

# Saint Louis Christian College

Academic  
Information



## Academic Adjustments

**Academic Advisement**— Students are routinely assigned to a faculty advisor, who assists the student with course scheduling, vocational choices, and general academic matters. In most cases the advisor's primary teaching assignment is in the area of the student's second major. Students may also be advised by the Dean or Registrar, especially in their first year of study.

Advisors will make every attempt to give effective guidance to students in academic matters and to refer students to those qualified to help them in other matters. But the final responsibility for meeting all academic requirements for a selected program rests with the student. (Also see statement below, under "Student Responsibility.")

**Academic Bankruptcy**— In certain situations, a student may apply to declare academic bankruptcy for one semester's work taken at Saint Louis Christian College. In such cases, the student's entire academic record for that semester will be removed from the computation of grade point average. The bankruptcy policy is subject to the following guidelines:

- ◆ The student must file a written petition for academic bankruptcy to the Faculty, presenting a strong case for supporting the approval of the petition. Reasons for the request (financial problems, illness, personal problems) should be cited. The Faculty will forward its recommendation to the Academic Dean for final disposition.
- ◆ The "forgiveness" policy demands that all courses taken at SLCC during the semester in question will be included in the bankruptcy action. This includes all courses successfully completed during that period.
- ◆ The student's academic record will be shown on his/her final transcript but grade point averages will indicate that no credit is to be granted for that period. A notation of the bankruptcy action will appear on the transcript.
- ◆ In order to declare academic bankruptcy, one year must have passed since the time of the semester in question and the student must have completed at least 12 hours of additional coursework with no less than a 2.5 average at an institution recognized by an accrediting association approved by the United States Department of Education.

**Change of Schedule**— Students who desire to change their course schedule after preregistration and prior to the first day of classes may do so without a course change fee.

**Drop/Add Procedure**— A student may add a class within the first week of the semester with the permission of the advisor and the Professor. A student may withdraw from any class within the first week of the semester, and the course will not appear on the student's transcript. Courses added or dropped within the first week of the semester may affect the student's financial aid. Therefore, the student must consult with the Financial Aid Officer before making any adjustments. Any refunds allowable will be made according to the stated SLCC refund policy. No student may change from audit to credit or credit to audit after the first week.

**Grade Replacement**— When the grade received in an initial attempt in a course at Saint Louis Christian College is a D+, D, D-, or F, the grade may be replaced in the calculation of the GPA by the grade received in a second or subsequent attempt of the same course. The courses replaced must still be calculated against the completion rate for the student for financial aid purposes. All grades received in second and subsequent attempts will be included in GPA calculations. A maximum of 15 hours may be dropped from the calculation of the student's GPA. All attempts of a given course will appear on the official transcript. The transcript will note that when a course has been repeated and the grade modified, the GPA is calculated using all grades earned in a course except the initial attempt.

*Note: Grade modification is not automatic. Prior to enrolling in the second or subsequent attempt of the course to be modified, students must process the necessary paperwork with the Academic Office.  
A fee is charged for course retakes; students should consult a current fee schedule.*

**Withdrawal from Class Procedure –Day Program**— Unless the student has exceeded the 25% attendance policy, a student may withdraw from any class between weeks two and ten of the semester and receive a "W" for the class. This "W" will be entered on the student's transcript, but will not figure in the GPA. Any refunds allowable during this period will be made according to the stated Saint Louis Christian College refund policy. Students wishing to withdraw from class beyond the tenth week of the semester will receive an F for the class, which will be entered on the student's transcript, and will figure into the GPA. If the withdrawal is for extenuating circumstances, the student may appeal to the Academic Dean. Upon approval of the Dean and the Professor, arrangements may be made to receive a grade other than an "F," or an extension of time may be approved to finish coursework.

### **Withdrawal from Class Procedure –AIM Program**

*Before the First Session of a Module:*

1. By following the approved Drop procedure, a student may contact the Registrar's Office to request to withdraw from a module with no impact on GPA or hours attempted.
2. Modules added or dropped before the scheduled beginning of class may affect the student's financial aid. Therefore, the student must consult with the Financial Aid Officer before making any adjustments to course load.

3. Any refunds allowable will be made according to the stated Saint Louis Christian College refund policy.

*Before the Third Session (B.S.) or Sixth Session (A.A.S.) of a Module:*

1. By following the approved Withdrawal from Class Procedure, a student may contact the Registrar's Office to request a withdrawal form to withdraw from any module before the schedule date for the third session (B.S.) or sixth session (A.A.S.) of the course and will receive a "W" for the class, which will be entered on the student's transcript, but will not figure in the GPA.
2. Any refunds allowable will be made according to the stated Saint Louis Christian College refund policy.

*After the Third Session (B.S.) or Sixth Session (A.A.S.) of a Module:*

1. Students wishing to withdraw from class after the third session (B.S.) or sixth session (A.A.S.) of the module will receive an F for the class, which will be entered on the student's transcript, and will figure into the GPA.
2. If the withdrawal is for extenuating circumstances, the student may appeal to the Academic Dean. Upon approval of the Academic Dean and the Professor, arrangements may be made to receive a grade other than an "F," or an extension of time may be approved to finish course work.

*Note: Students must begin the official withdrawal process at the Registrar's Office by picking up an official withdrawal form and securing the written approvals. The student completes the official withdrawal process by returning the completed form to the Registrar and securing the Registrar's signature. The withdrawal does not become official until it is signed by the Registrar.*

**Withdrawal from College**— Students who find it necessary to withdraw from college must complete the withdrawal process and establish a date of withdrawal as directed by the Registrar's Office. *Note: A student is not eligible for refunds and will receive failing grades if this process is not followed.*

**Readmission**— A student who has been dismissed from SLCC is required to reapply and be approved by the Enrollment Management Committee or the Discipline Committee, or both, before being readmitted.

## Academic Appeal

Should a student become convinced that he or she has been treated unfairly in course grading or the general academic policies of the College, he or she may make use of the College's appeal process. The course of appeal is as follows: (1) Consultation with the party involved in the dispute; (2) Conference with the Academic Dean who confers with the division chair; (3) Appeal to the Appeals Committee of the faculty and student government (a written request made to the committee through the Academic Dean); (4) Final appeal to the President of the College.

