

Academic Calendar

Spring 2020 semester calendar amended March 15, 2020

Calendar dates for events before March 9, 2020 are unchanged. Amended dates are noted in red.

Spring 2020 Semester	Original dates	Amended dates
Mid-semester Break	Mar 9-13	Mar 9-20
Classes Resume	Mar 16	Mar 23
Residence Halls Close	N/A	Mar 23
Last day for automatic W withdrawal and pass/fail registration	Mar 23	Apr 29 (for automatic W) All courses graded pass/fail by default, no registration required
Student Symposium	Apr 7	Cancelled
Last Day of Classes	Apr 28	Apr 29
Reading Days	Apr 29-30, May 3	Apr 30, May 3
Final Exams	May 1-2, May 4-6	May 1-2, May 4-6 (unchanged)
Residence Halls close for First, Second, Third Year Students	May 7	N/A
Commencement	May 9	Postponed Indefinitely
Residence Halls close for Seniors	May 10	N/A

Definition of a Lake Forest Credit

Catalog Policy Addition approved July 8, 2020 with retroactive application to Spring 2020 semester

Relevant portions of original policy and additions to policy are noted in red. The College received HLC authorization to pivot the modality of instruction from in-person to fully remote on **March 12, 2020**.

Current Policy

Lake Forest credit is earned, recorded, and tallied by courses rather than by semester credit hours. For the purposes of definition and transfer of credit, a Lake Forest course is valued at four semester credit hours or six quarter credits. A Lake Forest semester lasts 15 weeks (14 weeks of classes plus a 5-day final exam period). The Lake Forest calendar also includes three four-week summer sessions. Regardless of the term, each regular Lake Forest course **delivered in person** (1.0 Lake Forest credit) includes at a minimum the equivalent of forty-two 50 minute instructional hours per term. **Remote and hybrid courses require regular and substantive interaction with the professor during the term to maintain the same rigor, quality, and integrity as fully in-person courses.**

Students are expected to devote a minimum of three hours of out-of-class work for each hour in class. Courses that include additional class meeting times, laboratories, or discussion sessions may require proportionately less out-of-class work. Semester-length Lake Forest courses carrying 1.0 course credits should require students to devote a minimum of 12 hours of total work per week (in-class time plus out-of-class work). Full-credit courses taught during shorter periods of time (e.g., during summer session) should require an equivalent amount of work as a semester-length course. Courses offered for fractional course credit (e.g., 0.5 or 0.25 course credits) should require an appropriate proportion of the total workload of a full credit semester-length course.

Policy Addition

- **Remote and hybrid courses require regular and substantive interaction with the professor during the term to maintain the same rigor, quality, and integrity as fully in-person courses.**

Academic Standing

Catalog Amended Policy effective April 3, 2020 for Students who attended the College in the Spring 2020 Semester Only

Relevant portions of original policy are noted in red. All changes noted under **Amended Policy** section.

Current Policy

The academic record of every student is reviewed by the Academic Appeals Board of the faculty, the Dean of the Faculty, and the Dean of Students at the end of each term. As a result of such reviews, students may be placed on academic probation by the Dean of Students or the Academic Appeals Board as a warning that they are in danger of academic suspension. **Students are placed on academic probation whenever their cumulative GPA falls below 2.0.** Students on academic probation are assigned to work with Academic Support Specialists to improve their academic performance. No student on academic probation may be enrolled as less than a full-time student, unless special permission has been given by the Dean of Students. Students on academic probation may continue to participate in co-curricular programs, such as athletics, theater, clubs, and organizations upon review and approval by the Associate Dean for Student Success.

First-time first year students who have achieved less than a 1.00 GPA in their first semester at the College will have their academic record reviewed by the Dean of Faculty (or representative), in consultation with others, including; the Dean of Students, Academic Advisor, Academic Support Specialists, etc. **After the review is complete, a decision may be made to not suspend the student, but to instead place the student on academic probation.** Students who are assigned this status are required to meet with the Associate Dean of Faculty for Student Success before the start of their second semester to create a plan which will outline a set of expectations designed to keep the student accountable and create a blueprint for improved academic success.

Students who have completed their second semester and beyond are suspended when their GPA in any term is less than 1.0, even if they have not previously been on academic probation.

