

# ACADEMIC POLICIES

## Policies and Regulations

### Course Registration

Current graduate students may register the first day of registration for any term. Students will complete registration online. ALT PIN numbers will be provided by the program director or academic advisor.

Class schedules and descriptions of the registration procedures can be found online from the Office of the Registrar.

Registration must be completed and all tuition and fees must be paid to the Business Office before published deadlines.

### Graduate Courses

Courses at the 600 and 700 levels are offered for graduate credit only. Courses offered at the 600 level may be open to graduate students or to undergraduate seniors who meet specific requirements. In some instances, courses included in a graduate certificate program may be cross-listed as both an undergraduate and graduate class. In those instances in which undergraduate and graduate students are taking the same course, it is the expectation of Concordia College that course requirements for graduate students will have added rigor that can be easily discerned through an examination of the course syllabus. While the nature of these expectations may vary from course to course, it is assumed that the following categories will usually be the focus for increased rigor. In all cases, additional expectations for graduate students should be clearly identified on the syllabus.

- Higher grading expectations
- Additional assignments, papers and/or projects and/or additional expectations including, but not limited to: more sophisticated topic choices, paper length, number of required sources, expectations for public presentation(s), etc.
- Increased scholarly reading and more sophisticated research/scholarship expectations

### Graduate Certificate Credits Applying to Master's Degree

Graduate certificate credits can be applied toward a master's degree with the following restrictions:

- No more than 50% of credits in a master's program can be satisfied by graduate certificate credits.
- A capstone/thesis from a certificate program cannot be used to satisfy a capstone/thesis requirement in the master's program.
- No course taken in the certificate program for which the grade is less than B will be permitted on a Plan of Study for a master's degree.

### Research Involving Human Subjects

If proposed research or a project involves human subjects, the research plan or project will be reviewed by an approved college procedure to assure the protection and rights of those subjects and the procedure established for obtaining informed consent. No research of this type will be initiated until the Institutional Review Board (IRB) has approved it. Forms are available in Moodle. Allow at least four weeks during the academic year for IRB approval.

### Academic Integrity

The Concordia community expects all of our members to act with integrity – to act with honest, uprightness and sincerity. Every member

of our academic community is charged with the responsibility of encouraging and maintaining an environment of academic integrity. Please refer to the Master's Degree Program Section (<https://catalog.concordiacollege.edu/graduate-academic-community/masters-degree-programs/>) for the detailed Academic Integrity Policy.