

# Admission and Standards

## Procedures for Admission

In selecting students for admission, Calvin College looks for evidence of Christian commitment and for the capacity and desire to learn. Students who are interested in the Christian perspective and curriculum of Calvin and who show an interest in its aims are eligible for consideration. Although the prospect of academic success is of primary consideration, the aspirations of the applicant, the recommendation of a high school counselor, teacher, or principal, and the ability of Calvin to be of service will also be considered in admission decisions. The college admits students of any race, color, and national or ethnic origin.

Applicants will be notified concerning admission shortly after the Office of Admissions receives the following:

1. Completed Application Form (available online at [www.calvin.edu/apply](http://www.calvin.edu/apply));
2. Non-refundable application fee: \$35 (this fee is waived for applications received before December 1);
3. Completed Essays;
4. High School Transcript;
5. Academic/Educational Recommendation;
6. ACT or SAT College Entrance Exam Results (Calvin College does not require the writing section of the SAT or ACT.)
7. Transcript(s) from any college(s) previously attended.

All documents and supporting data required for admission become the property of Calvin College and will not be returned to the applicant.

Completed applications are considered on a 'rolling' basis, and admission is offered as long as space is available. Applicants will be notified of an admission decision soon after their files are complete.

## Admission Standards: Requirements for Regular Admission

Applicants with a high school average of "B-/C+" (2.5) or higher in college preparatory courses are normally given regular admission if their college entrance test scores meet the guidelines in the table that follows:

Minimum College Entrance Exams Scores Needed for Regular Admission

ACT	ACT	ACT	ACT		SAT	SAT
English	Math	Reading	Comp.	<i>or</i>	Critical Reading	Math
19	20	16	20		470	470

Applicants with lower grades and scores are reviewed individually by the Committee on Admissions. Some of these applicants may be admitted under special conditions. Others may be required to take placement tests and non-credit courses designed to enhance their success. (See 'Admission under Special Conditions'.)

Applicants must be high school graduates or have graduated from an equivalent program. Applicants who are at least nineteen years of age but have not completed high school or its equivalent may be granted admission provided they have successfully completed the General Educational Development Test (GED) and submit satisfactory scores on one of the entrance examinations.

## High School Course Work Required for Admission

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The following components must be included in the applicant's high school transcript:

English:	3 years of college prep English	
Mathematics:	3 years of college prep math, beginning with Algebra I and including Geometry (or a sequence of equivalent courses)	
Social Sciences, Languages, Natural Sciences:	2 years of college prep courses in <b>two</b> of these areas	
	3 years of college prep courses in <b>one</b> of these areas	

## Model High School Program

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High school students should recognize that the quality of their high school education will determine the ease with which they will do college work and their ability to follow certain courses of study. The model high school program given below indicates the recommended course work to be taken in high school.

English:	4 years	
Mathematics:	3 years	Beginning with Algebra I, three years of college prep math are required; four years are recommended for students entering math-related majors.
Foreign language:	2 years	Preferably four; ideally the last year in grade 12.
Science:	2 years	Biology, chemistry, or physics; one with a laboratory. Chemistry and biology are recommended to prospective nurses and students considering programs in the sciences or health fields.
History/Soc. Sciences:	3 years	
Electives:	3 years	Keyboarding and other college prep courses

### ***Admission under Special Conditions***

Applicants with high school or college records or with ACT/SAT scores that do not meet regular admission standards may be admitted if there is other evidence of academic promise. Such students are required to participate in the Access Program and must take assigned placement tests. They will receive special advising and may register for no more than 15 semester hours including any Access Program courses (see Academic Services pages). They also are encouraged to limit their involvement in extra-curricular activities. Conditions attached to admission must be completed during the student's first year.