In addition, students on academic probation are suspended when their GPA for any probationary term is less than 2.0. No student may remain on academic probation for more than two consecutive semesters without being suspended. All students who are suspended have the right to appeal. Appeals are considered on a case-by-case basis. A student who is suspended for academic reasons is not eligible to apply for readmission for at least six months. A student may be readmitted only once; a second suspension for academic reasons is known officially as an Academic Dismissal and becomes a permanent separation from the College for academic reasons. Suspension or dismissal

from the College may also be mandated under conditions set forth under the conduct process. Probation, academic suspension or dismissal, and readmission are noted on the student's official academic record and appear on transcripts sent outside the College. Parents or guardians are notified when a dependent student is placed on probation, suspension, or dismissal. Only in unusual circumstances can exceptions to the rules concerning probation, suspension, and dismissal be considered by the Academic Appeals Board.

Amended Policy

Suspension, probation, and continuing probation policies are temporarily frozen for the Spring 2020 semester. For this semester, students' academic performance will not negatively impact academic standing. Students who are currently on probation can still earn their way to good academic standing this term if they raise their GPA above 2.0.

Pass-Fail Grading Policy

Catalog Amended Policy effective March 31, 2020 for Spring 2020 Semester Only

Relevant portions of original policy are noted in red. All changes noted under **Amended Policy** section.

Present Policy

Students may choose the option of receiving a notation of P (Pass) to indicate a grade of D– or better in any course they take. Under this option, grades of F, W, and WF are recorded on the transcript as usual. **Application for this option, or for changing back to regular letter grades, must be made before the last day of the ninth week of classes in a 15-week course or the deadline for withdrawing from classes with an automatic W for other types of courses.** Approval of the student's advisor is required. **No more than four credits with grades of P based on this policy may appear on a student's transcript at any one time.** This excludes credit-bearing activities that are by default graded on a Pass-Fail basis, such as internships and some practica. Students may choose to change a grade of P on their transcript back to a regular letter grade at any time before the final degree audit for graduation by submitting the appropriate form; under no circumstances may letter grades be subsequently changed to P grades.

Amended Policy (Spring 2020 only)

1. Any courses taken pass-fail in the Spring 2020 semester shall be exempted from the maximum of 4.0 credits of Ps that can appear on a student's transcript.
2. Departmental restrictions on pass-fail grades for major courses shall be waived for any courses taken pass-fail in the Spring 2020 semester. A "Pass" grade in a Spring 2020 course shall automatically satisfy any minimum letter grade requirement for prerequisite courses.
3. All courses for Spring 2020 will initially be P/F. Following regular P/F procedures, every faculty member will award a letter grade to each student in their courses; students may look at the grade they received in each of their courses and decide if they want to revert to the letter grade, or leave the P on their transcript.

Modified Policies for General Honors, Honors in the Major, and Dean's List to address Pass-Fail grades in COVID-affected semesters.

Catalog Amended Policy effective April 21, 2020 for Students who attended the College in the Spring 2020 Semester Only

Relevant portions of original policies and changes to Honors and Dean's List policies are noted in **red**. All changes noted under **Amended Policy** sections.

These changes will apply only to students who attended the College in the Spring 2020 semester.

General (Latin) Honors

Present Policy

General honors at graduation consist of summa cum laude for GPAs from 3.9 to 4.0, magna cum laude for GPAs from 3.7 up to 3.9, and cum laude for GPAs from 3.4 up to 3.7. In order to achieve honors in one of these categories, a student must have an academic record that satisfies all of the following requirements:

- **At least 14 Lake Forest College courses taken with the full range of the letter grades** (A, B, C, D, F, but not CR).
- A Lake Forest GPA equal to or greater than the minimum listed above for the pertinent category.
- A total GPA, including Lake Forest College courses, Affiliated Off-Campus Study courses and transfer courses that also equals or exceeds the above minimum for the given category.

