

Preface

This catalog presents a comprehensive picture of the academic program at Kenyon College. Listed here are all of the regular courses taught by the Kenyon faculty. Note that not all courses are offered every year. In any given year, faculty members will teach a number of "special topics" courses that do not appear in the Course Descriptions section because they are not regular parts of the curriculum. To see which courses are being offered in the current or upcoming year, [visit the Office of the Registrar website](#).

The Course Catalog is organized in two sections. The first covers academic policies and procedures, including degree requirements and curricular regulations that apply to all Kenyon students. The 'Academic Program at Kenyon' and 'College Curriculum' describe the College's curriculum and graduation requirements. The Course Catalog also provides information regarding enrollment procedures, grades, academic standards, transfer credit and off-campus study.

The second section presents the academic departments and programs of study, in alphabetical order. Each of these academic department and program pages sets forth specific requirements associated with the field of study — for example, a list of the requirements for majors and a description of the Senior Exercise. Each academic department and program also lists courses, in numerical order. Questions about courses should be addressed to members of the department or program in question.

Great care has been taken to assure the accuracy and completeness of the information contained in this publication. Note that Kenyon College reserves the right to discontinue or to modify courses or programs; to change instructors; or to change policies, procedures, fees, and other regulations without prior notice

An Important Note on Requirements

Please pay special attention to the material covering curricular requirements and rules governing course enrollments. Read these regulations carefully; not only are students presumed to know them, but also the regulations are revised from time to time. Ignorance of a rule does not qualify a student for exemption from that rule.

Equal-Opportunity Policy

Kenyon admits qualified students regardless of age, color, disability, national or ethnic origin, race, religion, sex, or sexual orientation to all rights, privileges, programs, and activities generally accorded or made available to students at the College. It does not discriminate on the basis of age, color, disability, national or ethnic origin, race, religion, sex or sexual orientation in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other College-administered programs.

Questions regarding such policies and programs should be directed to the Civil Rights/Title IX Coordinator at Kenyon or to the U.S. Department of Education's Office of Civil Rights.

Degree Completion Rates

The following figures indicate the degree completion rates for Kenyon students in relation to their year of enrollment:

Entering Class	After Four Years	After Six Years
Fall 1998	81%	83%
Fall 1999	80%	83%
Fall 2000	85%	87%
Fall 2001	82%	84%
Fall 2002	85%	88%
Fall 2003	85%	88%
Fall 2004	84%	86%
Fall 2005	82%	86%
Fall 2006	86%	89%
Fall 2007	86%	89%
Fall 2008	85%	89%
Fall 2009	83%	87%
Fall 2010	89%	90%
Fall 2011	86%	90%
Fall 2012	86%	
Fall 2013	86%	
Fall 2014	85%	

Those students taking longer than four years to complete their programs have done so because they have withdrawn from the College for one or more semesters.

Accreditation

Kenyon College is accredited by the Commission on Institutions of Higher Education of the North Central Association of Colleges and Schools. The address and phone number of the association are:

North Central Association of Colleges and Schools
 30 North LaSalle Street
 Suite 2400
 Chicago, Illinois 60602-2504
 (800) 621-7440

Kenyon College: Its Mission and Goals

The Mission of the College

Over the 185 years of its life, Kenyon College has developed a distinctive identity and has sought a special purpose among institutions of higher learning. Kenyon is an academic institution. The virtue of the academic mode is that it deals not with private and particular truths, but with the general and the universal. It enables one to escape the limits of private experience and the tyranny of the present moment. But to assert the primacy of the academic is not to deny the value of experience or of other ways of knowing. Kenyon's academic purpose will permeate all that the College does, but the definition of the academic will be open to recurrent questioning.

Kenyon's larger purposes as a liberal arts institution derive from those expressed centuries ago in Plato's academy, although our disciplines and modes of inquiry differ from those of that first "liberal arts college." We have altered our curriculum deliberately in answer to changes in the world, as an organism responds to its environment without losing its identity. Kenyon's founder

gave a special American character to his academy by joining its life to the wilderness frontier. His Kenyon was to afford its students a higher sense of their own humanity and to inspire them to work with others to make a society that would nourish a better humankind. To that end, and as an important educational value in itself, Kenyon maintains a deep commitment to diversity. Kenyon today strives to persuade its students to those same purposes.

As a private and independent college, Kenyon has been free to provide its own mode of education and special quality of life for its members. Its historic relationship with the Episcopal Church has marked its commitment to the values celebrated in the Judaeo-Christian tradition, but without dogmatism, without proselytizing. Because its faculty and students are supported by neither church nor state, the College must charge fees and seek support from donors. While this preserves Kenyon's independence, it sets unfortunate limits. The College's ambitions must be tempered by a sense of what is economically feasible.

As an undergraduate institution, Kenyon focuses upon those studies that are essential to the intellectual and moral development of its students. The curriculum is not defined by the interests of graduate or professional schools, but by the faculty's understanding of what contributes to liberal education. The faculty's first investment is in Kenyon's students. The College continues to think of its students as partners in inquiry, and seeks those who are earnestly committed to learning. In the future, Kenyon will continue to test its academic program and modes of teaching and learning against the needs of its students, seeking to bring each person to full realization of individual educational potential.

To be a residential college means more than that the College provides dormitory and dining space for its students. It argues a relationship between students and professors that goes beyond the classroom. It emphasizes that students learn and develop, intellectually and socially, from their fellows and from their own responses to corporate living.

Kenyon remains a small college and exemplifies deliberate limitation. What is included here is special, what is excluded is not necessary to our purposes. Focus is blurred when there is dispersion over large numbers or over a large body of interests. Kenyon remains comprehensible. Its dimensions are humane and not overpowering. Professors, knowing students over years, measure their growth. Students, knowing professors intimately, discover the harmony or conflict between what a teacher professes and his or her behavior.

To enable its graduates to deal effectively with problems as yet uncalculated, Kenyon seeks to develop capacities, skills, and talents which time has shown to be most valuable: to be able to speak and write clearly so as to advance thoughts and arguments cogently; to be able to discriminate between the essential and the trivial; to arrive at well-informed value judgments; to be able to work independently and with others; to be able to comprehend our culture as well as other cultures. Kenyon has prized those processes of education which shape students by engaging them simultaneously with the claims of different philosophies, of contrasting modes, of many liberal arts.

The success of Kenyon alumni attests to the fact that ours is the best kind of career preparation, for it develops qualities that are prized in any profession. Far beyond immediate career concerns, however, a liberal education forms the foundation of a fulfilling and valuable life. To that purpose Kenyon College is devoted.

The Goals and Objectives of the College

I. General Liberal Arts Education

Kenyon is institutionally committed to promoting a liberal arts education. Skills are promoted and developed that are not only useful to any career but essential for a fulfilling and valuable life.

- a) Students acquire knowledge and understanding of fine arts, humanities, natural sciences, and social sciences.
- b) Students learn to use information technology and make sense of the information they find.
- c) Students learn to formulate ideas rigorously and communicate them effectively, in speaking and writing.
- d) Students learn to understand a wide diversity of cultures.
- e) Students learn to assess arguments.
- f) Students learn quantitative skills and how to analyze data.
- g) Students learn to work creatively

II. Overall Academic and Major Program

The academic program provides freedom within a common structure to promote balance and coherence, so students design truly liberal educations, which are focused, expansive, and useful in the future.

- a) Students develop expertise in at least one discipline or area.
- b) Students organize courses so that study of one subject illuminates and is illuminated by study of another.

III. Relationships, Community and Security

Fundamental to the Kenyon experience is that students and professors develop personal and long-term relationships. The personal contact between students and faculty that characterizes Kenyon stands as central to the Kenyon undergraduate experience. The consequence of student-faculty interaction is that student experience is not one of anonymity. The scale and rural location of the residential community heighten the importance of these relationships. Kenyon provides an environment that is aesthetically conducive to study and is safe and secure, so that students may direct their attentions to their academic life and extracurricular activities unhindered.

IV. Participation and Involvement

The opportunity to participate in campus life and the ease and comfort of participation are characteristic of Kenyon. The atmosphere at Kenyon promotes student involvement. Discourse among students is frequent, on both academic and nonacademic issues, and that discourse is enriched by the diversity of the faculty and student body. Students are active in producing their own experience, rather than being primarily receivers or observers. Doing, by oneself and with others, is Kenyon's recipe for learning.

V. Satisfaction and Accomplishment

Accomplishment of the first four goals translates into high levels of student satisfaction both at Kenyon and years later when former students reflect back on their Kenyon experience. It also translates into high levels of accomplishment for Kenyon graduates.

Academic Administration

The following members of Kenyon oversee the administration of the College curriculum and assist students in forming individual curricula as they progress through Kenyon.

Provost

The provost is the College officer in charge of all academic affairs. The provost's responsibilities include matters pertaining to the faculty, curriculum, instruction, academic records, and academic facilities. Students may consult the provost on policies in these areas. The provost's office is located in Bailey House.

Associate Provosts

The associate provosts assist the provost with a wide range of matters relating to the faculty, curriculum, and teaching. They supervise the Office of International Education, the educational outreach program, grade appeals, synoptic majors, faculty reviews, the Writing Center, summer science scholars, early-graduation petitions, and the Academic Infractions Board. Their offices are located in Bailey House.

Dean for Academic Advising and Support

The Dean for Academic Advising and Support is responsible for academic advising for students across class years. The dean collaborates with various campus units on programs and initiatives that will empower students to access information and resources in order to make informed decisions. The dean provides counsel to students on academic, social, and personal matters, directing students to additional resources on and/or off campus as appropriate. Most importantly, the dean supports faculty and students in developing meaningful and effective faculty-student advising relationships.

Registrar

The registrar maintains the academic records of Kenyon and publishes the Kenyon College Catalog and other enrollment information. The registrar's office should be contacted on matters such as the following:

- Accessing grades
- Course enrollment
- Course schedule
- Classroom assignments
- Deadlines
- Declaration or change of major, minor, or concentration
- Diplomas
- Enrollment verifications
- Examination schedules
- Graduation requirements
- Petitions
- Summer school credit
- Transcript request
- Transfer of credit
- Veterans Benefits Administration.

Petitions for waivers or substitutions of the academic policies of the College should be directed to the registrar for consideration by the petitions subcommittee of the academic standards committee. Advice on preparing a petition may be sought from the dean for academic advising, or the student's faculty advisor.

Faculty Advisors

New students are assigned a faculty advisor to assist in designing their programs of study, including curricular planning and postcollegiate plans. The faculty advisor also supports students' personal development and welfare by directing them to appropriate campus resources.

When a student declares a major course of study within a department or program, they request a faculty member from that department or program to serve as faculty advisor. Forms for declaring a major are available from the Office of the Registrar.

If students wish to change their faculty advisor before they are ready to declare a major, change of advisor forms are available from the registrar's office. The signature--physical or electronic-- of the faculty advisor must be obtained before a student can enroll in a course or make any further adjustments to their class schedule.

New students are also assigned a volunteer upperclass student who works as a liaison with the students, their faculty advisors and the New Student Programs Office. The upperclass students help new students become acquainted with Kenyon and are available to provide assistance throughout Orientation.

Requirements for the Degree

NOTE: While faculty members and administrators stand ready to counsel students about degree requirements, the final responsibility for meeting the requirements rests with each student.

Students must fulfill the following requirements in order to [earn a bachelor of arts degree at Kenyon](#).

1. Major

The student must successfully complete all requirements of one major course of study including the Senior Capstone. (See The College Curriculum)

2. Credits

Sixteen (16) Kenyon units (128 semester-hours or 192 quarter-hours) are required. Of these, a minimum of 8.00 units must be earned at Kenyon on a letter-grade basis. Above this minimum required, the student may include a maximum of 3.00 Kenyon units earned at summer school, a maximum of 0.50 unit of credit from physical education courses, and a maximum of 3.00 units earned on a student-chosen pass/D/fail and credit/no credit basis. (See also Transfer Credit and Grades and Credit)

3. Residency

Eight semesters of full-time undergraduate enrollment (1.50 units or more) are required. A minimum of four of these semesters, including the senior year, must be completed at Kenyon College, on the Gambier campus.

4. Grade Point Average

In order to graduate, the student must earn an overall minimum grade point average, at Kenyon College, of 2.00 ("C"). A minimum of 2.00 is also required for each major course of study. Like most other colleges and universities, Kenyon is concerned only with the grade point average earned in residence with Kenyon faculty, not with the average earned elsewhere. (See Transfer Credit)

5. Credits Outside the Major

The student must earn 9.00 or more units outside the major department; or, if there is more than one discipline in the department, the student must earn 7.00 or more units outside the major department as well as 9.00 or more units outside the major discipline. (A discipline is a traditional area of academic study.)

6. Diversification

By the time a student graduates, she or he must complete at least 1 unit, within at least one department, in each of the four divisions.

In fulfilling this requirement, students should pay careful attention to the relationships among disciplines, departments, and divisions. For example, 0.50 unit in MUSC (music) and 0.50 unit in ARTS (studio art) will not together satisfy a distribution requirement, because these two disciplines, though in the same division, are in separate departments. The charts summarize the distinctions among disciplines, departments, and divisions.

Students may earn 1.00 unit in a division by combining a course from an interdisciplinary program with an appropriate departmental course—but only if the interdisciplinary course is "cross-listed" in a department in this catalog. For example, ENVS 112, Introduction to Environmental Studies, is listed not only in the environmental studies section of the catalog but also in the biology section; thus, ENVS 112 may be paired with any biology course to satisfy the natural-science requirement.

Note: Two such courses may be paired only if the interdisciplinary course is cross-listed in the catalog during the year it was undertaken.

Advanced Placement courses will not satisfy this requirement.

7. Second Language

Students must demonstrate a level of proficiency in a second language equivalent to one full year of introductory college study. They may meet this requirement in any of the following ways:

- a) by earning language credit in a course in the Kenyon Academic Partnership program
- b) by earning a score of 4 or 5 on any Latin Advanced Placement examination; or by earning a score of 3 or better on the College Board Advanced Placement test in a second language or literature
- c) by earning a score of 540 or higher on an SAT II modern language test
- d) by achieving a satisfactory score on a placement exam administered during Orientation
- e) by completing an introductory-level modern or classical language course at Kenyon
- f) by obtaining transfer credit for coursework that completes the equivalent of a year or more of language study at the transfer institution as determined by the registrar and the relevant department(s). Students may complete the equivalent of a year or more of language study at the transfer institution by transferring credit for the last semester (or final session) of a one-year (or longer) sequence. Transfer credit must be pre-approved by the registrar and

the chair(s) of the relevant department(s), who must confirm in advance that the proposed course meets the departmental standard.

- g) by providing documentation that is satisfactory to the registrar and/or the Committee on Academic Standards, such as an ACTFL Oral Proficiency Interview certificate or STAMP test, that indicates they have achieved proficiency equivalent to one year of introductory college-level study

If the student seeks to meet the requirement through study of a language that is not offered at Kenyon, the student is responsible for providing documentation that is satisfactory to the registrar. Likewise, if a student seeks to meet the requirement through an off-campus study (study-abroad) program other than one of the Kenyon-approved programs, the student must provide documentation that is satisfactory to the registrar. Because Kenyon's introductory modern languages courses are taught as a single, year-long curriculum, it is not possible to take one semester of a language at another institution and complete the requirement by taking a second semester at Kenyon.