### **Admission of Transfer Students**

Students transferring from other colleges or universities must follow the same application procedures as first-year students. Transcripts from all previous colleges attended must be received prior to consideration for admission. ACT or SAT results are also required for transfer applicants with less than two-years of previous college experience. The minimum cumulative grade point average for students transferring from a four-year institution is 2.0 and from a two-year college, 2.5. Applicants with averages below the standard or with lower scores are reviewed individually by the Committee on Admissions. Some of these applicants may be admitted under special conditions. Others may be required to take placement tests and non-credit courses designed to enhance their success. (See 'Admission Under Special Conditions' above.)

Transfer credit will normally be awarded for work done in accredited institutions. The courses must be academic and similar in nature to courses offered at Calvin College. A minimum grade of "C" is required in each course to receive credit. No more than seventy semester hours of advanced credit will be allowed for work completed at an accredited community college. Furthermore, no matter how much work done at other institutions may be accepted, all students must complete their last year in residence and at least three upper-level courses in their major to graduate from Calvin.

A maximum of nine semester hours will be allowed for courses taken by correspondence from accredited colleges and universities. Courses taken in residence at other accredited institutions are normally accepted, provided they have been approved by the registrar in advance. In no case, however, will work in a community college be accepted after a student has accumulated more than 70 semester hours of credit.

To meet requirements for a Calvin degree, transfer students must complete one Interim course for each year in residence. Students may not take more than two Interim courses in a single department. Courses which meet off campus normally require special application in advance of registration.

Veterans will receive credit, as recommended by the American Council on Education, for liberal arts courses taken through the USAFI and for a maximum of nine semester hours taken by correspondence courses from accredited universities in the program.

## Admission of International Students

Calvin College welcomes international students who can demonstrate their ability to meet the academic standards of the college, who are prepared to do college-level work in English, and who can show evidence of their ability to pay most of the cost of their education. Students should be certain that Calvin College offers the programs they need. The college is authorized under federal law to enroll non-immigrant international students.

To apply for admission, international students are required to submit the following by June 1:

1. International Student Application Form ([www.calvin.edu/international](http://www.calvin.edu/international));
2. Non-refundable application fee: \$35 (this fee is waived for applications received before December 1);
3. Completed Essays;
4. Transcripts from High School and/or College(s) attended and the results of any tests required in the student's country;
5. Academic/Educational Recommendation;
6. ACT or SAT College Entrance Exam Results (Calvin College does not require the writing section of the SAT or ACT. Also, the ACT or SAT is not required of students transferring from an American college or university where they have earned at least one year of credit.)
7. Demonstration of English language proficiency;
8. Completed Declaration of Finances and supporting documents;
9. Profile of Educational Background Form.

### **English Language Requirements for International Applicants**

Applicants for whom English is a second language must demonstrate an English proficiency level as evidenced by one of the following:

ELS Language Centers	Level 112
TOEFL – Paper-based	550
TOEFL – Computer-based	213
TOEFL – Internet-based	80

ELS Language Centers information can be found online at [www.els.edu](http://www.els.edu). TOEFL information can be found online at [www.toefl.org](http://www.toefl.org) (the TOEFL code number for Calvin College is 1095).

In certain situations, a student with a lower English proficiency may be admitted with a provision for further intensive language training. Calvin recommends the ELS Language Centers for further language instruction ([www.els.edu](http://www.els.edu)). Upon successful completion of the agreed upon ELS Language Centers level of completion, or by meeting Calvin's minimum TOEFL requirements, the student will be considered for full admission.

Upon enrollment, international students for whom English is a second language must take English courses each semester until they have successfully completed English 101, a course required of all students for graduation. However, the college may require a locally-

administered placement test and a subsequent review course in English as a Second Language prior to English 101 if the need is indicated by placement test results. International students for whom English is a second language can satisfy the graduation requirement of additional language study with their native language.

### ***Enrollment Deposit and Immigration Procedures for International Students***

When international applicants are accepted for admission, they will be sent a formal letter of admission by the Director of Admissions. An enrollment deposit of \$4000 toward first year costs is required of admitted international students. Upon receipt of the enrollment deposit, the Certificate of Eligibility (I-20) will be forwarded to the student, who should then make application for a student visa immediately with the nearest United States Consul.