GPAs are not rounded up; for example, a 3.898 is not in the summa cum laude category. The calculation of a GPA includes plus and minus grades. Repeated courses will be considered in this calculation as long as they follow the policies regarding repetition of courses and have been completed prior to graduation from the College (see "Repeated Courses"). Grades of all transfer courses acceptable by Lake Forest College for transfer credit will be used in GPA computations. For courses that have been repeated, a maximum of two transfer credit grades can be forgiven. Such forgiveness applies only to courses taken prior to the student's matriculation at Lake Forest College. Forgiveness of transfer credit grades counts toward the maximum of two total forgiven grades before graduation (i.e. students can have two transfer credit grades forgiven after repeating, two LFC credit grades forgiven after repeating, or one from each category). The transfer GPA is combined with the Lake Forest GPA as a weighted average. Transfer grades from colleges or universities with different grading systems are dealt with case by case by the Dean of the Faculty in consultation with the Registrar; where necessary, they will be brought to the Academic Appeals Board.

Amended Policy

- At least 14 Lake Forest College courses taken with the full range of the letter grades (A, B, C, D, F, but not CR or P).
- **Transfer students who entered the College with 14.0 or more course credits** must have taken at least **10** credits of Lake Forest College courses with the full range of the letter grades (A, B, C, D, F, but not CR or P). **Transfer students who entered the College with 11.0-13.9 course credits** must have taken at least **12** credits of Lake Forest College courses with the full range of the letter grades.
- No change for other students.

Honors in the Major

Present Policy

Honors at graduation in the student's major are based on a clear demonstration of superior mastery of the subject and on the ability to successfully complete a senior thesis. To receive honors in the major, a **student must have attained a 3.5 GPA in all courses taken in the major at Lake Forest College, including the final semester**. A minimum of six courses must have been taken in the major at the College. A student must be evaluated as having successfully completed a senior thesis. In exceptional circumstances when a senior thesis seems inappropriate, a well-documented senior research project or imaginative creative project brought to fruition in the senior year may be substituted for the senior thesis. The request for such a substitution must be initiated by the project director and requires the unanimous approval of the members of the department(s) involved. As with other theses, the final project will be reviewed by a thesis examining committee consisting of three faculty, at least one from outside the department. Please note that completing a senior seminar will not result in honors in the major.

Amended Policy

- A student must have attained a 3.5 GPA in courses taken in the major at Lake Forest College, including the final semester. **Up to two courses in the major can have a P grade and these are not be included in the GPA calculation.**

Dean's List

Present Policy

The Dean's List recognizes students who have achieved distinguished academic records. It is compiled at the end of each academic year. Only Lake Forest College course credits are counted. To be selected for this honor, **a student must have received during the year at least six graded course credits, and must have received no more than two credits with the Pass-Fail option**, and must have attained a GPA during the year of

at least 3.60 (without rounding up). Repeated courses will be considered in this calculation as long as they have been repeated during the academic year for which the student earned Dean's list status, and follow the policy regarding repetition of courses.

Students who received Dean's List distinction at Lake Forest College during the previous year may take one extra course during the following year without charge, subject to certain limitations.

Amended Policy

- To be selected for this honor for the 2019-2020 academic year, a student must have received during the year at least **four graded course credits**, must have received no more than **four credits with the Pass-Fail option**, and must have attained a GPA during the year of at least 3.60 (without rounding up).

Partial Credit Recovery Policy (PCR)

New Catalog Policy effective April 9, 2020 for Spring 2020 Semester Only

The policy is available for attempted courses valued at either 0.5 or 1 credit.

Policy

- Once a student submits a withdrawal request dated March 23 or later (the return from spring break), the Registrar's office will inform the Center for Academic Success (CAS).
- A CAS representative will then determine whether the student is eligible for the PCR. Eligibility is defined as the student, with instructor confirmation, having both:
 - completed at least 50% of the normally required hours for in- and out-of-class work (140 hours, outside of finals, for a full-credit course).
 - achieved a D- or better average for this work through the start of spring break.
- If the student is eligible, the CAS representative will determine student interest in receiving partial credit.
- The student would receive a P grade with no letter grade submitted. The P could not be converted to a letter grade.
- If eligible, the student transcript would show 1) a W for the original course, and 2) a generic College credit (**COLL 119 COVID-19 Partial Credit Recovery**) with a grade of P that would apply toward the 32 credits for graduation, but would not satisfy any FFC or major/minor/program requirements.
- If the student retakes the course in the future, they would retain the partial-credit designation on their transcript as COLL 119 and the W from the original semester.
- The P for COLL 119 will not affect the grade if they retake the course.
- The students must complete the entire retake of the course to earn a new credit.
- This policy is only available for the Spring 2020 term.