 1200 or higher.

- May count for up to 6 hours of Global Perspectives  
- Either ANTH 250 or BMIS 386 may count as global perspectives but not both.  
- BMIS 386 is recommended for Bible majors only.  
- BIOL 250 will satisfy either The Natural World or Global Perspectives but not both.  
- Both courses must be taken to count for Global Perspectives.  
- Only 3 hours may count for Global Perspectives.
HARDING UNIVERSITY
ACADEMIC ADVISING:
STATEMENT OF UNDERSTANDING

I understand that to complete my degree, I must enroll in the courses listed below. I agree that I will enroll in the courses and bring a copy of my registered classes to my academic advisor. I further agree that I will not drop, add, or change this schedule without consulting with my academic advisor. When I drop/add or change this schedule I will bring a copy of the new schedule to my advisor to be placed in my permanent file.

<table>
<thead>
<tr>
<th>Student’s Name (Printed)</th>
<th>Student’s Signature</th>
<th>Date</th>
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I attest to the fact that I have reviewed the schedule below concerning the requirements for this student’s major.

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<th>Academic Advisor’s Signature</th>
<th>Date</th>
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Student’s Major
Student’s Minor
Semester
Student’s HW

### Required Classes for this Semester

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<tr>
<th>CRN #</th>
<th>Dept.</th>
<th>Course No./Section</th>
<th>Course Title</th>
<th>Credit</th>
<th>Time</th>
<th>Teacher</th>
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### Choose remaining hours from the list below

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The gold sheet will be placed in the student’s permanent file and a copy will be given to the student.

Before registering for any classes at another university that will be transferred to Harding, complete the Transfer Course Pre-Approval form. It is filled out online; it’s not a paper form. This form can be accessed on Campus Pipeline under “Registrar Forms”. Failure to obtain prior approval may result in the course(s) not being accepted by Harding.
### 60-Hour Degree Evaluation Form

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<th>Credit Hrs</th>
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### Intersegmental - Year Credit Hrs

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A degree audit should be attached to this document and submitted to the Registrar’s Office prior to the completion of 60 hours or a hold will be placed on the student’s record and priority registration will be delayed. I verify that the above academic schedule is the plan I intend to follow in order to complete my degree and graduate at the following time: (circle one) FALL SPRING SUMMER

I understand a “Request for Degree” should be submitted at least a semester prior to my last semester of enrollment.

My Degree:____________ Major:____________ Minor:____________

Student Signature:____________ Date:____________

Dean/Chair/Advisor Signature:____________ Date:____________

If seeking Secondary Licensure, the following signature & approval must also be obtained:

COE Secondary Ed. Director or Dean signature:____________ Date:____________