### **Enrollment Deposit for U.S. and Canadian Students**

An enrollment deposit of \$300 is required of all enrolling first-year, transfer, and readmitted students from North America. This deposit serves as a confirmation of the student's plans to enroll and is applied toward the orientation fee and housing deposit (for students living on campus). The remainder is applied to the student's account. First-year students from the U.S. must pay this deposit by May 1. The due date for Canadian and transfer students is June 1. The enrollment deposit is not refundable after the due date. Former students who have been readmitted to the college must pay their enrollment deposit by August 1. International students are required to pay an enrollment deposit of \$4,000 toward their first year costs.

### **Immigration Procedures for Canadian Students**

Canadian students are required to have an Immigration Form I-20 to attend college or university in the United States. Canadian students will be sent an application for the I-20 at the time of their admission to Calvin. Upon receipt of the \$300 enrollment deposit and the completed I-20 application, immigration documents will be processed. Please note that completed I-20 applications must be returned to Calvin by July 31.

### **Entrance Examination Information**

Prospective first-year students are required to provide ACT or SAT results. Students are advised to take their college entrance examination during the spring semester of their junior year or in the fall of their senior year. Calvin does not require the writing section of the SAT or ACT.

The ACT is administered several times throughout the year. Registration forms are generally available from high school counselors or online at [www.act.org](http://www.act.org). This test is also required by the State of Michigan for its competitive scholarship program. Registration information for the SAT is also available from high schools and at [www.sat.org](http://www.sat.org).

### **Profile of Calvin First-Year Students**

The middle 50% of the first-year students who enrolled at Calvin College in the fall of 2005 have the following academic profile:

High school grade point average: 3.3 - 3.9 (on a 4-point scale)

ACT Composite Score: 23 - 28

SAT critical reading plus math: 1110 - 1320

The six-year graduation rate for entering first-year students is 74%; most finish a degree in four years carrying a normal course load.

The first- to second-year retention rate is 87%.

### **Academic Forgiveness Policy**

All students must meet the 2.0 grade point average standard for graduation. However, students who have completed course work at Calvin prior to their readmission can invoke

an academic forgiveness option. To do so, students must specifically request this option at the time of readmission, and at least five-years must have elapsed since their last Calvin attendance date. Under the academic forgiveness policy, all student grades, in their prior academic period at Calvin, are excluded from the GPA calculation required for graduation, and all course and grade information, even when not included in the GPA calculation, remain on a student's official transcript. The semesters for which academic forgiveness has been granted will be so noted. Only those courses in which a student received a C- or better can be used as semester hour credit toward graduation requirements. Other prior coursework must be repeated or replaced in an approved manner.

## Policies for Course Credits and Exemption Examinations

A maximum of 32 semester hours may be obtained through the transfer of non-classroom-based credit.

Some students are able to earn advanced college credit in certain subjects. This may be secured in any of five ways:

1. **Advanced Placement** — At the time of admission, first-year students may submit scores from an Advanced Placement (AP) Examination conducted by the College Board. While the minimum acceptable score is 3 or 4, depending on the test, the amount of credit awarded for higher scores varies. Detailed information is available from the registrar's office. Students may not receive both AP credit and a high school exemption for the same core requirement.
2. **International Baccalaureate (IB)** — IB credit will be given to students who receive a grade of 5 or higher on Higher-level classes. No credit will be given to Subsidiary-level classes.
3. **Departmental Examinations**- Some Departments offer departmental examinations for some courses. If a department deems it appropriate, regularly enrolled students may meet a core requirement and receive regular academic credit by examination. Only one exam per department may be taken unless prior approval is given by the registrar. Such tests must be taken in lieu of registration for the course and may not be used as repeated courses. Students wishing to take departmental examinations may obtain forms from the departments from which they wish to take the exams. The student will be charged a \$20 fee for an exemption exam and \$50 for a credit exam. The student's performance on the examinations will be recorded on the student's record.
4. **Non-Traditional Methods** — Calvin students may obtain transfer credit from on-line and correspondence courses that have been previously approved by the Calvin registrar. Additional credits may be obtained through credit-by-exam programs such as the College Level Examination Program (CLEP). Credit is granted to students who receive a satisfactory score on any of the CLEP subject examinations of the College Board. For more detailed information, please contact the registrar's office for a listing of credit given for CLEP subject exams.