If a Day student desires to appeal a grade received in a class to the Appeals Committee of the Faculty and Student Government, s/he must initiate the appeal procedure within 30 days after grades are issued by the Registrar. S/he must submit a written appeal letter to the Academic Dean, after discussion with the professor involved.

AIM students desiring to appeal a grade must do so within 30 days of the time the grades are mailed to them. They too, must first talk with the professor involved about the questionable grade before submitting the formal appeal.

The Appeals Committee of the Faculty and Student Government consists of three faculty members, the President of the Student Government Association, and either the President of the Senior Class in the case of an appeal by a day student or an AIM student representative in the case of an appeal by an AIM student. The Appeals Committee will consist of the same personnel when hearing any appeal. The only change would be if one of the professors on the Committee is the one whose grade or action is being challenged by the student. If that situation arises, the chairman of the Appeals Committee will choose another professor to replace him/her. The Appeals Committee may affirm the grade given by the faculty member in question, may affirm the grade with recommendations to the faculty member for future policy adjustments, may modify the grade by assigning a grade which the members deem appropriate, or may modify the grade by referring it back to the faculty member for reassessment.

Should the student or faculty member desire to appeal the decision of the committee, he or she must do so in writing within two business days of receiving the decision. This appeal will be made to the President of the College. The appeal shall set forth, specifically, the reason the appealing party believes the decision to be erroneous. The President may affirm the committee's decision, may reverse the decision, may modify the same, or may send the matter back to the committee for further hearing and/or decision. The decision of the President in regard to cases submitted to him shall be considered final. No further appeal shall be permitted.

## Academic Dishonesty

Given that one of the core values that Saint Louis Christian College embraces and promotes is a Christlike character, honesty must characterize the efforts of all those associated with the institution. Academic dishonesty will not be tolerated in any form at Saint Louis Christian College. Academic dishonesty both contradicts the life that Christ calls

us to live and corrupts the essential process by which knowledge is advanced. Students caught participating in any form of academic dishonesty will be reported to the Academic Dean. The consequences of academic dishonesty may include actions such as, but not limited to, the instructor assigning a failing grade for the assignment or examination, or being dismissed from the course with a grade of F. Extreme cases may warrant, after appropriate action by the Academic Dean and the Discipline Committee, being dismissed from the institution. During the first ten weeks of the semester, a student will not be able to withdraw from a course in which a violation of the academic dishonesty policy has occurred.

The following is intended to be a general list of examples of academic dishonesty. It is not an exhaustive list. It is meant to be illustrative of the various manifestations of unacceptable academic practices.

### ***Cheating:***

1. Copying from another student's test paper or homework assignment.
2. Aiding another student to copy from your or a third party's test paper or homework assignment.
3. Using any unauthorized material, such as notes or a textbook, to help you on a test. This includes concealed notes or formulas smuggled into a testing area.
4. Collaborating during a test by giving and/or receiving information without authority.
5. Stealing, buying, selling, and giving away, or in any manner obtaining or providing information concerning an unadministered test.

### ***Fabrication:***

1. Changing, altering, or being an accessory to the changing and/or altering of a grade in a grade book, on a test, "Change of Grade" form or any other academic records of the College.
2. Intentionally using invented information or the falsification of research with the intent to deceive.
3. The citation of information not taken from the source indicated.
4. Listing sources in the bibliography not actually consulted in the research.
5. Inventing information and/or sources "cited" in research.
6. Submitting as your own work anything prepared in whole or part by another (for example: another student's paper or a paper secured on the World Wide Web).
7. Taking a test for someone else or having someone else take a test for you.
8. Signing another student's name on a roll sheet or having someone sign your name when you are not present.
9. Signing the class roll, then leaving early.

### ***Plagiarism:***

Plagiarism is a particularly common and complex manifestation of academic dishonesty. One expert notes that "it includes a range of actions from failure to use proper citation to wholesale cheating. A student who plagiarizes may do so unintentionally or with planful deliberation." (Lisa Hinchcliffe) The following list represents ways in which a student may be guilty of plagiarism.

1. Downloading a free research paper.
2. Buying a paper from a commercial paper mill.
3. Copying an article from the Web or an on-line or electronic database.
4. Translating a foreign Web article into English.
5. Turning in another student's work without that student's knowledge.
6. Turning in a paper a peer has written for the student.
7. Faking a citation.
8. Cutting and pasting to create a paper from several sources without proper documentation.
9. Copying materials from a source text, supplying proper documentation, but leaving out quotation marks.
10. Paraphrasing materials from a source text without appropriate documentation.
11. Summarizing materials from a source text without appropriate documentation.

These offenses fall into several categories which each possess varying levels of culpability. Appropriate penalties vary between categories.

***Intentional Deception***— Numbers one through seven are examples of plagiarism of the most blatant sort. They give evidence of a clear-cut attempt to deceive the academic community. As a result, they are deserving of the severest penalties. The following indicates the domain of appropriate penalties for this level of plagiarism.

1. Failure of the assignment on which plagiarism is found with a grade of "zero."
2. Failure of the course in which the plagiarism is found.
3. For repeated offenses and upon the recommendation of the Academic Dean, referral to the Discipline Committee for appropriate action, which might include suspension or dismissal from the College.

***Inadequate Documentation***— Numbers eight and nine represent the most common types of plagiarism in this academic community. Depending upon the extent of the plagiarized material, the degree to which documentation is deficient, and the prior experience which the student had in college-level research, these manifestations of plagiarism may

be “unintentional or with playful deliberation.” As a result, the penalties assessed may vary at the instructor’s discretion. The following indicates the domain of appropriate penalties for this level of plagiarism.

1. Return of the paper to student with instructions to rewrite the plagiarized sections in an appropriate manner with commensurate reduction of grade (in cases of unintentional plagiarism).
2. Failure of the assignment on which plagiarism is found with a grade of “F,” and a numerical value assigned by the professor (in cases of unintentional plagiarism).
3. Failure of the assignment on which plagiarism is found with a grade of “zero” (in cases of deliberate or repeated offenses of plagiarism).
4. Failure of the course in which the plagiarism is found (in cases of deliberate and repeated offenses of plagiarism).