Kenyon considers achievement of language proficiency important for many reasons, among them:

- Language study forms part of the traditional foundation to the liberal arts because it leads to the rigorous study of texts in the original across many disciplines.
- Language study increases understanding of one's native language and of language in general.
- Language study provides insight into other cultures and cultural differences.
- Language study enables students to function in a global context.
- Knowledge of a foreign language increases one's desirability as a job candidate, particularly for leadership positions.
- Foreign language study requires structured learning and can therefore improve study skills.

8. Quantitative Reasoning

The student must earn a minimum of 0.50 Kenyon unit of credit in a course, or courses, designated as meeting the quantitative reasoning (QR) requirement. These courses are marked "QR" in the course catalog. Advanced Placement courses will not satisfy this requirement.

In order to transfer credit to fulfill the QR requirement, a student must present to the Kenyon registrar evidence that the proposed transfer course is equivalent to a specific Kenyon QR course (a list of and descriptions of which are available on the registrar's Web page). For any proposed transfer course that does not correspond directly to a Kenyon equivalent, the student must supply explicit evidence that the course meets the specific criteria established for QR courses at Kenyon (e.g. it teaches students "to use statistical methods to analyze and interpret data," "to make inferences and decisions based on quantitative data," "to design experiments, and learn and apply data-collection methods," etc.) as a continuing theme in the course. In turn, the registrar will consult with the chair of the relevant department(s) to evaluate whether the proposed course is in fact equivalent to a Kenyon QR course or whether it adequately meets QR guidelines. The registrar, acting on behalf of the Curriculum Policy Committee, reserves the right to deny the transfer of QR credit. In every instance, the burden of proof falls to the student to present evidence that the QR criteria have been met; this evidence should take the form of course descriptions, syllabi, copies of assignments, and examinations.

Note: A course will satisfy the QR requirement only if it is designated a QR course for the semester in which it has been taken. Students should be aware that a particular course may change in

character from one year to the next, so that it may count as a QR course during one semester but not during another.

Quantitative-reasoning courses may focus on the organization, analysis, and implementation of numerical and graphical data; or they may involve learning mathematical ideas, understanding their application to the world, and employing them to solve problems. In QR courses, students will learn some or all of the following:

- To use statistical methods to analyze and interpret data.
- To make inferences and decisions based on quantitative data--for example, by developing and testing hypotheses.
- To critically assess quantitative information — for example, by reading and critiquing journal articles with quantitative information and analysis.
- To design experiments, and learn and apply data-collection methods--for example, by developing data in laboratory exercises.
- To use mathematical reasoning and the axiomatic method--for example, by using systems of symbolic logic.
- To develop and use mathematical models — for example, to predict the behavior of physical, economic, or biological systems.
- To learn and apply the basic ideas of probability, chance, and uncertainty.
- To understand and apply concepts in algorithms and computer programming.
- To communicate quantitative information and mathematical ideas--for example, by constructing and interpreting graphical displays.

A given QR course probably will not include all of these abilities, but every QR course will engage students in some of them. In courses identified with the QR tag, the use of quantitative reasoning is a major and continuing theme. Although the subject matter of QR courses will vary by department and discipline, the quantitative knowledge and skills developed will be applicable in a wide variety of settings.

The College Curriculum

Underlying Kenyon's curriculum is a set of policies and enrollment regulations created by the faculty to govern every student's curriculum at the College. These policies apply to all candidates for the degree.

The Major Program

The major program is organized in one of the following ways:

The major in a department or program

The major program constitutes focused academic work undertaken in a single department or discipline. It is the responsibility of the department to determine the work necessary for successful completion of the major. An outline of departmental or programmatic requirements may be found in the academic department and program curriculum pages in this catalog. The department or program may prescribe courses in other departments or disciplines as part of the major program. In order for the student to complete the declared major course of study, a minimum grade point average of 2.00 in the major department or program is required.

The synoptic major

At Kenyon, there are several ways in which students can satisfy broad and substantial interests that cut across departmental and disciplinary boundaries. Students may undertake a double major. They may combine a major in one department with a minor in another, or with any one of several interdisciplinary concentrations. Many will find their needs met by one of the interdisciplinary programs listed in this catalog.

A great deal of care and hard work has gone into the formulation of the College's majors, minors, and concentrations, so that almost all students choose to major in one of these established departments or programs.

In exceptional cases, however, a student may have a well-thought-out and strong interest in coherent studies that do not quite fit into existing programs. In such cases, it is possible for the student to propose a synoptic major. It is the responsibility of the student to initiate such a proposal, gather faculty advice, and write and justify the proposal for a synoptic program. The proposal must be approved no later than the end of the sophomore year.

Developing a synoptic major program will require the student to do considerable synthesis in thinking through how material from the selected courses fits together. Consultation with faculty (advisor or others) should initially consider whether one or more of the established programs could not meet the needs of the student. A meeting with one of the associate provosts at an early stage will most likely be useful. A synoptic major is likely to prove more demanding to carry out than a major chosen in the ordinary way from existing programs. Therefore, a student proposing a synoptic major must have a cumulative GPA at or above the average GPA of Kenyon students.

A synoptic major program must be deep as well as broad. It must be coherent. The program must consist primarily of courses that are offered in the established programs, together with a limited number of individual-study courses when such courses are really needed. Normally, not more than 2 units of an 8-unit synoptic major program should consist of independent-study coursework. Faculty members from at least two of the departments in which the student will work must agree to serve on the advisory committee for the student's synoptic major. Since each department may designate the core course or courses it deems necessary for all synoptic majors choosing work in that department, the student's proposal for the synoptic major must also be approved by the chairs (or members designated by chair) of the departments of the faculty advisors.

The final form of the student's proposal for the synoptic major program is the responsibility of the student and should be submitted to one of the associate provosts, who will engage with the student and the faculty advisors in a discussion and review of the proposal. Final approval of the program will be made by the associate provost in consultation with the chairs of the departments of the student's faculty advisors (or with senior members of the departments designated by the chairs).

Declaring a major

Students may declare a major at any time, but not later than September 30 of their junior year. Normally, students declare their majors as sophomores before spring vacation. To declare a major, students obtain and file a form in the Office of the Registrar, after securing the necessary faculty signatures. Students wishing to declare synoptic majors may obtain complete information from the office of the associate provosts. Students who plan to participate in off-campus study must declare a major before submitting their off-campus study application.

The Senior Capstone

Students must satisfactorily complete the Senior Capstone in their major program to be awarded the degree. Programs may require credited coursework, work that is not credited, or a combination of the two for completion of their senior capstone. In general, the purpose of the Senior Capstone is to promote coherence within the major program of the student and, particularly, to offer each student the opportunity to articulate that coherence for himself or herself. Although each Senior Capstone is determined by the goals of the individual department and therefore may vary on that basis, a collegiate aim of the Senior Capstone is to encourage the student to achieve the following:

- Develop and demonstrate the ability to think and read critically, and to distinguish the essential from the trivial.
- Explore and refine individual interests through independent research or creative projects.
- Develop and demonstrate writing ability by the completion of a meaningful piece of newly written work.
- Develop and demonstrate speaking ability—through public presentations, roundtable discussions or symposia with peers, or through oral exams, etc.
- Develop and demonstrate the ability to synthesize prior work, and to use and critique methodologies pertinent to the discipline through exams, written papers, or special projects.
- Grapple with new ideas.
- Collaborate with others — faculty members and peers — at various stages of the Senior Capstone

Departments may give a different emphasis to each of these goals. In cases where the above goals are not fully addressed by a department's Senior Capstone, the department will incorporate them into other required parts of the major curriculum.

Each department must regularly inform all of its majors of the nature and purpose of the Senior Capstone and must discuss the capstone with its senior majors prior to its administration or due date(s). A student who fails the Senior Capstone will be given another opportunity to pass it before Commencement of his or her senior year. Failure on the second opportunity means that the student [may not graduate or participate in the Commencement ceremonies that year](#). The student will be given an opportunity to satisfactorily complete the Senior Capstone after Commencement at a time mutually agreeable to the student and department.

A Minor Course of Study (Optional)

Students may choose to complete a minor course of study. Minor courses of study are offered in some disciplines but not in all. The following policies govern such courses of study:

- Students declare a minor course of study in the Office of the Registrar just as they declare majors and interdisciplinary concentrations
- A minor consists of a minimum of 2.00 units and a maximum of 3.50 units. A minimum of 2.00 units must be from within the discipline itself.
- Courses that count toward the student's major may not also count toward the minor, nor may a student undertake both a major and minor in the same discipline.
- Neither the College nor a department will plan course availability in a given year so as to enable a particular student or students to complete a minor. Students may not be given preferential admission to a course on the basis of their minor.

- Students' transcripts will note majors (at least one required), concentrators (optional), and minors (optional).
- Specific information and requirements regarding minors may be found under the section of the department or discipline in question.

Declaring a minor

Although coursework may begin prior to declaration, students can declare a minor only after they have declared a major. To elect a minor, students obtain and file a form in the Office of the Registrar after securing the necessary department chair approval. Students who wish to elect a minor must do so before November 30 of their senior year.

An Interdisciplinary Concentration (Optional)

Students who have declared a major may also elect to declare an interdisciplinary concentration. (Interdisciplinary programs are those that draw from two or more of the traditional disciplines.) As with the major course of study, completion of a concentration becomes part of the student's permanent record. A description of a concentration's requirements can be found in the introductory paragraphs under the appropriate heading in this catalog.

A concentration will require a minimum of 2.50 units and up to a maximum of 4.00 units of prescribed academic credit. Academic coursework undertaken for such a program may consist of work offered by departments and other concentrations, as well as coursework offered by the concentration. Directors of concentrations certify students' successful completion of their programs to the registrar, who will note completion on the students' records.

Declaring a concentration

Although coursework may begin prior to declaration, students can declare a concentration only after they have declared a major. To elect a concentration, students obtain and file a form in the Office of the Registrar after securing the necessary faculty approval. Students who wish to elect a concentration must do so before November 30 of their senior year.

Joint Major (Optional)

The joint major combines an interdisciplinary program with a major from a participating department. This combination provides a solid grounding in the methodology of a discipline, while providing an interdisciplinary experience. Joint majors are created through a cooperative agreement between departments and interdisciplinary programs, and require the student to complete coursework in both the interdisciplinary concentration and the departmental major as specified in the cooperative agreement. The student will complete a single Senior Capstone in the format of the cooperating department.

Honors

The degree with college honors

Students may receive the Bachelor of Arts degree with collegiate honors (cum laude, magna cum laude, summa cum laude) by attaining a cumulative grade point average in the following ranges:

cum laude 3.50-3.69

magna cum laude 3.70-3.89

summa cum laude 3.90 and above

Students in full-time residence at Kenyon for fewer than five semesters will be considered for honors by the Committee on Academic Standards. The student's Kenyon grade average shall be the prime determinant. However, the committee will also examine the student's record at other institutions and may alter the degree of honors indicated by the Kenyon average.

The degree with departmental or interdisciplinary honors

Students may apply to read for the degree with honors in a major. Application should be made to the chair of the department or the director of the program. At any time, the department or program may deny the student the opportunity to continue in honors. Students reading for honors are usually required to pass a special examination administered by an outside examiner.

There are three classes of honors in a major: Honors, High Honors and Highest Honors. The class of honors that the student receives will be determined jointly by the outside examiner and the faculty of the student's major. A student who fails to achieve the degree with honors may be awarded the degree without honors, provided they successfully complete the equivalent of the Senior Capstone.

Collegiate standards for honors in the major

To undertake senior honors work in a major, a student must ordinarily have a minimum 3.33 grade point average overall. In addition, each department or program determines its own minimum requirements, whether a minimum grade point average or some comparable standard. These standards are listed in the sections for the various departments and programs in this catalog.

In cases where a department or program deems a student worthy to undertake honors but the student does not meet minimum standards, the department or program may petition the Academic Standards Committee for acceptance of the student into the honors program. Ordinarily such a petition will be submitted no later than April 15 of the junior year. The committee will consider at least the following criteria:

- Is the student's proposal persuasive and is it supported enthusiastically by the department or program?
- Are there extenuating circumstances around the lower grade point average? Is there upward movement in the grade point average from a poor start? Or are there extenuating circumstances in a particular semester?

Honors for synoptic majors

Students who propose a synoptic major may also ask to read for honors. The Committee on Standards decides on admission to the Honors Program for synoptic majors. (An explanation of the procedure is available at the Office of the Registrar.) At least 1.00 unit of credit in independent study must be included in the program, and arrangements are made for an outside examiner. The degrees of honors are identical to those described above.

Year of Graduation

A student's year of graduation, or class, is determined by the registrar based on semesters of full-time study completed. The year of graduation will be set back as appropriate for students returning after having withdrawn, unless we receive the transcript with the evidence that they have earned credit as full-time students elsewhere. Students who fall behind the normal pace of 4.00 units per year by more than 2.00 units will have their year of graduation and class set back as appropriate. The class year will reflect the graduation ceremony in which the student will be eligible to participate.

Questions about a student's year of graduation should be addressed to the registrar.

Early Graduation

The Kenyon degree is based on work accomplished during four years of full-time academic work (See Residency under Requirements for the Degree). Early graduation is rare and infrequent, granted only in extenuating circumstances. Petitions for early graduation are submitted at least one year in advance of the proposed date of graduation. Detailed information about criteria and procedures is available from the Office of the Registrar.

A Guide to Courses of Study

The following tables are a handy guide to the majors, minors, interdisciplinary majors, and concentrations available in the various academic departments.

Drawing from the options presented in the tables, students, in consultation with their faculty advisors, will develop and implement their chosen courses of study. In brief, the requirements and options are as follows:

- All degree candidates must successfully complete a minimum of one major course of study including the Senior Capstone.
- Students may choose to complete one or more minor.
- Students may choose to complete one or more interdisciplinary concentrations.

<i>Division</i>	<i>Department</i>	<i>Majors</i>	<i>Minors</i>
Fine Arts	Art and Art History	Art History; Studio Art	Studio Art; Art History with emphasis in Ancient, Renaissance & Baroque, Modern, or Architectural History
	Dance and Drama, and Film	Drama; Dance; Film	Dance
	Music	Music	Music
Humanities	Classics	Latin and Greek; Latin; Greek; Classical Civilization	Classics (emphasis in language, civilization, or language and civilization)
	English	English	English
	Modern Languages and Literatures	Literature (French, German, or Spanish); Modern Languages; Area Studies (French, German, or Spanish)	Arabic; Chinese; Italian; Japanese; Russian
	Philosophy	Philosophy	Philosophy
	Religious Studies	Religious Studies	Religious Studies

Natural Sciences	Biology	Biology	Biology; Environmental Biology; Molecular Biology and Genetics; Physiology; Plant Biology
	Chemistry	Chemistry	Chemistry
	Mathematics and Statistics	Mathematics (focus on classical mathematics or statistics)	Mathematics; Statistics
	Physics	Physics	Physics; Astronomy
	Psychology	Psychology	
Social Sciences	Anthropology	Anthropology	Anthropology
	Economics	Economics	
	History	History	History
	Political Science	Political Science	
	Sociology	Sociology	

Interdisciplinary Programs

Interdisciplinary Majors

- American Studies
- Asian and Middle Eastern Studies Joint Major
- Biochemistry
- Environmental Studies
- International Studies
- Molecular Biology
- Neuroscience
- Women's and Gender Studies

Interdisciplinary Concentrations

- African Diaspora Studies
- American Studies
- Asian and Middle Eastern Studies
- Comparative World Literatures
- Environmental Studies
- Integrated Program in Human Studies
- Islamic Civilization and Cultures
- Latino/a Studies
- Law and Society
- Neuroscience
- Public Policy
- Scientific Computing
- Women's and Gender Studies

Preprofessional Programs

Information and advice on professional studies in architecture, business, clinical psychology, education, engineering, health-care professions, law, library and information science, the ministry, and social work are offered by designated faculty and staff members who are knowledgeable in these fields. Informational sessions are held throughout the academic year, beginning during Orientation. The preprofessional advisors are also available for individual discussions and consultation. For a list of the current preprofessional academic advisors, see Maureen Tobin, graduate school and preprofessional advisor, or the director of the Career Development Office (CDO).