Furthermore, students who have completed appropriate courses in high school may be exempted from certain college course requirements. This is possible in foreign language, and the natural sciences. Consult the registrar's office for a description of the ways high school courses satisfy college requirements.

## Nondiscriminatory Policy

Calvin College does not discriminate with regard to age, race, color, national origin, sex, or disability in any of its education programs or opportunities, employment, or other activities. Questions pertaining to Title IX, which prohibits discrimination based on sex, and Section 504, which prohibits discrimination based on disability, may be directed to the Director of Admissions, Calvin College, 3201 Burton Street SE, Grand Rapids, Michigan, 49546, (616) 526-6106.

## Visitors and Auditors

Members of the community who are not enrolled as students in any college are invited to register as visitors in most lecture classes. Formal admission to the college is not required; however each visitor must obtain permission from the professor and register with the Office of the Registrar, before attending class. A student may not visit a course or course component that is by its nature practical or applied, such as applied music or a lab. The fee for each course visited is \$55 for the semester, which includes campus parking privileges.

Auditors must be formally admitted to the college and must pay the tuition for auditing, which is described below:

Students with 0 to 5 non-audit credits who choose to audit a class will be charged at \$240 per credit hour for the audited course. Students with 6 to 11 non-audit credits who choose to audit a class will be charged at \$375 per credit hour for the audited course. Students with more than 17+ non-audit credits who choose to audit a class will be charged at \$240 per credit hour for the audited course. Students who are registered for 12-17 non-audit credits do not pay extra for any audited course.

The audited course is listed on the student's academic transcript, but no credit is recorded. Auditors are expected to attend all classes and participate in the assigned activities of the class. They may take all tests and submit assigned papers for evaluation, but they are not required to do so. Auditors may change their registration from audit to credit only during the first nine weeks of the semester; students enrolled in a course for credit may change to audit only during the first nine weeks.

A student may not visit or audit a course or course component that is by its nature practical or applied, such as applied music or a lab.

## Enrollment in Seminary Classes

Full-time college students may, as a part of a program worked out with their departmental advisors, carry up to two courses in Calvin Theological Seminary in any one semester. Approval by the registrar of the seminary and the registrar of the college is required, and under no circumstances may credit for a single course be counted toward degree programs in both college and seminary. Full-time seminary students may enroll for not more than two courses in the college provided the registrar of the seminary and the college approve.

## Dual Enrollment Policy

Dually enrolled students are individuals who are still attending high school but are concurrently enrolled in college courses. The dual enrollment program is administered by participating high schools, and interested students should first inquire at their high school. Students are eligible for dual enrollment until the time of their high school graduation.

Calvin welcomes qualified high school students who wish to be dually enrolled. Students must obtain a letter of permission or recommendation from their high school counselor or principal which indicates the course(s) they wish to enroll in at Calvin. Students must also complete Calvin's undergraduate application for admission. An official high school transcript is also required. No essays, application fees or college entrance exams are required for dual enrollment. Students who wish to enroll as first year students for the following academic year must subsequently submit essays and results of the ACT or SAT. Students will be notified of their dual enrollment admission and course registration by mail.

The cost of dual enrollment is the responsibility of the family, in partnership with their high school. Please refer to the financial services section for more detailed information about costs.

