

Course Catalog 2022-2023

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PREFACE

Non-Discrimination

Coe College does not discriminate on the basis of race, color, ethnicity, age, religion, national origin, sexual orientation, gender identity, sex, marital status, disability, or status as a U.S. Veteran. All students have equal access to the facilities, financial aid, and programs of the College.

Higher Education Opportunity Act (HEOA)

The College complies with Readmission Requirements for Service Members as outlined in the Higher Education Opportunity Act section 487. This applies to active duty in the Armed Forces, whether voluntary or involuntary, including service as a member of the National Guard or Reserve, for a period of more than 30 days under a call or order to active duty.

The HEOA provides that a prompt readmission of a previously enrolled or admitted student may not be denied to a service member of the uniformed services for reasons relating to that service. In addition, a student who is readmitted under this section must be readmitted with the same academic status as the student had when they attended the college.

Equal Opportunity in Employment

Coe College is an equal opportunity employer in the recruitment and hiring of faculty and staff.

Family Educational Rights and Privacy Act (FERPA)

The provisions of the Family Educational Rights and Privacy Act (FERPA) prohibit the College from releasing grades or other information about academic standing to parents unless the student has released such information in writing. Further information concerning Coe College procedures in compliance with FERPA is available in the Office of the Registrar and included on p. 68 of this catalog.

Solomon Amendment of 1997

Pursuant to the regulations of the Solomon Amendment of 1997, Coe College is required to make student recruiting information available to military recruiters who request it.

Reservation of the Right to Modify

The provisions of this catalog are to be considered directive in character and not as an irrevocable contract between the student and the College. The College reserves the right to make changes that seem necessary or desirable, including course and program cancellations. Responsibility for understanding and meeting graduation requirements as stated in the Coe College Catalog rests entirely with the student. Faculty advisors and the Registrar will assist in every way possible.

1 MISSION STATEMENT OF THE COLLEGE



COE COLLEGE

Coe College is a national, residential liberal arts college offering a broad array of programs in the arts, sciences and professions. Our mission is to prepare students for meaningful lives and fulfilling careers in a diverse, interconnected world. Coe's success will be judged by the success of our graduates.

Coe College admits students without regard to sex, race, creed, color, handicap, sexual orientation, national, or ethnic origin. All students have equal access to the facilities, financial aid, and programs of the College.

2 FAST FACTS

COE COLLEGE is a private, four-year co-educational liberal arts college that was founded in 1851 and is historically affiliated with the Presbyterian Church (U.S.A.), yet is ecumenical in practice and outlook.

2.0.1 LOCATION

Coe is located just 225 miles west of Chicago in Iowa's second largest city, Cedar Rapids (metropolitan population 175,000). The city is easily accessible by the interstate highway system, bus services and several airlines.

2.0.2 CAMPUS

Situated on 65 acres in the center of the metropolitan area, the campus is urban but enclosed, with 30 buildings occupying an attractive landscape.

2.0.3 ENROLLMENT

The student body of approximately 1,400 students represents most states and around 15 foreign countries. All students are required to live on campus unless they are residents of Cedar Rapids.

2.0.4 LIBRARY

Stewart Memorial Library is in the very center of the main campus. It contains over 500,000 volumes and 16,000 pieces of media, and subscribes to 3,500 print and online periodical subscriptions providing access to over 100 databases. Coe's library offers students a variety of research assistance, study areas, a small theater, preview room, a media editing room, and a 3D printer and laser cutter. The Library houses the Learning Commons and the College's permanent art collection.

2.0.5 ACCREDITATION

Coe College is accredited by the Higher Learning Commission (hlcommission.org), an institutional accreditation agency recognized by the U.S. Department of Education. Coe College's Bachelor of Music program is accredited by the National Association of Schools of Music; its education program is accredited by the Iowa Department of Education, and its Bachelor of Science in Nursing is accredited by the Commission on Collegiate Nursing Education (<http://aacn.nche.edu/ccne-accreditation>). Coe College's chemistry program is certified by the American Chemical Society. Copies of accrediting and approval statements are available online at <https://www.coe.edu/why-coe/consumer-information>.

2.0.6 MEMBERSHIPS

Coe is a charter member of the Associated Colleges of the Midwest, whose other members are: Beloit, Carleton, Colorado, Cornell, Grinnell, Knox, Lake Forest, Lawrence, Luther, Macalester, Monmouth, Ripon, and St. Olaf. Other memberships include: Phi Beta Kappa, Phi Kappa Phi, the National Association of Independent Colleges and Universities, the American Association of Colleges and Universities, Council on Undergraduate Research, the Association of Presbyterian Colleges and Universities, the American Rivers Conference, and the National Collegiate Athletic Association.

2.0.7 ACADEMIC PROGRAM

Academic areas of study are offered in managerial or public accounting, African American studies, art, art history, Asian studies, biology, business administration, chemistry, communication studies, computer science, creative writing, data science, economics, elementary education, English, film studies, French & francophone studies, interdisciplinary French & francophone studies, general science, history, international business, international economics, international studies, kinesiology, literature, mathematics, music (B.A. or B.M.), nursing (B.S.N.), philosophy, physics, political science, psychology, religion, social & criminal justice, sociology, Spanish, Spanish studies, theatre arts, and writing. Interdisciplinary and/or collateral majors are also available in biochemistry, environmental science, environmental studies, molecular biology, neuroscience, organizational science, and public relations. Coe also offers certificate programs in primary and secondary education.

2.0.8 EXTRA-CURRICULAR ACTIVITIES

Students can participate in 11 men's and 11 women's NCAA Division III varsity athletic teams, 5 coed varsity athletic teams, 8 club sports, 10 nationally affiliated men's and women's social fraternities, and 65 student organizations including but not limited to student government, newspaper, intramural sports, departmental clubs, and residence hall activities. Various vocal and instrumental ensembles are available for course credit.

2.0.9 FINANCIAL ASSISTANCE

Coe College is committed to assisting those families in need of financial assistance. The average aid package for incoming students enrolled during the 2021–2022 academic year totaled more than \$48,000. The total cost of full-time tuition, room, board, and activity fee for the 2021–2022 academic year is \$59,324.

2.0.10 HISTORY OF COE COLLEGE

Coe College claims the shortest name of any American institution of higher education, but the school has actually carried five titles through its history. When the Rev. Williston Jones founded the college in 1851, he called it The School for the Prophets. Cedar Rapids' first resident minister opened the parlor of his home to a group of young men with the goal of educating them for the ministry to serve churches in the Midwest. Two years later, while Jones was canvassing churches in the East for money to send three of his students to Eastern seminaries, a Catskills farmer named Daniel Coe stepped forward with a pledge of \$1,500 and urged Jones to start his own college in the frontier town of Cedar Rapids. Legend has it that the \$1,500 raised by Coe was brought west from New York, sewn into the petticoat of a lady visitor traveling by stagecoach to Iowa. Coe gave this generous gift with the stipulation that the proposed institute should be “made available for the education of females as well as males.” Accordingly, Coe was coeducational from its founding.

With Jones' blessing, the Cedar Rapids Collegiate Institute was incorporated in 1853 by a group of Cedar Rapids leaders chaired by Judge George Greene. They used Daniel Coe's money to purchase two downtown lots for the school and 80 acres of farmland on what was then the edge of town. The farm evolved into today's campus. In 1868, in a failed attempt to secure the Lewis Parsons estate, the trustees renamed the school Parsons Seminary. After a period of severe financial difficulties, the institution was reestablished in honor of its original benefactor as the Coe Collegiate Institute in 1875.

T.M. Sinclair, founder of the Sinclair Meat Packing Company, played the key financial role in the final step toward the firm establishment of Coe College. Sinclair liquidated all the debt from Parsons Seminary and the Cedar Rapids Collegiate Institute. The Sinclair gift made it practical for the property of the Coe Collegiate Institute—including the original land paid for by Daniel Coe—to be transferred to Coe College with the Iowa Presbyterian Synod to assume major responsibility for the institution. Coe College has operated continuously since its incorporation under that name on Feb. 2, 1881. From the first, the College was committed to intellectual excellence. It has continued in this tradition ever since.

The compact campus on the east edge of Cedar Rapids grew with many building projects in its early years, including Old Main (1868), Williston Hall (1881), Marshall Hall (1900), the first gymnasium (1904), and the first T.M. Sinclair Memorial Chapel (1911). In 1907, Coe earned accreditation from the North Central Association of Colleges and Universities. Over the decades, Coe's reputation as a superior liberal arts college has continued to grow. One recognition of this came in 1949, when Coe was granted a Phi Beta Kappa chapter, a distinction reserved for about 10% of American colleges and universities.

Central to the educational philosophy of Coe College is the belief that a liberal arts education is the best preparation for life. Students have the opportunity to experience a variety of subjects outside their respective programs of study. Coe offers more than 40 areas of study that cover a range of fields. The College awards the following undergraduate degrees: Bachelor of Arts (B.A.), Bachelor of Music (B.M.), and Bachelor of Science in Nursing (B.S.N.).

There are a number of factors that contribute to Coe College's strong academic quality. The key to Coe's tradition of excellence in academic quality relates directly to small class sizes and the interest shown by professors to make learning a personalized experience. At Coe, the average class size is 16, and the student-faculty ratio is 11:1. Classes are taught by our involved and committed faculty, 91% of whom hold the highest degree in their field. This means classes are taught by experienced professionals who have in-depth knowledge of their subjects. To provide students with a well-rounded experience and solid preparation for the future, Coe offers, along with quality instruction from superb faculty, an abundance of out-of-class opportunities which include student-faculty collaborative research, honors projects, service learning, and internships. Within one year of graduation, according to the annual survey results from the Center for Creativity and Careers, 98% of Coe graduates are engaged in post-graduate activity such as employment, graduate school, military, or travel/adventure.

With the addition of the east campus, Coe has nearly doubled in size since 1989. New facilities on the east side of College Drive include Athletic Recreation Center (2017), Clark Racquet Center and athletic fields (1989), Clark Alumni House (1993), Nassif House (1999), and four student apartment buildings (Morris House and Schlarbaum House in 2000, Brandt House and Spivey House in 2002). McCabe Hall (2005), named in honor of former Coe President Joseph E. McCabe, houses the offices of the president, provost, advancement and alumni relations, and The Center for Creativity, Careers and Community (C3) making way for the remodeling of Coe's oldest building, Stuart Hall, and the first significant addition of classroom space since Peterson Hall was built in the 1960s. In 2012 and 2013, Peterson Hall of Science was completely renovated to support Coe's science programs. To further enhance the campus environment, Coe completed the largest capital project in its history in 2017. Make Your Move – the Campaign for Eby and Hickok – included \$24 million in essential enhancements, including an Athletic and Recreation Complex project as well as the renovation and expansion of Hickok Hall, one of the College's main academic buildings. The result is vastly improved academic, recreational, wellness and competition facilities to benefit future generations of students.

3 2022–2023 ACADEMIC CALENDAR

3.0.1 FALL TERM 2022

Tues, August 23	Open Registration
Wed, August 24	Classes Begin
Tues, August 30	Last Day to Add or Drop a Full-Term, or 1st Half-Term Course without a W
Fri, September 2	Census Date, Attendance Due on My.Coe
Mon, September 5	No Classes (Holiday) Labor Day
Fri, September 9	Date of Record
Thurs, September 22	Last Day to Withdraw &/ or Change Method of Grading for First-Half Courses
Mon–Tues, October 10–11	Fall Term Break
Thurs–Sat, October 13–15	Homecoming
Mon, October 17	Mid-Term Progress Report Due on My.Coe (11:59 PM)
Mon, October 17	Begin Second-Half Term Courses
Fri, October 21	May Term deposit and registration due
Fri, October 21	Last Day to Add or Drop a Second-Half Term Course without a W
Mon, October 24–Fri, November 11	Advising Season
Fri, October 28	Last Day to Withdraw &/or Change Method of Grading for Full-Term Courses
Mon–Fri, November 14–18	Registration for Spring Term 2023
Tues, November 15	Last Day to Withdraw &/or Change Method of Grading for Second-Half Courses
Mon–Fri, November 21–25	No Classes (Holiday) Thanksgiving Recess
Thurs, December 1	Open Online Registration until Last Day of Finals
Fri, December 2	Last Day of Fall Term Classes
Sat, December 3	Reading Day
Mon–Thurs, December 5–8	Final Exams
Wed, December 14	Final Grades and Attendance are Due from the Faculty on My.Coe (11:59 PM)

3.0.2 SPRING TERM 2023

Wed, January 11	Classes Begin
Mon, January 16	No Day Classes (Holiday) Martin Luther King Jr. Day
Wed, January 18	Last Day to Add or Drop a Full-Term or 1st Half-Term Course without a W
Fri, January 20	Census Date, Attendance Due on My.Coe

Thurs, January 26	Date of Record Mon, February 6
Mon, February 6	Last Day to Withdraw &/or Change Method of Grading for First-Half Courses
Mon, March 6	Begin Second-Half Term Courses
Tues, March 7	Mid-Term Progress Report Due Online (11:59 PM)
Fri, March 10	Last Day to Add or Drop a Second-Half Term Course without a W
Mon–Fri, March 13–17	Spring Term Recess (Starting after Class on Friday, March 10)
Mon–Fri, March 20–April 7	Advising Season Thurs, March 30
Thurs, March 30	Last Day to Withdraw &/or Change Method of Grading for Full-Term Courses
Mon–Fri, April 10–14	Registration for Fall Term 2023
Mon, April 10	Summer Registration Opens
Tues, April 11	Last Day to Withdraw &/or Change Method of Grading for Second-Half Courses
Wed, April 12	Student Research Symposium ** No Day Classes ** Evening Classes Will Meet
Fri, April 28	Last Day of Spring Term Classes
Sat, April 29	Reading Day
Mon–Thurs, May 1–4	Final Exams
Sat, May 6	Honors Convocation / Baccalaureate
Sun, May 7	Commencement
Tues, May 9	Final Grades and Attendance are Due for Non-Graduating Students on My.Coe (11:59 PM)

3.0.3 MAY TERM 2023

Wed, May 10	Classes Begin
Fri, May 12	Last Day to Add or Drop a Course Without a W
Mon, May 15	Attendance Due Online; Last Day to Change Method of Grading for May Term
Wed, May 17	Last Day to Withdraw from May Term Courses
Fri–Sat, May 19–20	Meeting of the Board of Trustees
Mon, May 29	No Classes (Holiday) Memorial Day
Fri, June 2	Last Day of May Term Classes
Sat, June 3	Residence Halls Close
Sun, June 4	Final Grades and Attendance for May Term Due on My.Coe (11:59 PM)

3.0.4 SUMMER TERM 2023*

Mon, June 5	Classes Begin
Fri, June 9	Last Day to Add or Drop a Full-Term Course Without a W
Mon, June 19	No Classes (Holiday) Juneteenth
Fri, June 23	Last Day to Change Method of Grading &/or Withdraw from Block A Courses

Tues, July 4	No Classes (Holiday) Independence Day
Fri, July 7	Last Day of Block A Courses
Mon, July 10	Classes Begin: Block B Courses
Tues, July 11	Mid-Term Progress Report Due Online (11:59 PM); Block A Final Grades Due
Fri, July 14	Last Day to Add or Drop a Course Without a W for Block B Courses
Mon, July 17	Last Day to Change Method of Grading &/or Withdraw from Full Term Courses
Tues, July 25	Last Day to Change Method of Grading &/or Withdraw from Block B Courses
Fri, August 11	Last Day of Term Classes: Block B and Full-Term Courses
Tues, August 15	Final Grades and Attendance Due (Block B and Full-Term) on My.Coe (11:59 PM)

*Courses taught at the Wilderness Field Station are subject to the broad dates of the summer, but will provide a specific add/drop and withdraw calendar to students at the time of application.

4 THE ACADEMIC CALENDAR

The academic year consists of three terms (see Academic Calendar, p. 15). Students normally take four course credits in the Fall Term and four course credits in the Spring Term. Thus, eight course credits are completed in an academic year. During optional May Term, students may enroll for up to one course credit in one of the limited selection of courses. Summer term is limited in scope and is not considered a regular term. (The maximum course load is described in Course Load, p. 53).

5 MAY TERM (OPTIONAL)

Students may enroll for up to one course credit during May Term in one of the limited selection of courses. All May Term courses require consent of instructor prior to registration. May Term courses are designed to meet at least two of the following shared learning outcomes:

- Evaluate and engage with complex interdependent systems and demonstrate understanding across diverse contexts.
- Critically describe and break apart issues or problems through systematic analysis and illustrate logic for conclusions.
- Engage with experiential learning practices such as learning by doing, while utilizing abilities to think critically, problem solve and make connections between knowledge gained in the classroom and experience beyond.

May Term courses are expected to have the same amount of contact time and academic rigor per course credit as courses which meet over a Fall or Spring Term. For every 1 course credit of May term students are expected to complete 140 hours of work. Such contact time includes class meetings, lectures by the instructor, supervised course related activities and independent out of class activities. Off-campus May Term courses at an off-campus location provide certain educational benefits through site visits, guest lectures, etc., that also contribute to the contact time for the course.

6 COE PLAN

Coe College's requirements for graduation, commonly known as the Coe Plan were developed with the following outcomes in mind:

- Creation of a bridge from high school to Coe College that helps students understand the importance of a liberal arts education, the ways to develop the skills needed by any learner, and the opportunities they will have by going to Coe College.
- Development of required curriculum that exposes the students to ways of learning in various contexts, big ideas in a myriad of disciplines, ways of being and understanding of cultures around the world, and processes to develop the skills needed by any learner.
- Creation of a bridge from Coe College to life after Coe.

These outcomes are met through the College's First-Year Experience, General Education program, Writing Emphasis courses, and the College's Practicum experiences and areas of study, described in this section of the Catalog.

7 GRADUATION REQUIREMENTS

All students who graduate from Coe College must complete at least one major and earn at least 32 course credits (cc) with grades leading to a cumulative grade point average (GPA) of 2.0 or higher. (The course is the unit of academic credit.) Courses are one credit unless otherwise indicated. Students are expected to complete 180 hours of work to earn one course credit, although class times vary from course to course. Other institutions may convert Coe credit to their system by considering one course credit to be 6 quarter hours, or 4 semester hours.) No more than a total of two course credits from courses which are less than 0.5 credit can be used to meet the 32-credit graduation requirement. No more than eight course credits earned of Advanced Placement or International Baccalaureate credit can be used to satisfy this requirement.

Students must meet one of the following requirements:

- Complete at least the final academic year of required courses registered through Coe.
- Earn a total of 16 course credits or the equivalent at Coe. The last eight course credits needed for graduation must include at least four earned at Coe. Approved off-campus study programs and internships can be used to fulfill this requirement.

A student may be simultaneously awarded two degrees (B.A., B.M., B.S.N.) after satisfactorily completing 40 course credits and the requirements for both degrees. However, a simultaneous Bachelor of Music plus a Bachelor of Arts with a music major is not permitted.

In addition, students must fulfill the requirements of the First-Year Experience, General Education, Writing Emphasis, and Practicum.

To participate in Commencement exercises, students must submit a completed Intent to Graduate form to the Office of the Registrar, preferably three terms prior to Commencement.

7.1 Second Baccalaureate Degree

A student who holds a baccalaureate degree from another institution may earn a second baccalaureate degree at Coe, if the following criteria are met:

- The first degree must be from a regionally accredited institution as recognized by the US Department of Education, or another appropriate accrediting body.
- The first degree must be completed (not in progress) before beginning the second degree at Coe.

Students accepted at Coe to pursue a second degree are granted a maximum of 24 course credits in transfer credit towards the 32 course credits required for graduation. To graduate, at least eight course credits must be earned at Coe College and all requirements for the major area of study must be met with at least 40% of the major course credits taken at Coe. Students must earn a cumulative GPA of at least 2.0 as well as meet any GPA or grade requirements in their area of study.

Second baccalaureate students are exempt from the following requirements: first-year experience, general education, writing emphasis, and practicum. They are not eligible to graduate with Latin Honors or for induction in Phi Beta Kappa or Phi Kappa Phi.

7.2 Transfer Student Information

To honor its mission and to preserve its academic integrity as a liberal arts institution, the College accepts a course in transfer if that course meets the spirit of the College's mission and is from a regionally accredited institution. This section includes information, in addition to that included in the section, Graduation Requirements (see p. 16), germane to students who are transferring to Coe College from another college or university.

Courses transferred to Coe can, as approved by the Registrar, fulfill some graduation requirements. From institutions on a semester hour system (at Coe, 1 course credit = 4 semester hours), only courses with three or more semester hours can be used to fulfill any major or general education requirements. From institutions on other than a semester hour system, only courses equivalent to at least 0.75 course credits can be used to fulfill any major or general education requirement. In some cases, in consultation with the Registrar, multiple courses within the same field may be used to fulfill one requirement.

Transfer credits earned after high-school graduation and before Coe matriculation count towards the eight term, full-time residence requirement (see p. 230). Full-time enrollment may include participation in Coe College exchange programs, ACM off-campus study programs, and other approved off-campus study programs.

All students must complete at Coe at least 40% of the total course credits required for each declared major or minor or three course credits, whichever is greater. In addition to completing at least one major area of study, transfer students must abide with the following to complete the requirements for graduation:

- First-Year Experience. Transfer students are not required to fulfill the requirements of the First-Year Experience, if they have completed at least one full-time college term since graduation from high school.
- Writing Emphasis. (See Writing Emphasis Courses, p. 21).
- General Education. Requirements include Liberal Arts selections in the four divisional areas (Natural and Mathematical Sciences, Social Sciences, Humanities, Fine Arts) and Diverse Cultural Perspectives courses. Any courses accepted in transfer for at least 0.75 course credit that fit the criteria of the Liberal Arts and/or Diverse Cultural Perspectives core groups can be applied towards the general education requirements as determined by the Registrar. Advanced Placement and International Baccalaureate courses may not be used to meet any part of the General Education requirements.
- Academic Practicum. Transfer students are required to fulfill this requirement.

