

BELHAVEN UNIVERSITY

SPECIAL REQUEST FORM

Read instructions on the back of this form. For information and guidelines for requests below, please refer to the University Catalogue.

Student's Name _____ Belhaven ID# _____ SS# _____

Phone # _____ Alternate PH # _____ Email address: _____

Address: Street _____ City _____ State _____ Zip _____

Date of Request: _____ Term/Year for Request: Fall _____ Spring _____ Summer I _____ Summer II _____

Please check one. Please print all information.

___ Request for **Independent Study**

Course # _____ Course Title _____

Student's Classification _____

Explain your request in full _____

Professor's Signature _____

Department Chair's Signature _____

Registrar's Signature _____

Student must get all signatures and return form to Registrar's office no later than last day to enter a course or change enrollment status.

___ Request to **Exceed 19 Semester Hours**

Course to exceed _____ Registrar's Signature _____

___ Request to **Repeat a Course for Forgiveness**

Course # _____ Course Title _____

Year and semester course was taken with grade of C- or below _____

Registrar's Signature _____

___ Request to **Take Course as Pass/Fail**

Course # _____ Section # _____ Course Title _____

Student's Classification _____

Professor's Signature _____ Registrar's Signature _____

___ Request to **Audit a Course**

Course # _____ Section # _____ Course Title _____

Professor's Signature _____ Registrar's Signature _____

___ Request for **Foreign Language Credit by Proficiency/Examination**

Student is native speaker of (language) _____

1. Way(s) student has demonstrated mastery of his/her native language _____

2. Student has / is studied(ing) (language) _____

Total number semesters language was studied _____

This/these courses are listed on his/her transcript on file in the office of the registrar. (If currently enrolled in English 101 and 102, he/she must pass with at least a C (on each course) to make this recommendation valid.

3. Student has near native proficiency in (language) _____

Reasons for near native language proficiency _____

Ways student has demonstrated mastery of near-native language _____

Instructor's Signature _____

___ Request for **Course Substitution**

Course # _____ Course Title _____

Is substituted for Course# _____ Title _____

Department Chair's Signature (required course) _____

Department Chair's Signature (substituted course) _____

Registrar's Signature _____

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JACKSON, MISSISSIPPI

Pass/Fail Option

Students may elect to enroll for a maximum of four courses on the pass-fail option during the junior and senior years. No more than two courses may be included on this plan during any one semester. Core courses and courses in the major area (required or elective) may not be included. Grades of S (Satisfactory) or U (Unsatisfactory) are assigned. Credit hours, but no quality points, are recorded for grades of S and count toward degree requirements. The pass/fail option is not allowed in courses required for teacher certification. A student wishing to use the pass/fail option must file a special request form in the office of the registrar prior to the last day to add a course or change course enrollment status.

Auditing Courses

Full-time students may audit a maximum of two courses each semester without charge, with the permission of the registrar. A course is listed on the student's permanent record as AU (audit) unless the instructor of the course informs the registrar that class attendance or participation does not justify the listing, in which case it would be listed as NA (no audit).

Course Load Per Semester

The minimum semester course load for a full-time student is 12 semester hours; the normal load is 15 to 16 semester hours; and the maximum load is 19 semester hours. Requests to exceed the maximum of 19 hours must be made to the registrar on forms available in the registrar's office and will be reviewed primarily on the basis of the student's previous record of achievement and the courses in which the student wishes to enroll. No student may receive credit for more than 21 hours in a semester under any circumstances.

Independent Study

Independent study courses will be available only for degree seeking seniors facing imminent graduation who are unable to get a needed course at the regularly scheduled hour. Students must complete a special request form to submit to the office of the registrar. The professor is not authorized to grant final approval for an independent study course. The request must be submitted to the registrar's office no later than two days prior to the last day to enter a course or change enrollment status. No course intended to be used for the forgiveness policy can be taken as independent study; furthermore, all forgiveness policy courses must be taken at Belhaven University.

Course Substitution

In cases when, through no fault of the student, required courses in a major are not offered in a rotation that permits the student to graduate on schedule, the chair of the major department may approve a similar course in the major as a substitute.

Forgiveness Policy on Repeated Courses

An undergraduate student, upon written request, may ask to repeat up to four courses (up to 12 hours). The forgiveness policy can be used one time per course. Repeating a course may influence a student's financial aid or sports eligibility.

The deadline for submitting the written request is the last day to add a course in the semester the repeated course is being taken again.

The following stipulations apply to this policy:

1. The student cannot use this option to repeat a course in which a grade of A, B, or C was earned. This can only be used to replace a grade of C- or below. A grade of an F will not forgive a grade of an F; both F's will be calculated in the GPA.
2. The student cannot use the forgiveness policy to replace a grade that was earned at another school, nor may grades earned at Belhaven be replaced by grades earned at another school. This policy will only affect the Belhaven grades and quality point index.
3. Both grades remain on the transcript; however, the highest grade earned will be the one used to recalculate the GPA.
4. A course intended to be used for the forgiveness policy cannot be taken as independent study and must be taken at Belhaven University.

Language Proficiency

Students proving proficiency in a native language other than English will be considered to have met Goal III. Proficiency will be determined by interview or test with the foreign language faculty or their designee. Students will meet foreign language requirements but will not receive college hours.