## Student Load and Classification

The typical undergraduate student load is 12 to 17 semester hours per semester. The normal course load permits students to register for courses in applied music, basic physical

education, and drama in addition to a typical academic load. Non-credit review courses are counted as part of a normal load, and students on probation or condition may be required to limit their load to 12 semester hours. In exceptional cases, a student may apply for permission from the registrar to carry more than 17 semester hours. Such an application requires the recommendation of the student's academic advisor or department chair and the approval of the registrar. To be eligible for consideration, the student must have a cumulative grade point average of 3.0, must have received no grades of incomplete during the previous two semesters, and is expected to limit outside employment.

Normal progress toward the degree for full-time students requires that a minimum of 12 semester hours be earned each semester. Normal progress also requires the completion of 3 interim courses. A more typical load is 31 semester hours per year, which enables most students to complete degree requirements in 4 academic years.

Undergraduate students are classified as first-year students until they have earned 27 semester hours of credit. Students with a minimum of 27 semester hours of credit completed will be classified as sophomores; those with 58, as juniors; and those with 89, as seniors. Classification for the purpose of college records will be revised at the beginning of each academic semester.

## Grading Systems

Grades given during the regular semester are designated by letters A, excellent; B, good; C, average; D, just passing; F, failure; I, incomplete; W, authorized withdrawal; and N, unauthorized withdrawal. Grades given for honors credit are preceded by the letter H (i.e., HA-).

For purposes of averaging grades, the following numerical values or grade points are assigned to each of the above grades: A, four points per course; B, three; C, two; D, one. A plus-grade is computed at three-tenths of a point above these figures and a minus-grade at three-tenths below. Grades for courses completed as transfer credit or in cooperative programs at other colleges and universities are recorded on students' records but are not included in the compilation of their average at Calvin.

Ordinary grades for the interim are H, honors; S, satisfactory; and U, unsatisfactory. These do not carry grade point values and are not averaged in the student's total record, but the student normally receives 3 semester hours toward the 124 required for graduation for each interim course satisfactorily completed. Interim courses carrying core credit are normally graded according to the traditional letter system and will be included in the student's average.

Graduate workshops are graded with S and U grades only.

Auditors are given grades of AU. However, if they fail to attend classes, the instructor will report a grade of AUN.

Students may alter their schedules during the first week of classes without grades of W being recorded on their records. After that time, grades of W, authorized withdrawal, will be recorded if they leave courses with the written approval of their instructors by the end of the ninth week of the semester. Students who discontinue classes without permission or notification are not entitled to a grade of W but will be given an N, unauthorized withdrawal. This grade is computed as an F in determining a student's grade point average. However, students who withdraw from school at any time with the approval of the registrar and of one of the student deans may be given grades of W in all courses.

Students may repeat any courses by properly registering for them, but must inform the instructor when they are repeating a course. Only the latest grade, whether higher or lower, shall be included in the compilation of a student's cumulative grade point average. The original grade is not expunged from the record, but is noted as a repeated course. A student will not receive additional course credit for repeated courses.

If students fail to complete all the required work or to sit for the final examination, instructors may, if they consider a student's reason valid, give a grade of I, incomplete, rather than a grade of F. The grade of I shall be computed as a neutral grade in determining a student's grade point average. Students given an I in the fall semester or in the interim must make up the deficiency by March 15 of the following spring semester; if given an I during the spring semester or summer session, they must make up the deficiency by October

15 of the following fall semester. If they fail to do so, grades of IN will be entered on their records. A grade of F will be altered only if a student reregisters and retakes the course in which it was given. Grades of I are never expunged from the records. When a final grade is received or the deadline is passed a new grade preceded by an "I" will be rewarded.

## The Dean's List

Full-time students, including graduate students, with a semester grade point average of 3.5 or higher and a cumulative grade of 3.3 or higher will be placed on the Dean's List. Part-time students who meet the grade point requirements above and have earned 3 semester hours within the last year and at least 12 semester hours within the last 2 years will be placed on the Dean's List. The Dean's List is compiled at the end of each semester when grade reports are printed. Interim grades and subsequent grade changes normally do not alter the list.