***Inappropriate Paraphrase***— Numbers ten and eleven represent another common type of plagiarism in this academic community. Depending upon the extent of the plagiarized material, the degree to which documentation is deficient, and the prior experience which the student had in college-level research, these manifestations of plagiarism may be “unintentional or with playful deliberation.” As a result, the penalties assessed may vary at the instructor’s discretion. The following indicates the domain of appropriate penalties for this level of plagiarism.

1. Return of the paper to student with instructions to rewrite the plagiarized sections in an appropriate manner (with commensurate reduction of grade).
2. Failure of the assignment on which plagiarism is found with a grade of “F,” and a numerical value assigned by the professor.
3. Failure of the assignment on which plagiarism is found with a grade of “zero.”

### ***Avoiding Plagiarism:***

1. Understand that by placing your name on a document that you turn in, you are stating that all work not otherwise identified as the work of another is solely your own.
2. Understand that plagiarism is intellectual thievery; you are stealing the property of another, even if it is only thoughts.
3. Be sure to use quotes and proper documentation whenever you use a person's actual words.
4. Be sure to give credit and to use proper documentation to identify originator of the words, data, or ideas, even if you have completely paraphrased the material.
5. Be sure to use proper documentation whenever you cite facts, statistics, or other illustrative materials.
6. Read further comments on plagiarism in the *MLA Handbook for Writers of Research Papers*; a copy is available in the library.

### ***Avoiding Academic Dishonesty:***

1. Preparing well for tests and quizzes removes the pressure to “peek.”
2. Starting research papers early and working on them regularly will leave plenty of time to complete them well and remove the pressure to “borrow” the work of another or download a paper posted on the World Wide Web.
3. Do not look in the direction of other students during tests.
4. Do not give the impression that you are placing your test in a location which allows someone else to copy from it. Keep your answers covered.
5. Use the correct form and style to document your sources on all written work.
6. See the temptation to cheat as just that, a temptation, and flee from the temptation.

## Academic Evaluation

***Grades***— Teachers evaluate the work of students, record the grade, and submit it as part of the student’s permanent record. The following table shows the grade point system in use:

<i>Grade</i>	<i>Percentage</i>	<i>GPA</i>
A+	99-100	4.00
A	96-98	4.00
A-	94-95	3.67
B+	92-93	3.33
B	88-91	3.00
B-	86-87	2.67
C+	84-85	2.33
C	80-83	2.00
C-	78-79	1.67
D+	76-77	1.33
D	72-75	1.00
D-	70-71	.67
F	0-69	0.00

**Grade Point Average**— To graduate with a bachelor's degree, a student must have satisfactorily completed all degree requirements, including a minimum of 133 credit hours (65 credit hours for the two-year associate degrees) and have a cumulative grade point average of at least 2.00.

To compute grade point average, multiply the semester hours for each course by the grade point equivalent for the grade. Add the grade points of all courses taken. Then divide the sum of these grade points by the total semester hours. (Do not add in hours for which no grade points are given, e.g., W, Z.)

### Grades of Z W F S U P I

Characteristic:	Grade:	Z	W	F	S	U	P	I
Withdrawal within the first week		Yes	—	—	—	—	—	—
Withdrawal between week 2 and 10		—	Yes	—	—	—	—	—
Withdrawal after week 10		—	—	Yes	—	—	—	—
Count toward hours attempted		No	Yes	Yes	Yes	Yes	Yes	Yes
Count toward GPA		No	No	Yes	No	No	No	No
Appears on transcript		No	Yes	Yes	Yes	Yes	Yes	Yes

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|---|--------------------------------------------------------------------------------------------------|---|-----------------------------------|
| S | Satisfactory completion of a remedial course with a grade of C or better.                        | Z | Withdrawal within the first week. |
| U | Unsatisfactory completion of a remedial course.                                                  | W | Withdrawal between week 2 and 10. |
| P | Satisfactory completion of a regular credit course.                                              | F | Withdrawal after week 10.         |
| I | Incomplete—A temporary grade allowing additional time to complete outstanding work for a course. |   |                                   |

## Honors

**Dean's List & Honorable Mention**— At the close of each semester, the Dean's List is published. To qualify, a student must be enrolled for 12 credit hours or more. The Dean's List consists of all students achieving a 3.60 grade point average or better, and who have successfully completed MAP for the semester in question. Students achieving a 3.40–3.59 grade point average for said semester, and who have passed MAP, will also be recognized with Honorable Mention on the Dean's List.

A student taking less than 12 hours of credit at SLCC and enrolled at another institution which would give the student a total of 12 or more hours of credit may be included on the Dean's List, if that student has the other institution send the grade(s) for the hours taken there to the Registrar's Office of SLCC. The two sets of grades will be combined and calculated to determine the GPA. If the GPA is sufficient, the student will be placed on the Dean's List. An asterisk will indicate inclusion by this calculation.

To qualify for the Dean's List, the student must be enrolled in a degree program from SLCC. The hours taken from SLCC to qualify for the Dean's List will be determined on a descending graduated scale (freshman–12 hours; sophomore–9 hours; junior–6 hours; and senior–3 hours).

Requesting the grades from the other institution is the responsibility of the student. The student does not have to obtain a transcript, just the grades for the classes taken during the current semester. If the other institution fails to respond to the request, the student will not be considered for the Dean's List at SLCC.

**Graduation Honor**— Graduates who have completed at least 60 hours of graded courses at Saint Louis Christian College and have attained a cumulative grade point average of 3.40 or above are recognized as follows: Cum Laude (3.40), Magna Cum Laude (3.60), Summa Cum Laude (3.85). Students with fewer than 60 hours and appropriate GPA will receive Cum Laude honors.

**Sigma Lambda Chi Chi Honor Society**— An invitation for membership in Sigma Lambda Chi Chi, the Saint Louis Christian College Honor Society, is extended to seniors elected by the faculty based on the following criteria:

- ◆ *Scholarship*—A minimum cumulative GPA of 3.40.
- ◆ *Leadership*—Willingness to accept student responsibility, dependability in on-campus activities, and leadership exhibited in campus organizations and other positions related to the College.
- ◆ *Contribution*—Student service on campus or in the community is deemed a contribution made to college life, e.g., class officer, music group member, SGA member or officer.
- ◆ *Character*—Chapel attendance, cooperation with other students and faculty, and adherence to high moral Christian standards.