For Pre-Med Course Suggestions See:

[Medicine](#)

Course Enrollment and Schedule Change Procedures

Semester Enrollment Requirement

Normally students enroll in 2.00 units of credit each semester. A student must enroll in a minimum of 4.00 units of credit each academic year, up to a maximum of 5.00 units. In any semester, a student may enroll in a minimum of 1.75 units so long as the minimum enrollment for the year is satisfied. A student may register for a maximum of 2.50 units of credit in a semester. Seniors may register for as few as 1.50 units either semester, so long as they register for 3.50 units for the year and will have earned the necessary 16.00 units for graduation.

Summer units earned by completing courses at Kenyon during the summer prior to the first year (i.e. KEEP program, STEM pre-orientation program) apply to the minimum of 4.00 units for the first year. However, any student receiving these summer units will be expected to meet the minimum enrollment of 1.75 units in each academic semester (i.e., fall, spring).

Students who fail to meet this requirement will find the notation "Underenrolled: Below minimum units for the year/term" on their academic record.

A student must be enroll in at least 0.50 unit of credit in at least two departments in every semester until 16.00 units have been completed. Any of the interdisciplinary courses do serve as a "department" in this regard. Please note that one may not register for, for example, two French courses and two Spanish courses, as these are in the same department. The same would be true for studio art and art history courses.

Students who fail to meet this requirement will find the notation "Improperly enrolled: Enrolled in only one dept" on their academic record.

Course Registration Procedures

During the first seven class days of each semester, the drop/add period, students may come to the Office of the Registrar to alter their course registrations (or status within courses), with the approvals of their advisors and instructors as needed.

Students may register for an Individual Study (IS) up to the seventh class day in any given semester. Before a sponsoring faculty member or department chair approves an Individual Study, the student (consulting with the instructor) must submit the completed online form for the IS

based on the guidelines articulated in the department /program policy. A student may not create an Individual studies on the same content as a course being offered in a given semester.

Course registrations are finalized at the end of the drop/add period (seventh day of classes). Students are fully accountable for all courses for which they are registered from that point on, and all will remain on the permanent record.

If students attended a course in which they were not registered, no record of or grade for the class will be available.

If a student never attends or stops attending a course but fails to withdraw properly in the registrar's office, an F is recorded.

Fees for late course changes

All enrollment changes after the first seven class days of each semester are subject to the late course change fee unless otherwise noted. These fees apply to all enrollment changes including those accomplished through petition and are found under Explanation of Fees and Charges on the web page.

At the discretion of the registrar, payment of all or part of these fees may be waived. Students may appeal the registrar's decision to an associate provost, whose decision is final. Students may request that these fees be added to their College accounts.

Course Changes after the First Seven Days of Classes

Although the regular drop/add period ends with the seventh day of classes, music lessons and ensembles may be added until the eleventh day of classes. Beyond these regular deadlines, late addition of courses is possible until the end of the third week of each semester. Adding a course late requires submission of an enrollment change form (with signature approvals from the course instructor and the faculty advisor) and payment of a late processing fee. Courses that begin during the second half of the semester (e.g., physical education, second-half physics courses) may only be added through the first week of the session.

Changes in Grade and Credit Status (Audit and Pass/D/Fail)

Audit

Students may change to audit status beginning the first day of the semester through the first seven days of classes, provided such change leaves them properly enrolled. This change requires the signature of the instructor and advisor.

Pass/D/Fail

A student may change status in a course to or from pass/D/fail only through the end of the sixth week of classes. Students are specifically required to maintain a consistent grading option over both halves of a year long course. This change requires the signature of the instructor and advisor.

For more information see the Grades and Credit section.

Withdrawing from Individual Courses before the End of the Semester

Withdraw after the seventh class day

A student may withdraw (WD) without petition from a course only within the first eight weeks of each semester, provided the student remains enrolled for at least 1.75 units of credit in the semester and 4.00 units for the year. Students may withdraw (WD) from a year long course (a credit overload) only through the eighth week of the first semester, or from the second half of a year long course through the eighth week of the second semester. The withdrawal requires the signatures of the instructor and the faculty advisor. A late course change processing fee will be charged. Students may not withdraw from the course if an academic infractions case is pending. A "WD" will appear on the student's record.

Withdrawing from a year long course at mid-year

Students are allowed, with signature of the advisor and the instructor, to withdraw from a year long course with half credit and a final grade. The instructor may require a final examination. Students who withdraw after tentative grades have been submitted must understand that the final grade for the first semester need not necessarily be the same as the tentative grade.

Forms for dropping the second half of year long courses at the end of the first semester are available at the Office of the Registrar and should be returned there no later than the seventh class day of the spring semester. The final grade must be received in the Office of the Registrar within two weeks (ten class days) of the effective date of the drop. Otherwise a grade of F will be recorded.

Withdraw, illness or incapacity

A student may petition to withdraw from a course because a serious illness or other personal circumstance beyond the student's control has prevented him or her from meeting the requirements of his or her courses. If approved, this will appear as a "WI" (withdrawal because of illness or incapacity) on the student's transcript. The student should consult with the instructor of the course, their faculty advisor and the Dean for Academic Advising and Support. The petition will be reviewed by the Committee on Academic Standards. Students eligible for WI are exempted from payment of a late fee.

Withdraw late

A student may withdraw from a course and become underenrolled one time only. Students may withdraw late (WL) from a year long course during the first semester only. Students may not withdraw late from the second half of a year long course. A "WL" (withdraw late) will be recorded on the student's transcript. A student may use this option even if it leaves the student underenrolled, with the understanding that the student must still accumulate 16.00 units to graduate. However, students who are already underenrolled may not use this option to become further underenrolled. Use of the WL must be discussed with the student's instructor, the faculty advisor, and the dean for academic advising before a decision is made to use the option. Students are expected to continue to attend class and participate until the required signatures are obtained and the WL form is submitted to the Office of the Registrar. Students should obtain signatures in the following order: course instructor, faculty advisor, and dean for academic advising. This option must be exercised before 4:30 on the last day of classes for the semester. However, students who have already exercised the option to underenroll by one course in the fall of the senior year may not use the WL option the following spring.

Students may not withdraw from a course where Academic Infractions Board sanctions are pending or have been imposed. Similarly, students may not withdraw from a class after they have been expelled from the class and the "X" grade has been submitted.

Grades and Credit

Course Credits

Ordinarily, students enroll for 4.00 units per year. Many courses are worth 0.50 unit, however labs, intensive language courses, and music lessons and ensembles vary. Please pay close attention to the credit listed in the catalog and schedule of courses. Note: 0.50 unit of credit is considered to be the equivalent of a four semester-hour course at other colleges and universities. Courses offered at Kenyon are offered only for the credit as stated in this catalog and may not be undertaken for greater or lesser credit.

Course Grades

A student may take courses for a letter grade, on a Pass/D/Fail basis, or as an auditor unless otherwise indicated in the course description.

Grades

Instructors are required to report grades for students enrolled for credit. A chart at the end of this chapter shows the grades and their value. Grades range from A through F. Plus and minus may be attached to any grade except F.

A student may be expelled from a course. In this event, X is recorded on the permanent record. Students receiving an F, WD (previously WP), WI, WL, W, or X receive no credit for the course.

When a student enrolls in a course taught by a close relative, spouse, or domestic partner, the instructor must follow procedures as outlined in the Faculty Handbook (section 1.1.17 Conduct of Courses).

Pass/D/Fail (P/D/F)

To encourage students to experiment with disciplines and courses they might not otherwise try, the College provides the opportunity to enroll in courses outside the declared major on a P/D/F basis with the permission of the advisor and the instructor. A maximum of 3.00 of the 16.00 units required for graduation may be earned on a P/D/F and CR/NC basis. Within any given semester a student may take no more than one course on the P/D/F basis, unless the student is taking 2.50 or more units of credit, in which case a second course may be taken on this basis. Once students have declared a major, they may not take courses on a pass/D/fail basis in the department of their major or in any course required for the major.

Work completed in a course taken on a pass/D/fail basis will receive the following grades and credit: All coursework receiving a C- or above will have a P recorded on the student's transcript. The credit thus earned counts toward graduation in every respect and is subject to the same restrictions as credit earned with a letter grade. However, the grade is not calculated in the student's grade point average. If the work of the course is D+, D, D-, or F, that grade is recorded on the student's transcript. The credit thus earned (for a grade of D+, D, or D-) counts toward graduation in every respect and is subject to the same restrictions as any letter-grade credit, and does affect that student's grade point average.

The deadline for enrolling in both semester and year courses on a P/D/F basis, or for changing to a letter-grade basis, is the end of sixth week of the course. Students must have the signatures of the instructor and their advisor before they may enroll in a course on a P/D/F basis. Students are specifically required to maintain a consistent grading option over both halves of a year course. Students may not change a course grade mode to P/D/F if an academic infractions case is pending for the course.

Credit/No Credit (CR/NC)

Courses are designated as CR/NC when letter grades are not an appropriate system for evaluating student performance. For example, courses that stress process, activities, and/or participation may be designated CR/NC. Also, courses in which the entire class produces a group project may be designated CR/NC. Courses with the above characteristics are not required to be listed as CR/NC. Whether to designate a course CR/NC is at the discretion of instructors, departments, and programs with the review and approval of the Curricular Policy Committee.

The CR/NC grade mode must apply to every student enrolled for credit in a course—individual students may not receive a letter grade in a course where other students receive the CR/NC designator, nor may individual students receive the CR/NC designator in courses where the other students receive a letter grade.

Instructors of CR/NC courses should set forth the criteria required to receive credit at the start of the semester and in the syllabus. They should give regular feedback to students about whether they are meeting those criteria, and submit progress reports when students are not making satisfactory progress.

CR/NC courses may count towards major, minor, or concentration requirements if so designated by an academic department or program. However, CR/NC courses may not be used to fulfill the diversification requirement. A maximum of 3.0 units earned in CR/NC and P/D/F courses may be applied to the 16 unit graduation requirement. CR/NC courses do not influence a student's grade point average. Aside from the above differences, deadlines and course enrollment procedures for CR/NC courses are ordinarily the same as other courses. Courses using this grade mode will not be converted to a standard grade.

Audit

Any fully enrolled student may, with the prior approval of the instructor, enroll as an auditor in one or more courses in addition to his or her normal load. With the exception of certain production and performance courses, such enrollment must be completed within the first seven days of classes. The student should first obtain from the instructor a clear understanding of the audit requirements for that course. The designation AU normally will mean that the student has attended at least the lectures, laboratories, or studio meetings regularly, or accomplished other activities designated by the instructor, at a level equivalent to regular attendance. An instructor has the right to require more than this minimum before granting AU designation.

Although an auditor receives no academic credit for that work, if the instructor certifies that the student has met the audit requirements of the course, the course will be entered on the student's permanent record with the notation AU in place of a grade. If the instructor does not so certify, no record of the audit enrollment is entered. Courses taken on an audit basis, however, cannot be used to satisfy curricular rules or requirements.

Incomplete

An incomplete ("I") is a postponement of the deadline for completion of a course. The faculty intends that only in cases of extreme hardship shall an incomplete be given, and only before the scheduled ending of a semester. Ordinarily, only the dean for academic advising and support is empowered to grant incompletes. The dean may grant incompletes in the following instances:

1. When a student has fallen seriously behind in his or her work as a result of prolonged illness or other incapacity, or because of a personal or family crisis that necessitated a substantial interruption of academic work, or
2. When an illness or similar incapacity beyond the student's control occurs in the final days of a course, making final examinations or similar work impossible to complete in the required time.

Except in severe cases when the dean may act on student's behalf, the student must request an incomplete of the dean. Before making the request, the student should discuss the possibility and appropriateness of the incomplete with the course instructor. Without faculty support, the request will not be granted. That said, faculty support does not guarantee that the incomplete will be granted. In the absence of the dean, the associate provosts are empowered to act.

Once the student has completed the work for the course, the course instructor will have 14 days to submit the final grade, at which point the "I" notation is replaced with the appropriate grade.

Only the dean for academic advising and support may grant extensions-- and will only do so given extenuating circumstances. Unless an extension is granted prior to the date specified by the dean, if work is not completed by that date, the course instructor will be expected to submit a final grade without the final work.

Repeating a Course

A student may repeat a course with the advisor's and instructor's approvals. If the student repeats a course that was previously failed, the new grade and credit become part of the permanent record and may apply toward graduation requirements. However, the F is not removed from the student's record, and both grades are calculated into the cumulative average.

If a student repeats a course for which credit and a passing grade were received previously, the new grade becomes part of the permanent record; however, no credit or quality points are received for the repeated course. Thus the new grade does not affect the student's cumulative average nor with the credit be added. The student must notify the Office of the Registrar, and the instructor must approve, in the case where a student is repeating a course for which credit was previously earned. There are a limited number of courses that have been approved by the Curricular Policy Committee to be repeated for credit when the course content is not repeated. Please read the course descriptions for details.

Grade Reports

Grade reports for courses become available to students through Personal Access Pages within a few days after the grade entry due date if the student has completed the online evaluation for all courses in which the student was enrolled during the most recently completed semester. The registrar will announce grade report availability at the end of each semester when such reports can be accessed. Students who failed to complete the online evaluations for all courses in the term most recently concluded will not have access through the Personal Access Pages to the grade report for

any of those courses for two weeks after grades have been made available by the Office of the Registrar or until the first day of classes of the following semester, whichever comes first.

Year-long course grades

At the end of the first semester, tentative grades in year courses are reported. Tentative grades in year courses are not a part of the permanent record. However, students requesting transcripts during the second semester should remember that these tentative grades are official and do appear on the transcript until replaced by final grades. (Students who withdraw from the College in midyear should see also "Procedures for Withdrawing from the College," especially the section "Grades and Credit.")

Students without Web access at home are urged to visit the registrar's office in November or December, or May, to address an envelope for grade reporting purposes.

In addition, the College may, when so requested, send copies of correspondence regarding the academic standing of such students to parents. (See Student Records).

Grade Point Averages

Semester and cumulative grade point averages are computed by multiplying the quality points of each grade by the number of units of credit, summing, and dividing the total quality points by the total credits attempted, truncating to two decimal places. The chart at the end of this chapter lists each grade and the quality points it carries.

The cumulative grade point average

Only grades earned with Kenyon faculty are included in the Kenyon grade point average (GPA). Grades earned in summer school, at other colleges by transfer students, and so on, do not affect students' Kenyon GPAs, nor are such grades recorded on the Kenyon permanent record. Grades earned through a Kenyon-approved off-campus study program are recorded but are not figured into the Kenyon GPA. (See Transfer Credit)

Only the fourteen grades A+ through F and X are computed and affect GPAs. WP, WL, and WI, while recorded on the permanent record, do not affect a student's GPA. "Pass" does not affect the Kenyon GPA though credit is earned.