## Academic Probation and Dismissal

Each student admitted to Calvin College is assumed to have the preparation, the desire, and the ability to make satisfactory progress toward a degree. In practice, however, some students do not make the progress expected of them. Such students are notified, offered special assistance and academic counseling, and given an opportunity to improve their records. Failing in that, however, they will be dismissed.

The records of all undergraduate students are reviewed after each semester, and the academic status of full-time students is determined according to the following schedule:

<i>Cumulative total of semester hours attempted</i>	<i>Minimum cumulative grade point average needed for continuation</i>	<i>Minimum cumulative grade point average needed for good standing</i>	<i>Minimum percent of attempted hours, which must be credited for good standing</i>
16 or fewer	1.0	1.5	66%
17 – 31	1.30	1.65	66%
32 – 49	1.45	1.75	68%
50 – 67	1.60	1.85	70%
68 – 85	1.75	1.95	72%
86 – 104	1.90	2.00	74%
105 – 123	2.00	2.00	77%
124 or more	2.00	2.00	80%

The number of semester hours attempted is the number of hours for which a student is registered at the beginning of the second week of classes. Credited hours are those for which the student has earned credit that applies toward a degree.

While Academic Services courses are counted toward the 12 semester hours needed for full-time status, they are not counted in the number of semester hours attempted or credited, or in the cumulative grade point average.

Courses that are repeated are counted in the number of courses attempted, but not in the number of semester hours credited. For the purposes of calculating GPA, incompletes are calculated as a neutral grade.

Students receiving benefits from the Department of Veterans Affairs are placed on academic probation if their GPA falls below 2.00 and must, within the next two semesters, raise it to 2.00 in order to continue to be certified for such benefits. Such students must, prior to enrolling for the final 12 semester hours, have earned a cumulative grade point average of 2.00. If any student receiving veteran's benefits fails to come off probation within the prescribed probation period, the school will inform the Veterans Administration. The student will be informed, in writing, that the Veterans Administration has been notified.

Any student whose average falls below the minimum required for continuation is subject to dismissal. Those permitted to continue, but not meeting the requirements for good standing are placed on probation. Students placed on probation must, in the semester fol-

lowing, earn a current grade point average equal to or better than the cumulative average required for good standing in that semester, e.g., a student who has attempted 14 semester hours during the first semester and is placed on probation in the second semester must average 1.65 or above. Students who fail to meet the standards for good standing during the semesters they are on probation are subject to dismissal. In addition, students placed on academic probation will be required to meet a number of conditions as outlined by the Academic Review Committee and Student Academic Services. Conditions may include, but are not limited to, a certain number of semester hours, meetings with a probation counselor, a limit on the number of hours of outside employment, etc. Failure to meet the specified conditions will constitute grounds for immediate dismissal. First-year students placed on probation may register for no more than 12 semester hours and may be required to successfully complete an Academic Support Program review course or to complete, in good faith, a program of academic counseling with an advisor. All students on probation are expected to limit extracurricular activities. First-year or transfer students admitted with conditions must meet these conditions during their first year of enrollment. Failure to meet the terms of specified conditions will constitute grounds for immediate dismissal.

Students not permitted to continue may appeal their academic dismissal to the Academic Review Committee, whose decision is final. One-year must elapse before students dismissed for poor academic performance are eligible to petition for readmission. A request for readmission will be reviewed by the Academic Review Committee and the Admissions Committee; readmission following academic dismissal will be based upon evidence that the difficulties previously encountered can be overcome and that eventual completion of degree requirements can reasonably be expected.

## **The Family Education Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act of 1974 helps protect the privacy of student records.

The act provides for the right of the student to inspect and review education records, the right to seek to amend those records, and to limit disclosure of information from the records.

Students who are currently enrolled at Calvin College or formerly enrolled students, regardless of their age or status in regard to parental dependency are protected under FERPA. Parents of students termed dependent for income tax purposes may have access to the students educational records.