8 AREAS OF STUDY

The three undergraduate degrees have areas of study associated with them. The Bachelor of Science in Nursing's area of study is nursing; the Bachelor of Music's areas of study are performance, composition, and education. The Bachelor of Arts' areas of study, commonly referred to as majors, are listed below.

Students should declare an area of study by the end of their sophomore year. All students must earn at least a 2.00 GPA in courses required to complete their areas of study, as well as meet specific requirements set forth for the area of study.

- Accounting, Managerial
 - Accounting, Public
 - African American Studies
 - Art
 - Art History
 - Asian Studies
 - Biology
 - Business Administration
 - Chemistry
 - Communication Studies
 - Computer Science
 - Creative Writing
 - Data Science
 - Economics
 - Elementary Education
 - English
 - Film Studies
 - French & Francophone Studies
 - General Science
 - History
 - Interdisciplinary
-
- French & Francophone Studies
 - Interdisciplinary Studies*
 - International Business
 - International Economics
 - International Studies
 - Kinesiology
 - Literature
 - Mathematics
 - Music
 - Philosophy
 - Physics
 - Political Science
 - Psychology

- Religion
- Social & Criminal Justice
- Sociology
- Spanish
- Spanish Studies
- Theatre Arts
- Writing (Rhetoric)

* A coherent interdisciplinary sequence of courses devised by the student, in consultation with faculty, suited to the student's individual goals and approved by the Academic Policies Committee (see p. 131). In addition to the areas of study/majors listed above, the following **COLLATERAL MAJORS** are offered, which require a student to satisfy the requirements of a major from the list above in addition to the selected collateral major.

- Biochemistry
- Molecular Biology
- Public Relations
- Environmental Science
- Neuroscience
- Environmental Studies
- Organizational Science

8.0.1 AREAS OF STUDY (MINOR) FOR B.A.

- African American Studies
- Anthropology
- Art
- Art History
- Asian Studies
- Chemistry
- Classical Studies
- Communication Studies
- Computer Science
- Creative Writing
- Data Science
- Economics
- English
- Film Studies
- French & Francophone Studies
- Gender and Sexuality Studies
- Health & Society Studies
- History
- Interdisciplinary French & Francophone Studies
- International Economics
- Mathematics

8.0.2 AREAS OF STUDY (MAJORS) FOR B.M.

- Keyboard or Instrumental Performance

- Vocal Performance
- Composition
- Instrumental Music Education
- Vocal Music Education

8.0.3 AREA OF STUDY (MAJOR) FOR B.S.N.

- Nursing

9 ACADEMIC ADVISING

The role of the academic advisor is to acquaint students with their academic options at Coe and assist them in selecting courses that reflect individual interests and abilities. Advisors also help students create a four-year education plan that allows students to make connections between disparate areas of study, and between academic, co-curricular, and non-academic areas. Students may change advisors at any time upon request to the Registrar.

First-Year Seminar instructors serve as the primary academic advisors for first-year students in their respective sections. Students thus see their advisors frequently during their first term at Coe and have the opportunity to work closely with them in developing overall programs of study and long-range goals. After the first term, students may decide to choose departmental faculty for academic advising or they may continue to be advised by their First-Year Seminar instructors. Students are free to speak at any time with professors in their major departments to answer specific questions regarding requirements and courses in those departments.

10 FIRST-YEAR EXPERIENCE

The student's First-Year Experience at Coe is a deliberate strategy to engage first-year students across multiple dimensions of college life in the first year. Components of the First-Year Experience include writing exercises, various campus events, and the First-Year Seminar (FYS).

The First-Year Seminar is required for all students who have not yet completed a full-time college term after high school graduation. During the Fall Term, a variety of First-Year Seminars—topics courses exploring issues from multiple perspectives—are offered. The seminars emphasize critical thinking, writing, speaking and research skills.

All First-Year Seminars carry the writing emphasis designation. First-Year Seminar courses cannot fulfill any distributional, cultural perspective, or major requirements. Students who drop or fail their First-Year Seminar are required to complete a replacement course designated by the Registrar the following term. The completion of this Spring Term course makes it possible for the student to fulfill the FYS graduation requirement. For students who fail the Fall Term First-Year Seminar, successful completion of the Spring Term course also allows the grade in the FYS to be changed from “F” to “NP” on the transcript.

Students who begin their college enrollment in the Spring Term must also complete a course designated as a replacement.

11 WRITING EMPHASIS COURSES

Writing Across the Curriculum: Statement of Guiding Principles

As stated in the Coe College Mission Statement, our reason to exist as an institution is to ready students intellectually, professionally, and socially to lead productive and satisfying lives in the global society of the 21st century. In accordance with this mission, our curriculum requires that students undertake “a series of intensive writing experiences, spread across four years of study.” This requirement is known as Writing Across the Curriculum, the guiding principles of which are detailed below.

As a philosophy, Writing Across the Curriculum asserts that writing is most effectively learned in context: to varied audiences, with varied purposes. In adopting this philosophy, Coe College has committed to making writing-intensive experiences available to students in all disciplines. Known as “Writing Emphasis” credits, these courses are divergent in subject matter but aligned in their commitment to giving students content-rich and context-specific writing experiences that foster a critical flexibility in transferring knowledge about effective writing to multiple, even unknown, contexts.

Therefore, students who complete the requisite number of writing emphasis courses will graduate from Coe knowing that writing is both a means and an end: a method for exploring ideas and deepening one’s knowledge as well as a tool for sharing that knowledge and expressing one’s point of view. Similarly, graduating students will know that the practice of writing is a recursive process rooted in revision, which refers both to the reconsideration of one’s ideas and to the refinement of prose, and this process unfolds over a lifetime. Understanding that students will encounter innumerable writing situations in their lives, many of which may be unfamiliar to them, they will graduate from Coe having developed the confidence and self-efficacy necessary to adapt or draw from their existing knowledge in order to navigate new contexts.

Although many courses at Coe may include writing activities, courses endorsed by Writing Across the Curriculum are those in which:

- Students are given opportunities to practice revision, whether via multiple drafts of a single project or multiple iterations of the same type of assignment;
- Students receive instructor feedback on written work to facilitate revision; and
- Writing assignments are frequent enough that they are integral to the learning throughout the course, enabling students to develop in one or more of the following learning outcomes, as appropriate to discipline and course objectives:

- How to write for specific purposes and audiences
- Including attention to the ways purposes and audiences shape form, mode, voice, method, organization, engagement with and citation of research, and/or creativity and imagination
- How to engage in critical thinking
- Particularly how to conduct analysis, how to synthesize information, how to interpret and/or use evidence and data, and how to present one’s ideas coherently and stylistically
- How to practice, assess, and develop effective habits for writing
- Specifically, how to read deeply, how to begin and later practice selection in research, how to be a skilled reader of one’s own and others’ in-process writing, how to accept and interpret feedback, and how to revise writing, all of which are parts of the process of learning how to have and develop ideas
- How to engage in writing as a method for learning and discovery
- For deepening knowledge, thinking through questions and problems, and reflecting on connections and growth
- How to name and describe one’s own knowledge for others
- For example, in the form of personal statements for application to graduate study, cover letters and resumes for entering and advancing in the workforce, or other forms of self-summary that facilitate transition from the baccalaureate environment through the broader public.

Many writing emphasis sections are offered each year, and, in addition, the College’s rhetoric department offers several interdisciplinary writing courses designed to guide students learning to write effectively at the college level.

(See course descriptions starting on p. 70). General Education or major courses that are also designated as writing emphasis courses may be used to satisfy both requirements.

In this catalog, writing emphasis courses are designated by a (WE) after the course title, e.g. “RHE-200 Rhetorical Theory & Practice (WE).” In other contexts, the course code may end with a “W” (e.g. RHE-200-W). All sections of such a course, regardless of instructor, will carry writing emphasis credit.

Fulfilling the Writing Emphasis Requirement:

Only designated WE courses in which a student earns a grade of “C” (2.0) or better count toward fulfillment of this requirement.

Only designated courses taken at Coe College count toward fulfillment of this requirement.

Undergraduate degree-seeking* students - who start at Coe College or who transfer fewer than 8 course credits earned after graduation from high school must complete at least 5 writing emphasis courses. Of these 5, one will usually be the FYS. Of the remaining 4, it is recommended (but not required) that at least 1 be taken outside the student’s intended major(s). - who transfer at least 8 but fewer than 16 course credits to Coe, earned after graduation from high school, must complete at least 3 writing emphasis courses. - who transfer 16 or more course credits to Coe, earned after graduation from high school, must complete at least 2 writing emphasis credits. For all students, regardless of transfer credit, it is recommended (but not required) that at least one writing emphasis course be taken in the upper division within the student’s intended major(s). “Upper division” courses are defined in this case as those numbered 300 and above; upper division writing emphasis courses could include both scheduled classroom courses and arranged writing-based capstone projects (such as a thesis). See Departmental Writing Plans for more information on writing in the major(s). *Students seeking a second undergraduate degree from Coe should see Second Baccalaureate Degree p. 16.

11.0.0.1 COURSE NUMBERING

- Courses numbered 100–199 are introductory to the subject.
- Courses numbered 200–299 assume a capacity for the independent acquisition of material and generally build on the methods and subject matter of 100-level courses.
- Courses numbered 300–399 are typically oriented toward a major or minor. They require a strong foundation of knowledge specific to the discipline.
- Courses numbered 400–499 are courses in the major or minor that are designed to challenge students to integrate discipline-specific knowledge in advanced ways. These courses typically contain advanced disciplinary coursework, capstone projects, and/or independent research.

12 GENERAL EDUCATION COURSES

Completion of the General Education Program, described here, is required for all students earning B.A. or B.S.N. degree at Coe College, but not required of students earning a B.M. degree. An appropriate transferred course, determined by the Office of the Registrar, with a grade of “C” (2.0) or better may be accepted to meet an individual requirement.

Advanced Placement and International Baccalaureate courses may not be used to meet any part of this requirement. No more than two courses with the same prefix may be used to fulfill the General Education Core Requirements.

A) Liberal Arts Core

1. A total of at least one course credit in the **Fine Arts Core** (courses with a prefix of ARH, ART, FLM, MU, MUA, THE)
2. A total of at least two course credits in the **Humanities Core** (courses with a prefix of AAM, AMS, CLA, COM, CRW, ENG, FRE, GER, GRK, HIS, HUM, LTN, JPN, PHL, REL, RHE, or SPA)
3. A total of at least two course credits in the **Natural Sciences and Mathematics Core** (courses with a prefix of BIO, CHM, CS, DS, MTH, PHY, STA, one of which must be a lab science with a prefix of BIO, CHM, or PHY)
4. A total of at least two course credits in the **Social Sciences Core** (courses with a prefix of ANT, ECO, POL, PSY, or SOC)

B) Diverse Cultural Perspectives (DCP) Core

A liberally educated person should have some knowledge of other cultures and some tools to aid in seeing one’s own culture from other perspectives.

The Diverse Cultural Perspectives courses (Non-Western Perspectives (course number ends in 6), United States Pluralism (course number ends in 7), Diverse Western Perspectives (course number ends in 8) help students to understand their own cultural identities and to develop appreciation for the range of different cultures to be found in the world, in the nation, and on campus. These courses explore other cultures in their own terms and as they interact with American culture. As a group, they encourage reflection on different ways in which cultural identities are formed, expressed and contested. Students are encouraged to combine these courses with the study of a world language and with study abroad.

Completion of one of the following options (see p. 24–28 for descriptions and approved courses):

- Non-World Language Option (all of the following):
 - Any DCP course (course number that ends in 6, 7, 8)
 - Non-Western Perspectives (course number that ends in 6) (A semester-long study abroad experience can fulfill the Non-Western Perspective and DCP requirement.)
 - United States Pluralism (course number that ends in 7) (A semester-long U.S. off-campus study experience can fulfill the U.S. Pluralism and DCP requirement.)
- Elementary World Language Option (all of the following):
 - Any DCP course (course number that ends in 6, 7, 8)
 - Two elementary world language courses in the same language not previously studied (may also fulfill one of the Humanities Core courses)

- Intermediate World Language Option (all of the following):
 - Any DCP course (course number that ends in 6, 7, or 8)
 - One intermediate (-215) or above World Language course (*may also fulfill one of the Humanities Core course requirements*)

12.1 Diverse Cultural Perspectives: Non-Western Perspectives

The Non-Western Perspectives (NWP) group includes courses in which a preponderance of the content analyzes human experience from the perspectives of diverse peoples outside of Western culture. Such cultures often are characterized by values and beliefs different from those of the United States and Western Europe.

- ?var:c.ant116.long
- ?var:c.ant286.long
- ?var:c.arh106.long
- ?var:c.arh296.long
- ?var:c.asc106.long
- ?var:c.asc176.long
- ?var:c.asc186.long
- ?var:c.asc196.long
- ?var:c.asc216.long
- ?var:c.bus446.long
- ?var:c.bus466.long
- ?var:c.bus476.long
- ?var:c.com236.long
- ?var:c.eco336.long
- ?var:c.eco436.long
- ?var:c.eco446.long
- ?var:c.eng146.long
- ?var:c.eng206.long
- ?var:c.fre146.long
- ?var:c.fre446.long
- ?var:c.fsa146.long
- ?var:c.gs136.long
- ?var:c.his136.long
- ?var:c.his216.long
- ?var:c.his246.long
- ?var:c.his256.long

- ?var:c.his276.long
- ?var:c.his286.long
- ?var:c.his306.long
- ?var:c.his316.long
- ?var:c.his466.long
- ?var:c.is116.long
- ?var:c.is126.long
- ?var:c.is136.long
- ?var:c.jpn106.long
- ?var:c.mu166.long
- ?var:c.phl206.long
- ?var:c.pol266.long
- ?var:c.pol276.long
- ?var:c.pol286.long
- ?var:c.pol296.long
- ?var:c.pol386.long
- ?var:c.rel106.long
- ?var:c.rel116.long
- ?var:c.rel136.long
- ?var:c.rel196.long
- ?var:c.rel206.long
- ?var:c.rel226.long
- ?var:c.rel236.long
- ?var:c.rel296.long
- ?var:c.rel306.long
- ?var:c.rel336.long
- ?var:c.rel386.long
- ?var:c.rhe146.long
- ?var:c.soc226.long
- ?var:c.soc236.long
- ?var:c.spa336.long
- ?var:c.spa446.long
- ?var:c.spa486.long
- ?var:c.the486.long

- ?var:c.wsh286.long

12.2 Diverse Cultural Perspectives: United States Pluralism

The United States Pluralism (USP) group includes courses in which a preponderance of the content addresses one or more of the groups within the United States whose values, beliefs, and experiences differ from or oppose those of the majority culture. These courses increase students' knowledge of the history of such groups; of the ways members of these groups have experienced democracy and culture in America differently because of factors like social class, race, gender, and religion; and of reform movements like feminism and civil rights, through which such groups have attempted to achieve social and economic equality.

- ?var:c.aam107.long
- ?var:c.aam137.long
- ?var:c.aam217.long
- ?var:c.aam227.long
- ?var:c.aam287.long
- ?var:c.aam367.long
- ?var:c.aam387.long
- ?var:c.aam447.long
- ?var:c.aam457.long
- ?var:c.aam467.long
- ?var:c.arh107.long
- ?var:c.arh297.long
- ?var:c.arh307.long
- ?var:c.bus387.long
- ?var:c.bus437.long
- ?var:c.bus457.long
- ?var:c.bus467.long
- ?var:c.com157.long
- ?var:c.com237.long
- ?var:c.com337.long
- ?var:c.com357.long
- ?var:c.com437.long
- ?var:c.com447.long
- ?var:c.com457.long
- ?var:c.com467.long
- ?var:c.eco237.long

- ?var:c.eco247.long
- ?var:c.eco447.long
- ?var:c.eco457.long
- ?var:c.edu117.long
- ?var:c.edu187.long
- ?var:c.edu237.long
- ?var:c.edu247.long
- ?var:c.eng107.long
- ?var:c.eng117.long
- ?var:c.eng127.long
- ?var:c.eng137.long
- ?var:c.eng157.long
- ?var:c.eng207.long
- ?var:c.eng327.long
- ?var:c.eng337.long
- ?var:c.eng347.long
- ?var:c.eng357.long
- ?var:c.eng367.long
- ?var:c.eng467.long
- ?var:c.evs137.long
- ?var:c.gs107.long
- ?var:c.gs127.long
- ?var:c.gs247.long
- ?var:c.gs327.long
- ?var:c.gs387.long
- ?var:c.his217.long
- ?var:c.his227.long
- ?var:c.his257.long
- ?var:c.his297.long
- ?var:c.his317.long
- ?var:c.his347.long
- ?var:c.his387.long
- ?var:c.kin347.long
- ?var:c.mu157.long

- [?var:c.nur137.long](#)
- [?var:c.nur297.long](#)
- [?var:c.nur387.long](#)
- [?var:c.phl277.long](#)
- [?var:c.pol207.long](#)
- [?var:c.pol277.long](#)
- [?var:c.psy137.long](#)
- [?var:c.rel217.long](#)
- [?var:c.rhe137.long](#)
- [?var:c.rhe257.long](#)
- [?var:c.rhe377.long](#)
- [?var:c.soc107.long](#)
- [?var:c.soc207.long](#)
- [?var:c.soc217.long](#)
- [?var:c.soc237.long](#)
- [?var:c.soc247.long](#)
- [?var:c.soc417.long](#)
- [?var:c.spa457.long](#)

12.3 Diverse Cultural Perspectives: Diverse Western Perspectives

The Diverse Western Perspectives (DWP) group includes courses in which a preponderance of the content addresses one or more subgroups of the Western world outside of the United States and the ways in which they experience Western culture. These courses increase students' knowledge of the history of particular groups and the ways they have interacted with Western values. They typically address issues of difference and conflict between and within Western cultures by examining the influence of factors such as class, race, gender, and religion.

- [?var:c.ant288.long](#)
- [?var:c.ant488.long](#)
- [?var:c.arh128.long](#)
- [?var:c.arh218.long](#)
- [?var:c.arh248.long](#)
- [?var:c.arh268.long](#)
- [?var:c.arh298.long](#)
- [?var:c.cla108.long](#)
- [?var:c.eng108.long](#)
- [?var:c.eng208.long](#)

- ?var:c.eng378.long
- ?var:c.eng388.long
- ?var:c.fre148.long
- ?var:c.fre158.long
- ?var:c.his208.long
- ?var:c.his218.long
- ?var:c.his238.long
- ?var:c.his248.long
- ?var:c.his268.long
- ?var:c.his288.long
- ?var:c.his308.long
- ?var:c.his318.long
- ?var:c.his328.long
- ?var:c.mu458
- ?var:c.nur268.long
- ?var:c.phl128.long
- ?var:c.phl138.long
- ?var:c.pol108.long
- ?var:c.pol248.long
- ?var:c.pol258.long
- ?var:c.pol298.long
- ?var:c.pol398.long
- ?var:c.psy208.long
- ?var:c.rel108.long
- ?var:c.rel128.long
- ?var:c.rel138.long
- ?var:c.rel148.long
- ?var:c.rel178.long
- ?var:c.rel278.long
- ?var:c.rel338.long
- ?var:c.soc238.long
- ?var:c.soc328.long
- ?var:c.soc338.long
- ?var:c.spa148.long

- [?var:c.spa258.long](#)
- [?var:c.spa338.long](#)
- [?var:c.spa418.long](#)
- [?var:c.spa428.long](#)
- [?var:c.spa458.long](#)
- [?var:c.the118.long](#)
- [?var:c.the228.long](#)
- [?var:c.the238.long](#)
- [?var:c.the288.long](#)
- [?var:c.the488.long](#)

12.4 Independent Studies

The one-credit independent study or directed readings students are expected to complete a minimum of 140 hours of academic work, including meeting with faculty members and independent work between meetings.

12.5 Internships

The internship is a work or volunteer experience in the context of an independent academic investigation of site-related issues and personal aptitudes, values, and goals. The one-credit internship includes a minimum of 140 hours of on-site or remote experience and the required documentation and/or academic journal or paper as determined by the faculty member. The details of the academic component are determined by prior arrangement with the faculty internship advisor.

Ordinarily internships are completed during the academic year as one of the 32 credits for graduation, or over the summer for a credit-bearing or non-credit bearing-practicum fulfillment activity. In unusual circumstances where an internship presents an opportunity to extend the educational component of the experience significantly, an internship may earn two credits. Application for non-departmental, two-credit internships requires consultation with the Internship Faculty Advisor and approval of the Committee on Petitions; departmental two-credit internships, when permitted, are overseen by the department.

A combined maximum of 2.0 course credits may be counted toward the 32 credits required for graduation through Internships or Community-Based Project (see p. 70). Many internships are completed in the Cedar Rapids area; however, it is permissible to complete an internship outside of the area during the summer, or done remotely if authorized by the Internship Faculty Advisor.

Students interested in internships should consult with their Career Specialist in C3: Creativity, Careers, Community, as well as with the appropriate academic department who will be overseeing the internship experience.

Each internship must include the consent of an Internship Faculty Advisor and completion of the internship request form housed on the College's online platform for internships.