**Delta Epsilon Chi Honor Society**— The faculty of Saint Louis Christian College may nominate up to seven percent of the graduating class for membership in the Delta Epsilon Chi Honor Society—the honor society of the Association of Biblical Higher

Education. Students eligible for membership must have maintained a minimum 3.30 cumulative GPA and exhibit Christian character and leadership ability. Honorary membership is given to outstanding alumni who graduated at least ten years earlier.

## Academic Load

The average academic load for a full-time student is 15 credit hours per semester. The minimum full-time load is 12 hours. Students who wish to take more than 18 hours must have the consent of their advisor and the Academic Dean. The student’s academic load is subject to reduction or limitation by the Academic Dean or Registrar for poor scholarship or excessive work outside of school hours. Students on Academic Probation are limited to 13 hours.

Students who take the recommended course load and schedule for their particular degree programs can expect to graduate after two years of study (associate’s degrees) or four years of study (bachelor’s degrees). Any variance from the recommended load and schedule will almost certainly require at least one additional term of study to finish a degree program. Tracking sheets displaying the recommended course loads and projected schedules for each degree program appear in the college Catalog.

The following chart shows a recommended maximum credit- hour limitations when factoring in job and family responsibilities:

<i>Job &amp; Family Weekly Hour Commitments</i>	<i>Recommended Maximum Credit Hours</i>
10-15	18
16-20	16
21-25	14
26-30	12
31-35	9
36-40	6
40+	3

*Note: Probationary students may be required to reduce their credit load. If so, their eligibility for financial aid may be affected, although their eligibility to live in campus housing will not.*

## Academic Standing

Saint Louis Christian College’s focus on ministry underscores the necessity of balancing spiritual growth and ministry involvement with successful academic progress. Continued enrollment at Saint Louis Christian College is a privilege granted to those students making satisfactory progress in the academic life areas. Failure in these areas may result in either probationary restrictions on continued enrollment or suspension.

**Good Standing**— Students are considered to be in good standing regarding their academic life when they demonstrate satisfactory progress toward a degree program by maintaining a cumulative GPA at or above the acceptable levels as defined below, and their semester MAP program was passed successfully.

As a privilege that is earned, they may participate in school-sponsored, extra-curricular activities, such as (but not limited to) music and drama teams, athletic teams, travel teams, etc. Students who do not maintain the minimum cumulative GPA required will be placed on academic probation for the next semester of enrollment and may not participate in school-sponsored extra-curricular activities. Note: First-term freshmen may be exempt from this restriction.

**Academic Probation**— The purpose of academic probation is to inform students of their unsatisfactory academic work and to encourage them to improve their work. The Registrar notifies appropriate college personnel of students placed on academic probation. A student on probation for the next semester of enrollment may then have a maximum of two semesters on academic probation to raise his/her GPA to the required level. A student will then be automatically removed from academic probation. Students on Academic Probation are limited to 13 hours.

Failure to do so within this allotted time may lead to academic suspension. A student placed on academic probation may be required to reduce the total number of credit hours attempted in a given semester and/or reduce the total number of out-of-school work commitments. Financial aid may also be unavailable to students (see section below, on “Satisfactory Progress and Financial Aid”). A student will be placed on academic probation when:

- ◆ During the first four semesters at Saint Louis Christian College the student’s cumulative GPA falls below the following step scale for making satisfactory academic progress toward graduation:

Semesters	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>
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GPA	Semester 1.75	Semester 1.85	Semester 1.95	Semester 2.00
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◆ Full time students placed on Academic Probation must participate in “The Hundred” (Center for Student Success), as follows:

1. Meet with the Director of the Center to set up an Individualized Probation Plan (IPP).
2. The Director will assign a peer counselor to the student, who will then meet with the counselor in the Center once a week for ½ hour.
3. The student will be required to utilize the Center an additional 4 ½ hours per week, for a total of 5 hours.
4. The Director will evaluate the student’s progress with a mid-term review of course grades and compliance with MAP requirements. At this time the Director may reduce the student’s participation in the Center, based on the review.
5. The student must fulfill these requirements in order to be released from probationary status (along with a satisfactory GPA and compliance with MAP requirements).

◆ After four semesters at SLCC, the cumulative GPA falls below 2.00.

Note: A student may request a one-time “Mercy Semester” in the event that s/he completes a term with a 1.5 – 1.99 GPA. The student would need to complete the application for “Mercy Semester” and meet with the Enrollment Committee to explain the circumstances that prohibited him or her from performing at the required level of proficiency.

Based upon that interview, the Committee may then grant the request, giving the student one semester to bring the semester and/or cumulative GPA up to the required level. If that semester GPA falls below 2.0, the student will be placed on probation—and that next semester will count as the second semester on probation.

Students with a semester GPA of 1.00–1.49 will be placed on probation and will not be eligible to apply for the “Mercy Semester.”

**Academic Suspension**— Academic suspension from the College is considered a temporary measure usually limited to one semester. Readmission after suspension must be sought from the Enrollment Management Committee. A student may be academically suspended for any of the following conditions:

- ◆ One semester with a semester GPA below 1.00.
- ◆ Two successive semesters on academic probation and not raising the cumulative GPA to the required level.
- ◆ Two semesters in which the student was unsuccessful in passing the semester’s MAP program.

**Academic Dismissal**— Academic dismissal is more serious than suspension and is for at least one academic year. Readmission after dismissal is not automatic and must be sought from the Enrollment Management Committee. Convincing evidence must be presented that the student is ready and able to succeed academically before readmission will be granted. A student may be academically dismissed for any of the following conditions:

- ◆ A suspended student is readmitted, and then is on academic probation two successive semesters. (*Note: a student returning from Academic Suspension is on probation the first semester back.*)
- ◆ A student has two successive semester GPAs below 1.00.