Tentative grades in year long courses have a temporary effect on the Kenyon GPA (until they are replaced by the final grades).

Grades at Kenyon

Calculating Your GPA

1. List your courses, credits, and grades.
2. For each grade and credit find the quality points in the chart below.
3. List the quality points for each course.
4. Total the column of credits; total the column of quality points.
5. Divide total quality points by total credits attempted.
6. Truncate answer to the hundredths.

Chart of Quality Points

Grade	Definition	1.00 Unit	0.75 Units	0.50 Units	0.25 Units	0.13 Units
A+	Excellent	4.00	3.00	2.00	1.00	0.50
A	--	4.00	3.00	2.00	1.00	0.50
A-	--	3.67	2.75	1.83	0.91	0.47
B+	--	3.33	2.49	1.67	0.83	0.41
B	Good	3.00	2.25	1.50	0.75	0.37
B-	--	2.67	1.99	1.33	0.66	0.34
C+	--	2.33	1.74	1.16	0.58	0.29
C	Adequate	2.00	1.50	1.00	0.50	0.25
C-	--	1.67	1.25	0.83	0/41	0.21
D+	--	1.33	0.99	0.66	0.33	0.16
D	Poor	1.00	0.75	0.50	0.25	0.12
D-	--	0.67	0.49	0.33	0.16	0.08
F,X	Failing	0.00	0.00	0.00	0.00	0.00

Change in Final Grades

If, after an instructor reports a final grade, an error in calculation or reporting is discovered, the instructor may ask an associate provost for permission to change the grade. Such changes must be requested before February 15 (for fall semester grades) or July 15 (for spring semester grades). Later changes can be made only through petition to the Committee on Academic Standards.

A student who believes his or her grade in a course has been improperly or inappropriately assigned may, if a written appeal to the instructor is ineffective, carry that appeal to the chair of the instructor's department and, if the problem is not then resolved, to the associate provosts, who will present it to the Committee on Academic Standards (CAS). Situations in which CAS will approve such an appeal include but are not limited to those in which the grade: has been inaccurately calculated, was determined on the basis of rules that violate college policy; was the product of requirements not made known to the student; and/or is proven to be egregiously out of line with the course's own stated grading standards. In these and other instances of improper or inappropriate grading, CAS will ask the instructor to assign a new grade in consultation with the chair of the committee.

Class Rank and Merit List

Students who earn an average of 3.55 or higher for the semester are placed on the Merit List. Students with grades during the semester of X, F, NG, I, or WL will not be considered for the Merit List.

At the end of each academic year, class ranks are calculated on the basis of students' cumulative GPA. At the end of the senior year, a final class rank is calculated; records of this rank are kept on file in the Office of the Registrar.

COVID-19 Update from Provost Klesner

On March 31, Provost Joseph Klesner sent the following information to students regarding grading policies for the semester.

1. All courses without a Credit/No Credit (CR/NC) grade mode will shift to Pass/Fail (P/F) with hidden grades for Spring 2020. Letter grades will be submitted at the end of the semester by each instructor. Students will receive the grades, but P or F will be recorded on

the transcript unless the student requests that the P be replaced with the letter grade received. All coursework receiving a D- or above will have a P recorded on the student's transcript. If the work of the course is an F, that grade will be recorded on the student's transcript. These grades will remain on record with the Office of the Registrar. Students have the ability to request the change of P to a letter grade through the Registrar's Office at any time after the end of this semester. Once the grade is revealed, it remains a part of the permanent record. If a student chooses a letter grade for a class, the numerical value of that grade will be calculated into the GPA as usual.

2. For courses in which a letter grade is not an appropriate system for evaluating student performance, faculty may choose to change their courses to Credit/No Credit (CR/NC) by petition to the Curricular Policy Committee.

This decision changes our pass/fail policy from opt-in (choose by May 1) to opt-out (after the fact you may choose to have a letter grade recorded on your transcript and as part of your grade point average). Your instructors (except those in CR/NC courses) will report a letter grade to the Registrar. The Registrar will let you know what the letter grades would have been in your courses. You will then have an opportunity to tell the Registrar which of those grades you would like to have recorded on your transcript as letter grades. Those that you do not ask to have recorded as letter grades will remain P or F (or CR or NC in the case of CR/NC courses).

This policy allows you to change a P to a letter grade at any time in the future. For purposes of calculating your grade point average, class rank, collegiate honors (cum laude, magna cum laude, summa cum laude), and eligibility for Phi Beta Kappa, seniors will have to request the change from P to a letter grade by May 26, 2020. Similarly, students in the classes of '21, '22, and '23 will need to choose to change to a letter grade by April 15 of their graduating year for purposes of determining collegiate honors. Again, at any time in the future, though, you can change a P earned in the Spring 2020 semester to the letter grade that exists behind the P.

In year courses (e.g., SPAN 111-112) the grade recorded for the fall semester will convert to the grade received at the end of the course and will be recorded as P or F. Again, a student may choose to reveal the whole year's grade if one wants to do that. In addition, if a student wants to keep the fall semester letter grade but leave the spring semester grade as P or F, that option is available.

Courses recorded as P/F for the Spring 2020 semester and year-long courses do not count toward the college limit of 3.0 units of P/D/F. Similarly, courses for one's major may be recorded as P/F in Spring 2020.

When it examines student records at its semi-annual review of students who are on Conditional Enrollment or who might be placed on Conditional Enrollment, the Committee on Academic Standards will see the grade the student has chosen, either P/F or a letter grade, whichever the student has opted to keep.

This policy also applies to students who were studying off campus in Spring 2020 and are now completing courses remotely. We treat OCS courses as the equivalent of transfer credit, and ordinarily convert, say, a "B" earned on an OCS program as "TB" on the transcript, meaning "Transfer B." While some OCS programs are offering P/F, in the case of programs that provide letter grades, a course that is recorded as a passing grade (A-D) on the transcript sent by your OCS provider (e.g., CIEE, SIT, Arcadia, etc.) will now be recorded as "TP" unless you ask that it be changed to the corresponding letter grade (TA, TB, etc.) by April 15 of your graduating year. OCS students should be aware that graduate schools and employers often request transcripts from the original program provider. What is recorded on providers' transcripts (including letter grades) may

become known even if you have opted to have P/F recorded on your Kenyon transcript. Please remember that we do not include transferred courses in the calculation of your GPA.

Conduct of Courses

Academic Rights and Responsibilities

Academic freedom of students

Students are guaranteed academic freedom; they make known their views, confident that these will be judged by their instructors only with regard to their academic merit.

Specification of course requirements

So that students may be protected from sudden and unexpected shifts in requirements, instructors will provide at an early class meeting a written statement of all academic responsibilities (such as the attendance policy and the number of tests and papers) and will give the class reasonable advance notice of dates when requirements are to be fulfilled.

The instructor must explain how the final grade will be determined, describing the relative weights to be given performance on the final examination, papers, tests, and so on, and whether the final grade will be influenced by participation in class discussion, class attendance, and the like. In making assignments, instructors will have in mind the accessibility of materials or equipment and will be considerate about requiring students to leave Gambier to carry out their academic work. However, this must not be so narrowly construed as to preclude, for example, honors students from obtaining material from other libraries or from doing occasional research off campus, or art students from going to Mount Vernon to obtain materials.

Examinations

Grace periods

The College provides grace periods during the year to ensure that 1) students have adequate time, free from extraordinary pressures, to prepare for final examinations, 2) students have winter and spring breaks free from substantial assignments, and 3) the routine work in classes during the final week of the semester is not disrupted. During grace periods, instructors may not offer final examinations. Also, instructors should not require assignments beyond what is necessary for normal daily participation in classes, seminars and laboratories during grace periods. Instructors may only schedule more ambitious assignments during grace periods if there is a pedagogical rationale for doing so, and they must inform the class of these assignments at the beginning of the semester. The grace periods are seven calendar days before the beginning of the final examination period in each semester and two days following winter and spring vacations.

Reading periods

The College provides reading periods at the end of each semester prior to final examinations. The dates of the reading periods are part of the official College calendar established by the Calendar Committee and supervised by the registrar. The purpose of reading periods is to provide time for preparation for final examinations. Instructors may not hold required meetings of classes, give tests, assign work, or schedule alternative final examination times during these periods. An exception is made in the case of honors examinations, which may be scheduled during reading periods.

Final examinations

Final examinations in semester courses are typically two or three hours in length. Examinations may be three hours in length if the instructor has specified such at the beginning of the semester. Final examinations in year-long courses are given in the spring and are three hours in length.

Instructors may not accept for credit work submitted after the last day of the semester unless the student has been granted permission by the dean for academic advising and support for an incomplete. The last day of the semester is specified on the College calendar.

Scheduling of final exams

When an instructor examines all members of a class simultaneously, he or she must do so at the time and place announced by the registrar, except by permission of an associate provost. If an instructor wishes to cancel the original time of the examination and substitute another time, even if the entire class agrees, the permission of an associate provost must be obtained.

Instructors may schedule an alternative final examination time for the entire class as long as it falls within the final examination period, excluding reading periods. In such cases, the instructor must give the examination twice, at the time originally scheduled and at another time. Instructors who wish to schedule alternative final examinations are encouraged to indicate this on the course syllabus. If an instructor chooses to allow one student to take the examination at a different time, the entire class should have that option, even if the rescheduling occurs late in the semester.

However, if the dean for academic advising and support, in consultation with the instructor, gives a student permission to take an exam at an irregular time in accordance with established guidelines - for example, if he or she has more than two exams on one day or is experiencing health problems or a personal crisis - there is no obligation on the part of the instructor to offer the option to the entire class.

Rescheduling exams for health or personal issues

The dean for academic advising and support, in consultation with the course instructor, may reschedule examinations for individual students in instances involving the health of students, personal or family crises, or other extenuating circumstances on a case-by-case basis. However, the examination schedule is published well in advance so that students may plan accordingly.

Therefore, problems arising because students plan travel without accounting for the examination schedule are not sufficient grounds for setting special examinations. If the dean for academic advising and support, in consultation with the course instructor, gives a student permission to take an examination at an irregular time in accordance with established guidelines, there is no obligation on the part of the instructor to offer the option to the entire class.

Failure to appear for a final exam

When a student fails to appear for a final examination, the instructor may prepare and administer a special examination. In such cases, a fee of \$35 is charged by the Office of the Registrar, and the instructor is obliged to exact a grade penalty on the examination, unless the absence is excused by a dean for extenuating circumstances.

"Take-home" final examinations

When an instructor requires a "take-home" examination, it must be due at the scheduled time of examination set by the Office of the Registrar. Instructors who wish to reschedule the due date for a take-home examination must follow the procedures described above under "Scheduling of final examinations." As is the case for other examinations, instructors may offer alternative due dates in

addition to the time scheduled by the Office of the Registrar. Take-home examinations may not be due during grace periods or on reading days.

Other assignments during exam week

Instructors may assign work other than examinations and take-home examinations (such as papers, projects, or presentations) during examination week, but these assignments must be due at the scheduled time of examination set by the Office of the Registrar. In instances where the scheduled three-hour time slot is not sufficient to accommodate a final assignment (such as presentations, performances, and individual oral exams and critiques), instructors may schedule additional times without obtaining permission of the associate provost so long as they avoid creating conflicts with the regularly scheduled exams of students in the class. As is the case for examinations, instructors may offer alternative due dates in addition to the time scheduled by the Office of the Registrar. As is the case with all other paper and project assignments, instructors may also grant extensions to individual students where appropriate and fair.

Multiple exams or assignments on the same day

Students who are scheduled for three or more examinations on the same examination day (or two examinations at the same time) are entitled to relief. Students who have three or more total assignments (exams and/or other assignments) on an exam day may be entitled to relief. In both cases, students should first notify their instructors at least two weeks in advance of the conflict to make arrangements. For additional assistance, they should contact an Associate Provost.

Class Attendance

Attendance policies

Faculty members are responsible for announcing their attendance policy at the first meeting of the course or including such a statement in the course syllabus. Students are subject to attendance regulations as determined by the instructor of each course. Excessive absence is a valid reason for an instructor to expel a student from a course. Students receiving financial assistance from the Veterans Administration are required by law to attend all classes unless excused.

Students are expected to attend all lectures, laboratories, and other scheduled course meetings. Faculty members are expected to monitor the regular attendance of first-year students and those on conditional enrollment. Absence from a class meeting is inevitably a loss both to the student and to classmates. Students who are absent from a class meeting bear full responsibility for minimizing such loss.

It is especially important for students to attend classes in a regular manner for the first two weeks of each course; during this period instructors must develop accurate class rosters in order to allow additional interested students into their courses. Students who do not attend classes during the first two weeks may be expelled by the instructor (see Expulsion). Instructors will define "regular attendance" to suit their individual circumstances, and students must know that many faculty members will remove those who do not attend from the very first class meeting. Students who have been so removed from a course roster will still need to drop the course from their schedule as they add another in its place at the registrar's office.

Absences

Policies and practices with regard to class absences are generally defined, communicated to students, and enforced by individual course instructors. Instructors will receive notification of student absence due to the following reasons: 1) curricular or extracurricular activities sanctioned

in advance by the College, 2) infirmity as determined by the College Health and Counseling Center, or 3) compelling and unavoidable personal circumstances as determined by the dean of students or the dean for academic advising. In these cases, students may not be penalized for the absence, but they should be held responsible for all course assignments. The rescheduling of examinations or assigned work must be initiated by the student.

Excused Absences for Religious Observances

As part of Kenyon College's commitment to diversity and inclusion, the College will support students who observe religious and faith holidays.

At the start of each semester, students should notify faculty members of any scheduled class meetings, assignments, or examinations that may conflict with their religious observances. Students will not be penalized for observing the holiday(s), but they are responsible for making up any missed work and for making the necessary arrangements to do so with their faculty.

Coaches and athletes are expected to make similar arrangements concerning religious observances as they relate to athletic contests and practices.

Expulsion from a Course

An instructor may expel a student from a course for cause at any time provided that, a reasonable time beforehand, he or she has given the student written warning and has, by copy, informed the dean of students, an associate provost, and the registrar and dean for academic advising. Valid causes include excessive absences and disturbances in class. Poor performance in a class or failure to submit written work does not constitute reason for expulsion. If a student is expelled from a course, X is recorded on the permanent record and is treated in the same manner as an F.

Student Appeals of Academic Policy

Occasionally, students may encounter situations in which a policy in a course is apparently in conflict with the academic policies of the college. In some of these circumstances, students may be permitted relief from the course policy. For advice about these situations, students should consult their faculty advisors and/or the dean for academic advising and support. When students believe that a course policy is not in compliance with the academic policies of the college, they should discuss the matter with the instructor first, then the chair of the department or program that lists the course, and finally a member of the administration (an associate provost or the provost). (See Right to Petition)

The Right to Petition

The College has no wish that any of its academic rules and requirements should impose needless hardship or manifest injustice upon any of its students. It therefore reserves to every student the right to petition faculty members on academic matters.

Petition Procedures

A description of petition procedures, instructions and the link to the online form is available on the Office of the Registrar's Web site.