Courses with an INT prefix and those on this list count as internship credit:

- [?var:c.aam494.long](#)
- [?var:c.ant494.long](#)
- [?var:c.arh494.long](#)

- ?var:c.arh494.long
- ?var:c.art494.long
- ?var:c.at494.long
- ?var:c.bio494.long
- ?var:c.bus494.long
- ?var:c.chm494.long
- ?var:c.com494.long
- ?var:c.crw494.long
- ?var:c.cs494.long
- ?var:c.ds494.long
- ?var:c.edu494.long
- ?var:c.eng494.long
- ?var:c.flm494.long
- ?var:c.fre494.long
- ?var:c.his494.long
- ?var:c.hss494.long
- ?var:c.int115.long
- ?var:c.int494.long
- ?var:c.int499.long
- ?var:c.kin494.long
- ?var:c.mth494.long
- ?var:c.nur494.long
- ?var:c.nyt394.long
- ?var:c.phl494.long
- ?var:c.phy494.long
- ?var:c.pol494.long
- ?var:c.pr494.long
- ?var:c.psy494.long
- ?var:c.rel494.long
- ?var:c.rhe494.long
- ?var:c.soc494.long
- ?var:c.smt494.long
- ?var:c.spa494.long
- ?var:c.the494.long

- ?var:c.wsh494.long

Students completing internships that are not department specific should register for one of the INT-494 or INT-499 courses on p. 70 (see the *Coe Student Accounts Handbook* for fee).

12.6 Practicum

A practicum experience is required of all students for all undergraduate degrees, except those earning second degrees.

Typically completed in the student's junior or senior year, all practica are experiences that integrate academic components with career or other life goals and are significant educational exercises outside the classroom. A practicum experience can consist of an internship, off-campus study, community-based project, honors project, or some other kind of independent activity.

Depending upon the type selected, some practica are graded A–F, while others are P/NP. Some practica are credit bearing, while others are not. In some instances, the practicum must be approved by the student's major department.

1. Full-Term (16-week) Off-Campus Study
2. Wilderness Field Station Summer Courses
3. Crimson Fellows Thesis or Crimson Fellows Project, etc. as stated
4. Independent Project (in list of courses that follows starred courses * require department approval for practicum credit):
5. †Internship (see a complete listing of internships on p. 29)
6. †Community-Based Project (see course description on p. 70)

†A maximum of two course credits earned through any combination of Internships and Community-Based Projects may be included in the 32 course credits required for graduation.

- ?var:c.aam444.long
- ?var:c.ant205.long
- ?var:c.ant444.long
- ?var:c.ant474.long
- ?var:c.arh444.long
- ?var:c.arh474.long
- ?var:c.art394.long
- ?var:c.art444.long
- ?var:c.art474.long
- ?var:c.at40.long (*successful completion of sequence of AT-20/-30 and -40 required to receive full credit*)
- ?var:c.bio115.long
- ?var:c.bio444.long
- ?var:c.bio454.long
- ?var:c.bio462.long
- ?var:c.bus444.long

- ?var:c.bus454.long
- ?var:c.chm444.long
- ?var:c.chm454.long
- ?var:c.com394.long
- ?var:c.com444.long
- ?var:c.crw112.long
- ?var:c.crw394.long
- ?var:c.crw492.long
- ?var:c.cs444.long
- ?var:c.cs454.long
- ?var:c.ds444.long
- ?var:c.ds454.long
- ?var:c.eco444.long
- ?var:c.eco454.long
- ?var:c.edu215.long
- ?var:c.edu481.long
- ?var:c.edu482.long
- ?var:c.edu483.long
- ?var:c.edu485.long
- ?var:c.edu489.long
- ?var:c.edu490.long
- ?var:c.edu491.long
- ?var:c.edu492.long
- ?var:c.edu444.long
- ?var:c.eng394.long
- ?var:c.eng454.long
- ?var:c.flm442.long
- ?var:c.flm464.long (0.5 cc) and ?var:c.flm474.long (0.5 cc)
- ?var:c.fre394.long
- ?var:c.fre444.long
- ?var:c.his444.long
- ?var:c.kin444.long
- ?var:c.mth444.long
- ?var:c.mth454.long

- ?var:c.mu421.long
- ?var:c.mu422.long
- ?var:c.mu444.long
- ?var:c.mua490.long
- ?var:c.nur444.long
- ?var:c.nur455.long
- ?var:c.phl394.long
- ?var:c.phl444.long
- ?var:c.phl490.long (0.0 cc)
- ?var:c.phy255.long
- ?var:c.phy355.long
- ?var:c.phy444.long
- ?var:c.pol444.long
- ?var:c.psy354.long
- ?var:c.psy444.long
- ?var:c.psy455.long
- ?var:c.rel394.long
- ?var:c.rel444.long
- ?var:c.rhe394.long
- ?var:c.rhe444.long
- ?var:c.rhe490.long
- ?var:c.scj444.long
- ?var:c.soc365.long
- ?var:c.soc444.long
- ?var:c.spa394.long
- ?var:c.spa444.long
- ?var:c.the442.long
- ?var:c.the444.long
- ?var:c.the452.long
- ?var:c.the462.long

13 SPECIAL PROGRAMS AND OPPORTUNITIES

13.1 Clinical Laboratory Sciences/Medical Technology

In cooperation with the St. Luke's Methodist Medical Laboratories in Cedar Rapids, or upon arrangement with other accredited laboratories and the approval of the College, Coe offers a four-year course leading to a Bachelor of Arts degree and registration as a Clinical Laboratory Scientist/Medical Technologist.

The first three years are spent in residence at Coe, where candidates must complete all of the requirements for the B.A. degree, including general education requirements and an approved major. The minimum requirements of the Clinical Laboratory Sciences/Medical Technology program in biology and chemistry are five course credits in each field and at least one course in mathematics. The fourth year is a full calendar year spent at St. Luke's or another accredited medical laboratory approved by Coe.

The St. Luke's Hospital Medical Laboratory is approved as a school of clinical laboratory sciences/medical technology by the Committee on Allied Health Education and Accreditation of the American Medical Association. Candidates completing the course are eligible to take the certification examinations of the American Society of Clinical Pathologists and the National Certification Agency and, if approved, may practice anywhere in the United States.

13.2 Crimson Fellows Program

Steffens, Westberg (Program Directors).

To graduate as a Crimson Fellow, a student must earn at least a 3.3 cumulative grade point average for all courses taken at Coe College and complete all of the following:

1. `?var:c.cfp104.long` (0.2 cc)
2. `?var:c.CFP205.long`
3. `?var:c.CFP301.long` (0.5 cc)
4. `?var:c.CFP302.long` (0.5 cc)
5. `?var:c.CFP401.long` (0.5 cc)

Applications to the Crimson Fellows Program are accepted and reviewed on a rolling basis.

Completed applications are assessed on ACT/SAT score, the high school transcript, teacher recommendations, and the student essay. Although there are no minimum thresholds, the historical average ACT score has been over 27 with an average high school GPA above 3.70. Emphasis will be placed on the student essay.

- `?var:c.cfp104.long`
 - `?var:c.cfp104.desc`
- `?var:c.cfp145.long`
 - `?var:c.cfp145.desc`

- ?var:c.cfp155.long
 - ?var:c.cfp155.desc
- ?var:c.cfp175.long
 - ?var:c.cfp175.desc
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13.2.1 Crimson Fellows Projects & Graduating with Distinction

To graduate with Distinction, at the time of graduation a student must have: 1. earned at least a 3.2 cumulative grade point average for all courses taken at Coe College, 2. earned at least a 3.5 GPA (or higher if set higher in the program in which you are pursuing distinction) in the courses taken toward the major or minor in which distinction is sought, 3. earned at least 14 course credits of graded courses at Coe College, 4. satisfactorily completed a Crimson Fellows project in a major or minor, 5. completed the “Graduating with Distinction Form” found on My.Coe and submitted it to the Office of the Registrar no later than March 15 of the Spring Term before graduation, 6. submitted a thesis or project artifact, approved by the majority of the student’s Crimson Fellows Program examining committee, to the Director of Library Services no later than Reading Day of Spring Term.

13.2.2 Latin Honors

Cum laude is awarded to all graduating seniors with a cumulative GPA of 3.60 or higher. Magna cum laude is awarded to graduating seniors with a cumulative GPA of 3.80 or higher who have completed an honors project. Summa cum laude is awarded to graduating seniors with a cumulative GPA of 3.98 or higher who have completed an honors project.

13.2.3 Dean’s List

Special recognition is given to students who show exceptional academic performance during Fall and Spring Terms. The designation “Dean’s List” is awarded a student if, at the end of a given grade reporting period, the student: 1) was enrolled as a full-time, degree-seeking student; 2) earned at least a 3.5 GPA for the grading period, having no incomplete marks, no repeat courses, and at least three letter graded courses; and 3) ranked in the top ten percent of the student body for that grading period.

13.3 Cross-Registration with Mount Mercy University

This agreement:

1. Covers only courses that are not offered at Coe College in the same term unless a time conflict exists that cannot be resolved.
2. Is permitted on a space-available basis two weeks after the regular registration at Mount Mercy.
3. Holds students subject to administrative rules of the host institution for the courses taken.
4. Requires the student to register at both institutions.
5. Requires that a student be full-time and degree seeking in the term of the request and for at least one previous term at Coe College.

Coe students wishing to enroll at Mount Mercy University may not be on academic probation (see p. 61) and may not have been dismissed from Coe College. Prior to registering, students must submit a cross-registration request form to the Registrar, who grants approval to students wishing to register at Mount Mercy University. If the course is to be counted toward a major or minor, the approval of the appropriate Coe department chair is also required. Declarations of Pass/Not Pass options are made at Coe according to Coe policies. Both course credit and the letter grade given at Mount Mercy are recorded in the student's permanent record, as well as the fact that the course was taught at Mount Mercy. Under the agreement no additional fees are charged for cross registration, although the sum of the credits registered at both institutions are used to determine full-time status and/or the need to petition to take 5.0 course credits or more.

A cross-registered student missing a class at a cooperating college because of calendar differences shall not be penalized for missing the class. The student, however, is responsible for making up any work missed in the class. Before registering for a course at Mount Mercy under this agreement, a student must complete the Mount Mercy–Coe College Cross Registration Form to be processed to ensure that all stipulations of the agreement are met.

13.4 English As A Second Language Program

Drexler (Director), Welsh.

English as a Second Language (ESL) programs at Coe College are designed to help study abroad and undergraduate international students assimilate into the College and local community through English language instruction.

Coe College offers the following programs:

- Intensive English Language program (IELP). IELP accepts students whose TOEFL ITP score falls lower than 500. IELP students enroll in 18 hours of English language courses per week for one or two terms. Students who successfully complete IELP may matriculate to the College.
- English Academic Bridge (ELAB) program. ELAB accepts students whose TOEFL ITP score falls between 500 and 520, the Admission requirement. ELAB students are admitted as undergraduates with the following course requirements for their first term at the College: one ESL course, one Coe-credit course designed for English language learners, First-Year Seminar, and their choice of another Coe-credit course.
- Short Intensive English Language program (SIELP). SIELP accepts study abroad students for seven weeks during the Spring Term. SIELP students enroll in 18 hours of English language course per week and live on campus.
- Summer Academic Orientation program (SAOP). SAOP accepts students who intend to study abroad or become undergraduates in colleges and universities in the United States or Canada. SAOP students enroll in 20 hours of ESL courses per week for the first week of August.

In addition to these programs, Coe international students who are not enrolled in an ESL program may register for ESL courses and work with ESL faculty on a one-on-one basis to support their language needs.

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13.5 Pre-Professional Programs

13.5.1 Pre-Law

J. Christensen (Program Director).

The cooperative 3+3 program allows qualified undergraduates from Coe College to earn both a bachelor's degree and a law degree in six years through partnership with the University of Iowa College of Law.

If eligible, students admitted under the 3+3 program will receive three years of financial aid and pay Coe College tuition for the first three years. Qualified undergraduates from Coe must have satisfied all graduation requirements with the exception of the 32-course credit requirement by the conclusion of their junior year for admission into the College of Law. Students are not eligible for campus housing or extracurricular activities at Coe during their fourth year. During the fourth year of the program, which is the first year of law school, students will pay tuition only to Iowa Law and apply for financial aid through the University of Iowa. Credits earned during the first year of law school at Iowa, which would have been their senior year at Coe, will also apply to their undergraduate degree to complete the final credit requirements at Coe. At the end of their fourth year of study, students in the program will receive their bachelor's degree from Coe College, while also having a year of law school completed at the University of Iowa College of Law.

There is no prescribed curriculum for students intending to enter law school after graduation. Law schools report that their most successful students are those who have acquired a broad academic background in the liberal arts, developed a capacity for logical analysis, and mastered the ability to write clearly.

Study in one or several of a variety of disciplines will prepare students to undertake legal training. Students interested in law should consult their department advisor and the pre-law program director.

13.5.2 Health Professions

Storer (Program Director).

Coe's program for those interested in the health professions, such as medicine and dentistry, is a flexible one based on the requirements of the health professions' schools. Students interested in a health profession usually major in one of the sciences, but all majors offered by the College are acceptable.

13.5.3 Professional School Degree Completion Plan

Students who complete three years of course work at Coe (24 course credits), including general education and area of study requirements, and who enter a college of architecture, engineering, or a physical therapy program, can receive a baccalaureate degree from Coe. Required for satisfactory completion of this program are (1) approval of the program by the Provost and Dean of the Faculty before transferring to the professional institution and (2) one year of full-time acceptable study there.

13.5.4 Cooperative Degree Program With The University Of Iowa's College Of Public Health

This combined undergraduate and graduate 5-year program allows students to earn a Bachelor of Arts degree from Coe College and a Master of Public Health (MPH) degree from the University of Iowa. This program is available to students electing any undergraduate major offered by Coe. The first four years in the program are spent in residence at Coe College. Interested students take one University of Iowa undergraduate course in the spring of their second year (*Fundamentals of Public Health*). In their third year, students take the GRE and apply to the Master's program in Public Health. If accepted, the student completes up to four graduate-level MPH courses during the fourth year at Coe College (*Introduction to Biostatistics, Introduction to Health Promotion and Disease Prevention, Global Environmental Health, and/or Epidemiology*). UI Public Health courses are accepted in transfer to Coe College as elective credit.

14 OFF-CAMPUS STUDY

The College endorses a wide variety of off-campus experiences for students. Coe strongly believes that students can benefit from study in Washington, New York, and the Wilderness Field Station, as well as in programs around the world.

Numerous domestic and international study programs are available to Coe students. The four programs sponsored by Coe College are Asia Term, New York Term, Washington Term and Wilderness Field Station courses. In addition, programs are offered by the Associated Colleges of the Midwest (ACM) and others, including several exchange programs, by colleges, universities, and educational agencies in America and abroad. Students who wish to study off-campus on Coe's sponsored programs must apply to the individual program's director. Student proposals to study on exchange programs must be submitted to the Director of Off-Campus Studies at least six weeks before the end of the term just prior to the off-campus experience. Student proposals to study on all other off-campus programs must be submitted to the Director of Off-Campus Studies by the last day of classes of Fall Term of the academic year prior to the program.

Credits earned on off-campus programs are applied toward graduation on the same basis as credits earned on campus. Any academic credit earned from programs not sponsored by Coe may be transferred back to the College in accordance with the College's general policy on transfer credit. Application is open to sophomores, juniors, and seniors who have a minimum 2.25 GPA at both the time of application and of enrollment for the off-campus study.

NOTE: *International students may not receive Coe College financial aid for off-campus study outside the U.S.*

14.1 Domestic Programs

14.1.1 New York Term

Carson (Program Director)

The New York Term is open to all students who meet the basic requirements for off-campus study. Offered in odd-numbered years in the Spring Term, this program provides abundant opportunity for experiences in the performing and visual arts, as well as internship opportunities for students from any major.

The central course, Fine Arts in New York City (NYT-250), which includes attendance at concerts, theatre, and dance productions as well as tours to art exhibits and film screenings, consists of five 0.4 credit courses: art, music, theatre, dance, and film. A faculty member for each area grades the respective course. An internship (or other project approved in advance by the College) completes the program.

There is an extra fee for New York Term. All Coe financial aid applies, and students are eligible to apply for additional financial aid based on the additional costs of the term. (See p. 72 for descriptions and course offerings.)

14.1.2 Washington Term

B. Nesmith (Program Director).

The Washington Term is open to all students who meet the basic requirements for off-campus study. Students accepted for Washington Term spend Fall or Spring Term in the nation's capital. Washington provides an unusual opportunity to study national politics and government and to enjoy a variety of cultural activities in the fine arts. (See p. 75 for descriptions and course offerings.)

14.1.3 Wilderness Field Station

Ellis (Program Director).

The Coe College Wilderness Field Station, located on remote Low Lake in Minnesota's Superior National Forest, offers students a unique and unparalleled opportunity for off-campus study. Courses take advantage of the serene surroundings for field observation, wilderness study, and outdoor learning. Biology courses are at the heart of the field station and often include aquatic biology, animal behavior, ornithology, and behavioral ecology of vertebrates. Students use the base camp's laboratories, herbarium, and library to supplement their field work. Non-science electives, such as nature writing and wilderness and the law, are also offered. There is an independent study option as well. Participants take one course during a four-week session.

The program runs from mid-June to mid-July, mid-July to mid-August, or both. Each course is limited to eight students. Each course offered at the field station is one course credit. Particular courses satisfy lab science and other general education requirements and can be used as major elective credits. Any course taken at the field station satisfies the College's practicum requirement. The regular application deadline is March 1; the final deadline is April 15, with rolling applications after that date. For more information and application materials, visit The Field Station Webpage: www.coe.edu/academics/coe-difference-centers-and-programs/off-campus-study/wilderness-field-station.

14.2 ACM & International Programs

Coe offers opportunities to study in locations around the world. Some programs are for students wishing to broaden their liberal arts perspectives, while others allow intensive research and study in a specific academic area. Although some programs provide grades in the courses, all grades transfer back to Coe as P/NP. For detailed information and applications, students should contact directors for each program or visit http://www.acm.edu/off_campus_study/index.html.

14.2.1 OCC-350 — Japan Study

Nordmann (Program Director).

Students study at Waseda University's School of International Liberal Studies in Tokyo after a brief orientation providing intensive language practice and cultural discussions. In addition to required language study, electives may be chosen from a wide range of Asian studies courses taught in English. A family living experience in Tokyo provides an informal education in Japanese culture and is in many ways the dominant feature of the program, offering total immersion in the Japanese way of life. The program is recommended for a full year of study, although students usually cannot receive Coe gift aid for more than one term. The full-year program includes a month-long cultural practicum or internship in another region of Japan, usually in February or March. Administered by Earlham College, Japan Study is recognized by both ACM and GLCA. Learn more at <http://www.acm.edu/programs/8/japan/index.html>.

14.2.2 OCC-360 — Newberry Seminar: Research in the Humanities

Swenson Arnold (Program Director).

Students in the Newberry Seminar do advanced independent research in one of the world's great research libraries. They join ACM and GLCA faculty members in close reading and discussion centered on a common theme, and then write a major paper on a topic of their choice, using the Newberry Library's rich collections of primary documents. The Fall Seminar runs for a full term; the Spring Seminars are month-long. Students live in Chicago apartments and take advantage of the city's rich resources. The Newberry Seminar is for students looking for an academic challenge, a chance to do independent work, and possibly planning to attend graduate school. Administered by ACM, the Newberry Seminar is also recognized by GLCA. Learn more at <http://www.acm.edu/programs/14/newberry/index.html>.

14.2.3 OCC-325 — Field Museum Semester: Research in Natural History

Hughes (Program Director).

An intensive research-and class-based experience for upper-level students interested in natural history research with a background in evolutionary biology, anthropology, or related discipline. The program provides the opportunity for students to explore scientific research and the Field Museum collections through a substantive internship, a course taught by the visiting Faculty Director, and a seminar led by Field Museum professional staff. See ACM website for more information.

14.2.4 OCC-365 — Oak Ridge Science Semester

St. Clair (Program Director).

The Oak Ridge Science Semester is designed to enable qualified undergraduates to study and conduct research in a prestigious and challenging scientific environment. As members of a research team working at the frontiers of knowledge, participants engage in long-range investigations using the facilities of the Oak Ridge National Laboratory (ORNL) near Knoxville, Tennessee. The majority of a student's time is spent in research with an advisor specializing in biology, engineering, mathematics, or the physical or social sciences. Students also participate in an interdisciplinary seminar designed to broaden their exposure to developments in their major field and related disciplines. In addition, each student chooses an elective from a variety of advanced courses. The academic program is enriched in informal ways by guest speakers, departmental colloquia, and the special interests and expertise of the ORNL staff. Administered by Denison University, Oak Ridge Science Semester is recognized by both ACM and GLCA. Learn more at <http://www.acm.edu/programs/15/oakridge/index.html>.

14.3 Asia Term

Nordmann (Program Director).

The Asia Term is open to all students who meet the basic requirements for off-campus study. Usually offered in the Spring Term, this program provides students an opportunity to experience a variety of Asian cultures in such countries as Thailand, Vietnam, and Cambodia. At each site, students study language, read works in English about the culture, engage in service learning, and work with students at the host universities to gain a functional understanding of how each culture works. Students are accompanied to Asia by Coe faculty members.

Students take four credits of course work, typically one credit of Asian Tonal Languages, one credit of Asian studies, and two credits of independent study. In some iterations of the program, students take an elective course

in art, English, history, sociology, education, or another discipline, depending on the field of the instructor leading the program, and one credit of independent study. (See p. 70 for descriptions and course offerings.)

14.4 Exchange programs

Coe College sponsors a number of programs with cooperating foreign universities, offering Coe sophomores, juniors and seniors each year the opportunity to study in a foreign setting. Coe College accepts in return junior-level students from the foreign institution. Applications of the recommended students are sent to the host institution, with the host reserving the right to admit or reject each student nominated.