**Sub-Academic Policy—AIM**— Adults In Ministry students are considered to be in good standing when they demonstrate satisfactory progress by maintaining both semester and cumulative GPAs at or above acceptable levels, and pass their MAP service responsibilities. Students who fail MAP and/or earn a semester or cumulative GPA below the step scale (during their first four semesters) or below 2.00 (after four semesters) at SLCC will be placed on academic probation immediately. They will then have two semesters (the one during which the decision is made, and a second semester) to raise their GPA to the required level. Failure to do so may lead to academic suspension for one semester. Students who successfully raise their GPA and pass MAP will be removed from probationary status. Students with one semester GPA below 1.00 may be academically suspended. AIM students are also eligible to apply for a one-time “Mercy Semester” for a semester GPA of 1.50–1.99.

**Student Grades in Suspension/Dismissal**— A student who is suspended from Saint Louis Christian College will receive grades for that semester which reflect the status of the student at the time of suspension. If the student was passing the class at the time of suspension, then a grade of W will be entered on the transcript. If the student was failing at the time of suspension, then a grade of F will be entered on the transcript. An exception will be made if the suspension occurs within the first week of the semester. In that case, the classes will be considered dropped. A student who is dismissed from school will receive a grade of F for each class enrolled in at the time of dismissal. There is no distinction made for dismissal during the first week of school or later.

## Center for Student Success (“The Hundred”)

The Hundred provides assistance to students to increase their productivity in several ways. Trained peer and faculty mentors provide academic and relational skills needed to complete homework, study for tests, and find stability with their emotional, motivational, and relational issues. In order to assist students in overcoming obstacles that interfere with school work and class attendance, The Hundred (in conjunction with the office of the Dean of Students) helps students to access community resources for physical, spiritual, emotional, relational, and financial needs. The Hundred provides computer access, website resources and a web page to assist students in accessing academic materials for class assignments and living resources to meet daily challenges.

To increase student retention The Hundred provides peer mentoring assistance, faculty mentoring, and professional counseling to help student address academic and emotional/relational issues. As mentoring and counseling advocates, Hundred personnel work individually, in groups (study and support), and through educational seminars to help students to become confident in their ability to complete their classes, earn course credits, and obtain their desired degree.

## Challenge Examinations

Some courses at Saint Louis Christian College are available for credit through a special challenge examination. These examinations cover subjects for which tests are not available through the CLEP or AP programs. A maximum of 30 hours credit may be obtained through nationally recognized tests and challenge exams. These examinations will be prepared and administered by the professor who teaches the challenged course, and will be comparable to a comprehensive final exam. The student must achieve the grade of 82% or higher to pass the exam. Credits received are not calculated into the student’s GPA. Any Saint Louis Christian College student in good standing may apply to the Registrar for a challenge examination. Approval of the student’s advisor as well as the concerned professor and department chair is required. Evidence must be presented that the student is reasonably prepared for the examination. Upon approval, the student will pay a nonrefundable fee—one-third the current tuition for the course—prior to the exam.

## Class Attendance

### ***Attendance Policy—Day Program***

Class attendance is required. The faculty and administration of the college believe that many of the values acquired during college years cannot be measured adequately or accurately through written examinations. Among these values are those received through class participation. Consequently, students are expected to attend all sessions of the courses for which they are registered. Persons whose names do not appear on class rolls – including guests, prospective students, and children – are not welcome in any class without prior approval by the teacher.

Students may not miss more than  $\frac{1}{4}$  of the class hours in any course (i.e., a maximum of 11 class hours in a 3-credit-hour course, 7 class hours in a 2-credit-hour course, and 3 class hours in a 1-credit-hour course). Students exceeding these limits will be administratively withdrawn from the classes in question. **NOTE: STUDENTS SHOULD BE AWARE OF THE POSSIBLE FINANCIAL CONSEQUENCES OF BEING DROPPED FROM A CLASS!** Furthermore, if a student misses more class-hours in a course than its credit hours, the final grade in that course will be reduced by two percentage points for each additional absence. For example, if a student’s final grade in a 3-credit-hour course was 85% (B), but s/he had missed 8 class hours that grade would be reduced to 77% (D+).

Here is a summary of this information:

	3-hour course	2-hour course	1-hour course
Class hours:	45	30	15
Maximum allowable absences without grade reduction:	4 hours	3 hours	1 hour
Maximum allowable absences without being dropped:	11 hours	7 hours	3 hours

Students will be assessed one absence for every three times they arrive late to class or leave class early. Students arriving 20 minutes or more after the start of a class, or leaving 20 minutes or more before the end of a class, will be marked absent.

Excused absences (“walks”) may be granted for college-sponsored activities, such as approved music ministry teams, intercollegiate athletic events, and class field trips. For these absences students will not be penalized for makeup assignments; but they have the responsibility to arrange for early makeup of tests or assignments where possible. **NOTE: ALTHOUGH EXCUSED ABSENCES SHOULD NOT BE USED BY TEACHERS TO COMPUTE GRADE REDUCTION, THEY DO COUNT TOWARD THE TOTAL ALLOWABLE ABSENCES IN A COURSE.** Excused

absences may also be granted by the Academic Dean for an extended period of illness (which is supported by a letter from a physician) or a death in the student's immediate family.

Teachers may have additional attendance requirements for a course. When this is the case, this requirement will be explained in the course syllabus. Faculty are under no obligation to repeat any class material or demonstration, either in class or in private sessions, when a student has been absent.

### ***Attendance Policy—AIM Program***

Due to the nature of this nontraditional adult educational program, attendance in class is vital to receiving a quality educational experience. As such, attendance will be carefully monitored.

***Bachelor of Science***— Class attendance is expected and required. Each course meets a total of five sessions with each session having four individual hours or units. Attendance will be taken during each of the total 20 hours or units that the course meets. Whenever four hours or units of absences have occurred, the student will be given an additional assignment to make up for the lost time in class. Failure to complete the additional assignment would result in a reduction in the final grade by one letter.

An hour or unit absence will be determined each session by:

- ◆ Arrival to class after 6:15 p.m.
- ◆ Early departure from class during the fourth-hour unit of class.
- ◆ Failure to arrive during the second-hour unit.
- ◆ Failure to arrive during the third-hour unit. *Missing a whole class session is equal to being absent four hour units.*

***Associate of Applied Science***— Class attendance is expected and required. Each course meets a total of 11 sessions with each session having two individual hours or units. Attendance will be taken during each of the total 22 hours or units that the course meets. Whenever four hours or units of absences occurs, the student will be given an additional assignment to make up for the lost time in class. Failure to complete the additional assignment would result in a reduction in the final grade by one letter.