With certain exceptions, a student has rights of access to those records which are directly related to him/her and which are maintained by Calvin College. Educational Records include any records in the possession of an employee, which are shared with or accessible to another individual. The records may be handwritten or in the form of print, magnetic tape, film, electronic image, computer storage, or some other medium. This would include transcripts or other records obtained from a school in which a student was previously enrolled.

Official Calvin College transcripts are released only when requested in writing by the students. The fee is \$5 per copy. Transcripts will not be released for students who have failed to meet their financial obligations to the college.

Calvin may disclose information on a student without violating FERPA through what is known as directory information. FERPA regulations define 'directory information' as information contained in an education record of a student that would not usually be considered harmful or an invasion of privacy. This generally includes a students name, address, telephone number, electronic mail address, photograph, date and place of birth, major field of study, participation in officially recognized sports and activities, weight and height of athletes, dates of attendance, grade level, enrollment status (e.g., undergraduate or graduate, full- or part-time), degrees, honors and awards received, the most recent educational agency or institution attended, and other similar information. A student may restrict the release of his/her directory information by making a request in writing to the registrar.

In certain other situations, a students consent is not required to disclose educational information.

Fifteen Exceptions are:

- 1) to school officials who have 'legitimate educational interests';
- 2) to schools in which a student seeks to enroll;
- 3) to Federal, State, and local authorities involving an audit or evaluation of compliance with education programs;
- 4) in connection with financial aid;
- 5) to State and local authorities pursuant to a State law adopted before November 1974 requiring the disclosure;
- 6) to organizations conducting studies for or on behalf of educational institutions;
- 7) to accrediting organizations;
- 8) to parents of a dependent student;
- 9) to parents of students under 21 for violations of any law or institutional rule related to the possession of alcohol or controlled substance;
- 10) to comply with judicial order of subpoena;
- 11) health or safety emergency;
- 12) directory information;
- 13) to the student; and
- 14) results of disciplinary hearing to an alleged victim of a crime of violence;
- 15) to the Attorney General of the United States in response to an ex parte order in connection with the investigation or prosecution of terrorism crimes.

Requests to disclose educational information will always be handled with caution and approached on a case-by-case basis.

Students who believe that their education records contain information that is inaccurate or misleading, or is otherwise in violation of their privacy, should discuss their problems informally with the person in charge of the records involved. If the problems cannot be resolved, the student may request a formal hearing by the registrar. The request must be made in writing to the registrar who, within seven days after receiving the request, will inform the student of the date, place, and time of the hearing. Students may present evidence relevant to the issues raised. The hearing officer who will adjudicate such challenges will be the registrar, or a person designated by the registrar who does not have a direct interest in the outcome of the hearing. The educational records will be corrected or amended in accordance with the decisions of the hearing officer, if the decisions are in favor of the student. If the decisions are unsatisfactory to the student, the student may place with the educational records statements commenting on the information in the records or statements setting forth any reasons for disagreeing with the decisions of the hearing officer. The statements will be placed in the educational records, maintained as part of the student's records, and released whenever the records in question are disclosed.

## Application for Degree and Certificates

In addition to the formal requirements for degrees described in the section on 'Core Curriculum', students must satisfy certain technical requirements. Normally, they must complete their last year in residence at Calvin. They must also complete a Declaration of Major Form and have it signed by their departmental advisor and must meet all of the conditions specified in that sheet. (These sheets normally are completed during the sophomore or junior year.) Finally, they must file a formal application for a degree at the Office of the Registrar not later than the beginning of the semester in which they expect to graduate. If they are completing teacher education programs, they must also file an application for Michigan certification at the same time they apply for a degree or not later than a semester before they complete the certification requirements.

Students may not participate in the May graduation ceremony unless they are within one semester of meeting their graduation requirements.

Students desiring to graduate with an honors designation must apply for admission to a departmental honors program and meet those requirements and the general honors program requirements. Consult the 'Special Academic Programs' pages for more information.