Any student who applies for one of these programs must have completed at least one year of continuous study at their home institution. Students may apply to any appropriate academic program offered at the host institution as full-time, non-degree seeking, or unclassified students. Any academic credit earned at the host institution is transferred back to the home institution in accordance with the rules of that institution. The length of stay may not exceed one academic year. Upon completion of the time period specified at the host institution, the participating students must return to their home institution. Any extension of stay must be approved by both cooperating institutions. The exchange student must abide by all rules and regulations of the host institution.

An exchange student must register and pay tuition and required fees at his or her home institution. In return, the student receives a tuition waiver at the host institution. The host institution helps arrange the necessary visa documents and also provides appropriate advising and other assistance to the incoming students from Coe College. Please see individual program descriptions for information regarding housing costs. The host institution assists in finding housing on the foreign university campus; Coe College assists in finding residence housing for students from the foreign university. At the end of the school year, the host institution submits to the home institution and official transcripts of grades and credits earned. Grades from exchange programs transfer to Coe as P/NP.

Beyond tuition and fees, the participating student is responsible for the following expenses: meal expenses; transportation to and from the host institution; medical insurance and/or medical expenses; textbooks, clothing, and personal expenses; passport and visa costs; and all other debts incurred during the course of the year.

14.4.1 OCC-205 — Coe/Kongju National University (South Korea)

Nordmann (Program Director).

Course offerings in Business, Economics, and Asian studies. Students pay the cost of living at the destination. Credits earned from the Kongju exchange program are evaluated on a P/NP basis.

14.4.2 OCC-210 — Coe/Chiang Mai University (Thailand)

Chaimov (Program Director).

Coe students usually pursue an independent research project based on prior study in Thailand, as CMU offers no courses in English. Students pay cost of living at destination.

Credits earned from the Chiang Mai exchange program are evaluated on a P/NP basis.

14.4.3 OCC-213 — Coe/Rangsit University (Thailand)

Chaimov (Program Director).

Rangsit University. Coe students are responsible for securing their own accommodations. Rangsit University offers English language bachelor's degree programs in communications, international business, and international political economy. Students pay cost of living at destination.

Credits earned from the Rangsit University exchange program are evaluated on a P/NP basis.

14.4.4 OCC-215 — Coe/Mid Sweden University (Sweden)

Carstens (Program Director).

Courses in English are available in such areas as business, social sciences, and environmental studies. Students pay cost of living at the destination. Credits earned from the Mid Sweden exchange program are evaluated on a P/NP basis.

14.4.5 OCC-220 — Coe/Nagoya-Gakuin University (Japan)

Nordmann (Program Director).

One year of Japanese language study is recommended for students applying for this program. Exchange students from Coe pay room expenses at Coe College. In return, students receive a room expense waiver. Other costs of living are paid at Nagoya-Gakuin University. Credits earned from the Nagoya-Gakuin exchange program are evaluated on a P/NP basis.

14.4.6 OCC-225 — Coe/Northern Ireland Scholars Program (Northern Ireland, UK)

Farrell (Program Director).

Students with a high GPA may be selected to study at one of several universities in Northern Ireland, including Queens University Belfast and the University of Ulster. Applications for this consortial exchange are due in December of the year before study. Students pay cost of living at destination.

Credits earned from the Northern Ireland exchange program are evaluated on a P/NP basis.

14.4.7 OCC-230 — Coe/University of Jaume I (Castello, Spain)

Rodríguez Moreno (Program Director).

Courses in Spanish in a wide range of topics. Students pay cost of living at destination. UJI requires Coe students to have completed two Spanish courses at Coe. Spanish language courses are available for an extra cost.

Credits earned from the Jaume I exchange program are evaluated on a P/NP basis.

14.4.8 OCC-235 — Coe/Sookmyung University (South Korea)

Nordmann (Program Director).

Courses offered in English on areas including the arts, linguistics, international studies, business, biology, and political science. Students pay cost of living at destination. Credits earned from the Sookmyung exchange program are evaluated on a P/NP basis.

14.4.9 OCC-240 — Coe/University of Landau (Germany)

Chaimov (Program Director).

Courses in English are available in, art, English literature, linguistics, other topics. Also, a wide range of subject areas taught in German. Students pay cost of living at the destination.

Credits earned from the Landau exchange program are evaluated on a P/NP basis.

14.4.10 OCC-245 — Coe/University of Quebec (Saguenay, Canada)

Janca-Aji (Program Director).

Courses in French are offered in a wide range of topics for students who pass a proficiency test in French. Students pay cost of living at destination. Credits earned from the Quebec exchange program are evaluated on a P/NP basis.

14.4.11 OCC-250 — Coe/Izmir Institute of Technology (Turkey)

Akgun (Program Director).

Coe may send a student of Chemistry and a student of Physics to study those subjects in an English-language setting at a science university in Turkey. Students are responsible for housing, food, and all other costs of living.

Credits earned on the Izmir exchange program are evaluated on a P/NP basis.

14.4.12 OCC-255 — Coe/Polytechnic University of Upper France (France)

Janca-Aji (Program Director).

Students choose from courses in English on business, communications, and marketing or a wide range of courses in French. Students pay costs of living at the destination. Credits earned from the France exchange program are evaluated on a P/NP basis.

14.4.13 OCC-260 — Coe/National University of Villa Maria (Argentina)

Students with a good command of Spanish can take courses in Spanish in a wide range of areas, including literature, rural development, social sciences, environmental studies, communication, and computer science. Students pay costs of living to Coe before departure and must transfer at the same time as an incoming student from UNVM.

Credits earned on the Argentina exchange program are evaluated on a P/NP basis.

14.4.14 OCC-265 — Coe/Istanbul Altinbas University (Turkey)

Duru (Program Advisor)

Teaches entire majors in English in psychology, sociology, international relations, political science, economics, business. Students pay cost of living at the destination. Credits earned from the Altinbas exchange program are evaluated on a P/NP basis.

14.4.15 OCC-270 — Coe/Ashesi University (Ghana)

Eichhorn (Program Director).

Courses in African studies (sociology, anthropology, political science, history, arts), computer science, business. Coe students pay room and board expenses at Coe College and receive a waiver of these expenses in Ghana. They must exchange at the same time as an Ashesi student.

Credits earned on the Ashesi exchange program are evaluated on a P/NP basis.

14.4.16 OCC-275 — Coe/University of Salford (England)

Kuennen (Program Director).

The University of Salford offers courses in business, contemporary European history, psychology, and many other areas. Students pay cost of living at the destination and must arrange their own housing.

Credits earned from the Salford exchange program are evaluated on a P/NP basis.

14.4.17 OCC-285 — Coe/University of Neuchatel (Switzerland)

Janca-Aji (Program Director).

Coe students take courses at the Institute of French Language and Civilization. Students pay costs of living at the destination. Credits earned from the Neuchatel exchange program are evaluated on a P/NP basis.

14.4.18 OCC-290 — Coe/Jinan University (China)

Nordmann (Program Director).

Located in southern China, this international university offers courses in English in international economics and business, journalism, computer science, and Chinese studies as well as the study of Chinese language. Students pay costs of living at the destination.

Credits earned from the Jinan exchange program are evaluated on a P/NP basis.

14.4.19 OCC-291 — Coe/Istanbul Kultur University (Turkey)

Duru (Program Advisor).

Offers English curriculum in psychology, business, economics, international relations, and other areas. Students pay costs of living at the destination. Credits earned from the Istanbul Kultur University exchange program are evaluated on a P/NP basis.

15 CAMPUS RESOURCES

15.0.1 Libraries

The College libraries—Stewart Memorial Library, located at the center of the campus and Fisher Music Library in Marquis Hall—contain over 500,000 volumes and 16,000 pieces of media. Current subscriptions to some 3,500 periodicals and serials are maintained in print or electronic format, and over 200,000 electronic resources with books and journal volumes added annually.

The collections ably support undergraduate education and are especially strong in the areas of literature, history, and music. The Fisher Music Library contains over 5,000 compact discs and records, 5,300 scores and books, and is equipped with listening facilities. Media services to the campus are provided through the Media Technologies Department in the library. These services include a circulating collection of over 8,000 DVDs, two media-equipped auditorium styled classrooms, editing stations, an innovation studio that houses a 3D printer and laser cutter, and a variety of cameras, recording equipment available for use.

The main library houses the Learning Commons (see description below) and the college archives. The library provides an outstanding research collection consisting of both print and electronic books, journals, and reference resources. The Reference Department assists students with their research needs through one on one research assistance, evaluating resources and websites, citation assistance and multimedia evaluation. In addition to library orientations, research classes are offered on specific course related topics. The library offers computer stations, iPad and laptop checkouts, study areas for individual and group study, including technology enhanced study rooms. These resources are greatly augmented by providing access to over 100 scholarly databases and an extensive webpage: coe.edu/library.

The George T. Henry College Archives includes a research room and a climate-controlled vault located on the lower level of the Stewart Memorial Library. It houses and preserves the institutional records of Coe College and the papers of staff, students, and alumni of the college. Archive staff is available to aid students, faculty, and scholars in navigation and use of more than 900 linear feet of primary source documents. The Archives maintains the papers of journalist, author, and World War II broadcaster William L. Shirer, Coe class of 1925 author of *The Rise and Fall of the Third Reich*; the literary works and selected private papers of Iowa poet Paul Engle, Coe class of 1931; and the photographs of longtime Coe College photographer George T. Henry.

15.0.2 Learning Commons

The Coe Learning Commons in the Stewart Memorial Library integrates all of the College's academic support resources in a single location at the heart of campus delivered through peer education and by professional staff. Services and resources include academic coaching, supplemental advising, Writing Center, AAP-TRIO program, tutoring, accessibility support and accommodations, academic technology, Office of Off-Campus Study, and fellowship and graduate school advising.

15.0.3 Art Collections

Selections from the College's Permanent Collection of Art totaling over 800 works by 200 artists are displayed in and near many of the campus buildings. Most visible are the large outdoor sculptures on the campus, yet almost every building features selections from the Permanent Collection. For example, the Ella Poe Burling collection of nineteenth-century American and French art and antiques is exhibited in the upper lobby of Voorhees Hall.

A large portion of the Permanent Collection can be found in Stewart Memorial Library. Four special galleries contain works by renowned American painters Grant Wood, Marvin Cone (Coe class of 1914), and Conger Metcalf (Coe class of 1936). Six large farm murals by Grant Wood constitute the heart of the Permanent Collection's Regionalist works. These murals are supplemented by nine smaller yet significant works by Wood, including *Daughters of Revolution*, a charcoal, pastel, and pencil on paper drawing of Wood's painting of the same name.

Another signature feature of the Regionalist collection is the work of Marvin Cone. A 1914 Coe graduate, Cone later became a faculty member who founded the College's Art Department. Cone personally selected many of the paintings and drawings in the collection as representative of his own artistic development, underscoring the historic role of art as a core element in Coe's teaching mission.

In addition to the works by native Iowans Cone and Wood, Coe College has acquired a distinguished collection of 70 works by Conger Metcalf, an American modernist painter, as well as paintings, drawings, and prints by notable artists such as Milton Avery, Mauricio Lasansky, Henri Matisse, Pablo Picasso, and Andy Warhol.

More information about the Permanent Collection can be found on either the Permanent Collection's website, <http://picovado.com/jrogers/#-h2-introduction-h2->, or the library's webpage, www.coe.edu/academics/stewart-memorial-library.

15.0.4 Information Technology

The Information Technology Office provides a wide range of technology support to students, faculty and staff. This includes management of computer labs, classroom technology, college-wide software licensing, wi-fi/internet, printers, cable TV, sound equipment, My Coe (my.coe.edu) and more. Coe's technology facilities include over 3,000 ethernet ports, full ethernet and wi-fi internet services within all campus buildings, 250 public/lab computers available for student use and full access to G-Suite services. The Office of Information Technology is located in Voorhees Hall. Assistance from the IT staff can be requested through a Help Desk/Spiceworks ticket (link found on my.coe.edu).

15.0.5 Public Events and Artists-in-Residence

Guest lecturers and artists provide an essential dynamism to the educational climate at Coe. Programs are free to Coe students. In addition to hearing speakers of national and international note, students may have the opportunity to talk with them during a carry tray lunch, to attend special issues dinners with the speakers, or to have them as guests in a class. Performing groups appearing as artists-in-residence often stay two or three days on campus to work with students.

15.0.5.1 Marquis Lecture & Performance Series

The Marquis Lecture & Performance Series hosts performances and presentations throughout the academic year. The Marquis Series is endowed by a gift from Sarah Marquis, Coe class of 1918, in honor of her father, John A. Marquis, who was president of Coe from 1909 to 1919.

15.0.5.2 Coe College Contemporary Issues Forum

The Coe College Contemporary Issues Forum brings to audiences of the College community the presence and views of distinguished professionals whose work has received national recognition. The forum is normally presented during the month of February.

15.0.5.3 Phi Beta Kappa Visiting Scholar

The Coe chapter of Phi Beta Kappa sponsors a Phi Beta Kappa Visiting Scholar who, in addition to presenting a public lecture, meets with individual classes as appropriate to the scholar's area of expertise.

16 STUDENT LIFE

Student Life provides personalized support to students, enabling each to gain the best possible undergraduate education adding substantially to the educational program. Residence accommodations, along with living and learning values, an attractive campus social life, a sound health program, good recreational facilities, and a program of co-curricular activities are among the opportunities offered Student Life.

16.0.1 Campus Civility Statement

This statement was written by students in order to address standards of civility and respect within the Coe College community. This statement is a living document and is intended to evolve over time.

- We, the members of the Coe College community, expect our campus climate to be safe, mutually supportive, academically encouraging, egalitarian, and tolerant of all its members:
- we expect the academic experience to extend beyond the classroom into our living environment.
- we expect a campus free of incidents that create a hostile living environment.
- we expect a healthy and responsible attitude to accompany all social gatherings.
- we expect that intoxication will not be an excuse for incidents that occur while under the influence.
- we expect that diversity of opinion should be cultivated and encouraged as well as respected within our community.
- we expect that everyone will have the right to be respected for his or her individuality.
- we expect all campus community members to respect the rights of other persons regardless of their actual or perceived age, color, creed, disability, gender identity, national origin, race, religion, sex, or sexual orientation.

A community is made up of individuals who model these standards and hold each other accountable. In order for the community to encompass the goals outlined above, each individual must be responsible and accountable for her or his own actions and words.

16.0.2 Student Contribution to College Policy

Coe is proud of its traditions and its ability to change. While cognizant of the past, the College is also sensitive to the changing nature and needs of students. Coe students play an integral part in the initiation of change by utilizing available channels and by the creative development and use of new ones. The Student Senate is a frequent forum for the resolution of student concerns.

16.0.3 Student Senate

Student Senate is the representative government of Coe students and coordinates many co-curricular activities. Through the student activity fee, the Senate funds the weekly newspaper, the Cosmos, and other student publications. The Student Activities Committee (SAC) of the Student Senate sponsors bands, comedians, multicultural programming, and other kinds of entertainment and activities.

16.0.4 Student Handbook

The College Policies and Student Handbook outlines the College's expectations for responsible behavior reflecting maturity, mutual respect, and cooperation among all members of the Coe community. Student Life develops policies for conduct procedures, residence hall living, student organizations, and other areas of student affairs for approval by the Board of Trustees. The College Policies and Student Handbook is available online at <https://www.coe.edu/student-life/student-development/college-policies-student-handbook>.

16.0.5 Committee Participation

Students serve on various committees, which aid in making educational policy at the college. Most committees (Academic Policies, Assessment, Athletics, Campus Technology, Diversity, Enrollment, Financial Aid and Academic Progress, Executive, Finance and Facilities, First-Year Program, Internationalization, Marquis Series, Petitions, Sustainability Council, Wellness, and Writing) include students appointed by the Student Senate as voting members.

16.1 Student Services

16.1.1 Residence Life

Coe is a residential college, in that the residence experience is an integral part of the educational process. Students are expected to live on campus for four years and take meals in the College hall (see On-Campus and Off-Campus Resident Students, p. 263). The residence halls and apartments vary in style, size, and personality. All of the residential facilities have generous visitation policies, and campus life functions around the concept of the living units.

Residence hall and apartment regulations are published in the Student Reference Book. As room charges do not include Winter Break or Spring Break, when residential facilities and the dining hall are closed, an additional fee is assessed to students staying on campus during those times. Information regarding housing is sent to students who have accepted admission to the College.

16.1.2 Student Health Service

Coe's Student Health Service offers students medical care provided by a part-time Advanced Registered Nurse Practitioner (ARNP) and a full-time nurse. The Health Services staff can diagnose, manage, and treat certain medical diagnoses, free to full-time Coe students. Referrals are available to a family physician or specialist in the Cedar Rapids community as needed. In the event that a student needs hospitalization, St. Luke's Hospital or Mercy Medical Center is utilized. The student is responsible for all health costs beyond those provided by Health Services. These include hospitalizations, emergency room visits, physician visits, and prescription medications. Therefore, all students are expected to carry medical insurance. Provisions for special diets or other arrangements which deviate from Coe's policies require a recommendation from the student's healthcare provider and are available through SODEXO food services. All students are required to have a current immunization record on file prior to registration for classes at Coe. Students without immunizations on file will have their registration held. Students who wish to utilize the Student Health Service should have a physical on file, which is required of all students in order to play collegiate sports.

16.1.3 Personal Counseling

Realizing that students have concerns in areas other than academic matters and career options, Coe provides appropriate individual and group counseling. St. Luke's Family Counseling Center, located next to the Coe campus, and the College work together to provide for students' counseling needs. St. Luke's Family Counseling Center provides assessment, short-term counseling, and, when appropriate, referral to community resources. Individual counseling is available from a number of counselors on an appointment basis for students with personal, social, and family concerns. In addition, students may seek counseling from a pastoral and spiritual perspective from the College Chaplain. If long-term counseling is needed, Coe's counselor and Chaplain work with students to identify cost-effective solutions on and off campus.

16.1.4 Religious Life

Coe College believes that it is important to foster an environment that accepts and respects the religious faith and beliefs of all its students, staff, and faculty. The Coe community is diverse in its religious makeup, and all members of the community are encouraged to express and practice their particular religious traditions. To this end, the College Chaplain seeks to provide and create an atmosphere that is consistent with the religious heritage of the College and conducive to the development of spiritual and moral values.

Opportunities for worship, interfaith dialogue, Bible study, retreat, small groups, theological study, outreach, mission, meditation, and fellowship are abundant. There are also several active religious student organizations on campus and a specialized leadership program for students considering vocational ministry. The Chaplain is available for pastoral care, guided prayer, theological dialogue, pre-marital counseling, and other spiritual needs.

16.1.5 Diversity, Equity & Inclusion

The Office of Diversity, Equity & Inclusion is comprised of the Dean of Students, Coordinator of Multicultural Affairs, Director of International Affairs, and the College Chaplain. This team works closely with LBGTQAI+ students, multicultural students, international students, and student allies, with the goal of fostering an environment where all Kohawks will thrive in an inclusive learning environment. Students interested in getting involved with Coe's diversity and inclusion efforts are encouraged to stop by the Student Life Office in Upper Gage and speak with a team member.

16.1.6 Campus Activities

There is much to do on the Coe campus and in the Cedar Rapids community. Programming of campus activities is designed to meet the educational and recreational needs of the Coe community in a creative way. The diversity of the student body is considered in the scheduling of recitals, plays, exhibits, lectures, films, and concerts, as well as all school events and relaxing evenings in Charlie's. The Director of Campus Life coordinates the events organized by the Student Activities Committee (SAC).

16.1.7 Student Activity Groups

Students earn credit for their participation in Coe's music ensembles (the Jazz and Concert Bands, the Symphony Orchestra, the Concert Choir, Chorale, and the Choral Chamber Ensemble), several of which have completed study/concert tours of Europe, Great Britain, and Asia in the past. Coe drama and forensics activities have received local and national recognition for their presentations. Special interest organizations are also represented

on campus, as are national social fraternities and sororities and honor societies (Phi Beta Kappa, Phi Kappa Phi, Mortar Board, Alpha Lambda Delta, and Alpha Sigma Lambda).

16.1.8 Athletics

Coe College sponsors 11 men's and 11 women's athletic teams that compete in the American Rivers Conference of NCAA Division III. Our goal is to provide our student athletes with positive educational and athletic experiences.

Through hard work, intense training, and positive interactions with coaches, student athletes are provided opportunities to succeed. The College recognizes that many of its students enjoy participating in organized athletics or watching athletic contests as forms of recreational campus life. Basketball, volleyball, softball, table tennis, flag football, and wrestling are representative events in a year-round intramural program for both men and women. All students are eligible to participate.

16.1.9 Recreational Facilities

Gage Memorial Union is the center of student interest and activity. Offices of the Student Activities Committee and other student organizations are there, plus the College dining hall, and mailroom. Informal programs and lectures are given there, and it serves as the College's "open house" for students, faculty, and visitors. "Charlie's," located in the adjacent P.U.B., is home to a coffee shop (serving Starbucks coffee), a convenience store, and grill. Charlie's is a relaxing place to meet friends or take in one of the many performances.

The brand-new Coe College Athletics and Recreation Center includes two pristine courts for basketball and volleyball, a wrestling room that boasts three oversized mats, strength and conditioning room with brand-new equipment, and a fitness center that overlooks the campus. This is where Coe's basketball, volleyball, and wrestling teams host their home events.

Moray Eby Fieldhouse includes three recently-renovated courts for basketball and volleyball. Eby also has a natatorium, athletic training rooms, indoor baseball/softball batting cages, and a rock-climbing wall. All outside playing fields and tennis courts are also available to Coe students.

The Clark Racquet Center offers a state-of-the-art facility for runners, racquet enthusiasts, and everyone wanting to stay in shape. An aerobic room, dance studio, and classrooms complement the indoor track, tennis courts, and racquetball and squash courts. Professional staff manage the center and offer instruction to students.