Institutional policy states “*if absences exceed 25 percent of the total class sessions, the student will be administratively withdrawn from the class with a grade of F.*” Only five total hour units of absences are allowed in this attendance policy. Absences beyond these five will exceed the 25 percent allowance and will result in a grade of F.

## Class Cancellation Policy

***Day Program***— Upon consultation with the administration, the President decides and announces the closing of school. In an emergency due to weather or other causes, the announcement will be available on the college telecommunications system one hour prior to class.

***AIM Program***— Upon occasion, classes for an assigned class meeting night may be canceled due to (1) inclement weather; and (2) instructor illness. In the case of inclement weather, the Academic Dean will make the decision to cancel class by 3:00 p.m. on the day the class is scheduled to meet (for evening) or by 3:00 p.m. the day before the class is scheduled to meet (morning). Students are instructed to listen to the designated radio and television stations or call the main college telephone number after that time to determine whether the class has been canceled.

In the case of instructor illness, the Academic Office will notify the affected students when the class is canceled. The decision to cancel class and the notification of the student will occur—insofar as possible—prior to the student's actual departure from home or work.

Once a given class session has been canceled, either due to inclement weather or instructor illness, the missed class session will be rescheduled and the length of a given module will be extended by one week.

## Conference Attendance (“CONFERENCE WALK”)

A student may be permitted to attend church-related conferences, seminars, and conventions (other than that on campus) without lowering the attendance grade by meeting the following conditions:

- ◆ Present to the Academic Dean written request to attend the conference, seminar, or convention at least one week previous to the meeting. Request must include date, place of meeting, purpose of attending, and how it relates to the student's educational goals.
- ◆ Attend and outline all sessions at the meeting. The outline must be turned in to the Academic Dean within one week of the end of the meeting or the absence will be counted.

- ◆ All classroom work to be missed must be turned in to the professor before leaving for the meeting.
- ◆ Only one such meeting may be attended during a school year.
- ◆ Students must be in good academic standing to take advantage of the conference walk policy.

## Day Students Enrolling in AIM Classes

Students enrolled in the traditional day program are allowed to enroll in up to six hours of courses in the AIM program. Day students desiring to enroll in AIM courses must have achieved at least a 2.00 cumulative grade point average. No more than five day students may enroll in any single AIM course.

## Exemption from College Skills Course

Students are exempted from GEN100 College Skills if they meet the following criteria:

- ◆ They have a similar course on their transcript with a grade of C or above, or
- ◆ They have at least 24 transferable college credits with a GPA of 2.0 or above.

Students exempted from GEN100 are required to participate in the prescribed college life seminars offered within the context of the course. Should their participation not be documented during their first semester at SLCC, students would then forfeit their exempted status and be required to take the course prior to graduation.

## Eligibility for Extra-Curricular Activities

Participation in school-sponsored, extra-curricular activities is a privilege to be earned through satisfactory academic progress. To be eligible to represent Saint Louis Christian College in school-sponsored activities, students must be in good standing academically. As such, they are eligible to receive institutional “walks” for any classes missed due to participation in that activity. Students on academic probation (and thus, not in good standing academically) will not be permitted to participate. Some groups may require additional participation requirements. (see additional statement under “Academic Standing,” “Good Standing.”)

## Family Educational Rights and Privacy Act (FERPA)

Saint Louis Christian College complies with the Family Educational Rights and Privacy Act (FERPA). According to this law, no individual shall have access to a student's educational record, and the institution will not release any information about the student, without the written consent of the student, or as authorized by FERPA. Exceptions to the law include institutional disclosure or university personnel who have a legitimate educational interest; officials of other institutions in which a student seeks enrollment; representatives of agencies or organizations from which a student has received financial aid; and certain federal and state officials.

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. Saint Louis Christian College complies with FERPA and sets forth the following rights of students:

- ◆ The right to inspect and review the student's education record within 45 days of the day the College receives a request for access.
- ◆ The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.
- ◆ The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
- ◆ The right to file a complaint with the U. S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Compliance Office, U. S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.
- ◆ The College may disclose “Directory Information” without a student's prior written consent. The College designates the following as Directory Information: name; address; phone number; date and place of birth; degree program; enrollment status; participation in official activities and sports; dates of attendance; classification by year; degrees and awards earned; previous high school or colleges attended; photograph in news or promotional materials; email address; marital status; home church.
- ◆ Students may restrict the release of Directory Information, except to school officials with legitimate educational interests and to others as indicated in #3 above. To do so, a student must make the request in writing to the Office of the Registrar within the first two weeks of the semester. Once filed, this request becomes a permanent part of the student's record until the student instructs the College, in writing, to have the request removed, or until the student dies. The College operates on an “all or nothing” basis, that is, all of the Directory Information is

available, or none of it is. The student can be assured that the College does not indiscriminately provide this information to others.

Note: Students who do not grant permission to release this information must file a written prohibition in the Registrar's Office by the end of the second week of each semester. Students desiring a fuller description of FERPA may request this information from the Registrar's Office.

## Incomplete Grade Policy

***Incomplete Policy – Day Program***— A student who has not completed major assignments for a course may go to the professor before the last day of class prior to finals week and request an incomplete grade. If approved by the professor, the student must complete the form titled, “Incomplete Grade Application Form,” and pay in cash a \$25 grade extension fee. Upon receipt of an approved extension application, the Registrar records a grade of “I”. The student then has ten weeks from the last day of the semester to complete outstanding work in a satisfactory manner. If the work is not completed within the specified time frame, the incomplete will be changed to the grade recorded on the application sheet and will be calculated as such in the student’s grade point average. Further extension may be granted only in extreme cases and with the approval of the Academic Dean. Students with incomplete grades are not eligible for the Dean’s List for that semester.

***Incomplete Policy – AIM Program***— A student who has not completed major assignments and/or the final exam for a course may go to the professor before the last day of class and request an incomplete grade. If approved by the professor, the student must complete the application for an incomplete grade and pay in cash a \$25 grade extension fee. Upon receipt of an approved extension application, a grade of “I” will be recorded. The student has five weeks from the last class session to complete outstanding work in a satisfactory manner. If the work is not completed by the specified date, the grade will be recorded as the grade you would have been given without the late work being computed. Further extension may be granted only in extreme cases and with the approval of the Academic Dean. Students with incomplete grades will not be eligible for the Dean’s List for that semester.