The petition must be a clear and detailed statement containing the specific regulation(s) under consideration. Petitions will not be considered without recommendations from the student's advisor and from any other person (course instructor, Health and Counseling Center staff members,

etc.) who may be affected by or have special knowledge bearing on the petition. Such recommendations will be considered with the petition.

Every petition will be dealt with on its own merit. The registrar will write the student concerning the decision and place a copy of the email along with the petition in the student's file. Students submitting petitions must not assume that the petition will be granted. Therefore, a student should continue with class attendance and preparation until results of the petition are known. Decisions of the petitions subcommittee of the Committee on Academic Standards may be appealed to the full committee.

Maintenance of Academic Standards

Kenyon reserves the right to require any student to withdraw from the College if the student fails to meet the standards of scholarship expected, cannot remain without endangering his or her own health or that of other students, or has been found to have fallen seriously below the standards of behavior set forth in this catalog and the Student Handbook.

Satisfactory Progress Toward the Degree

Satisfactory progress toward the degree is defined as the maintenance of at least a 2.00 cumulative average by the end of the fourth semester, and earning credit at the normal rate of 4.00 units per year. The cumulative average for the first, second, and third semesters may be no lower than 1.60, 1.80, and 1.90 respectively.

<i>Semester</i>	<i>Cumulative GPA Requirement</i>
End of first semester	1.60
End of second semester	1.80
End of third semester	1.90
End of fourth semester	2.00

Substandard Academic Performance

The Committee on Academic Standards is charged with reviewing cases of substandard academic performance by students.

At the end of each semester, this committee routinely reviews the records of all students who fail to meet the minimal requirements as defined above. Based on this review, the committee may take any of the actions outlined below. The committee examines deficiency reports from instructors and receives reports from such offices as that of the dean of students, dean for academic advising and support, the health center, and so on. The committee strives to find the causes for the deficiencies if at all possible.

In addition, the committee may ask for a report from the faculty advisor, as well as a written statement from the student. Tentative grades in year courses are considered by the committee.

Committee Actions

The academic record of any student who cannot accomplish a 2.00 (C) average during any period of enrollment in the College raises serious questions about the student's will or capacity to graduate from Kenyon. Likewise, the academic record of any student who is more than 0.50 unit behind his or her class, or has multiple withdrawals and incompletes in any one semester, raises similar questions.

In its deliberations, the committee strives to weigh all pertinent factors before reaching a decision about the student's will or capacity to make satisfactory progress toward graduation. In addition to

the reports mentioned above, positive or negative trends in the student's record are taken into account.

The following are the most common actions taken by the committee.

Conditional enrollment. A letter setting conditions on continued enrollment at the College will be sent to the student. Some of the more common conditions include: a limit of 2.00 units of course enrollment, a requirement of full attendance, and a specification of minimum grade point average necessary for the student to continue at Kenyon. Students placed on conditional enrollment for more than one semester and/or advised to withdraw but choose to return are not in good standing.

Advised withdrawal. It may be the judgment of the committee that it is advisable for a student to withdraw for some extended period of time. If the student declines this advice, some of the conditions stated above may be imposed.

Required to withdraw. When it becomes obvious that a student will have little or no chance to graduate, or when some time away from Kenyon is clearly indicated, the student's withdrawal will be required. The committee may require withdrawal for a specific period (usually one year), or in extreme cases the committee may require withdrawal indefinitely or permanently.

Records of Committee Actions

Copies of letters concerning actions taken by the Committee on Academic Standards are placed in the students' electronic folders. Summary records of the committee's actions are maintained by the Office of Academic Advising.

Except for students required to withdraw, a note of the committee's actions is kept as a part of the student's permanent academic record, but it is confidential and not listed on the transcript with grades and course information. No indication that a student has been placed on conditional enrollment appears on copies of the student's transcripts, which are sent from the College.

A student advised to take a leave from the College is given the opportunity to take the leave voluntarily. Doing so requires completion of a Declaration of Leave form. The permanent record and transcript copies of such students will indicate the date of the voluntary leave, with no indication of cause.

In the case of a student required to withdraw, the student's permanent record and transcript will indicate the date of the required withdrawal, with no indication of cause.

Progress Reports from Instructors

Instructors submit progress reports throughout each semester for students with excessive absences, delinquent work, and/or academic deficiencies. An academic deficiency is defined as a level of performance at C- or below. At the end of each semester, instructors are required to comment in cases of academic deficiency. Progress reports are also submitted at mid-term and the end of the semester for students on Conditional Enrollment to provide regular feedback on academic progress, even when academic performance is not deficient. Improvement and exceptional work by any student can also be reported. Progress reports are sent to the student's advisor, the dean for academic advising, and additional sources of support. The advisor and/or dean for academic advising use these reports to counsel the student. Progress reports are reviewed by the Committee on Academic Standards and considered in its deliberations at the end of each semester.

Procedures for Taking a Leave from the College

Leaves from the College

Students who plan to leave Kenyon for the remainder of a semester, for a semester or more (except students studying under the auspices of the Center for Global Engagement), or permanently, must declare their intentions to the dean of students by completing a Declaration of Leave form before their departure.

Grades and credit

Grades and credit for students taking a leave from the College depend on the time of the leave as noted below.

- Before the end of the 12th week: W (no credit or grade) in all courses.
- After the 12th week: W in all year-long courses*; F in all semester courses, unless the courses have been completed (in which case grade and credit are recorded), or unless the dean of students find that the leave is justified (e.g., because of medical illness), in which case WI is recorded.
- Between the beginning of the second semester at the end of the 12th week: W in all year-long courses* and all second-semester courses.
- After the 12th week of the second semester: F in all courses* unless the dean of students finds that the leave is justified.

*Half credit for the fall semester of a year-long course is granted if approved by the instructor. The grade assigned is usually, but not necessarily, the tentative grade. Instructors may require a final exam. In the absence of such a request for half credit, W is recorded as above.

Type of Leave

Personal Leave

Students in good standing may request a personal leave of absence from the Dean of Students and, if granted, take time off from the College. Such time away, often as a period of reassessment and self-evaluation, can prove to be educationally beneficial. A personal leave typically begins at the start of a semester and may be granted for that semester or more.

Voluntary Medical Leave of Absence

The College provides a range of support services to address the medical needs of students, including mental health needs, within the context of the campus community. On occasion, students may experience health needs requiring a level of care that exceeds what the College can appropriately provide. In such circumstances, students may take a voluntary leave of absence. Students with medical and/or psychological conditions that warrant a leave from the College may request a leave from the Dean of Students and if granted, take a leave from the College. Verification of the condition, along with a recommendation for the leave, must be provided from an appropriate treating healthcare professional.

Students will be provided a written letter outlining the expectations of the medical leave and what will need to be accomplished for an approved return to the College.

If a student withdraws for medical and/or psychological reasons, the transcript will indicate the date of leave of absence and WIs (withdrawal due to illness) for each course.

Mandatory Medical Leave of Absence

In situations where a student is unable or unwilling to carry out substantial self-care obligations,

where current medical knowledge and/or the best available objective evidence indicates that a student poses a significant risk to the health or safety of others, or where a student poses an actual risk to their own safety not based on mere speculation, stereotypes, or generalizations about individuals with disabilities, and the student does not want to take a leave voluntarily, the Dean of Students has the authority to place the student on a mandatory leave of absence. Before placing any student with a disability on a mandatory leave of absence, the College will do an individualized assessment to determine if there are reasonable accommodations that would permit the student to continue to participate in College's campus community without taking a leave of absence. Such decisions may be appealed in writing to the Vice President for Student Affairs.

Required to Withdraw (Academic)

In some instances, students are required to withdraw due to academic deficiency. Explanations on this status and procedures can be found at <http://www.kenyon.edu/directories/offices-services/registrar/course-catalog-2/administrative-matters/maintenance-of-academic-standards/>

Disciplinary Suspension (Conduct)

In some instances, the College may require the student to leave campus due to a disciplinary suspension for academic infractions or conduct. Explanations on this status and procedures can be found at <http://www.kenyon.edu/directories/offices-services/office-of-student-rights-and-responsibilities/student-handbook/student-conduct-process/>.

Readmission to the College

A student who has been granted any type of leave, required to withdraw for academic reasons, or placed on disciplinary suspension must complete the following readmission procedures before the student is allowed to return to Kenyon College.

The student must send a letter to the Readmission Committee, to the attention of the Dean of Students, requesting formal readmission to the College. The letter should document how the student has spent their time away from the College, the resources they have in place to facilitate success in their return to the College, and the College resources that they anticipate utilizing upon their return to campus.

The Readmission Committee comprises the following seven staff members:

- Dean of Students
- Dean of Academic Advising and Support
- Associate Dean of Students/Director of Diversity, Equity and Inclusion
- Assistant Dean of Students/Director of Housing and Residential Life
- Director of Student Access and Support Services (SASS)
- Associate Director of the Cox Health and Counseling Center – Counseling
- Associate Director of the Cox Health and Counseling Center – Health

The committee will review the student's request and any supportive materials to determine whether the request for readmission will be granted. The decision of the committee is final.

The Readmission Committee convenes once each semester to review requests for readmission received by the deadline (November 1 for spring semester, and March 1 for fall semester), and reconvenes approximately 4 weeks later to address any unresolved issues. Once the Readmission Committee has reached a decision, the student will be notified by the Dean of Students.

Return from medical leave

In addition to the letter to the Readmission Committee, students who have taken either voluntary or mandatory medical leave will be required to provide completed [Readiness to Return from Medical Leave form\(s\)](#) from physicians and/or other medical providers regarding readiness to return to the full-time demands of the Kenyon experience. This documentation will be reviewed by the staff in the Health and Counseling Center who sit on the Readmission Committee.

Readmission from either voluntary or mandatory medical leave is contingent upon the medical condition being sufficiently resolved or managed successfully so as to enable the student to resume successful progress toward the degree. While on medical leave, students are expected to seek necessary or appropriate medical attention and to document the steps taken and progress made. This information will be requested and made part of the readmission process along with assessments from appropriate medical and/or psychological professionals.

Additional information may be sought and might include a personal interview (coordinated by the Dean of Students or their designee) and/or input from family members, employers, or others who interacted with the student while on leave. In cases where there has been significant psychiatric or psychotherapeutic involvement, the student may be required to meet with a member of the College's psychological Health and Counseling staff in advance of readmission and/or as a condition of continued enrollment.

The Readmission Committee will review the information provided by the student and evaluate the appropriateness of the student's return. If applicable, the Committee may request further information from the student's medical or mental health providers, transcripts from other institutions, letters from employers or other mentors.

If the student is readmitted, the committee or the dean may impose special conditions on the returning student's enrollment.

Return from academic leave

Students who were required to withdraw for academic reasons will typically be expected to spend up to one year away from the College. During that year, students are encouraged to complete at least one semester of full-time coursework at an accredited college or university and achieve satisfactory grades that will transfer back to Kenyon. Successful completion of such coursework can be a demonstration of readiness to re-engage with academics. Students should consult their faculty advisors for guidance in selecting courses, and must submit a transfer pre-approval form to the registrar to ensure that the credits will be accepted.

Academic Implications:

Transfer of credit. Students who enroll at other institutions during their absence from Kenyon must so note this in their letter for readmission. Official transcripts of such work must be sent directly to Kenyon's registrar. The registrar may grant Kenyon transfer credit for work successfully completed (with grades of C- or better) elsewhere during the student's absence in accordance with the regulations guiding the transfer of credit-- see the section of the Catalog on Transfer Credits and Special Programs.

Certain study-abroad programs and courses are explicitly prohibited for transfer credit-- see the Transfer Credits and Special Programs section of the Course Catalog . Students who fail to follow College procedures regarding off-campus study, or who withdraw from Kenyon in order to circumvent existing College regulations regarding off-campus study, will not receive credit for work done off campus.

Course Registration. Once a student on medical, academic or disciplinary leave has been readmitted to the College, they will be able to participate in course registration.

Final Implications:

Financial Aid. Any student not in attendance for one or more terms should be aware that their leave from the College may affect any financial aid they are receiving and/or federal loans borrowed while enrolled. The student is advised to 1) review any loan obligations that may come due during the leave, and 2) understand the deadlines and form requirements for aid application for return to the College.

Tuition and Fee Refunds. Tuition and fee refunds for any medical leave taken during the course of a semester are made in accordance with the College's Refund Policy. For more information, consult the Refunds section of the Kenyon College Course Catalog.

Tuition Insurance. Tuition insurance is available, but it must be purchased prior to the start of the semester in which the student takes the medical leave.

Financial Arrangements. Students who take a leave during the academic year are subject to tuition charges as stated in the [Fees and Charges webpage](#). Students who return to campus are subject to tuition charges as stated in the Fees and Charges for the academic year. The general fee, other fees, and book charges are not refundable. Rebates for board may be granted on a weekly prorated basis.

Housing Implications:

Students on medical or academic leave or disciplinary suspension are not eligible to participate in the housing lottery. Upon readmission, such students will be contacted by the Office of Residential Life to discuss housing availability and options. If a student applying for readmission has a documented need for housing accommodations, they should complete the Housing Accommodation Request form by the appropriate deadline (February 5 for fall readmission, November 5 for spring). Further information about the housing accommodation policy can be found at:

<http://www.kenyon.edu/directories/offices-services/student-accessibility-support-services/policies-forms/housing-accommodation-policy/>.

Students taking a medical or academic leave or placed on disciplinary suspension are required to make arrangements to have their belongings packed and shipped or stored within five days of the effective date of their leave. Failure to do so will result in charges for time spent packing and making arrangements for shipping or storage.

Other:

Presence on Campus. While a student is on medical or academic leave or disciplinary suspension, they will not be permitted to visit campus without prior written permission of the Dean of Students or their designee. Permission will be granted for certain pre-approved educational or health treatment purposes only.

Academic Integrity at Kenyon College

Honesty in Academic Work

Kenyon College is, at the core, an intellectual community of scholars – students and faculty – engaged in the free and open exchange of ideas. Simultaneously, we are part of a larger world of writers and artists, scientists, innovators, and researchers, all participating in wide-ranging

conversations that sustain us intellectually and develop new knowledge. Critical to this lively exchange and deep engagement with ideas is the academic integrity of our work, both inside and outside the classroom.

As students in this community, all your work – tests, papers, artistic projects, experiments, etc. – is part of this common intellectual pursuit. Therefore, every piece of work you produce is your own contribution to our collective scholarly conversation. It must represent your own research, ideas, data, words, and analysis. For all of us, learning from other scholars, artists, scientists, or fellow students is essential to the process of education. While engaged in that process, it is critical to recognize the sources and bases from which you have derived your work and ideas. It is therefore an obligation to take personal responsibility for all of your work and give appropriate acknowledgement and credit to all those on whose ideas you have relied. These are sentiments common across academic communities and, indeed, these paragraphs are inspired by statements of academic integrity made by many of peer institutions such as Grinnell College, Denison University, Ohio Wesleyan University, Williams, Davidson, and the College of Wooster.

At Kenyon, we expect all students, at all times, to submit work that represents these standards of academic integrity. It is the responsibility of each student to learn and practice the proper ways of documenting and acknowledging those whose ideas and words you have drawn upon. Ignorance and carelessness are not excuses for academic dishonesty. Maintaining a climate of academic integrity requires all members of our intellectual community to abide by these principles and to hold one another accountable by reporting those who violate our standards of conduct. Defined below are the kinds of work that violate our principles.