17 EFFECTIVE CATALOG

Students ordinarily are graduated under the provisions of the catalog of their matriculation date. A student's matriculation date is the day of first enrollment following admission. If the student is readmitted, the matriculation date becomes the day of first enrollment following readmission. However, students will be expected to satisfy, to the extent practical, the graduation requirements of the catalog in effect at the anticipated date of graduation. Any necessary modification of general degree requirements will be worked out by the Provost and Dean of the Faculty, the Registrar, the appropriate department chair, and the Academic Policies Committee. Modification of major or minor requirements will be worked out by the department chair involved, the Registrar, and the student's advisor. A student has the right of petition to the Committee on Petitions.

17.0.1 Grading

GRADES | | | | — | ————— | ————— | | A | Excellent | 4.0 grade points per course credit | | A- | | 3.7 grade points per course credit | | B+ | | 3.3 grade points per course credit | | B | Above average | 3.0 grade points per course credit | | B- | | 2.7 grade points per course credit | | C+ | | 2.3 grade points per course credit | | C | Satisfactory, minimum expectation | 2.0 grade points per course credit | | credit | | C- | | 1.7 grade points per course credit | | D+ | | 1.3 grade points per course credit | | D | Passing, below expectation | 1.0 grade points per course credit | | D- | | 0.7 grade points per course credit |

17.0.2 Status Marks

- **W** Approved withdrawal from a course.
- **X** Course extends beyond term. An "X" status grade is given in courses designated in the Catalog as having course work that extends beyond the end of the term. Under no circumstances can an "X" grade remain unresolved for more than one calendar year.
- **O** No mark had been reported by the instructor by the time academic reports were processed.
- **I** Incomplete. An "I" status grade is reported only for students who are unable to complete the work in the course due to extenuating circumstances. The normal length of time for resolution of an incomplete is within four weeks of the next Fall or Spring term in which the student enrolls. If the instructor believes the resolution of the incomplete will take longer, the instructor will note the later deadline when reporting the incomplete status grade. An unresolved incomplete will automatically become a failing grade after the deadline, unless the instructor notes otherwise when reporting the incomplete. Under no circumstances can an "I" grade remain unresolved for more than one calendar year.
- **R** The prefix "R" to a grade (i.e., RA, RB, RC, RD, RF) indicates a grade of repeated course. A student may repeat a course previously taken, and registration must indicate this repeat. Failure to register for a repeat course properly results in no recognition of the second attempt. Only the grade earned when the course is retaken is used in computing the GPA. Credit may be earned only once for a given course. Courses may be repeated only once, although, students may petition for a second repeat if extenuating circumstances exist.
- **EQ** Equivalent credit recognized; no credit given. Does not increase courses attempted. For a student who has completed four course credits of student teaching and who has high school or life experience equivalent to a regular catalog course, the said course, upon recommendation of the Education chair and the chair of

the department in which equivalent credit is being recognized, may be listed on the student's transcript with the appropriate credit and a status mark of "EQ."

17.0.3 Audited Courses

Students may audit courses with the consent of the instructor. In doing so, they attend class but are not required to take tests or submit papers. Audited courses receive no credit and do not appear on transcripts. Auditors pay a reduced tuition charge.

17.0.4 First Course Grading For Non-Traditional Students

Individuals who have been away from the collegiate routine for several years may register on an audit basis in their first course, participate fully in the class (including tests, papers, etc.), and decide at the conclusion of the course if they wish to pay the other half of the tuition and receive credit for the course. This policy applies only to the first course—not to succeeding courses.

17.0.5 Pass / Not-Pass Graded Courses

Courses are graded A–F unless otherwise indicated in the course description that only P/NP is an option (e.g., student teaching, internships). Courses graded P/NP count as credits towards graduation but do not affect the student's GPA. In addition, students may opt to take up to four A–F graded courses on a P/NP basis. When students opt for P/NP grading, the Office of the Registrar converts any grade a faculty member provides of D- or better to a P, and any grade of F to an NP. In order to count for Writing Emphasis credit, a submitted grade of C or higher must be earned.

The following regulations apply:

1. Students are permitted to change the method of grading for a course from a letter grade to P/NP. This change is allowed from the start of the term of enrollment through the last day to withdraw from courses during that term. See Academic Calendar p. 12 for official dates.
2. Students may elect to take up to four graded courses during their undergraduate career on a P/NP basis. However:
 - a. Students cannot use a course for which they elected P/NP grading to satisfy the requirements for a major or minor.
 - b. Students cannot elect P/NP grading while on academic probation, though provisionally-admitted First Year students are allowed the option of P/NP grading.
3. The Registrar will not inform the instructor of the student's request for P/NP grading and the instructor must provide the Registrar with an appropriate letter grade.
4. A student's request for P/NP grading may be nullified at any time before the end of the third business day after grades are due in the student's final term. A written notice must be sent to the Office of the Registrar to communicate the student's intent to replace the P or NP grade with the instructor's letter grade.
5. A student's request to change their method of grading to P/NP in lieu of a letter grade counts as one of the four P/NP elected courses during the student's undergraduate career, regardless of whether it is later nullified.
6. Ordinarily a student is limited to one course credit per term on an elected P/NP basis. A student wishing to exceed this limitation must present a convincing rationale or significant mitigating circumstances to the Committee on Petitions.

17.0.6 Midterm Grades

Midterm grades are not official evaluations and are not part of the official transcript. The goal of midterm grades is to help students take responsibility for their academic progress. Faculty submit midterm grades of A-F for students in all full-term courses. Midterm grades are not intended to be a guarantee, promise, or contract regarding the final grade a student will earn in the class. Instead they provide information for students about their academic performance.

18 CLASS DESIGNATION

Class Designation is determined by the number of course credits earned following the Fall and Spring Terms.

- First-year student: Fewer than 8.0 course credits earned
- Sophomore: 8.0–15.9 course credits earned
- Junior: 16.0–23.9 course credits earned
- Senior: 24.0 or more course credits earned

19 REGISTRATION

Before being allowed to register, students must have been admitted for study by the Office of Admission, must have settled their account with the Business Office, and must meet with their Academic Advisor. Registrations are canceled for failure to pay fees on time.

Students are encouraged to develop a four-year comprehensive educational plan with the help of their advisor or with other members of the faculty.

Students who will not graduate during the current academic year register online during the Spring Term for the Fall Term of the following academic year during times specified by the Office of the Registrar. Registration for the Spring and May Terms takes place during the preceding Fall Term. Once the online registration period is over, all changes to registration must take place in the Office of the Registrar using accurate, legible, and completed registration forms. Entering first-year students and transfer students receive instructions with their orientation materials, and readmitted students receive instructions from the Office of the Registrar concerning their registrations. Registrations are not accepted for a term without successful petition after the end of the first week of classes of that term.

19.0.1 Changes in Registration

1. Unless a course is registered by a student online during the registration period, they must intentionally file a registration form with the Office of the Registrar in order to be registered for a course. Registration forms for course additions must be approved by the student's advisor and instructor of the course.
2. Courses may be added or dropped during the first five weeks of the Fall, Spring, or Summer Term, including 7-week courses. Students may add a May Term course during the first three days of the term. If a student needs to add a course after these deadlines due to extenuating circumstances, the student must petition the Committee on Petitions by completing the appropriate forms.

For courses spanning a fraction of a Term, the last date to add or drop without a "W" will be calculated as a proportionate time frame comparatively as full-term courses. See Academic Calendar (see p. 12) for official dates for full-term and half-term courses. 3. A student may withdraw from one or more courses with the following results: - If a student withdraws from a course when 2/3 or less of the Term is completed, a "W" (withdrawal) grade will be entered on the student's permanent record. This grade will not affect the student's GPA. This is the date listed in the academic calendar as the Last Day to Withdraw from a course.

- For courses spanning a fraction of a Term, the last date to withdraw with a "W" will be calculated using the 2/3 fraction. See Academic Calendar (p. 15) for official dates for full-term and half-term courses. - If a student officially withdraws from a course after 2/3 of the Term is completed, a "WF" will be entered on the student's permanent record. This will affect the student's GPA (see p. 53). - A withdrawn course, regardless of the date withdrawn, counts as attempted credits on the transcript. Therefore, it also counts when calculating academic standing (see p. 61), and satisfactory academic progress (see p. 275) for financial aid.

19.0.2 Course Load

A student is full-time for the Fall or Spring Term when enrolled for three or more course credits. A student enrolled for less than this course load is a part-time student. For financial aid purposes, half-time is defined as enrollment in no fewer than two course credits in each of the Fall and Spring Terms; three-fourths is defined as enrollment in no fewer than 2.5 course credits in each of the Fall and Spring Terms. Students who have earned a cumulative GPA of 3.4 or above, or have earned both 23 credits and a cumulative GPA of 2.5 or above, may take above 4.99 credits without the need for a petition, but approval must be secured from the Office of the Registrar. Other students must submit a petition to the Committee on Petitions and obtain approval in order to register for five or more course credits. No student shall be permitted to register for over 5.99 credits in each of the Fall and Spring Terms. Only petitions from those students who have completed at least one term as a full-time student will be considered by the Committee on Petitions. Students may not register for more than one course credit during May Term.

20 ACADEMIC INTEGRITY POLICY

At Coe College, we expect academic integrity of all members of our community. Academic integrity assumes honesty about the nature of one's work in all situations. Such honesty is at the heart of the educational enterprise and is a precondition for intellectual growth. Academic dishonesty is the willful attempt to misrepresent one's work, cheat, plagiarize, or impede other students' academic progress. Academic dishonesty interferes with the mission of the College and will be treated with the utmost seriousness as a violation of community standards.

20.0.1 Forms of Academic Dishonesty

Cheating is the attempt to deceive an evaluator by claiming credit for work one has not done or by knowingly assisting such an attempt. It includes (but is not limited to) the use of unauthorized sources of information on in-class or take-home exams, or other assignments; copying from other students on exams, assignments, or lab reports; fabrication of data, research, quotations, or other information; and taking credit for collaborations to which one has not contributed.

Plagiarism is the use of someone else's words or ideas without acknowledgement and, when intentional, is a form of academic dishonesty. The unacknowledged use of words or ideas from any published or unpublished sources, including Internet resources or other student papers, constitutes plagiarism. Plagiarism may occur intentionally or unintentionally through the omission of appropriate citations. Any ideas or information the student adopts from a source, whether or not directly quoted, must be acknowledged by specific reference in notes or the text.

Any words or phrases that are taken from a source must be quoted and cited. Any paraphrase—the restatement of an idea in your own words—must be cited.

The methods of citation and documentation vary from discipline to discipline. Students are responsible for determining the appropriate method for any given assignment or, in the absence of a clearly stated protocol, using any accepted academic method. Guidelines can be found on the library website and in the Writing Center.

Other forms of academic dishonesty include (but are not limited to) deliberately impeding other students' work and misuse of common academic property, in the libraries, labs, and elsewhere.

20.0.2 Sanctions

Instructors have responsibility for determining whether academic dishonesty has occurred. Instructors shall proceed with sanctions accordingly. Any act of academic dishonesty that results in one of the sanctions below shall be detailed in a formal report filed with the Provost and Dean of the Faculty.

Cases of unintentional plagiarism may be dealt with through educational procedures such as further assignments requiring the student to practice documentation and citation methods, or other means determined by the instructor.

Acts of academic dishonesty will be subject to one or more of the following sanctions:

1. failure of the assignment, i.e. exam, paper, lab report, etc.
2. failure of the class

3. suspension or expulsion

An instructor may impose the first two of these penalties. Suspension or expulsion may only be carried out by the Provost and Dean of the Faculty.

Repeated acts of academic dishonesty will result in suspension or expulsion. When academic dishonesty has been determined to have occurred a second time, the Provost and Dean of the Faculty shall decide on the student's status at the College.

20.0.3 Procedure

When an instance of academic dishonesty is suspected, the instructor will meet with the student to discuss the incident and will decide which, if any, of the above sanctions is appropriate.

If warranted, the instructor will send a report to the Provost, with a copy given to the student, which details the nature of the violation and the steps taken to address it. The Provost will send a letter to the student within ten business days of receipt of the faculty member's report. The letter will reiterate the incident, describe the sanctions, and inform the student of their right to appeal. The report and letter from the Provost will remain on file in the Academic Affairs Office until five years after the student's graduation or severance from Coe. The Vice President for Student Life will be notified that a report has been filed. Information in the file will be confidential, to be shared only at the discretion of the Provost and Dean of the Faculty for a legitimate educational or legal purpose.

20.0.4 Appeals Process

The student may appeal the charge and/or the sanction within ten business days of receiving the Provost's letter of notice by emailing the Provost and Dean of the Faculty requesting an appeals hearing. Students wishing to appeal are strongly encouraged to consult with the Director of Academic Achievement, who has been designated by the College to provide information and advocacy in these matters.

The Provost's Office will convene an Academic Integrity Appeals Board within ten business days of receipt of the request for appeal to hear the appeal. The Academic Integrity Appeals Board will be chaired by either the chair or co-chair of the Academic Policies Committee. Additional members of the board will include: one additional faculty member on the Academic Policies Committee, the senior Student Life officer, one faculty member from the Committee on Admission, Retention, and Enrollment, and the Associate Dean for Student Academics. In any hearing the Provost may replace the Associate Dean for Student Success, or other member of the board to avoid conflicts of interest. The student may choose to have a faculty or staff member present as an observer. The student and the instructor will each appear as witnesses and each may request that other pertinent witnesses appear.

A majority vote of the Appeals Board is necessary to uphold or overturn a sanction. If a sanction is overturned, the Appeals Board may impose a lesser sanction. The Appeals Board will submit a written finding which will be sent to the student and the faculty member(s) involved in the case and which will become part of the student's file. If the appeal's outcome is to overturn the dishonesty charge, the report in the Academic Affairs Integrity file will be removed.

21 ACADEMIC STANDING

All students are expected to meet the College's standards for academic performance (see chart below). These are in place to keep students on track towards meeting the graduation requirements of the college (32 credits with a cumulative GPA of 2.0). Students who do not meet Coe's academic standards may be put on probation or suspended from the College.

To make sure that students are aware when their academic standing is in jeopardy, a series of communications are issued throughout an academic term including D/F notices, academic warnings, and notices of academic probation. Unless otherwise stated, these communications will be sent to the student by email and by a letter to the student's Coe mailbox. Additionally, an email will be sent to the student's advisor.

21.0.1 D/F Notices

Academic notices are issued at midterm to students who earn a D, F, or NP in one or more courses. Students receiving these notices are expected to meet with their academic advisor to identify appropriate support.

21.0.2 Academic Warnings

Academic warnings will be issued to students who earn a term grade point average below 2.00. Students receiving academic warnings are strongly encouraged to re-evaluate their current approach to their studies and/or their academic plans. They are expected to meet with their academic advisor and/or a Learning Commons staff member.

21.1 Academic Probation

The Academic Standing Committee reviews academic records of all students at the conclusion of both the Fall and Spring Terms. A student is placed on academic probation if the cumulative GPA falls below the minimum GPA levels listed below:

Total Course Credits Attempted	Minimum GPA Levels
0.0 – 4.99	1.50
5.0 – 7.9	1.75
8.0 – 11.9	1.80
12.0 – 15.9	1.90
16.0+	2.00

To return to good standing and be removed from academic probation, a student shall earn a cumulative GPA greater than the threshold for academic probation as specified above. If the student's cumulative GPA decreases at the end of any term on probation, the student is subject to academic suspension. Students who are placed on academic probation have a maximum of two (2) consecutive terms, excluding May and Summer, to return to good standing before they are subject to academic suspension.

Students who are on academic probation: - Are expected to comply with any requirements outlined by the Academic Standing Committee. - May not elect P/NP grading in lieu of a letter grade. - May not be excused from attending class to participate in extra-curricular activities.

The status of academic probation is noted on a student's transcript.

Students on probation who are not meeting the conditions of their probation and not performing at a passing level in their courses may be withdrawn from the College during the term on the recommendation of the Academic Standing Committee. If the student had previously appealed a suspension, the suspension is reinstated. Otherwise, the student will exit the College with a leave of absence and is eligible to return on probation the following term. Students may appeal this decision to the Provost.

21.2 Academic Suspension

Students who do not meet the conditions of their academic probation or who fall below retention thresholds (see below) will be considered for academic suspension by the Academic Standing Committee, and, if suspended, will be unable to take courses at Coe College for a period of at least one academic year. (One academic year is defined as a Fall and Spring Term, and does not count May or Summer Terms.) A registration hold preventing registration will be placed on the student's account. A student already registered for the following term will be dropped from those courses.

Total Course Credits Attempted	Minimum GPA Levels
0.0 – 4.99	0.50
5.0 – 7.9	1.00
8.0 – 11.9	1.50
12.0 – 15.9	1.70
16.0 – 19.9	1.80
20.0 – 23.9	1.90
24 +	2.00

Students who are placed on suspension for academic reasons will receive a letter notifying them of their suspension at their home residence, by registered mail, as well as a letter in their Coe mailbox and an email to their Coe email. Suspended students have the right to appeal for immediate readmission if they can provide evidence of circumstances that would warrant reconsideration by the deadline indicated in their suspension letter.

To appeal for immediate readmission:

- A suspended student appealing for readmission must submit an appeals letter by mail, email, or delivery in person to the Office of the Provost. The letter must include an explanation of any circumstances that affected the student's academic performance. The letter should provide a detailed plan with specific actions that the student will take to improve their academic standing, and explain how the student will overcome the obstacles that affected their academic performance. Student appeals will not be considered if a written statement is not received by the deadline.
- Although not mandatory, the suspended student appealing for readmission is urged to schedule to meet with the Academic Standing Committee on the date designated in the suspension letter. At this meeting the student will have the opportunity to respond to questions the Committee may have on the circumstances outlined in the student's letter requesting readmission.
- A suspended student appealing for readmission is encouraged to request a letter of support for immediate readmission from a faculty advisor or other faculty or staff member at Coe, if the letter can shed light on the student's ability and motivation to do well in future academic endeavors. Similarly, the student is encouraged to consult with one or more faculty or staff members to prepare a strong case for readmission.

Students who have been suspended for academic reasons from the College once, can return to the College either through a successful appeal for immediate readmission or through readmission after leaving for at least one academic year. A student who is suspended for academic reasons more than once cannot appeal for immediate readmission and must leave the College for at least one academic year.

21.3 Interim Suspension

Interim Suspension is a situation where it is determined that a student's continued presence at the college constitutes an immediate threat of harm to the student, other individuals, or to the stability and continuance of normal College functions. The Provost and Dean of Students or their designee may suspend a student pending disciplinary proceedings. Such suspension may become effective immediately and without prior notice.

Interim suspension shall be considered an excused absence until the conclusion of formal hearings. The student will be offered the opportunity to make up any academic work missed during the time in which the interim suspension was imposed. It is the student's responsibility to make specific arrangements with faculty members to complete academic work. The Dean of Students will initiate communication with the appropriate faculty.

21.4 Readmission Following Suspension

Coe College's academic suspension policy allows students, who are not readmitted immediately through appeal, to apply for readmission after at least one academic year has passed.

To be considered for readmission, the student must submit a letter of appeal to the Office of the Provost. In the appeals letter, the student must present evidence that demonstrates how the circumstances that led to the student's academic suspension have been addressed, and how the student plans to be successful in his or her academic future. Readmission is determined by the Academic Standing Committee. The Academic Standing Committee reserves the right to conduct its own investigation, review the case, and make a final decision concerning the student's reinstatement to the College. When appropriate, certain academic stipulations may be applied. If a suspended student provides evidence of successful course completion elsewhere and/or written evidence of motivation and maturity necessary to be academically successful at Coe, the student may be readmitted on probation at Coe.

21.5 Exiting the College

The exit process at Coe College, whether through withdrawing or taking a leave of absence, is initiated by the student. The exit procedure is initiated in the Learning Commons (Stewart Memorial Library) and begins with an interview with the Associate Dean of Student Academics or the Director of the TRIO-Academic Achievement Program. At the interview, the student is given an official exit form on which to secure signatures from the following: the Student Financial Services Office, to verify a balance due or a credit to be refunded, as well as Student Loan information, to be aware of financial aid adjustments; the Library, to ascertain that all materials have been returned; and the Resident Director of the student's residence hall, to arrange for room checkout. The completed exit form is returned to the Learning Commons which will then notify other pertinent areas of the student's withdrawal.

If a student is unable to complete the official withdrawal process, the intent to withdraw or take a leave of absence can be communicated to one of the following offices: Registrar, Student Financial Services, Student Life.

If a student withdraws from all courses during a period of enrollment for which he or she received financial aid, the Student Financial Services Office will determine how much, if any, of the student's financial aid proceeds must be returned to the College, based on a federally mandated refund formula (see Return of Title IV Funds/Institutional Refund Policy, p. 268).

Special consideration is given to students who withdrew due to a call to active duty. Coe's "Military Call Up/Refund" and "Readmission of Service Member" policies are published on the Admission/Financial Aid webpage. Copies of these policies can be requested from the Student Financial Services Office.

21.6 Leave of Absence

A student may find it necessary to interrupt a program of study at the College. Under this condition, the student may apply for a leave of absence. A leave of absence may be granted for a period not to exceed 12 months. Students may extend a leave of absence for up to a total of 36 months by contacting the Office of the Registrar via email at o-registrar@coe.edu. Students that do not renew their Leave of Absence, or return to Coe, will be officially withdrawn from the College. Course work completed while on leave from the College is subject to the same conditions as work in transfer.

21.7 Requesting a leave of Absence

Students planning to leave of absence from the College should consult their academic advisor and then they must declare their intent to one of the following designated offices: Student Financial Services, Registrar, Residence Life, or the Learning Commons. Please refer to the previous section on exiting the College for the steps that follow.