## Independent Study Policy

If a course required for a degree program is either unavailable prior to the student’s targeted graduation date or in conflict with other required courses for which the student is registered, the student may earn college credit outside the classroom by independent study. Approval of the professor supervising the independent study course, the student’s faculty advisor, and the Academic Dean is required to enroll in an independent study course. A request for an independent study based on the student’s convenience is not normally honored.

Individual students and faculty members will develop the specific criteria required for successful completion of specific independent study courses. However, the following guidelines govern independent study courses: (1) Only one independent study course may be taken in any one academic semester; (2) The maximum credit which may be earned for an independent study course is 3 credit hours; (3) The total number of credit hours earned toward a degree program by independent study is 12; (4) Students currently on sub-academic status are not eligible; (5) The minimum reading and writing requirements *per credit hour* are 500 pages of reading and 10 pages of computer-generated text composed by the student.

Students must register for independent studies at the beginning of the semester in which work is to be completed. All work is to be completed within the time limitations of the semester. One 10-week extension may be granted by the professor. If approved, the student must complete the application for an incomplete grade (I) and pay in cash a \$25 grade extension fee. The student has 10 weeks from the last day of the semester to complete outstanding work and assessment will be determined by the incomplete policy.

*Note: Regular tuition rates apply to independent study courses. Students also are charged a fee equivalent to 1/3 of the tuition for services rendered in the development, oversight, and evaluation of the independent course. This fee is given to the instructor as compensation. It is non-refundable, and the SLCC tuition scholarship does not apply to it.*

## Ministry Advancement Program

Historically, field education has played a key role in the preparation of men and women for Christian service at Saint Louis Christian College. This emphasis is organized under “MAP,” or “Ministry Advancement Program.” In this program, students both glorify Christ by their service and gain valuable practical experience that not only helps prepare them for a chosen vocation but will help them in service opportunities later in their lives. The College is committed to providing the highest quality classroom instruction possible. At the same time, the College is committed to ensuring that each student, whether intending to be involved in vocational ministry or not, also integrates field experience into his/her education. The MAP program is designed to move the student through the progression from an observer, to being a participant, and then to serving as a leader. Specific objectives guide students in accomplishing this ministry development, which comprises field experience in service to the college, the wider community, and the local church.

A complete description of the objectives and expectations of the Ministry Advancement Program are included in the MAP Manual available from the MAP Office or by referring to the “MAP” page on the college website, [www.slcconline.edu](http://www.slcconline.edu). A more detailed summary appears in the Academic Programs section of this catalog.

## Off-Campus Semester Programs

Off-campus semester programs (also known as “semester-abroad” programs) available to SLCC students are described later, in the section titled “Academic Programs,” under the heading “Cooperative Programs.”

## Practicum (Which includes an internship)

All bachelor degree students are required to fulfill a ministry practicum. Students must complete an internship experience in the area of the student’s specialization (whenever possible). If they are in good academic and social standing, day students are eligible to participate in the orientation and begin their ministry practicum when they have successfully completed at least 62 hours of college credit (reached junior status) and have been admitted to their degree specialization. Adults In Ministry (AIM) students who are in good academic and social standing participate in the ministry practicum in their Senior year.

PMN300 Ministry Practicum and PMN300N Ministry Practicum for AIM students are highly structured courses. All students desiring to participate in a ministry practicum can only do so after they have signed up for the course, completed the orientation and been placed in an appropriate ministry by the MAP Coordinator and Practicum professor. (*See Practicum Manual for complete information.*)

## Remedial (College Prep) Courses and Degree Program Requirements

Remedial courses (those whose course number begins with a “0”) are not intended to count toward any specified or elective requirement for any degree program. Hours passed in remedial courses do not count in hours required for graduation and do not count toward elective hours. Therefore remedial courses do not figure into a student’s GPA. Grades earned in remedial courses usually are “S” for satisfactory, and “U” for unsatisfactory.

Students enrolled in remedial courses are permitted to enroll only in other courses at the “100” (Freshmen) level.

## Requirements for Graduation: Conferral of Degrees

The faculty of Saint Louis Christian College has designated three dates for the conferral of degrees: one date in May (the Commencement ceremony), one date in August, and one date in December. The conferral of the degree earned by an SLCC student will be made on the date following the actual completion of degree requirements. Degrees may be certified to employers and educational institutions upon completion of all requirements, and at the written request of the student.

Before conferring a degree, the college Registrar will certify that the candidate has met the following conditions:

- ◆ Satisfactory completion of all courses required for the degree, with grades received, and a cumulative GPA of 2.000 or higher for all coursework taken at SLCC.
- ◆ Satisfactory completion of all MAP requirements, including chapel attendance and field education.
- ◆ Satisfactory completion of all other requirements listed in the Catalog of record.

**Bachelor Degrees**— To be eligible to receive the Bachelor of Arts or Bachelor of Science degree from Saint Louis Christian College, a student must successfully meet the following requirements:

- ◆ Complete a minimum of one hundred thirty four (134) semester hours of credit. Included are those hours required in Biblical Education, General Education, and Professional Education.
- ◆ Complete a practicum (internship) experience in the area of the student’s specialization and receive positive evaluation by field mentors.

- ◆ Complete the Association for Biblical Higher Education’s Bible Knowledge Content Tests as well as participate in the College’s testing and assessment programs when asked.
- ◆ Receive a recommendation from the faculty for graduation. Every candidate for graduation must give evidence of Christian lifestyle and character during residence at Saint Louis Christian College.
- ◆ Complete at least thirty (30) semester hours at Saint Louis Christian College.
- ◆ Complete the Application for Admission—Degree Specialization form and be formally admitted to the ministry degree specialization.

