



DRAFT

STUDENTS UNABLE TO COMPLETE ACCELERATED PROGRAMS
DURING ORIGINAL SCHEDULE

PS 1965

Purpose: To provide guidance for administrative support for students who are unable to complete their accelerated academic program within the original schedule. This policy applies to students whose class work is temporarily interrupted by a job-related move, military Temporary Duty (TDY) assignment, or by a reasonable emergency, i.e., serious health conditions verified by a licensed health care professional, and to students who elect to retake a class for the purpose of improving their grade point average (GPA).

1. The following options are available to students who interrupt their accelerated degree program studies within the original schedule and who meet the above criteria. Requests for deviation and/or appeals are processed through the academic advisor and approved by the appropriate College Dean and the Dean of Academic Services/Assistant Vice President for Student Engagement/Dean of Students. A copy of the requests for deviation is forwarded to the Vice President of Administration (VPA), to be reviewed for financial considerations. With so many of our programs online, this should be the first option to be explored.
 - a. Drop and Add: A drop from the initial program should be initiated and accomplished at the halfway point of the semester/program. The student should be encouraged to stay in the initial program until that time to prevent financial hardships. Using this option, academic advising assists the student and instructor(s) in processing an add registration to a new program to complete degree requirements.
 - b. Incomplete Grades: The instructor may grant additional time to students to complete their coursework in situations as described in the above Purpose section. The academic program director will provide clear criteria/guidelines on work required to successfully complete the class. If unforeseen circumstances require the student to sit in a different program's class, the applicable academic program director (primary full-time instructor of that area of study) will coordinate this transaction with the student and the Dean's Office of the respective college.
 - c. Repeated Course(s): A student may return to Bellevue University to repeat a course to improve their GPA.
2. After the student and their academic advisor in consultation, with the appropriate academic dean, have agreed upon a plan to complete the degree program, the Business Office will determine financial implications of the plan in consultation with the Financial Aid Office (if

applicable), and they will submit their findings to the student and his/her advisor of the student's acceptance or rejection. Upon acceptance of the financial plan, the Business Office prepares an addendum to the student's original contract (if applicable) for the student's signature.

3. Students who left an accelerated program and chose not to re-enroll at the university for more than one year after their program ended, should contact Re-Enrollment Services for assistance.
4. For the military member who is deployed, the student will need to present military orders verifying the deployment. The University will attempt to transfer the student to an online program. Advisors will contact each of the student's instructors to see if the student can receive an incomplete for the course. If it is not possible for a course to be given an incomplete grade, the student will be withdrawn from those courses, and the refund will be based upon the tuition paid for the withdrawn course(s). If all else fails, the student will be dropped from the entire program and will receive a full refund of tuition and fees.

APPROVED:

John B. Muller, President

OR: AS

Effective Date: ~~August 15, 2007~~

This policy statement supersedes PS 1165, dated ~~June 1, 2001~~ August 15, 2007.