21.8 On Leave of Absence

The Coe community is committed to supporting students while they are away from the College. Thus, the Associate Dean of Student Academics may assign a designee who will be the point of contact to each student on a Leave of Absence. This designee will stay in contact with the student during their time away from the College, as appropriate, and will assist with the return process once the student is ready to resume coursework.

21.9 Returning to Coe after a Leave of Absence

Students planning on returning to the College do not need to apply for readmission, but must submit a statement of intent to re-enroll to the Office of the Registrar and the Associate Dean of Student Academics, or designee, who will assist with the return process. Students are strongly encouraged to schedule a consultation with the Associate Dean of Student Academics, or designee, by December 1 for returning the Spring Term, or August 1 to return the Fall Term. If a student wants to register during the regular registration time (November for Spring Term or late March / early April for Fall Term), they will need to submit their statement of intent and contact the Associate Dean of Student Academics, or designee, at least two weeks before Registration. The exact date of Registration can be found on the Academic Calendar on the Coe website under the Academics tab.

21.10 Withdrawal from the College and Readmission

Admission for work toward a degree terminates and the student is considered withdrawn from the College if:

1. A full-time student does not enroll at Coe for the next term (excluding May Term) and has not completed a Leave of Absence form. This does not apply to students in College-approved off-campus study programs.
2. A part-time student does not enroll for a course at Coe in a 12-month period and has not completed a Leave of Absence form.

Students wishing to resume work toward a degree, once admission status has terminated, must apply for readmission.

Students previously enrolled at Coe and readmitted after an absence of two years or more may request that all previous work at Coe be re-evaluated by the Registrar on the same basis as credits offered in transfer. Re-evaluation means that only courses with grades of C or better will be counted for credit toward graduation. All courses affected by the re-evaluation and the grade earned for each course will remain on the student's permanent record but will not factor into the cumulative GPA or be counted toward graduation.

22 TRANSCRIPT EVALUATION POLICIES

Official transcripts for courses taken at Coe College can only be issued by the Office of the Registrar and only after the office has received a written request and payment from the student.

22.1 General Policy On Transfer Credit

To honor its mission and to preserve its academic integrity as a liberal arts institution, the College accepts a course in transfer for the equivalent earned credit (4 semester hours = 1 course credit), if that course meets the spirit of the College's mission and is from a regionally accredited institution. In cases where it is unclear whether the course would be acceptable for transfer credit, the Registrar and the appropriate department chair will consult. Other exceptions are referred to the Committee on Petitions.

22.2 Evaluation Of Credits In Transfer

The Office of the Registrar is responsible for the evaluation of transfer credit. Credits accepted in transfer do not affect the cumulative GPA. Grades for the credits accepted are not recorded on Coe's transcript. Thus, transfer credits increase only the total courses attempted and the total course credits earned. Credit is not accepted for course work earning a grade below "C" (2.0 on a 4.0 scale).

22.3 Junior or Community College Credit

No more than 50% of the course credits required for a degree at Coe will be accepted in transfer from 2-year colleges. A maximum of 16 credits will be accepted as transfer credit from 2-year regionally accredited institutions. Transfer students who complete a regionally accredited A.A. degree program or a regionally accredited college-parallel A.S. degree program will be accorded junior status (16 course credits) at Coe. Transfer students who complete an A.A., A.S., or A.A.S. degree from a regionally accredited institution with which Coe has a specific articulation agreement will be awarded credit consistent with that agreement.

22.4 European Credit Transfer System (ECTS)

ECTS credits are a relative rather than an absolute measure of student workload. They specify how much of a year's workload a course unit represents at the institution or department allocating the credits. ECTS is thus based on a full student workload and not limited to contact hours only. In ECTS, 60 credits represent the workload of a normal undergraduate academic year of study and normally 30 credits for a semester and 20 credits for a term. Thus, ECTS credits will normally be transferred to Coe College at a rate of 7.5 ECTS credits: 1 Coe credit.

22.5 Occasional Transfer Credit For Degree-Seeking Students

Degree-seeking students sometimes wish to transfer credit from another institution toward their degree at Coe. Such credit must be approved in advance of completion of the course by the Registrar. Departments must approve in advance any courses counting toward a major, a minor, or teacher certification requirements. Credit from junior or community colleges is not accepted for students who have junior or higher status at Coe.

22.6 Evaluation of Credits For Graduation

The Office of the Registrar certifies the completion of general degree (see p. 16) and general education requirements (see p. 23). Credits toward a major, minor, endorsement, license, authorization, etc. are approved by the appropriate department chair, administrative coordinator, or by Academic Policies Committee for interdisciplinary majors.

22.7 Credit By Examination

A maximum of eight course credits in satisfaction of degree requirements may be applied from credit earned through the Advanced Placement Program and International Baccalaureate.

22.8 Updating Course Work

In the natural course of reviewing academic records, a student may be required to repeat certain courses (or appropriate substitutes) taken more than four years prior to the review to bring studies in those areas up to date. Review cases may be brought to the Academic Policies Committee by any member of the faculty, and this committee makes the final decision.

22.9 Advanced Placement (AP)

Coe College's Advanced Placement code is 6101.

Coe College grants college credit for approved Advanced Placement examination scores of 4 or 5. AP credit cannot be used to fulfill any general education requirement, including First-Year Seminar, Liberal Arts Core, Diverse Cultural Perspectives, the writing emphasis requirement, credit in transfer to reduce the number writing emphasis courses required, or academic practicum. Each AP exam may earn 1.0 course credit up to a maximum of eight course credits towards graduation. Credit is granted upon receipt of the results of the examination, which must be received directly from the Educational Testing Service. Further information regarding Advanced Placement examination reporting to the College may be obtained in the Office of the Registrar and on Coe's website. If an equivalent course is taken at Coe College, the AP credit is removed from the transcript.

22.10 International Baccalaureate (IB)

Coe College credit may be awarded for International Baccalaureate work. Students may earn 1.0 course credit for each higher-level examination score of 5, 6, or 7 to a maximum of eight course credits. No credit is granted for standard level examinations. Students may not receive college credit for both AP and IB in areas of similar content. IB credit cannot be used to fulfill any general education requirement, including First-Year Seminar, Liberal Arts Core, Diverse Cultural Perspectives, the writing emphasis requirement, credit in transfer to reduce the number of writing emphasis courses required, or academic practicum. Credit is granted upon receipt of the results of the examination, which must be received directly from IB. Further information regarding International Baccalaureate examination reporting to the College may be obtained in the Office of the Registrar and on Coe's website. If an equivalent course is taken at Coe College, the IB credit is removed from the transcript.

22.11 Class Attendance

Regular class attendance is expected, although the instructor of each course sets the standard expected to be met by the students. The College expects attendance on all scheduled days, including the first and last day of a term, as well as the class days immediately preceding and following College holidays. Students officially representing the College are excused as necessary prior to the absence. Students on academic probation are not excused from attending class to participate in extra-curricular activities.

22.12 Final Exams

The final exam schedule is published by the Registrar. It is expected that final exams will be given during the time scheduled for each course. There may be extraordinary cases when an individual student has a compelling reason for taking an exam at a time other than that scheduled. In such cases the instructor may properly decide to let that individual take the exam at another time. Having more than two exams scheduled on one day would justify allowing a student to take a third exam on another day. The instructor of the course with the highest course number will move the exam, for that student only, to a mutually convenient time.

22.13 Participation In Commencement

Students can participate in Commencement when they have met all the requirements for graduation for one of Coe's degrees, their financial obligations to Coe College are met, and they have completed their Intent to Graduate form and it has been approved. In addition, all students, unless excused in writing by the Provost, must complete a survey assessing their educational experience at Coe. All pending graduates must participate in Commencement exercises unless excused in writing by the Registrar..

22.14 Pending Graduates

Students who need to earn no more than 2.0 course credits to complete all graduation requirements may be permitted to participate in Commencement exercises as long as the remaining course credits are scheduled to be completed by August 15 of that year. Pending graduates will be listed in the Commencement booklet, but since Latin honors (see p. 36) are bestowed only after all graduation requirements are met, they cannot be listed in the Commencement booklet for Latin honors, although any earned honors will be listed on their diploma and transcript.

23 STUDENT NOTIFICATION OF RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

- the right to inspect and review the student's education records within 45 days of the day the College receives a request for access. Students should submit to the Office of the Registrar written requests that identify the record(s) they wish to inspect. The Registrar will make arrangements for access and notifies the student of the time and place where the records may be inspected. If the records are not maintained by the Office of the Registrar, the Registrar shall advise the student of the correct official to whom the request should be addressed.
- the right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the College to amend records that they believe are inaccurate or misleading. They should write the College official responsible for the records, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. FERPA was not intended to provide a process to be used to question substantive judgments which are correctly recorded. The rights of challenge are not intended to allow students to contest, for example, a grade in a course because they felt a higher grade should have been assigned. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- the right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorized disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, collection agent, or official of the National Student Clearinghouse); or a student serving on an official committee, such as an admission, petitions, retention, honors recognition, disciplinary, or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
- the right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA.

A student is a person who attends or has attended Coe College, as determined by matriculation and enrollment by the first date of an academic term. Coe College obtains written permission from the student before releasing any information from a student's educational record in most cases. However, as the law allows, on a case-by-case basis, appropriate parts of a student record may be disclosed, without consent of the student, to the following parties:

- college employees who have a legitimate need to know.
- persons who need to know in cases of health and safety emergencies.
- accrediting organizations to carry out accrediting functions.

- appropriate parties in connection with financial aid to a student.
- federal, state, and local governmental officials for purposes authorized by law.
- individuals who have lawfully obtained court orders or subpoenas.
- organizations conducting educational studies for the College.
- courts during litigation between the College and the student or parent.
- victim of crime of violence after final results of a disciplinary hearing.
- public after disciplinary proceedings determine student committed crime of violence.

In many situations, complaints relative to FERPA can be resolved with the College on an informal basis by contacting the Registrar, in the lower level of Voorhees Hall.

To file a FERPA complaint with the U.S. Department of Education, contact the office that administers FERPA at: Family Policy Compliance Office, U.S. Dept. of Education, 400 Maryland Avenue SW, Washington, DC 20202-4605.

24 ACADEMIC PROGRAMS

24.0.1 Asia Term

ASC-195 Asian Tonal Languages An introduction to Thai, Vietnamese, and other tonal Asian languages. Emphasis is on basic communication as well as the distinguishing features of languages that use tones as part of their linguistic system. ASC-196 Modern South East Asia An introduction to several Asian cultures such as Thai, Cambodian, and Vietnamese. This course varies depending on the field of the supervising Coe faculty member. ASC-444 Independent Study A student-designed study of some feature of Asian culture, arranged in consultation with the supervising Coe faculty member. May be taken more than once for a maximum of 2.0 credits. Prerequisite: consent of instructor.

24.0.2 Community-Based Project

CBP-325 Community-Based Project Supervised work on service projects proposed by external constituencies such as non-profit institutions, community agencies, and government organizations. Students learn about the issues, problems, and techniques associated with developing, organizing, and participating in projects that address and solve real-world problems, as well as provide services and benefits to community and project sponsors. Authorization for the community-based project is determined by the supervising faculty member. May be taken more than once. A minimum of 140 hours of work is required. P/NP basis only.

24.0.3 First-Year Seminar

FS-110 First-Year Seminar Required of all first-year students. The First-Year Seminar introduces students to college-level study with emphasis on critical thinking, writing, speaking, and research skills. Faculty offer first-year-only topics courses exploring issues from multiple perspectives within or across disciplines. Students in all sections prepare portfolios of their written work and attend a variety of cultural events on and off campus. Seminar instructors also serve as the primary academic advisors for first-year students in their respective sections. First-Year Seminars are writing emphasis and cannot fulfill any distributional, cultural perspective, or major requirements.

24.0.4 World Language

FSA-100 Foreign Study Abroad Study abroad during May Term supervised by a Coe College faculty member, with site visits to places of historical and cultural interest. When appropriate, may count as a course in the major. May be taken more than once if offered in different locations. Prerequisite: consent of instructor. (Offered May Term only) FSA-146 Turkey: History and Culture Study abroad course on the history and culture of Turkey. An exploration of a unique secular-Muslim society. Particular historical focus is on Istanbul and ancient cities on Aegean coast. Prerequisite: consent of instructor. (Offered May Term only)

24.0.5 Internships

INT-494 Interdisciplinary Internship Supervised work or volunteer experience related to a student's career interests. A minimum of 140 hours on-site or remote work experience is required. Authorization and evaluation of the course credit for the internship is determined by the department through which the student is completing the internship. P/NP basis only. With departmental approval, credit may be applied to a major only with consent of department chair. Prerequisites: consent of the Internship Faculty Advisor. INT-499 Summer Internship – Non-Credit Bearing Is a supervised summer work or volunteer experience related to a student's career interests. The internship is not credit-bearing; however, it can meet the practicum requirement. A minimum of 140 hours on-site experience is required. The internship must be approved by the Faculty Internship Advisor prior to registration. Students are required to abide by the same guidelines as students completing credit-bearing internships. Satisfactory completion determined by the supervising faculty member. P/NP basis only. May be taken more than once. Prerequisites: consent of the department in which the student is completing the internship and completion of the Internship request form housed on the College's online platform for internships.

24.0.6 New York Term

See description, p. 40 New York Term is offered every other Spring Term in odd-numbered years. There is an extra fee for New York Term. All Coe financial aid applies, and students are eligible to apply for additional financial aid based on the additional costs of the term. NYT-250 Fine Arts in New York City Consists of five 0.4-credit courses: art, film, music, theatre, and dance. Students attend approximately 35 concerts, plays, and dance performances and make frequent visits to museums, galleries, and artists' studios. Each of these events is accompanied by discussion and seminar sessions with members of the resident New York Term faculty. (0.4 course credit for each course. Total of 2.0 course credits upon completion of the five courses.) NYT-394 Internship in New York City Investigates a student's career interests through work or volunteer experience. The internship is supervised by a faculty member of the relevant department, in consultation with Coe's Center for Creativity and Careers. P/NP basis only. Normally earns 2.0 credits, but may be taken for 1.0 credits when combined with NYT-444. NYT-444 Independent Study A plan of study designed by the student in consultation with the student's faculty advisor, and supervised by the on-campus faculty advisor. Subject must be particularly appropriate for study in New York City. Prerequisite: consent of instructor. (Corequisite: NYT-394 for 1.0 credit.)

24.1 Occasional Courses

Additional courses, not found in the Catalog, may be offered occasionally and serve one or more of the following purposes: 1) to provide the opportunity for research, creative, or other scholarly activity for an instructor jointly with interested students; 2) to explore and develop intellectual pursuits which are attractive to members of the faculty; 3) to respond to student requests for courses which are distinctive, unusual, or meet specific needs; 4) to bridge between two or more disciplines or curricular categories; 5) to serve as one means of developing and testing a possible permanent course.

The courses listed in the following section are ones approved by the College but without plans of being offered in the next few years. The approved list of courses includes, but is not limited to, the following:

CHM-104 Introduction to Forensic Science An introduction to all aspects of forensic science from obtaining specimens to identifying the criminal with accurate forensic tests. The course teaches students a basic understanding of the laboratory tests and processes of forensic science. CHM-105 Food Chemistry An introductory course that introduces chemical concepts in the context of cooking. Topics include the makeup, shape, and behavior of the four major classes of food molecules, effects of chemical structure on physical properties, the role of vitamins and nutrients, and basic principles of energy. Three class meetings per week. CHM-442 Materials Chemistry Study of the structure and properties of modern materials, including glasses, polymers, metals, semiconductors, and

superconductors. Mechanical, thermal, optical, magnetic, and electrical properties are examined and related to structure. Prerequisite: Electromagnetism (PHY-265) or Physical Chemistry I (CHM-341) or consent of instructor. Corequisite: Materials Physics and Chemistry Laboratory (CHM-442L). CHM-442L Materials Chemistry Laboratory Measurement of structure/property characteristics of materials using a variety of instrumentation. Materials studied include glasses, polymers, metals, semiconductors, and superconductors. Prerequisite: previous or concurrent registration in Materials Physics and Chemistry (CHM-442). Corequisite: Materials Physics and Chemistry Laboratory (CHM-442L). (0.2 course credit) CHM-471 Advanced Chemistry Laboratory II Spectroscopic investigations of chemical systems and applications of chemical instrumentation for analysis based on current chemical literature. One class period and two laboratories per week. Prerequisite: Physical Chemistry I (CHM-341). EDU-405 Understanding Early Adolescence An extension of the study of human development, focusing on the growth and development of the middle school age child. Special attention is given to the emotional, physical, and cognitive characteristics and needs of middle school age children for teachers in grades five through eight. EDU-415 Middle School Curriculum and Instruction Introduction to the organization, structure, and sequence of learning experiences for middle grade students. Addresses such issues as curriculum integration, teaching teams, pedagogical practices for middle school, and developmental appropriateness across the range of school subjects. Prerequisite: Practicum in Education (WE) (EDU-215). EDU-430 Middle School Social Studies Overview of the middle school social studies curriculum. A content course with a primary focus on geography and its relation to U.S. and world history. Prerequisite: Practicum in Education (WE) (EDU-215). (0.5 course credit) EDU-440 Middle School Mathematics Overview of the middle school mathematics curriculum. A content course with a primary focus on algebra, problem solving, and number theory. Prerequisite: Practicum in Education (WE) (EDU-215). (0.5 course credit) INT-115 May Term in Southern Africa Provides opportunities for students to interact with a wide variety of communities in southern Africa, all of which are currently stressed by impacts of the HIV/AIDS pandemic and climate change. Students learn how communities provide health care delivery, nutritional support and access to clean water, which are needed to sustain the quality of human life in the region. Experiences provide hands-on opportunities for students to assist community change in these areas. Prerequisite: consent of instructor. (Offered May Term only) NUR-255 Topics in Health Care Offers selected topics on specific health care and/or nursing issues, problems, interventions, and theories. Content varies as determined by the instructor. May be taken more than once for credit, provided the topics are substantially different. Prerequisite: sophomore standing. (Offered on an occasional basis) PHY-111 Musical Acoustics An exploration of the physical principles involved in the production, propagation, and perception of musical sounds. Topics include simple vibrating systems, properties of waves, and Fourier analysis. The primary emphasis is on musical instruments, including the voice, but some consideration is also given to room acoustics and human perception of sound. Previous musical experience is helpful, but not necessary. This course satisfies the non-lab science course requirement.

PHY-112/-112L Holography and Optics & Laboratory The making and understanding of holograms are used as the focus for a basic physics course in waves and optics. Includes one two-hour, (0.0 course credit) lab per week. This course satisfies the general education laboratory science requirement. PHY-325/-325L Digital Electronics & Laboratory Integrated circuit devices and their applications: the basic logic gates, counters, displays, flip-flops, multiplexers, memories. Some acquaintance with DC circuit concepts and with the binary number system desirable. Includes one two-hour, (0.0 course credit) lab weekly. This course satisfies the general education laboratory science requirement. REL-240 Intertestamental Literature A survey of literature composed by Jews during the Hellenistic and early Roman periods essential for understanding the emergence and development of Rabbinic Judaism, early Christianity and Islam (Apocrypha and Pseudepigrapha, Josephus, Philo and the Dead Sea Scrolls). Prerequisite: Introduction to Hebrew Bible (WE) (REL-105) or consent of instructor. REL-278 Mysticism A survey of mystical literature in the world's religious traditions. This course also addresses the question of the nature of mystical experience as well as that of the relation between the mystical element of religion and religion as a whole. REL-306 Comparative Religion A comparative study of the recurring themes and patterns found in various religions, past and present. Particular attention is paid to the meaning of religious ritual and myth, and the nature of religious experience. This course surveys several of the currently most influential theories regarding the nature of religion. Prerequisite: Eastern Religions (REL-106), Western Religions (WE) (REL-108), or consent of instructor. SOC-499 Career Related Independent Investigation Investigation of a career opportunity through

field placement and directed reading. This course does not satisfy any of the requirements for a major or minor in sociology. Prerequisite: declared major in sociology, second term sophomore standing, or consent of department chair.

24.1.1 Skills Development

SKD-115 Summer Bridge Engages students in a one-week course that takes place prior to Fall Orientation. Students participate in two mini-classes taught by college faculty. Each mini-class is followed by small group discussions regarding course content, learning strategies, college expectations, etc. Additional workshop sessions are held throughout Summer Bridge on topics such as: financial literacy, campus resources, goal setting and academic planning. Summer Bridge also offers opportunities to make social connections through a variety of informal and planned activities. P/NP basis only. (0.3 course credit) SKD-120 Concepts of Individualized Learning Provides a weekly engagement with an academic coach to identify interests and explore strengths, applying this knowledge to the development of a personal academic plan. Topics include: learning strategies, self-regulation, personal and professional growth, goal setting, campus engagement and self-reflection. P/NP basis only. (0.0 course credit) SKD-125 College Foundations Familiarizes students with the skills and methods of study that lead to competence in college course work. Through self-assessment and reflection, students determine strategies that increase satisfaction and success in the college environment. P/NP basis only. (0.3 course credit)

SKD-130 Personal Finance for College Students A study of managing finances and making financial decisions that college students encounter. Areas of study for this project-oriented course include student loans, credit cards, savings and investments, cars, living on campus versus apartment living, savings needed for life immediately following graduation, and travel. (0.5 course credit) INT-100 Professionalism and Self Presentation Introduces students to the fundamentals of job-seeking strategies and professional expectations. Students are guided through development of professional materials, networking techniques, and interviewing skills. This course does not satisfy Coe's practicum requirement.

24.1.2 Washington Term

WSH-284 Topics in Washington, D.C. Experiential learning, study, writing, and discussion dealing with various subjects related to the nation's capital. Examples of recent and proposed topics include Art and Architecture, Campaigns and Elections, Congressional Relations, and Politics and Communications. WSH-286 Topics in Washington, D.C.: Non-Western Perspectives Same as Topics in Washington, D.C. (WSH-284) except the course focuses on topics related to non-Western cultures. Examples of recent and proposed topics include Globalization and the U.S.; and People, Politics and Cultures of the Middle East.