Violations of Academic Integrity

Cheating:

Cheating is the use of unauthorized, prohibited or unacknowledged material in an academic exercise. It includes obtaining copies of a test, quiz, etc. in advance, copying someone else's paper, having someone else do your assignment, using notes, calculators, books, or other resources to complete an assignment without permission of the instructor, changing an assignment after it is marked and then misrepresenting that fact to an instructor.

Fabricating:

Fabricating is making up data, results, information, or numbers and recording and reporting them (Tricia Bertram Gallant, *Academic Integrity in the 21st Century*, Jossey-Bass, 2008, p. 10.). It also includes changing data to meet your hypothesis, faking sources, claiming to have consulted sources you did not consult, manipulating illustrations or dates on sources, or using standard results found on line.

Plagiarizing:

Plagiarizing is the representation of words, ideas, figures, or material from other sources (print, audio, visual or digital, including the internet) as one's own.

Plagiarism may be as small as five words or as much as the entirety of an assignment. It includes the cutting and pasting of language from the internet, or any other source, into a paper without proper acknowledgement. Material inadvertently used without citation is still plagiarized, even if accidentally plagiarized. Preventing plagiarism requires correctly citing all direct quotes, paraphrases, and ideas taken from other sources.

(See also <http://www.plagiarism.org/plagiarism-101/what-is-plagiarism>)

Facilitating academic dishonesty:

Allowing one's own work to be used by others or aiding others, in any manner, in the commission of an academically dishonest act is also a violation of academic integrity. This includes any act that helps someone else "cheat," "fabricate," or "plagiarize." It also includes selling your work to anonymous users or letting others you know use your work. Examples are sharing test questions or answers (without faculty permission), completing an assignment for someone else, providing written papers for others, and allowing or assisting others to copy answers.

Unauthorized collaboration:

Unauthorized collaboration results from working with others without the specific permission of the instructor on assignments that will be submitted for a grade. This includes sharing the task of writing up a lab without the explicit permission of the instructor. It also includes collaboration on take-home tests and assignments without the knowledge of the instructor. Unauthorized collaboration can be a form of cheating or plagiarizing.

Multiple submissions:

This refers to submitting the same work to two instructors without their permission. This can include the submission of your own work written in a previous semester without the professor's knowledge or submitting the same work to two different professors for similar assignments ("self plagiarism").

Penalties for Violations to Academic Integrity Policy

The goal of this policy is to provide a clear and just process for upholding the academic integrity standards of Kenyon College. It is designed to be both fair and formative, balancing education with appropriate sanctions. The process starts when a faculty member, staff, or student believes that a violation may have occurred. All members of the community have a responsibility for maintaining the high academic standards of our institution.

Outlined below are the guidelines for handling violations of the Academic Integrity policy.

Tier 1 Cases

Tier 1 cases result from a student's misinterpretation or misunderstanding of instructions or citation procedures, minor lapse in judgment, and/or lack of knowledge of proper academic procedures.

Examples include but are not limited to:

- Inappropriate collaboration on minor assignments (as defined by the instructor and chair)
- Inadequate or careless citations of a quotation or an idea taken from another source
- Close paraphrasing or verbatim use of a brief passage without citation

An instructor who discovers a possible Tier 1 case should bring it to the attention of the department chair as soon as possible, typically within 24 hours. The instructor and chair should together determine whether the case meets the Tier 1 criteria. If so, the department chair should immediately contact the Office of the Provost to inquire whether the student has previous academic infractions or Tier 1 warnings on record. If so, then the case must be immediately advanced to the Academic Infractions Board (AIB). If the chair and instructor decide that the case meets the Tier 2 or 3 criteria, then the case must be immediately advanced to the Academic Infractions Board (AIB).

First-time Tier 1 cases are handled by the department and Associate Provost. The chair should notify the student as quickly as possible (typically within 48 hours after conferring with the faculty member) about the concerns raised over the assignment(s), and schedule a meeting as expeditiously as possible with the faculty member and student to discuss the case. In Tier 1 cases, the student has the right to request a hearing before the AIB rather than the recommended meeting with the instructor and the department chair. If a student fails to attend a scheduled meeting with the department chair and instructor or otherwise fails to participate in the Tier 1 process, the case will go immediately to the AIB. Students may consult with their faculty advisor or another faculty or staff member of their choice about their options. Until the case is resolved, the student may not seek to drop, withdraw from, or change the grading status of the course in which the actions occurred.

At the meeting, all evidence should be shared with the student, and the student should be given an opportunity to respond. Because the purpose of the meeting is to educate the student about academic procedures and integrity, the chair and instructor should discuss importance of academic integrity and explain how the student can avoid making similar mistakes in future assignments. At the end of the meeting, the student, instructor, and chair should all sign the Tier 1 Warning form as a record that the meeting has been held. Within three (3) days of the meeting, the online Tier 1 Warning form must be filed by the instructor and chair with the Office of the Provost, indicating when the meeting took place, who attended, and the sanction assessed. All evidence must also be submitted to the Office of the Provost. Following the meeting, if the chair and instructor decide that a warning is not warranted, the chair should notify both the student and the Associate Provost.

The Associate Provost will review the form, evidence, and sanction for procedure and consistency among other cases of this type. If the nature of the offense makes its assignment to Tier 1 unclear, then the case should be referred to the AIB. If the Associate Provost determines that the case meets Tier 1 criteria, the Associate Provost will confirm the department's decision in an email to the student, the department chair, and the instructor. Within three days of notification of the decision by the Associate Provost, the student must either reply to the email to indicate that they accept the sanction or appeal to the Provost. In the case of an appeal, the student carries the burden of establishing that the decision is patently unfair or unjust. The Provost may decline to hear an appeal that fails to state specific grounds for review of the department's decision. The purpose of Tier 1 cases is to educate the student about academic integrity and proper citations or procedures. Thus, a Tier 1 Warning is not treated as a formal violation of academic honesty policies but functions instead as a cautionary warning to the student about the importance of academic integrity. As a result, the student effectively remains in a probationary status with the Office of the Provost, which will directly submit any subsequent Tier 1 case directly to the AIB. Given its educational purpose, the appropriate sanction for a Tier 1 case will be up to a score of zero for the assignment in question. In addition to the sanction, the student may be required to attend/complete an educational activity.

Because Tier 1 cases result in warnings rather than formal findings of an academic integrity violation, they remain confidential in the absence of a subsequent academic integrity infraction. A Tier 1 Warning will not appear on the student's transcript unless the student is found guilty of a subsequent violation. In the absence of a subsequent violation, records of the Tier 1 offense will be expunged when a student graduates or transfers. The college does not report Tier 1 Warnings to outside parties nor does it expect students to report such warnings.

Tier 2 Offenses

Tier 2 offenses are those that indicate a more significant breach of trust. Examples include but are not limited to:

- Copying work of others on an exam or allowing other students to copy your work
- Using unauthorized resources for an exam, paper, or project (or providing such resources to another student).
- Reproducing large portions of text without proper citation
- Fabrication of source material or data
- Multiple submissions of the same work for two courses without explicit approval from both instructors (“self-plagiarism”)
- Multiple or repeated offenses that would ordinarily be classified under Tier I

Suspected Tier 2 offenses will be presented to the AIB. The typical penalties for a Tier 2 offense will be more severe than a zero on the assignment up to failure of the course and placement on conditional enrollment. Because students who participate in collegiate activities are representatives of the College, penalties for Tier 2 offenses may include: prohibition from student leadership positions, Greek affiliation, varsity athletics, off-campus study, and/or nominations for fellowships.

Tier 3 Offenses

Tier 3 offenses reflect egregious or repeated acts of dishonesty. Examples include but are not limited to:

- False appropriation of major work (e.g., extensive plagiarism, purchasing a paper from another source, presenting another student’s previously submitted work as your own, or providing your own work for another student to submit)
- Unauthorized acquisition of current exam material
- Multiple Tier 2 offenses in a single course or repeated academic infractions

Suspected Tier 3 offenses will be presented to the AIB. The typical penalty for such blatantly unethical acts will be suspension or dismissal from the college.

Appeals

A student who believes the verdict or the penalty is unfair has the right to appeal to the Provost within three days of receipt of the letter notifying them of their penalty. The scope of the appeal ordinarily shall be limited to whether the decision supported by the manifest weight of the evidence contained in the record of the charges and subsequent hearing or departmental discussion.

Procedures for Handling Academic Infractions

Multiple Tier 1 offenses, Tier 1 offenses that the student prefers to have heard by the AIB rather than the department, and all Tier 2 and Tier 3 offenses will go before the AIB. The procedures below apply for all AIB cases.

The Academic Infractions Board (AIB) consists of faculty members (serving two-year terms) and two student members. The faculty members of the AIB are elected by the faculty during the elections for faculty committees in the spring. The chair is appointed by the provost from among the elected members. The student members are appointed from among the members of its Academic Affairs Committee by Sept. 1.

If the accusation is accepted for hearing by the AIB during a period in the academic calendar when the full board cannot be constituted, the accused student may choose (1) to have the case heard and decided by the available faculty members of the board, or (2) to have the case heard and decided by

the full board when that body can be fully convened. If the accused student chooses this latter procedure, for the interim his or her transcript will show an "NG" for the course for which an academic infraction case is pending. In rare situations where a board member has a conflict of interest (e.g., a friend or an advisee is being accused of an infraction, the accusation is from the same department as a faculty member, etc.), the board member will recuse herself or himself and an alternate will be selected from the Conduct Review Board.

In exceedingly rare instances when a case could not ever be heard by the full board--when, for example, the student is on the verge of graduating-- the associate provost in charge of supervising the work of the AIB, in consultation with available members thereof, may hear cases.

The student must decide whether or not to contest the accusation. If the student chooses not to contest the accusation, then the AIB will assume that the academic infraction was intentional and assess a penalty accordingly. In such cases, the AIB bases its judgement on only the material from which the charges arise and the collegiate records of the accused student. If the student wishes to present any other information to the AIB, then the student must contest the charges and go through the full hearing as outlined, below. To contest the charges, then, is not necessarily to "plead innocent," but only to exercise the right to present information that may be relevant to either the question of guilt or the question of appropriate punishment.

At the outset of all courses of study under their instruction, Kenyon faculty and staff should always clearly specify the forms that academic infractions may take in the particular kinds of work required in their courses, and should always respond to student inquiries about these matters. Faculty members who assign work to be done collaboratively or otherwise encourage collaboration among students should be clear about their expectation for collaborative efforts, especially group writing assignments, presentations, and homework. Detailed information regarding these expectations should be provided by faculty members on course syllabi, and students should refer to course syllabi for particular policies in each course. Instructors are responsible for detecting instances of academic infractions, and for dealing with suspected instances according to the procedures adopted by the faculty and described below. These procedures are designed to make the responsibility of judging and penalizing those who commit academic infractions a collegiate matter.

Alleged instances of academic infractions can be reported by any member of the academic community.

A student who suspects an academic infraction presents the evidence to the instructor or department chair who will then act on the information as described below.

A staff member or an instructor who suspects a student of an academic infraction presents the evidence to the chair of the department or program. (If the instructor is the department chair, they shall select another member of the department —preferably a former chair — to act as chair for the purpose of these procedures.) In the case of Tier 2 and Tier 3 offenses, if the chair concurs that suspicion of an academic infraction is warranted, they report the alleged violation to the chair of the AIB and the dean for academic advising and support. Tier 1 offenses may be handled within the department unless the student prefers the full AIB hearing.

Pre-hearing meeting

Within two weeks of notification from the department chair, the dean for academic advising and support will hold a meeting with the chair of AIB and the accused student(s). The primary purpose of this meeting is to make the student aware of the potential academic infraction and to thoroughly

review each step (pre-hearing, hearing, and post-hearing) in the entire process. All questions about the process for dealing with a potential academic infraction should be directed to the dean for academic advising and support, not the faculty member. The next correspondence about the alleged academic infraction will come from the chair of the AIB, typically within one week of the pre-hearing meeting.

Hearing

Members of the AIB will meet with the student, the department chair, the instructor, and the student's faculty advisor or another faculty or staff member of the student's choice. The AIB hearing (but not deliberations) will be recorded with an audio recording device by the chair, and the media (tape or CD) will be sent to the Office of the Provost. The primary purpose of this audio recording is to maintain a complete and accurate record of the hearing, especially for clarifying details in the event of an appeal. If an appeal is filed, the audio recording will be destroyed after the final decisions by the provost. When no appeal is filed, the audio recording will be destroyed one week after notification of the AIB decision. The department chair and the instructor will answer questions asked by members of the AIB; they are not to conduct an examination of the student. The role of the advisor is to ask clarifying questions and to advise the student, not to present a defense. It is the student's obligation to present his or her own response. Although the conduct of the hearing will not be controlled by a set of formal rules of evidence or procedure, a finding of guilt must be established by a preponderance of the evidence. The hearing will be closed to anyone not listed above, and neither the student nor the College may be represented by legal counsel at the proceedings.

Phase I of the hearing

In the first phase of the hearing, the board, using only the evidence of the student's work and available documentation supporting a conclusion of an infraction, will decide whether or not there is reasonable cause to believe an academic infraction has occurred.

If, based on the evidence at hand, the board finds that there is not reasonable cause to believe that an academic infraction has occurred, the case is dismissed and both the student and the department or program involved will be informed of the outcome in writing. This written response will be sent within two weeks of the hearing date. Records of the proceedings along with a report of the conclusions reached will be sent to the associate provost charged with overseeing the work of the AIB.

Phase II of the hearing

If the board finds that there is reasonable cause to believe that an academic infraction has occurred, the case will continue on to a second phase of the hearing. The purpose of this phase of the hearing will be to make a definitive determination as to whether an academic infraction has occurred based on further consideration of the evidence from the first phase of the hearing, the testimony of the involved parties, and any other evidence or testimony the board deems relevant. If an infraction has in fact occurred, the board will determine whether the infraction was deliberate or not. The board will decide what, if any, penalties should be imposed based on the type of offense and the guidelines for penalties. At this point, the issue of intent will be on the table. The AIB will be empowered to ask for any other evidence or testimony it deems relevant to its decision.

Phase III of hearing

Once all of the evidence is presented to the AIB, the board will deliberate in private and decide (1) whether the student is guilty of an academic infraction; and (2) the degree of culpability. For each hearing of the AIB, the associate provost will prepare a sealed letter containing the student's

academic transcript and stating the student's previous violations of academic integrity, if any, and whether the student is on conditional enrollment. The AIB may consider this information in assessing penalties. The board may, in assessing a penalty, consider whether such a penalty will have any practical effect upon the student's academic record and recommend such action that it deems just and appropriate. The recommended penalties, if any, will be sent to the associate provost charged with overseeing the work of the AIB. (If the associate provost charged with overseeing the work of the AIB is involved in the case itself, an associate provost who is not otherwise a participant in the case will assume responsibility in his or her stead.)

Post-hearing notification

That associate provost will then review the case to assure that appropriate procedure and precedent were followed in the case. If the associate provost determines that appropriate procedures were followed, the associate provost will inform the student in writing of the results of the hearing by way of issuing a formal decision letter announcing the outcome of the case. If not, the associate provost will consult with the board about his or her objections to the recommendation and will seek to reach a new consensus prior to issuing the decision letter. The formal decision letter will be sent to the student as soon as possible, typically within one week of the hearing date.

It is the responsibility of the associate provost to see that the final decision of the AIB or department chair in the case of the Tier 1 offenses, is carried out. A student who believes that the verdict or the penalty is unfair has the right to appeal to the provost within three days of the receipt of the letter from the associate provost. The scope of the appeal to the provost ordinarily shall be limited to whether the decision of the board is supported by the manifest weight of the evidence contained in the record of the charges and subsequent hearing. The student carries the burden of establishing, whether by information previously made known to the board at the hearing or through newly discovered evidence, that the decision is patently unfair or unjust. The provost may decline to hear an appeal that fails to state specific grounds for review of the board's decision. When an appeal occurs, the chair of AIB should be informed of the appeal and the results of the appeal.

In addition to the written notice to the student concerning results of any hearing, copies of the decision letter conveying such notice will be sent to the AIB members, the student's hearing advisor, the student's academic advisor, the instructor(s) of the pertinent course, the pertinent department or program chair(s), and the administrative assistant to the associate provosts. Copies of the decision letter will be sent to the dean of students, the dean for academic advising and support and the registrar. For students in F-1 and J-1 status, the director of the Center for Global Engagement will be notified immediately after a hearing date has been set. The primary reason for this notification is to enable a College representative to work with the students to understand the possible immigration consequences of being found guilty of an academic infraction.

Materials collected for an academic hearing will be delivered to the Office of the Provost, where they will remain at least until all students charged have graduated or withdrawn from the college.

A student against whom charges have been brought for an academic infraction may not, while such charges are pending nor after being found guilty of an infraction, seek to drop, withdraw from or change the grading status to a pass/D/fail basis in any course for which charges were brought. A student's withdrawal from the College while charges are pending, or any time after the rendering of a decision in an academic infraction case, will not preclude the addition of such information to the student's records maintained by the College.

The Office of the Provost will summarize infractions and actions recommended, and that information can be used, without reference to specific students, in reports to the Committee on Academic Standards, in training sessions for new members of AIB, and in annual releases to campus media. Notifications to students of results will be kept permanently; however, a winnowing of all other materials will generally occur after four years.

Library and Computing Policies

Kenyon College's Division of Library and Information Services (LBIS) supports the academic mission of the College by providing library and computing resources, services and facilities that are essential to teaching, learning, research, and general scholarship. Housed in the Olin and Chalmers libraries, LBIS is responsible for providing access to and maintaining the most effective physical and online collections. LBIS maintains the infrastructure, facilities, and resources of the campus network, computing labs, and computing services.

Library Resources

The library's services, which include our Circulation Desk, Research & Reference Desk, Helpline, and Special Collections & Archives will be housed in a temporary location on Ransom Lawn during the construction of our new facility. Also available in our temporary location will be a computer lab, a classroom, study & reading spaces, and group workspaces. Study and reading spaces will also be available in locations throughout the campus. A map of the temporary locations is available (<https://lbis.kenyon.edu/>).

Some areas welcome a reasonable level of noise, while others, which serve as a workspace for activities requiring deep concentration, require significant quiet. Patrons and users are permitted to bring food and drink into the buildings, subject to the guidelines available on our website. Food and drink pose a risk to library collections, all equipment, and furnishings because of both accidental spillage and the potential of attracting vermin. Our food and noise policies exist to protect you and the library. (<https://lbis.kenyon.edu/about-lbis/policies/library-policies>)

Information Services | Technology Resources and Services

The Library and Information Services division supports and maintains the campus computer networks, the telephone program, classroom technology, and the computers, printers, and other technology in offices, laboratories, and public sites. LBIS supports the administrative services and websites of the college and manages all computer and network accounts necessary to access these resources. Help for using these resources can be found on the website (<http://lbis.kenyon.edu>) and through the HelpLine.

The campus computer environment is generally open, allowing students and community members to connect personal computers, tablets, smartphones, and game devices to the network and to the Internet. Open access to the College's information services requires an intellectual environment based on mutual respect and trust, information-sharing, collaboration with peers, free inquiry, the free expression of ideas, and a secure information infrastructure.

Transfer Credits and Special Programs

Transferring Credit to Kenyon

Credit from courses taken at other institutions of higher education may be transferred to Kenyon (i.e., counted as meeting a part of the College's degree requirements) if the following conditions are

met: (1) advance approval is obtained (forms available from the Registrar's Office); approval sought retroactively requires a petition; (2) an official transcript is sent directly to the Kenyon registrar from the credit granting institution; (3) courses are taken for letter grades and the grades earned are C- or above; (4) the other institution is fully accredited by a recognized accrediting agency, or the Committee on Academic Standards has specifically approved the program for off-campus study purposes; and (5) the subject matter of the courses is liberal arts in nature. Grades for transfer credit are recorded on the student's record as 'TR' except off-campus study courses. These grades do not affect a student's grade point average, except for certain portions of Kenyon programs-- see the section explaining off-campus study.

The registrar determines whether the above criteria are met, the amount of credit that is transferable, and the distribution requirements that are fulfilled. Credit is accepted in transfer to the College on a pro rata basis: one Kenyon unit equals eight semester-hours or twelve quarter-hours of credit. Kenyon will not accept transfer credit for which transfer credit would be granted more than one year after the completion of the coursework (except in the case of a student admitted to Kenyon as a transfer student). Test scores must be received no later than December of a student's sophomore year to have the credit applied to the student record.

Students should also be aware of the residency requirements as outlined under Requirements for the Degree.

Online and Distance Learning Courses

In special circumstances these may be approved by the registrar and the chair of the credit granting department at Kenyon.

Summer School Credit

Because summer school credit is credit transferred to the student's permanent record, the provisions listed above regarding all transfer credit also apply toward summer school credit. Students wishing to take courses at a summer school and receive transfer credit for work done there must obtain a transfer credit pre-approval form at the Office of the Registrar and then consult with their faculty advisor and for the courses for the major with the chair of the corresponding department at Kenyon for approval of the course(s). These approvals, along with any pertinent information from the summer school brochure or catalog, must then be submitted to the Office of the Registrar. Upon receipt of the summer school transcript, the credit will be transferred to the student's permanent record if all conditions are met.

No more than 3.00 units of summer school credit may be credited to the Kenyon degree. Credit earned in summer school may not be counted as a substitution for a semester of residence at the College.

Off-Campus Study

Students who are applying for off-campus study (OCS) must present compelling academic reasons for this option, and they will be required to articulate how the proposed OCS work will be closely linked to their Kenyon curriculum.

The process for approval to study off campus is highly competitive and the number of spaces available for off-campus study is limited. Students applying for a year must present a very strong case for this longer option. Some year-long applications may be approved for a semester only.

Requirements

The minimum cumulative GPA for participation in an OCS program is 2.50. This GPA is a requirement but not a guarantee for OCS approval. Academic performance across the semesters will also be a factor in the OCS advising process and the evaluation of the application.

Participation in OCS is ordinarily limited to students with junior standing.

Students wishing to participate in OCS in a non-English-speaking country must have taken at least one semester of the language of the host country, if the language is offered at Kenyon. While on the OCS program, students are required to take a course in the national language, or the local language, if offered by the program.

Deadlines

Students planning to study off campus during their junior year must apply no later than February 1 of their sophomore year. This will ensure that students will have planned well in advance for the integration of OCS coursework and their Kenyon academic work. No late applications will be accepted.

Approved programs

Students must participate in approved programs. Programs are approved by the director of the Center for Global Engagement and the faculty subcommittee on international education. Enrollment in U.S. colleges or universities is excluded, with exceptions for the historically black colleges and universities as well as specific U.S. programs.

Prohibited programs

Certain OCS programs and courses that do not meet Kenyon standards are explicitly prohibited. Students who fail to follow College procedures regarding off-campus study, or who withdraw from Kenyon and thus circumvent existing College regulations regarding off-campus study, are prohibited from receiving credit for coursework completed off-campus.

Transfer of off-campus study credit

Before starting an off-campus study program, students are required to follow the course pre-approval procedures outlined during the predeparture meeting. As part of these procedures, students must list any courses they may be taking on the program, meet with their advisor, and meet with the chairs of their major/minor departments and with their concentration directors to get approval for the courses. Requests made retroactively require a petition.

Students will have letter grades recorded for work done off campus whenever the course is taught and graded by a member of the Kenyon faculty and the course is given credit in the department where the member is appointed. These grades will factor into the student's GPA at Kenyon. All other OCS grades will be posted on the transcript with the grade preceded by 'T' (e.g. TB+), and will not be calculated into the College GPA.

Courses with grades below a C- will be posted, but no credit will be awarded. Courses taken on off-campus study programs that do not satisfy the transfer credit criteria will be listed with a grade of 'NT' and with no credit.

Kenyon programs

Kenyon-Exeter Program: All grades earned in courses (taught by the Kenyon resident director) and all grades earned in Exeter's Department of English courses, translated into U.S. letter grades, will

be listed on the official Kenyon transcript and figured into a student's cumulative Kenyon GPA. However, any grades posted from the University of Exeter, but earned in departments other than English, are simply treated as transfer credit, following the practices for transfer of grades from off-campus study programs not sponsored by Kenyon. Credit from Exeter will be transferred back at the rate of 32 ECTS = 2.00 Kenyon units.

Kenyon-Rome: All grades earned in the Kenyon seminar (taught by the Kenyon resident director), will be listed on the official Kenyon transcript as Kenyon courses and will figure into a student's cumulative Kenyon GPA. Courses taken from the program provider will be treated as transfer credit, following the practices for transfer of grades from off-campus study programs not sponsored by Kenyon.

Advanced Placement Credit Awarded

Up to 3.00 units of Kenyon credit may be awarded to students who have received scores of 4 or higher on CEEB Advanced Placement (AP) tests. See the Web site of the Office of the Registrar for recommendations regarding credit and placement. Official score reports must be received by the Office of the Registrar no later than December of a student's sophomore year.

AP credit counts toward the 16.00 units required for the degree. However, no diversification requirement (i.e., four divisions) may be satisfied with AP credit. AP credit cannot be used to satisfy the quantitative reasoning (QR) requirement.

AP credit may serve as a prerequisite for specific courses in a department, toward requirements for the major, and as advanced placement, depending on each department's decision. Students who enroll in courses for which the AP placement is equivalent will have the AP credit removed from their record by the registrar.

Advanced placement, as opposed to credit, is determined by each department. AP credit may not be substituted for a semester of residence at the College.

Baccalaureate Programs Credit Awarded

Students who satisfactorily complete an International Baccalaureate (IB) program in high school and who send the results to the registrar may have up to 3.00 units of Kenyon credit awarded. At the discretion of individual departments, .50 unit of credit may be earned for each score of 6 or 7 on Higher Level examinations. Official score reports must be received by the Registrar's Office no later than December of a student's sophomore year.

Up to 3.00 units of Kenyon credit may be awarded to those who have satisfactorily completed certain other Baccalaureate programs, including the French Baccalaureate, the British A-Levels, and the German Abitur. Upon receipt of the official transcript, the registrar will determine, in conjunction with faculty members of specific departments, the awarding of the allowable 3.00 units. Placement in courses is determined by the department's faculty.

Pre-College Credit Maximum Limit

Students may earn a maximum of 3.00 units of credit from Advanced Placement, International Baccalaureate, French Baccalaureate, German Arbitur, college courses taken while completing high school or any combination of these programs. Credit will not be granted for scores from two programs which appear to be equivalent.

As with the College's advanced placement policy, baccalaureate credit cannot be used to fulfill residency or diversification requirements.

Completing a degree after leaving the college

A student who fails to graduate by the anticipated degree date may transfer credits necessary to graduate from Kenyon for up to seven years afterward. After seven years a student may petition the Committee on Academic Standards to complete the degree.

Kenyon Academic Partnership (KAP)

Founded by Kenyon and six independent Ohio secondary schools in 1979 as the School-College Articulation Program (SCAP), the Kenyon Academic Partnership (KAP) is dedicated to improving the transition of students from high school to college. KAP is designed (1) to reduce the amount of course duplication some students find in college; (2) to give students an introduction to the rigors of college work in familiar, supportive settings; and (3) to offer students more advanced and varied courses than are normally not found in high school.

KAP course offerings have increased from four to twenty five, and participating students have increased from 120 to more than one thousand per year.

Participating schools offer one or more courses cooperatively developed by the school and Kenyon faculty members. The courses are fully equivalent to the introductory courses offered in each of the College's participating departments. The teachers in the secondary schools present these courses to eligible students according to collegiate standards, reproducing as closely as possible a college environment. Kenyon's standards are maintained in a number of ways: the College appoints KAP teachers in the schools, Kenyon departmental representatives visit and evaluate classes in the schools, and teachers at both levels periodically exchange student papers for cross-grading. At the end of a course, a student's final grade is posted in the same manner as for other College students, and a transcript may be sent to any college to which the student may wish to apply. KAP credits have been accepted in transfer to approximately two-thirds of the colleges attended by KAP students.

KAP students who attend Kenyon and who wish to include KAP credit toward the B.A. must visit the Office of the Registrar to request that the KAP credit be applied to their undergraduate record.

Annual FERPA Notification

Access to Records by Students

Student education records are protected by the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g, 34 C.F.R. Part 99. Students may inspect all education records directly related to them that are maintained by Kenyon within 45 days of the date the inspection request is received. A student should submit to the Registrar, Dean, head of the Academic Department, or to the official who keeps the record a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be made.

[Student requests for transcripts](#) can be made online to the Office of the Registrar.

For purposes of this policy, “education records” do not include: records kept in the sole possession of the maker, used only as a personal memory aid, and are not revealed to any other person except a temporary substitute for the maker of the record; Title IX or other Civil Rights records where confidentiality has been requested by the complainant and no official action is taken; records of the Campus Safety Office; records created or received by Kenyon after an individual is no longer a student and that are not related to the individual’s attendance as a student; confidential letters placed in files before January 1, 1975; financial records of parents; and letters of recommendation to which students have waived the right of access.

Treatment records maintained by the Health and Counseling Center and the College chaplains are also not “education records” for purposes of this policy. Students interested in accessing these records should contact the Health and Counseling Center directly.

Access to Student Records by Others

Education records may generally be accessed by the student to whom which they relate and by College officials with legitimate educational interests. A College official typically includes a person employed by the College in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff), a person serving on the board of trustees, or a student serving on an official committee such as the Student Conduct Review Board. A College official may also include a volunteer or contractor outside of the College who performs an institutional service or function for which Kenyon would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another College official in performing his or her tasks. A College official typically has a legitimate educational interest if the official needs to review and education record in order to fulfill his or her professional responsibilities for the College.

Aside from disclosure to the student and disclosures to College officials, typically student consent is required to disclose education records. However, the College may disclose education records without consent of the student as follows:

- To parties in connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid.
- To parents of a student regarding the student’s violation of any Federal, State, or local law, or of any rule or policy of the College, governing the use or possession of alcohol or a controlled substance if it is determined the student committed a disciplinary violation and the student is under the age of 21.
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student’s enrollment or transfer.
- To certain federal, state and local educational authorities in connect with an audit or evaluation of federal or state programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs.
- To accrediting organizations to carry out their accrediting functions.
- To comply with a judicial order or lawfully issued subpoena.
- To persons conducting educational or research studies about colleges and students, with the provision that only aggregate (not personally identifiable) data will be released.

- To appropriate officials in connection with a health or safety emergency.
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of Federal regulations.
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of Federal regulations, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against the student.
- To parents of a dependent student for IRS tax purposes. More information on when Kenyon may share information under this provision can be found via the [Parent Notification](#).