WSH-464 Washington Term Internship Seminar Group discussion of internship experiences. Students are exposed to various research methodologies, readings and guest speakers for understanding Washington politics. The goal of the course is to expose students to generalizations about politics and how their internships are either confirming or challenging those generalizations. WSH-494 The Washington Experience Internship with an organization related to national or international politics in Washington, D.C., supervised by one of the resident staff of the Washington Term. Students establish learning goals and prepare a portfolio that documents their learning and places it in the larger context of the literature on American or international politics. P/NP basis only. One course credit may be counted toward a major in political science with consent of department, if credit has not already been received for Internship in Political Science (POL-494). (2.0 course credits)

25 RESERVE OFFICER TRAINING CORPS

25.1 Aerospace Studies

Clark, Spyker.

25.1.1 Air Force ROTC Courses

The Air Force Reserve Officers' Training Corps (AFROTC) program at Coe College is administered through a cross-enrollment agreement with the Department of Aerospace Studies at the University of Iowa in Iowa City. Classes are held at the University of Iowa or at Coe College. Information on the Air Force ROTC program is available by contacting the Department of Aerospace Studies at 319-335-9222.

Air Force ROTC is typically a four-year program divided between the General Military Course (first two years), field training, and the Professional Officer Course (last two years). Enrollment in the General Military Course is open to all students and carries no service obligation. Students can join the program any time during their first or freshman year. Students who complete the General Military Course attend a paid two-week field training course. Normally, students attend the camp between the sophomore and junior years of college. Successful completion of field training and the Professional Officer Course culminates in the student receiving a commission as an officer in the United States Air Force. Opportunities are available in approximately 100 career fields.

Students are supplied all AFROTC books, uniforms, and necessary materials free of charge. All students in the Professional Officer Course receive a monthly stipend of either \$450 or \$500. Veterans continue to draw both the AFROTC stipend plus any GI Bill benefits to which they are entitled. General Military Course Students are eligible to apply for AFROTC two- and three-year scholarships which provide tuition, books, fees, and between \$300-\$500 tax-free monthly stipend.

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25.2 Military Science

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25.2.1 Army ROTC Courses

The Army Reserve Officers' Training Corps (ROTC) program at Coe College is administered through a cross-enrollment agreement with the Department of Military Science at The University of Iowa in Iowa City. Classes are held either at The University of Iowa or at Coe College, depending upon the size of class enrollment. Information on the Army ROTC program is available by contacting the Department of Military Science at (319) 399-8297 or the website at ARMY ROTC

All students are eligible to apply for ROTC two-, three-, and four-year scholarships which cover tuition and fees, books and supplies, and a tax-free monthly stipend during the academic year. The Army National Guard and Army Reserve also provide financial assistance through membership with a respective unit.

Basic courses

The ROTC Basic Course is primarily for first- and second-year students. It provides the fundamentals of leadership and management and introduces the roles of the military as influenced by national and foreign policy. Enrollment in the Basic Course is open to all students and carries no service obligation. Students with prior military training normally are exempt from the Basic Course requirements.

Students may complete the Basic Course requirements over a one- or two-year period, or during a four-week fully-paid summer training session, the Leader's Training Course (LTC), held at Fort Knox, Kentucky. Students normally attend the camp between the sophomore and junior years of college.

- ?var:c.mil101.long
?var:c.mil101.desc
- ?var:c.mil102.long
?var:c.mil102.desc
- ?var:c.mil103.long
?var:c.mil103.desc
- ?var:c.mil104.long
?var:c.mil104.desc

Advanced courses

The ROTC Advanced Course is open to any student who meets the prerequisites. Its design is primarily for students who wish to pursue a commission as a lieutenant in the U.S. Army upon graduation. Most students in the advanced course incur an obligation to the military via the Active Army, Army National Guard, or Army Reserve. Students agreeing to serve in the armed forces, through a contractual obligation with the ROTC program, receive a tax-free monthly stipend.

To enter the Advanced Course, students must fulfill the requirements of the Basic Course, attain junior status, and earn a minimum cumulative GPA of 2.00. Students must complete the Leadership Development and Assessment Course (LDAC), a six-week course held at Fort Lewis, WA, usually during the summer between the third and fourth years of instruction. The course may be delayed until the summer following the final ROTC class with permission of the professor of military science.

Students in the Advanced Course complete the following list of courses: - ?var:c.mil209.long - ?var:c.mil220.long - ?var:c.mil305.long - ?var:c.mil350.long - ?var:c.mil360.long In addition, students choose **one** course in history from the following list: - ?var:c.his145.long - ?var:c.his155.long - ?var:c.his217.long - ?var:c.his227.long - ?var:c.his387.long

Students earning a degree in nursing normally are exempt from this requirement, and students may, with the approval of the professor of military science, use other courses to meet the requirement.

- ?var:c.mil209.long
?var:c.mil209.desc
- ?var:c.mil215.long
?var:c.mil215.desc

- ?var:c.mil220.long
?var:c.mil220.desc
- ?var:c.mil305.long
?var:c.mil305.desc
- ?var:c.mil350.long
?var:c.mil350.desc
- ?var:c.mil360.long
?var:c.mil360.desc
- ?var:c.mil380.long
?var:c.mil380.desc

26 FINANCIAL INFORMATION

26.1 FEES

Rates subject to change.

The Coe College annual fees and student accounts policies can be found in the **Coe Student Accounts Handbook** located at <https://www.coe.edu/student-life/student-life-resources/business-office/student-accounts-handbook> .

26.1.1 Full-time and Part-time Students

A student is full-time in the Fall or Spring Terms if registered for three or more course credits per term. Students who are taking fewer than three credits are considered part-time.

Part-time students may not participate in the complete program of College activities unless they pay the activity fee. A part-time student cannot be an on-campus resident student, unless special written permission has been granted by the Office of Residence Life.

26.1.2 Enrollment Fee

A \$300 non-refundable enrollment fee is paid to the College by the accepted candidate.

26.1.3 Comprehensive Fee

Coe College charges tuition, room, board, and student fees. The student fees include Health Services and an Activity Fee which is allocated to the Student Senate for apportionment among various student activities such as the student newspaper, literary magazine, and social events. Expenses not covered by the Comprehensive Fee include some music lessons, books, linen service, personal expenses, certain specific campus events, and health and accident insurance.

Table 26.1: Comprehensive Fee 2022-23 (For Full-Time Students)

Tuition	\$50,314
Board	\$5,726
Room	\$5,194
Student Fees (Health Services & Activity Fee)	\$350
Total On-Campus Resident	\$61,584

26.1.4 On-Campus and Off-Campus Resident Students

As a residential, liberal arts college, we seek to provide an environment where learning by all members of the community occurs in and out of the classroom and where curricular and co-curricular activities reinforce our commitment to the life of the mind. Such experiences occur best when students are living and learning full-time on campus. The residential life program is an integral part of the education program and support services at Coe College. Residence halls and hall staff provide a structure by which the experience of the classroom is joined with the out-of-class learning experience of the student.

Full-time students are required to live in residence and take meals in the college dining hall and, thereby, are charged for room and board unless exempt for one or more of the following reasons: 1. Married students – must provide copy of signed marriage license 2. Live with parent(s)/guardian(s) within 25 miles of campus (address on file with College is verified) 3. Dependent child (person must provide copy of child's birth certificate) 4. Completed 8 semesters living on campus 5. Students who are 25 years or older.

Other exceptions to the residence requirement must be applied for in writing to the Dean of Students. Approval or denial is determined on a case-by-case basis following evaluation of the extenuating circumstances provided for review. Students are notified in writing of the decision. Permission to live off campus must be on file in the Residence Life Office and must be renewed each year. Students who violate the residence requirement are charged full room and board costs for the entire year. Coe funded scholarships and grants will typically be reduced by approximately 10 percent when a student moves off campus.

26.1.5 ACM and Other Off-Campus Study Programs

Students desiring to study off-campus must first obtain approval from the Director of Off-Campus study. In every case, students are responsible for their own transportation and living expenses. Each student is advised to check with the program's director as to the cost (and other details) of each program. This charge could vary significantly from the cost of remaining on campus. The tuition charged for Fall or Spring Term off-campus programs will be Coe's tuition or the tuition for the off-campus program if greater than Coe's tuition. In addition to tuition, Coe will charge the off-campus program fee as billed by the off-campus program. Students maintain their eligibility for federal and state financial aid; however, Coe financial aid availability is subject to approval by the Committee on Internationalization. Students registered for the optional May Term who desire to study off-campus (except Coe-sponsored programs) are billed a surcharge fee for tuition and/or program costs which are greater than 10% of Coe's annual tuition. Tuition and fees for ACM off-campus study programs or study programs sponsored by other colleges must be paid in full prior to attending the off-campus program.

NOTE: *Students on regular-term Coe-administered programs including exchanges are able to use their Coe College gift aid to pay tuition that term. Domestic students on other providers' programs may be able to utilize a portion of their Coe gift aid. International students may be able to utilize a portion of their Coe gift aid toward tuition for ACM or other providers' domestic but not international programs. In all cases, students in an off-campus program are not charged the student-activity or health fee.*

26.2 GENERAL FINANCIAL REGULATIONS

1. Registration is not completed and a student is not enrolled in classes until College charges are paid in full or satisfactory arrangements are made in writing with the Business Office.
2. At the discretion of the College administration, a student may be suspended for non-payment of indebtedness to the College. If the account is later paid, the student may seek reinstatement.
3. No diploma, certificate, official transcript, letter of honorable dismissal, is granted to any student failing to make a satisfactory settlement of any indebtedness to the College.

4. Residence halls are not open for student occupancy during winter and spring breaks. Students living some distance from the campus may make housing arrangements through the Office of Student Life. The residence halls are open during the fall break and Thanksgiving recess. Meals are served during the fall break but not during Thanksgiving recess.
5. The College does not carry insurance on personal property of students and is not responsible for the loss of or damage to such property. Information regarding student health and accident insurance is available through the Office of Student Life.
6. The College reserves the right to revise charges as conditions may warrant.

26.3 PAYMENT POLICY

The Net Comprehensive Fee, the Comprehensive Fee less financial aid (with the exception of the work study) is due and payable by August 1st for the Fall Term and January 10th for the Spring Term.

26.3.1 Monthly Payment Plan

The College offers a monthly payment plan for those parents/students who desire to budget the costs of tuition, room, and board in 5 monthly payments per term. Under this plan, the first payment for the Fall Term is due August 1st, and the final payment is due December 10th. The payment plan for the Spring Term begins January 10th and the final payment is due May 10th (graduating seniors' final payment is due the last Friday in April). There is a \$50 non-refundable enrollment fee per term to be on the monthly payment plan. Students enroll in the monthly payment plan through CASHNet via their <my.coe.edu> account.

If, after enrolling in the monthly payment plan, the student's charges or financial aid changes, the student account and monthly payments are adjusted accordingly. All refunds are made in accordance with the refund policy as stated in the *Coe Student Accounts Handbook*. If a student on the monthly payment plan withdraws from Coe, charges and excess payments will be refunded in accordance with the College's refund policy. The \$50 enrollment fee will not be refunded. Information on this plan is available on <my.coe.edu>.

To give parents/students as much time as possible to make arrangements for their financial obligation or to take advantage of Coe's monthly payment plan, the Business Office generates an online billing statement in mid-July. Any special fees, such as music lessons, are billed after the start of classes and are payable by the tenth of the following month.

26.3.2 Late Payments

If a student chooses to pay his/her college charges on the semester payment schedule (payment in full is due August 1st and January 10th) late payments are subject to a late fee/finance charge of 1.25% per month (or fraction thereof) on the full amount that is past due. This is equivalent to an annual rate of 15%.

26.4 FINANCIAL IMPACT OF WITHDRAWING OR CEASING ATTENDANCE IN ALL COURSES

26.4.1 Official Withdrawal from all Courses

Students who withdraw from or cease attendance in all of their courses have the responsibility of initiating the official withdrawal process (see ([official-withdrawal-process?](#))).

If a student is unable to complete the official withdrawal process, the intent to withdraw can be communicated to one of the following offices: Registrar, Student Financial Services, Student Life, Student Success and Persistence.

Special consideration is given to students who withdrew due to a call to active duty. Coe's "Military Call Up/Refund" and "Readmission of Service Member" policies are published on the Admission/Financial Aid webpage. Copies of these policies can be requested from the Student Financial Services Office.

26.4.2 Unofficial Withdrawal from all Courses

Students who did not earn credit for any of the courses they were registered for in a given term and did not officially withdraw or otherwise provide notice of their intent to withdraw, must be considered "unofficially withdrawn". Federal regulations mandate that, a federal Title IV refund calculation, using the withdrawal date of either the midpoint of the term or the last date of attendance at a documented academically related activity, must be performed.

A student's withdrawal date is: The earlier of the date that the student began the official withdrawal process or otherwise provided official notification to a designated office of their intent to withdraw; OR If official notification could not be provided because of circumstances beyond the student's control, the date the college determines is related to the particular circumstance; OR If the student ceased attendance without providing official notification, the midpoint of the term; OR The student's last date of attendance at a documented academically related activity.

26.4.3 Federal Title IV Refund Calculation/Policy

In accordance with federal regulations, a Title IV refund calculation must be performed for students that are recipients of Federal Student Aid (FSA) who cease attendance in all courses, including students who are expelled, or are granted a leave of absence. The FSA programs that are covered by this law are: Federal Pell Grants, TEACH Grants, Stafford Loans, PLUS Loans, Federal Supplemental Educational Opportunity Grants (FSEOG), Iraq Afghanistan Service Grant, and other Title IV Programs. The Coe College Student Financial Services Office determines, based on the federally mandated formula¹, the amount of FSA assistance students have earned based on the date in the term a student is considered to be withdrawn. An example of the refund calculation is published online in the [Financial Aid Handbook] (<https://www.coe.edu/admission/financial-aid-scholarships/financial-aid-handbook>) and a handout may be obtained from the Student Financial Services Office.

26.4.4 Return of Financial Aid Funds Policy Steps

- Step 1: Determine the percentage of enrollment period completed by the student. If the calculated percentage is equal to or greater than 60%, the student has "earned" all aid for the enrollment period and no adjustment in financial aid occurs.

$$\text{Days Attended} \div \text{Days in Enrollment Period} = \text{Percentage Completed}$$

- Step 2: Apply the percentage completed to the Title IV aid award to determine the student's eligibility for financial aid prior to the withdrawal.

$$(\text{Total Aid Disbursed} + \text{Aid that could have been disbursed}) \times \text{Percentage Completed} = \text{Earned Aid}$$

¹the federal work-sheet used to calculate the amount of FSA assistance earned is available from the Student Financial Services upon request.

- Step 3: Determine the amount of unearned financial aid to be returned to the appropriate Title IV financial aid program.

Total Disbursed Aid – Earned Aid = Unearned Aid to be Returned

- If the aid already disbursed equals the earned aid, no further action is required.
 - If the aid already disbursed is greater than the earned aid, the difference must be returned to the appropriate Title IV aid program.
 - If the aid already disbursed is less than the earned aid, a late disbursement may be made to the student.
- Step 4: Determine if the institution and/or the student must return the unearned funds.
 - Total Aid – Earned Aid = Unearned aid that must be returned
 - Unearned Aid > assessed charges = Unearned aid that must be returned by the student
 - Unearned Aid – assessed charges = Unearned aid to be returned by the College

The Coe College Student Financial Service Office is required to return any unearned FSA funds that were applied towards institutional charges within 45 days in the following order: + Direct Unsubsidized Stafford Loan + Direct (Subsidized) Stafford Loan + Direct Graduate PLUS Loan (for graduate students) + Direct PLUS Loan (for parents of undergraduate students) + Pell Grant + SEOG + TEACH Grant + Iraq Afghanistan Service Grant

The student will be informed by the Student Financial Services Office of the type and amount of FSA program funds that are being returned on their behalf and of the amount the student must return. If the student's portion of aid to be returned is a loan, the terms of the original loan repayment agreement will apply. The amount of unearned grant funds a student must repay is limited to the amount by which unearned grant funds disbursed exceed half of the original grant award by \$50 or more. In general, the Student Financial Services Office will return the grant funds to the appropriate federal program and charge the student's Coe account, which will result in debt to the college.

- Step 5: Determine earned FSA assistance that has not been disbursed.

Total Aid Earned – Total Aid Disbursed = Earned Aid not Disbursed

Grant aid that was earned, but had not been applied before the student withdrew, will be applied to the students account within 45 days. Loan proceeds that could be disbursed after the student withdrew will only be disbursed if the student requests a disbursement within 14 days of receiving notice from the Student Financial Services of their eligibility of a post-withdrawal loan disbursement.

26.4.5 Institutional Refund Calculation/Policy

The Student Financial Services will follow the federal Title IV Refund Calculation/ Policy in determining the amount of earned and unearned Coe scholarships and grants and state assistance.

Tuition, Board and Student Fees will be charged pro-rata based on the percentage of the enrollment period completed up to the 60-percentage point in time of the term. Room charge will not be refunded after Date of Record for the term. Please see the *Coe Student Accounts Handbook* to review the institutional refund policy for tuition, fees, room and board.

26.4.6 May Term (optional)

The first May Term course taken by a student is a non-tuition charge term for all Coe full-time degree-seeking students enrolled in the Spring Term, therefore, no institutional aid is awarded to students. A \$1000 fee per May Term course will be assessed for subsequent May Term courses taken by a student. Please see the *Coe Student Accounts Handbook* for more information about May Term.

26.4.7 Enrollment Status Changes

Changes in enrollment status from full-time to part-time may affect a student's financial assistance. In general, the amount of financial aid a student is eligible to receive is based on the enrollment status as of the College's official date of record. Federal direct loans will no longer be in an in-school deferment status for a student who drops below half-time at any time during the term. Students should consult with the Student Financial Services to discuss how enrollment changes will affect their financial aid eligibility and loan deferment status.

26.4.8 Part-Time Students

A part-time student withdrawing from all courses in the Fall or Spring Terms shall be subject to *Return of Title IV Funds/Institutional Refund Policy*, see (**federal-title-IV-refund-calculation-policy?**) for more information.

26.4.9 Summer Students

A summer student withdrawing from class will be subject to Return of Title IV Funds/Institutional Refund Policy (see (**federal-title-IV-refund-calculation-policy?**)) which credits earned aid and assessed charges on a prorated basis predicated on the term/session enrolled.

27 FINANCIAL AID AND SCHOLARSHIPS

Coe College provides comprehensive need-based and merit-based financial aid programs designed to help qualified students attend Coe regardless of their family financial situation. Detailed information about financial aid programs and financial aid policies and guidelines are published in the *Coe College Financial Aid Handbook*. New students must accept their financial aid award by submitting a \$300 enrollment fee by May 1st for the Fall Term. Extensions may be requested by contacting the Student Financial Services. If a student does not respond by the stated deadline, Coe College cannot guarantee the availability of any funds offered in the financial aid award.

27.0.1 Academic Scholarship and Awards

Coe College offers academic and competitive scholarships to recognize the talents and achievements of students applying for admission. Academic scholarships require no separate application.

- **Trustee Scholarships and Heritage Awards** Academic scholarships and awards are based on high school academic record and test scores (ACT or SAT). Consideration may be given to leadership abilities, letters of recommendation, and/or community involvement, as well. Additional information can be obtained from the Office of Admission.
- **Legacy Award** Awards are available to children or grandchildren of Coe alumni.
- **Sibling Award** Awards are available to siblings of current students or siblings of Coe alumni.
- **International Scholarships** International students may qualify for academic or visual and performing arts scholarships.
- **Transfer Scholarships** Transfer students who have at least a 3.0 GPA may qualify for academic and talent-based scholarships. Students may be eligible to compete for full and partial scholarships.
- **Visual and Performing Arts Scholarships** Students with outstanding ability in art, music or theatre may compete for a scholarship. These scholarships are available to majors and non-majors. Additional scholarship opportunities for those majoring in music include the Marshall Full-Tuition scholarship, the Basler Vocal Music Scholarship, and the Schauwecker Scholarship.
- **National Merit Finalists** Full-tuition scholarships are awarded for National Merit Finalists if Coe is listed as first choice of schools with the National Merit Scholarship Corporation on May 1 of the student's senior year. National Merit awards are equal to the full-time tuition of the recipient's entry year and renew yearly at the same rate.
- **International Full-Tuition Scholarship** The International Full-Tuition Scholarship will be given to one student who demonstrates high academic achievement and financial need. This award is equal to the full-time tuition of the recipient's entry year and renewed yearly at the same rate.

27.0.2 Williston Jones Full-Tuition Scholarships

Several full-and partial-tuition scholarships will be awarded. Finalists are invited to interview or audition on campus.

- **The Distinguished Trustee Scholarship** This scholarship is awarded to high academic students with the potential to positively impact our campus.

- **The Diversity Leadership Scholarship** Coe believes educational experience is strengthened by the inclusion of strong voices from diverse backgrounds. This scholarship is awarded to students from historically underrepresented populations.
- **The Marshall Music Scholarship** Open to prospective students who have the motivation and background necessary to pursue the Bachelor of Music degree.
- **The Sustainability Scholarship** This scholarship is awarded to students who show passion and concern for our environment.
- **The Impact Award** The Coe College community values the ability each student has to make an impact on campus. This award recognizes this relationship the student has with the campus community. Eligible students are notified of the requirements to receive this award upon admission to the College.