“Directory information” may be released without the consent of the student. Directory information takes two forms. Public directory information (i.e., name, class year, email address, advisor, majors, minors, concentrations, degree in progress or degree awarded, dates of attendance, date of graduation, honors and awards, high school attended, and similar information) is available to the public unless the student expressly prohibits their publication in writing to the Office of the Registrar. On-campus directory information (including all of the public directory information, as well as home address and campus address) is available to students and employees with Kenyon network accounts.

Documentation of Requests for Access to Student Records

Kenyon maintains, as a part of the educational record of the student, a record of all requests for access (whether or not the requests were granted). This record includes: the name of the party who requested the information, the date of the request, and the legitimate interest this party had in requesting the information. Such records are not maintained when: the student personally inspects his or her records, disclosures are made at the request of the student, or disclosures are made to Kenyon employees or agents with a legitimate educational interest in the records.

Questions about Record Accuracy: Challenges to Content

Students have the right to question the accuracy of their records and request interpretations of the contents of their records. The following College officers should be consulted:

- Admissions: Vice President of Enrollment Management and Dean of Admissions
- Accounting: Controller
- Student Affairs: Dean of Students
- Financial Aid: Director of Financial Aid
- Registrar's Office: Registrar

Each of these officers will answer questions and interpret information in student records as appropriate.

If a student believes that education records relating to the student contain information that is inaccurate, misleading, or in violation of the student's rights of privacy, the student may ask the College in writing to amend the record. The request should be given to the appropriate administrator listed above or, if the appropriate administrator cannot be identified, to the Registrar, who shall forward the request to the appropriate administrator that can address the request. The request should include information regarding the record or specific portions of a record that the student wishes to amend, the desired amendment, and the reasons for which the amendment is sought, including any evidence the student believes is relevant. The administrator to whom the request is made shall issue to the student a written decision within a reasonable time

after the request is received. If the record will not be amended, the administrator shall provide the student with written notice of the right to a hearing before the president or the president's designee.

The student shall provide the president or designee with written notice of their request for a hearing within five (5) business days of receiving the decision on their request to amend the record. The president or designee shall thereafter schedule a hearing at which the student may explain their reasons for requesting the amendment and present any written evidence they may have to support the request. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

Enforcement of Student Rights

Students who believe that Kenyon has violated their rights under the Family Educational Rights and Privacy Act may file a complaint with the U.S. Department of Education's Family Policy Compliance Office, 400 Maryland Avenue, SW, Washington, D.C. 20202.

Student Records Maintained by the College

Admissions Office

Students' applications, secondary school reports/transcripts, letters of recommendation, SAT and ACT scores, and similar materials are maintained by the admissions office until an admission decision is reached. Letters of recommendation are destroyed, and applications and secondary school reports/transcripts of those accepted who decide to enroll are made available to professional staff in the student affairs division and the Office of the Registrar as electronic documents in the student's electronic student record.

Financial Aid Office

The financial aid office maintains correspondence dealing with loans, scholarships, and related topics. All materials except parents' confidential statements are available for inspection by the student.

Dean of Students Office

Admissions information forwarded by the admissions office forms the basis of these records. Besides correspondence with and about students, non-academic disciplinary records are maintained. The registrar routinely makes all student records available to the dean of students' office. Upon graduation, the dean of students' student folders are reviewed. Only summary records of activities, awards, honors, and related topics, are kept.

Registrar's Office

The registrar maintains the academic records of all students. Two types of academic records are kept: permanent and nonpermanent.

Permanent academic record

The permanent academic record includes the student's name, ID number, name of secondary school, date of Kenyon entry, date(s) of withdrawal and re-entry, major(s), minor(s), concentration(s), senior exercise completion, College degree and date granted, any credit for advanced placement tests and/or courses from other institutions accepted as transfer, and Kenyon courses, grades, credits, and quality points, as well as semester and cumulative averages.

- Recording of suspensions and dismissals on academic records. The following policies govern the recording of suspensions and dismissals on the student's permanent academic record:
 - Suspensions for disciplinary, social, or academic infractions are recorded on the student's permanent academic record as "Suspended: *date*." If the student is the subject of a student conduct proceeding, but voluntarily withdraws from Kenyon before completion of the judicial process, "*Date: Institutional Action Pending*" will appear on the student's transcript. Similarly if the student is the subject of an Academic Infractions Board (AIB) process, but voluntarily withdraws from Kenyon before completion of the AIB process, "*Date: Institutional Action Pending*" will appear on the student's transcript.
 - If a student is dismissed for disciplinary, social, or academic infractions, the student's transcript will indicate "*Dismissed: date*." If a student is suspended or dismissed for disciplinary, social, or academic infractions during a semester, the sanction will be enacted immediately following the expiration of the appeal deadline, and no grades will be issued for that semester. "In Progress" courses will read "NG" (no grade) on the student's transcript, and there will be no opportunity to negotiate incomplete grades or complete these courses.
 - Kenyon's Title IX and Intimate Partner policy requires that an adjudicated sanction goes into effect as soon as the student is notified of the sanction. Therefore, the Title IX coordinator will immediately notify the registrar of any suspension or dismissal determinations, including the date the sanction was imposed. The registrar will immediately enter the notation on the student's transcript. The student may opt to appeal the decision. Should the student's appeal be successful, the Title IX coordinator will notify the registrar of the change. The notation will be removed.
- If a student is required to withdraw from Kenyon because of substandard academic performance, the student's transcript will indicate "*Date of withdrawal: date*."

Nonpermanent academic record

While the student is enrolled, an electronic folder containing correspondence with and about the student as well as forms submitted by the student is maintained. Such records may be destroyed after the student has graduated or withdrawn.

Reproduction of Records

Transcripts: All requests for transcripts should be addressed to the Office of the Registrar and must be authorized by the student (or former student) by their signature. There is a per copy cost for transcripts supplied by the College. Transcripts are not provided for those who have overdue financial obligations to the College.

NOTE: The unauthorized altering of an academic record is a crime punishable by law. Students or graduates who fail to respect and maintain the integrity of their academic record, or copies thereof, will be prosecuted. The College reserves the right to limit or discontinue transcript service for such individuals.

Other records: When copies of other records are provided, a charge will be assessed at the rate of one dollar per page. Federal law prohibits the College from providing copies of transcripts from secondary schools and other colleges or universities.

Non-degree Status Students

Guest Student Status

The guest-student category applies to students who wish to take courses on a part-time, occasional basis and whose immediate intention is not to earn an undergraduate degree from Kenyon. Ordinarily, to be eligible for guest-student status, a candidate must never have been a degree candidate at the College. Exceptions may be made in unusual cases. Ordinarily, guest students may not enroll in a full-time course load and may enroll in a cumulative total of 8.00 units of course work for credit.

Admission. Candidates wishing to enroll as a guest student apply to the registrar at least fifteen business days prior to the first day of class in each semester in which they wish to undertake one or more courses. More information regarding guest-student status is available from the Office of the Registrar.

Credit. Guest students may enroll in courses for credit or as auditors.

Fees. Tuition for courses taken for credit or as an auditor is indicated each year in the Explanation of Fees and Charges updated by the by the controller. Guest students are not eligible for financial aid from Kenyon.

Privileges. Guest students are entitled to full library and computing services and may attend seminars, lectures, and campus events open to all students. Ordinarily, guest students do not live in College residences.

Responsibilities. Guest students are held to the same standards, policies, and deadlines as other students.

Residence. For guest students who become degree-seeking students, the residency requirement for the College degree may be met by taking a minimum of three courses in each of four semesters (not necessarily successive semesters). Exceptions to this may be requested by petition to the Academic Standards Committee after consultation with the registrar.

Change of enrollment status. Students who initially enroll as guest students may apply for a change in enrollment status if they wish to become a degree candidate. Guest students must complete a minimum of 2.00 units of credit to be eligible for a change of enrollment status. Such applications are made to the dean of admissions and are governed by the policies pertaining to transfer admission.

Visiting Students

The visiting-student category applies to students who wish to enroll at Kenyon for a specific purpose for a specific period of time and who do not intend to earn the baccalaureate degree from the College. Students previously enrolled as degree candidates at Kenyon are not eligible for visiting-student status. Ordinarily, visiting students enroll as full-time students and are governed by all regulations of degree candidates. Visiting students are required to reside in College housing.

Admission. Candidates wishing to enroll as a visiting student apply to the dean of admissions. Applications are reviewed by a committee chaired by the dean of admissions. Decisions are governed by the policies pertaining to transfer students.

Credit. Visiting students ordinarily enroll for a minimum of 1.50 units of credit each semester.

Fees. Visiting students pay full fees and tuition, including student activities fees and health and counseling fees as indicated in the Explanation of Fees and Charges updated by the by the controller. Visiting students may apply for financial aid.

Privileges. Visiting students are entitled to full library and computing services and may attend seminars, lectures, and campus events open to all students. Visiting students are required to live in Kenyon residences.

Responsibilities. Visiting students are held to the same standards, policies, and deadlines as other students.

Change of enrollment status. Students who initially enroll as visiting students may apply for a change in enrollment status if they wish to enroll as degree candidates. Visiting students must complete a minimum of 2.00 units of credit to be eligible for a change of enrollment status. Such applications are made to the dean of admissions and are governed by the policies pertaining to transfer admission.

Special Academic Initiatives: Food For Thought

Where does our food come from? Most of us can provide little more of an answer than "from the grocery store." Yet media headlines and public debates often emphasize pressing issues involving food, from eating disorders and mad cow disease to genetically modified food and threats of ecoterrorism. Increasingly, it has become difficult and even unwise to take for granted the foods that we eat.

Understanding our food sources raises many questions of national and global significance. How will rising petroleum costs affect the availability and cost of food? What is the impact of current farming practices on the environment? How do the cultural meanings we associate with food influence eating habits? Does the loss of small landholding farmers diminish the foundation of a democratic society?

Food-related issues are particularly salient in the local community, a region rich in agriculture as a way of life and a basis of the economy. For example, the shift toward industrial agriculture has made it difficult for family farmers to compete in the global marketplace; a number of Kenyon employees hold jobs at the College in order to provide the income necessary to keep their farms financially viable. As aging farmers sell out to developers, the cornfields and livestock pastures that mark a rural landscape soon give way to residential sprawl and strip malls.

Food for Thought is a special initiative to explore food, farming, and rural life. As the accompanying list of courses suggests, these subjects touch virtually every aspect of the curriculum. For students, taking several of these courses represents an opportunity both to enrich understanding and to forge the cross-disciplinary connections that are central to liberal education. Many of these courses offer the additional opportunity to engage the surrounding community through original scholarly and creative work, broadening students' horizons beyond Gambier Hill and deepening their connection to this place.

Much of the work accomplished in these courses will contribute to an ambitious public project to build a sustainable market for foods produced in and around Knox County. Students and faculty are conducting research on local food supplies and consumer buying habits, developing a local food warehouse and retail outlet in Mount Vernon, and creating exhibits to raise public understanding about the many ways our food choices affect us as individuals and as a society.

For additional information about Food for Thought, visit the Kenyon Rural Life Center Web site at <http://rurallife.kenyon.edu>. To learn more about becoming involved in this initiative, contact Professor Bruce Hardy, Professor of Anthropology.

Certificate in Ecological Agriculture

The Ohio Ecological Food and Farm Association (OEFFA)-Kenyon Certificate Program in Ecological Agriculture gives students the opportunity to develop intellectual skills and practical knowledge regarding food and farming systems. Students will (1) develop an understanding of the complex nature of agroecosystems, (2) critically analyze the social, political, and economic institutions in which food and farming systems are embedded, and (3) explore the interplay of social values, personal responsibility, and the achievement of environmental and community goals.

To earn a certificate in ecological agriculture, students must complete three relevant courses and undertake a ten-week summer internship on a farm that uses ecological production methods. These two core elements will be enhanced by additional program components, including participation in workshops and conferences. Each participating student will be eligible to be named an OEFFA Campus Fellow, a position that supports work with the community food system and fosters leadership development.

Participating students earn \$2,500 during their internship and receive a housing allowance, if needed. To apply for the program, contact Professor Hardy.

Courses

Each of these courses addresses themes relevant to Food for Thought. In some cases, the subject matter is central to the entire course; in others, it represents a distinct unit. Please refer to the brief description accompanying each listing, which notes the particular topics examined in the course. Complete course descriptions may be found in the listings for each department or program. For additional information, please contact the relevant faculty member. Independent study and summer research offer additional opportunities for academic work; see Professor Sacks for details.

ANTH 320 Anthropology of Food

Credit: .5 unit

Through cross-cultural comparisons, this course investigates the central role food plays in human biology and culture, including the effects of social, political, and economic issues on human nutrition.

ARTS 106 Photography I

Credit: .5 unit

Students will work on food-related issues for a photography project.

ARTS 320 Color Photography

Credit: .5 unit

Food and culture, food politics, land use, and environmental issues will comprise a photography project; students may pursue additional projects addressing these themes.

BIOL 261 Animal Behavior

Credit: .5 unit

Students observe and quantify behavior of farm animals at local farms involved in sustainable agriculture.

CHEM 108 Solar Energy

Credit: .5 unit

Modern agricultural methods are heavily dependent on petroleum and natural gas; this course explores our global energy challenges from fossil fuels to solar energy -alternatives.

ECON 366 Environmental Economics

Credit: .5 unit

In this course we will examine the economic rationale for agricultural practices and policies aimed at improving the quality of the environment and altering our use of natural resources.

ENVS 112 Introduction to Environmental Studies

Credit: .5 unit

This course examines sustainable development, particularly sustainable agriculture, as an important component of our general investigation of the effects of human population size on the environment.

ENVS 253 Sustainable Agriculture

Credit: .5 unit

Students will work five hours a week on a local farm and meet weekly with the instructor to discuss readings and their farm experience.

ENVS 461 Seminar in Environmental Studies

Credit: .5 unit

A portion of this class will be devoted to exploring patterns of changing land-use, including the conversion of agricultural land to suburban and commercial development, and how this leads to a host of environmental effects including loss of biodiversity, changes in soil quality, and a breakdown of the rural community.

HIST 481 Feast, Fast, Famine

Credit: .5 unit

This course explores the cultural, economic, and ecological significance of food in premodern Europe, touching on topics ranging from the religious significance of food, to medieval women, to the economic and demographic consequences of famine.

PHIL 115 Practical Issues in Ethics

Credit: .5 unit

Factory farming, vegetarianism, and the ecology of rural life are among the ethical issues discussed in the course.

PSYC 443 Psychology of Eating Disorders

Credit: .5 unit

This course examines, from a range of perspectives (e.g., genetic, psychological, feminist sociocultural, cross-cultural), how our relationships with food, eating, and weight management develop into the spectrum of biopsychosocial problems that we call "eating disorders."

RLST 382 Prophecy

Credit: .5 unit

This course will devote two sections to discussion of agribusiness and globalization and their impact on food, farming, and rural life both in America and abroad.

SOCY 104 Identity in American Society

Credit: .5 unit

The course focuses on rural life in examining issues of identity and society in contemporary America.

SOCY 233 Sociology of Food

Credit: .5 unit

This course examines the social world we live in by -examining what we eat, how we eat it, where we buy it, how much it costs, who prepares it, who produces it, and how.

SOCY 477Y, 478Y Fieldwork: Rural Life

Credit: 1 unit

Students will conduct fieldwork throughout Knox County to examine the character of local food production and rural community life.