Renewal Criteria

- All scholarships are renewable on an annual basis. Renewal is contingent on full-time study and will not exceed eight terms of full-time study.
- The renewal for the Williston Jones, Trustee, and Visual and Performing Arts scholarships will be based on Satisfactory Academic Progress (SAP). See (**satisfactory-academic-progress-policy?**) for SAP GPA and pace standards. Winners of music and theatre scholarships must meet participation criteria as specified in their award letter. Full criteria for renewal of all scholarships are outlined in scholarship notification letters.
- Students who fall below the required academic scholarship criteria or determine that should contact the Student Financial Services to determine if they are eligible for an extension to meet the GPA requirements or if other funds may be available to assist with offsetting the loss of a scholarship.
- Because these scholarships are awarded on merit, students do not have to demonstrate financial need to qualify.
- Coe College reserves the right to make any adjustments deemed necessary to the selection criteria, eligibility requirements, or award amounts of these scholarships. Questions regarding Coe scholarships should be directed to the Office of Admission.

27.0.3 Need-based Financial Aid

Need-based financial aid is available to students who are admitted to Coe College and file the Free Application for Federal Student Aid (FAFSA). These assistance programs are based on the premise that students and parents should pay for college to the extent that they are able. Need-based financial aid is used to help make up the difference between the cost of college and what a family can afford.

When a FAFSA is filed, a standard formula is used to calculate the expected family contribution – the amount that the student and his or her family are expected to pay. The Student Financial Services Office compares the expected family contribution (EFC) to estimated cost of attendance. If the costs exceed the amount of the EFC, the student is eligible for need-based financial aid. A typical financial aid package will contain a combination of gift aid (scholarships and grants) and self-help aid (low-interest educational loans and employment). Information released to Coe College through the FAFSA application is kept confidential.

Application for all need-based financial aid programs must be made for each year the student is enrolled. The FAFSA is available online at Federal Student Aid.

Verification Process

Federal regulations require that some applicants who are eligible for need-based financial aid complete the verification process. Students may be chosen for verification by the U.S. Department of Education or by Coe College. Applicants selected for verification are required to submit supporting documentation to the Student Financial Services. These supporting documents may include, but are not limited to, copies of student and parent IRS tax transcripts from a prior tax year, verification of untaxed income received, family size and the number of family

members attending college during the next academic year. Returning students selected for verification will not receive a financial aid award offer until all requested documents are received and reviewed by the Student Financial Services Office. Prospective students will receive a preliminary financial aid award offer prior to completion of verification. In order to finalize the awards offered, all requested documents should be received by the Student Financial Services Office at least one month prior to the end of the award period. A financial aid award is subject to change if verification results in a change to the Expected Family Contribution (EFC). During the verification process the Student Financial Services Office will contact students if clarification is needed on any of the information reported on the FAFSA or if it is necessary to make corrections to the FAFSA data.

27.0.4 Need-based Gift Aid

Gift aid does not have to be repaid by the student. Need-based gift aid is available through federal, state, institutional and outside sources. + **Coe Grant** The value of a Coe Grant is influenced by a student's financial need. The amount of the Coe Grant can vary from year to year, depending on changes in family income, room and board charges, and the availability of funding. Coe has many endowed scholarships that have been established by generous alumni and friends of the College. Income from these scholarships is used primarily to support Coe funded merit- and need-based aid. Students awarded Coe aid may be asked to complete an 'Endowed Scholarship Application.' The Financial Aid Office will use information from this application to match students with endowed scholarships. Students designated to have their Coe aid funded by an endowed scholarship may be contacted by the Coe College Advancement Office with information about their donor. (**Note:** Endowed scholarships funds support Coe funded aid already granted to the student. Under no circumstances will the student receive additional funding beyond what has already been listed on the financial aid award letter.) Endowed scholarship funds are vital sources of assistance for many of our students. It will be requested that each student receiving funds from an endowed scholarship write a letter of thanks to the donor or the designated official. Donor information and letter suggestions will be provided by the Office of Advancement.

- **Federal Pell Grant** The Federal Pell Grant program is designed to provide financial assistance to eligible undergraduates. Application is made by filing a Free Application for Federal Student Aid (FAFSA). The Federal Pell Grant program provides grants to full- and part-time students and may be used at any eligible college or university that the student attends as an undergraduate or until the student receive a first baccalaureate degree. The award amount may vary according to the cost of the institution and the number of hours for which a student is enrolled. A student may receive no more than the equivalent of 12 full-time term awards. Students must be enrolled for three or more course credits per term to receive the full award. At press time, the current 2022–2023 Federal Pell grants awards range from \$750 up to \$6,845. However, final Pell Grant amounts are subject to the federal budget process and could very well be reduced. These grants are generally available to families with modest incomes.
- **Federal Supplemental Educational Opportunity Grant (SEOG)** The Federal Supplemental Educational Opportunity Grant (SEOG) program provides financial grant assistance to Pell Grant eligible undergraduates with exceptional financial need which, for the purposes of this program, is defined as those with the lowest EFC. The grants are made from funds provided by the federal government to Coe College. The College, in turn, selects needy students who have applied for financial aid and meet awarding criteria established by the federal government. SEOG awards at Coe are based on the availability of funding and can range from \$100 up to \$1,000 per academic year. These funds are limited and not all students who qualify can be assured that they will receive a SEOG grant.
- **Iowa Tuition Grant (ITG)** The Iowa Tuition Grant (ITG) is available to qualified, undergraduate Iowa residents who are enrolled at least one quarter time (one course credit) at a private college in Iowa. A student may receive the ITG for no more than eight full-time terms. The ITG is based on financial need and a FAFSA filing deadline of July 1st. Application to receive the ITG at Coe can be made by listing Coe

College on the FAFSA. For the 2021-22 academic year, students whose Expected Family Contribution (EFC) is no greater than \$15,000 may qualify for a maximum full-time award of \$6,800.

- **National Presbyterian Scholarships** National Presbyterian Scholarships are offered to members of the Presbyterian Church (U.S.A.) who plan to attend one of the participating Presbyterian colleges, including Coe College. Students must file a separate application to the Presbyterian Church (U.S.A.) by December 1st. Only incoming first-year students may apply for these need-based renewable scholarships. (Applicants must complete the FAFSA to renew the scholarship.)

27.0.5 Non-Need Based Gift Aid

- **The Education Assistance for College and Higher Education (TEACH)** The Education Assistance for College and Higher Education (TEACH) program is designed to provide financial assistance of up to \$4,000 per academic year to current and prospective teachers. To qualify for a TEACH Grant a student must have scored above the 75th percentile on any portion of the ACT or SAT (including composite scores) or have a 3.25 cumulative grade point average. First-year students must have a final cumulative high school grade point average of at least a 3.25 and upperclassmen must maintain a minimum cumulative GPA of 3.25 each Term. In addition, a recipient must serve as a full-time teacher in a high-need field, in a school serving low-income students for at least four academic years within eight years. If a student does not complete the required teaching obligation, the grant must be repaid as a Direct Unsubsidized Federal Direct Stafford Loan with interest from the time the grant was disbursed.
- **Active Duty Military Benefits** An individual who is currently serving in the military or who is the spouse or dependent child of a service member who is currently serving on active duty, may be eligible for funding offered through the Department of Defense Tuition Assistance program. Applicants are encouraged to check their eligibility status and amount for which they qualify with their service prior to enrolling.
- **Iowa National Guard Educational Assistance Grant** The Iowa National Guard Educational Assistance Grant (NGEAP) provides annual awards to Iowa National Guard members who attend eligible Iowa colleges and universities. Eligibility is determined by the Iowa Adjutant General. Maximum individual awards cannot exceed the current average resident tuition rate at Iowa Regent Universities. The maximum award amount for the 2021–22 academic year was \$9,660.
- **ROTC Scholarships and Grants** ROTC Scholarships and Grants are available through Coe College. The College ROTC program provides on-campus leadership training in conjunction with a student's current curriculum. The scholarship provides payment of up to full tuition and fees for a given academic year and approximately \$600 per term for books, and a subsistence allowance of up to \$500 per month up to 10 months per academic year. ROTC-eligible students should contact the Student Financial Services to determine the impact this scholarship will have on their total financial aid package.
- **Veterans' Educational Benefits** The Veterans Administration administers programs for veterans and service people seeking assistance for education and training. A veteran or dependent of a veteran who plans to receive educational benefits, as determined by the Department of Veteran Affairs, should contact the Registrar's Office well in advance of enrollment to request certification. Additional information about veterans' benefits at Coe College, such as the application process for the various programs, available resources, as well as withdrawal and readmit policies for service members, can be found on the Coe College's Resources for Veterans and Military Students.
- **The Yellow Ribbon GI Educational Enhancement Program** The Yellow Ribbon GI Educational Enhancement Program is a provision of the Post-9/11 Veterans Educational Assistance Act of 2008. The program is designed to supplement the Post-9/11 tuition benefit, which is limited to the highest public in-state undergraduate tuition. Under the Yellow Ribbon program, Coe College entered into an agreement with the Department of Veterans Affairs to jointly pay the portion of an eligible veteran's net tuition and fees

that exceed the maximum amount otherwise provided by the Post-9/11 GI Bill. Veterans are encouraged to visit the VA's Yellow Ribbon webpage to determine their eligibility. While not required to file a FAFSA, applicants are strongly encouraged to do so in order to potentially maximize federal and/or state benefits.

- **Vocational Rehabilitation Benefits** The Division of Vocational and Rehabilitation of the Iowa Department of Public Instruction or a similar division in other states make assistance available to physically and mentally challenged students who are residents of the state. More information is available from the Division of Vocational Rehabilitation, 801 Bankers Trust Building, Des Moines, IA 50309, or the student's home state office.
- **Veterans Benefits and Transition Act of 2018 Compliance** Coe College abides by Section 103 of the Veterans Benefits and Transition Act of 2018. Our educational policy ensures that no penalty will be imposed including: 1) the assessment of late fees; 2) the denial of access to classes, libraries or other institutional facilities and /or 3) the requirements that a Chapter 31 or Chapter 33 recipient borrow additional funds to cover the individual's inability to meet his or her financial obligations to the institution due to a delayed disbursement of payment by the U.S. Department of Veterans Affairs provided we have a current Certificate of Eligibility (C.O.E.) on file.

27.0.6 Tuition Discount

- **Continuing Student Discount** Undergraduate and Post-baccalaureate students who do not qualify for Coe scholarships and grants may contact the Office of Student Financial Services to determine whether they qualify for a tuition discount.
- **Teacher Education Discount** Qualifying education students enrolled in Coe's Ninth-Term/Fifth-Year programs may obtain an application from the Education Department for a discount of up to 60% of regular full-time tuition charges. Students should contact the Education Department for detailed instructions and deadlines for applying (rates subject to change).
- **Accounting Discount** Full-time students who are pursuing a major in public accounting, have not completed their degree requirements in four years, and are in good academic standing receive a tuition discount of 60% of regular tuition charges in their fifth consecutive year of study (rates subject to change).

27.0.7 Federal Self-help Aid

Self-help aid may be need or non-need-based. Students apply for these funds by completing the FAFSA. Once awarded, the Student Financial Services will provide any additional paperwork that may be necessary. Self-help aid requires work for compensation or repayment of low-interest student loans. Eligibility for these programs is determined yearly and requires that the FAFSA be filed each year.

- **Work-Study Awards** provide part-time employment on campus, at area non-profit agencies and in local schools.
- **William D. Ford Federal Direct Stafford Loans** William D. Ford Federal Direct Stafford Loans must be repaid by the student. The Federal Direct Stafford (FDS) loan program allows students to borrow low-interest loans directly from the federal government. To qualify for an FDS loan, a student must file the FAFSA, be admitted to a degree or certificate program, and be enrolled at least half-time (2.0 course credits).

- **Loan Types**

There are two types of Federal Direct Stafford loans: subsidized and unsubsidized. The interest rate for loans processed during the 2021–22 academic year is fixed at 3.73 percent. A 1.057% origination fee is subtracted from the loan funds. Please note, interest rates, subsidies, and origination fees may change. Updated information will be published as it becomes available.

A student must have financial need to receive a subsidized loan. Financial need is not required to be eligible for an unsubsidized loan. During the time that a student is enrolled on at least a half-time basis (two course credits per term) the federal government will pay the interest on a subsidized FDS loan. Interest will accrue during the in-school periods on an unsubsidized FDS loan. A student has the option of paying the interest during in-school periods or adding the interest to the principal of the loan. Principal payments begin after the six-month grace period.

Once a student is no longer enrolled at least half-time, repayment begins after a six-month grace period. During the grace period, the student will receive repayment information from the loan servicer, including the first payment due date. Information on the servicer assigned to a student's loans can be looked up on Federal Student Aid

- **Federal Direct Parent Loan for Undergraduate Student's (PLUS)** Parents who can demonstrate good credit may borrow the difference between the student's costs of attendance less financial assistance. Both custodial and non-custodial parents can borrow through the PLUS loan program in order to meet their obligation to the student's costs at Coe. The interest rate for loans processed during the 2021–22 academic year is fixed at 6.28 %. A 4.228% origination fee is subtracted from the loan funds. Repayment begins 60 days after the loan is fully disbursed unless the borrower requests to defer payment while the student is enrolled.
- **Federal Direct PLUS Loan Program for Graduate Students**
Federal Direct PLUS Loan Program for Graduate Students must be repaid by the student. The terms and conditions applicable to the Parent PLUS Loan (made to parents of dependent students) also apply to PLUS Loans made to graduate students.

27.0.8 General Policies

Financial Aid Satisfactory Academic Progress Policy — Academic Year 22–23

The Student Financial Services Office is required to monitor students who receive federal financial aid. SAP standards apply to all students receiving federal, state, and institutional financial aid. These SAP of federal financial aid recipients is measured each term of the academic year^[1] for which a student receives federal financial aid. SAP is measured in three components: Cumulative Grade Point Average (GPA); Pace (Completion Rate); and

1. **GPA:** A student in an undergraduate program must meet minimum GPA standards.

Total Course Credit Attempted ¹	Cumulative Minimum GPA
0 – 4.99	1.5
5 – 7.99	1.75
8 – 11.99	1.8
12 – 15.99	1.9

Total Course Credit Attemptptd ¹	Cumulative Minimum GPA
16 and above	2.0

2. **Pace:** A student must complete an incremental percentage of all cumulative credits attempted.

Total Course Credit Attempted ²	Minimum Percentage of Attempted Course Credit Completed
0 – 7.99	58%
8 – 15.99	64%
16 and above	70%

3. **Maximum Time Frame:** A student must complete his or her educational program within 150% of the published length of the program measured in attempted course credits or credit hours. For example: the majority of undergraduate programs at Coe College require 32 course credits for graduation. A student can receive federal financial aid for a maximum of 48 attempted cc (32cc x 1.5). A student pursuing a double major/minor or a student who changed majors will normally be expected to complete all degree requirements before reaching 150 percent of attempted cc required to complete a program.

Financial Aid Warning A student who does not meet the minimum SAP standards for GPA and Pace will be placed on Financial Aid Warning for the subsequent term. Federal financial aid can be received during a Financial Aid Warning Term. A Financial Aid Warning notice is sent to the student by the Student Financial Services Office at the beginning of the warning term.

Financial Aid Suspension A student who fails to meet SAP during the warning term is no longer eligible to receive federal financial aid and is placed on Financial Aid Suspension. The Student Financial Services Office will notify the student of his or her financial aid suspension; the notice will include information on the financial aid appeal process.

Financial Aid Appeal A student may appeal his or her financial aid suspension by completing the SAP Appeal Form. The appeal must be submitted to the Student Financial Services Office as soon as possible and must include an explanation of why the student failed to meet SAP and what has changed in the student's situation that would allow him or her to meet SAP standards during the term. Circumstances are limited and cannot be based upon a student's need for assistance or the lack of knowledge that financial aid assistance was in jeopardy. Examples of possible situations include documented serious illness, severe injury, death of a family member, or other circumstances that prevented the student from meeting SAP standards. The Financial Aid Appeal Committee will review the appeal and notify the student of the outcome within 14 days of the receipt of a completed Financial Aid Appeal Form. A student whose appeal is denied will be granted a 100 percent refund of tuition charges if they officially drop all courses.

Financial Aid Probation A student who successfully appeals his or her financial aid suspension is placed on Financial Aid Probation. Federal financial aid can be received for the term a student is on Financial Aid Probation.

¹**Course Credit conversion to Semester Hours** One Course Credit = 4 semester hours

²Course Credit conversion to Semester Hours One Course Credit = 4 semester hours

Academic Plan In most cases a student must complete an academic plan. An Academic Plan is generally developed based on a student's individual needs and is completed with Learning Commons staff. A student whose appeal has been granted based on an Academic Plan must continually meet the terms of the plan in order to receive federal financial aid. If a student fails to meet the terms of the plan, the student loses financial aid eligibility and is placed on Financial Aid Suspension.

Regaining Eligibility when a Financial Aid Appeal has not been granted If a Financial Aid Probation Appeal is denied or an appeal was never submitted, the student may regain eligibility to receive financial aid by completing a number of courses without receiving federal financial aid. It is the student's responsibility to contact the Student Financial Services Office if he or she can demonstrate that SAP standards are being met or that an academic plan has been developed that, if followed, will ensure the student is able to meet SAP standards by a specific point in time.

27.0.9 Impact on SAP of certain types of status marks and credits

- **Audited Courses** Audited courses do not count towards degree requirements and do not impact SAP.
- **Status Mark of I** Courses for which a grade has not been reported at the time of the SAP evaluation will be counted as attempted credits. Credit is not earned and GPA is not impacted. It is the student's responsibility to inform the Student Financial Services once a grade has been reported.
- **Pass (P) – Not Pass (NP) Graded Courses** Grades of "P" count as attempted credits and credits earned. Grades of "NP" count as attempted credits, but not credits earned. Grades of "P" and "NP" do not impact GPA.
- **Transfer Credits** Courses that are transferred from another institution and **accepted toward a degree program** count as attempted and earned credits, but do not impact the cumulative GPA. Courses that are taken at another institution that are **not accepted towards a degree program** do not impact SAP standards.
- **Updating Coursework Successfully completed courses** that are repeated are counted as attempted credits but not credits earned. The grade earned in a repeated course will replace the previously earned grade and may impact the cumulative GPA. A student must report any grade changes/updates that affect aid eligibility directly to the Student Financial Services Office.

Failed courses that are repeated are counted as attempted and earned hours and therefore impact the cumulative GPA.

- **Status Marks of W and WF** Courses for which a grade of "W" is recorded count as attempted credits. Courses for which a grade of "WF" is recorded count as attempted credits and impact GPA.
- **Part-time Students** Coe grants and scholarships are not available to students who are enrolled part-time (fewer than 3.0 course credits). Federal and state grants and loans are available to part-time students at pro-rated amounts. Students changing their enrollment status from full-time to part-time must contact the Student Financial Services Office. To be eligible for a federal Direct Stafford Student loan, a student must be enrolled for a minimum of two course credits. Students who are enrolled for fewer than two course credits do not qualify for an in-school deferment status on existing federal loans.
- **Fifth Year of Study** Financial aid beyond eight terms is generally limited to federal and some state aid. Students are encouraged to file a Free Application for Federal Student Aid (FAFSA) for federal and state financial aid, although both types of financial aid also have statutory limits. For students who received a federal Pell grant, the equivalent of 12 full-time terms is the maximum. For students receiving the Iowa Tuition Grant, eight full-time terms are the maximum. Federal and state financial aid eligibility ends once students

have satisfied all requirements for their particular areas of study. (See Financial Aid Satisfactory Academic Progress Policy, (**financial-aid-satisfactory-academic-prgress-policy?**) for additional restrictions.)

Students who received eight terms of Coe aid are not eligible for Coe-gift funds. However, students pursuing a fifth year of study may be eligible for a continuing student discount. Students who wish to apply for the continuing student discount should contact the Student Financial Services Office. Education and accounting majors who are in their fifth year of study may be eligible for a fifth-year tuition discount. Contact the respective academic departments and the Student Financial Services Office for more information.

- **Withdrawal and Leave of Absence from the College**

When a student withdraws or takes a leave of absence from all classes during a term, it is the responsibility of the college to calculate a return of Title IV funds according to federal policy. (See Return of Title IV Funds/Institutional Refund Policy, (**federal-title-IV-refund-calculation-policy?**)) Students who are granted a leave of absence, and are not attending college elsewhere during the leave, generally are eligible to have their academic and talent-based scholarships renewed upon their return. Renewal of these scholarships is contingent upon meeting Satisfactory Academic Progress, see (**financial-aid-satisfactory-academic-prgress-policy?**) . Students who are returning from a leave of absence and have attended college elsewhere may have their scholarship eligibility reevaluated.

- **Reporting Changes and Other Assistance** Any change in a student's enrollment status, financial circumstances, or residential status must be reported immediately to the Student Financial Services Office. Such a change may have an effect on the calculation of financial need and the resulting assistance offered. It is in the best interest of students to contact the Student Financial Services Office prior to an enrollment or residential status change.
- **Outside Scholarships and Loans** All aid received from sources outside of Coe College must be reported to the Student Financial Services Office. Outside assistance may include, but is not limited to: scholarships, tuition reimbursement, private student loans, etc. These funds may cause a change in financial aid eligibility.
- **Appeals** A student has the right to appeal any decision concerning financial aid eligibility or award in writing to the Director of Financial Aid. To do so, contact the Director of Financial Aid.
- **Off-Campus Study** Coe-administered financial aid, with the exception of the National Tuition Exchange (NTE) Program benefits, may be used for off-campus study if approved by the Committee on Internationalization. Students are responsible for any additional costs of the programs. Applications to use Coe aid should be filed with the Director of Off-Campus Studies. Enrollment in an off-campus study program approved for credit by Coe qualifies the student to be considered for assistance from federal and state grant and loan programs. Contact the Student Financial Services Office for more information.

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