**Eligibility for a Second Bachelor’s Degree**— A Student may earn a second bachelor’s degree, subject to the following conditions:

- ◆ The vocational major (“second major”) of the second degree must be different from that of the first.
- ◆ The student must satisfy all particular requirements of the second degree and vocational major, including a second Practicum specific to the vocational major (whenever possible).
- ◆ The student must complete at least 30 credit hours beyond the first bachelor’s.
- ◆ The student must be enrolled in and pass MAP each semester s/he is enrolled for the second degree
- ◆ The second degree will be conferred when all requirements have been satisfactorily met.
- ◆ Participation in a second commencement ceremony is the option of the student. In any case the second diploma cannot be awarded at the same time as the first one.
- ◆ Students applying for a second degree should consult with the Director of Student Financial Aids for current information about eligibility for financial aid.

**Associate Degrees**— To be eligible to receive the associate degree from Saint Louis Christian College, a student must successfully meet the following requirements:

- ◆ Complete a minimum of sixty-seven (67) semester hours of credit. Included are those hours required in Biblical Education, General Education, and Professional Education.
- ◆ Complete the Association for Biblical Higher Education’s Bible Knowledge Content Tests as well as participates in the College’s testing and assessment programs when asked.
- ◆ Receive a recommendation from the faculty for graduation. Every candidate for graduation must give evidence of Christian lifestyle and character during residence at Saint Louis Christian College.
- ◆ Complete at least twenty-four (24) semester hours at Saint Louis Christian College.
- ◆ Missouri Requirement (AA degree only): Course requirements in federal and state constitutions and American history must be met by the satisfactory completion of GHY212 American History I.

**Participation in Commencement**— Although degrees are granted at any of three times during the year (see “Conferral of Degrees,” above), diplomas are given only at the May Commencement ceremony. Students are permitted to participate in Commencement if their degrees have been conferred within the previous 12 months. (Diplomas will, however, be retained by the college until all of the student’s financial and academic obligations to the college are satisfied.) Permission to graduate in absentia must be obtained from the Academic Dean.

Students who are within 6 hours of completing their course requirements (and have met all other requirements) may participate in Commencement if the remaining hours will be taken in a summer term and the grades will be received prior to the August conferral date. (This includes the practicum.) If the student fails to meet this condition, the diploma will be destroyed and a new one prepared when all graduation requirements have been met. Participation in a subsequent Commencement ceremony would be at the student’s option.

## Semester Hour Credit

According to standard practice as defined by the U.S. Department of Education the regular academic year is divided into two semesters of 30 weeks total. Additional enrollment periods of one, two, or four weeks may also be offered before, during, or following the regular academic year. Semesters are at least fifteen (15) weeks in duration including the final examination week. As stipulated by the U.S. Dept. of Education one semester hour of credit represents 50 minutes per week of class time, and assumes approximately two hours of preparation for each class period.

## Satisfactory Progress and Financial Aid

Students who are enrolled less than half time (6 hours a semester) may be eligible for Pell Grant or Supplemental Educational Opportunity Grant. Only students who are enrolled at least half time are eligible for Stafford Loans or PLUS Loans. Students must also be enrolled in an associate or bachelor's degree program. The Department of Education requires students receiving

financial aid to be making satisfactory academic progress. Satisfactory academic progress is measured by both *qualitative* and *quantitative* procedures.

**Qualitative Academic Progress**— Satisfactory progress is determined each semester by the student's cumulative grade point average (GPA). Every student whose cumulative GPA is 2.00 or above is in good academic standing. It is possible for otherwise qualified students with academic deficiencies to remain in school for a few semesters while they improve their academic standing: after each of the first four semesters, the required GPA increases until it reaches the standard required for graduation, 2.00.

A student must be making satisfactory progress according to the following chart in order to remain eligible for federal financial aid. Failure to achieve the standards will result in one semester of financial aid probation. Students on financial aid probation must bring their grade point averages up to the required minimum by the completion of this probationary semester. Failure to do so will result in financial aid suspension and any additional academic work will need to be paid with personal resources until financial aid is reinstated. Students receiving financial aid through any of the federal programs must make satisfactory qualitative academic progress as follows:

<i>At the end of Semester</i>	<i>Minimum Cumulative GPA</i>
1	1.75
2	1.85
3	1.95
4	2.00

**Quantitative Academic Progress**— In addition to meeting the other eligibility requirements for continued federal financial aid, the federal government requires students to maintain satisfactory academic progress as defined by the institution. SLCC has established the following standards to measure quantitative progress. Students are required to successfully complete 67 percent of their course work at a passing level within each semester enrolled. Successful completion means credits earned by receiving one of the following grades: A, B, C, D. (*For a full-time student, financial aid cannot be distributed beyond six years for a bachelor's degree or three years for an associate's degree.*)

A student who fails to meet this requirement will be placed on one semester of financial aid probation. Failure to meet the 67 percent requirement by the end of the probationary semester will result in financial aid suspension. Students placed on financial aid suspension may appeal that decision to the Enrollment Management Committee. The appeal must be prepared in writing and submitted to the Financial Aid Office. The reasons for acceptable appeal are as follows: (1) serious illness or accident to the student, (2) death or serious illness in the immediate family, (3) other extenuating circumstances may be considered and acceptable.

Course hours for withdrawals, repeated courses, and courses attempted in a semester for which a student has declared academic bankruptcy are not included in quantitative calculations of satisfactory progress. The total hours attempted may be no greater than 150 percent of the total hours required for the degree program in which the student is enrolled. Transfer credits *accepted* towards the student's degree program will be counted toward this maximum. A change of major does not extend the number of credit hours that may be attempted. Transfer students entering with advanced standing will be responsible for maintaining the cumulative grade point average appropriate to their academic classification.

*Note: Before withdrawing from classes after attendance has begun, students should contact the Financial Aid Office to determine the effect on financial aid.*

## Student Classifications

Class standing is based upon the total number of completed hours of credit. The following chart indicates the required number of hours to be completed for each classification:

Classification	Freshman	Sophomore	Junior	Senior
Completed Hours	0–30	31–62	63–97	98+

## Student Responsibility

Students are expected to familiarize themselves with the academic policies contained in the college catalog. Failure to do so does not excuse students from the requirements and regulations described therein.

## Student Status

**Full-Time Student**— Student enrolled in 12 or more hours of credit at SLCC.

**Part-Time Student**— Student enrolled in less than 12 hours of credit at SLCC.

## Catalog Recognition

Although this prospectus is not a legal contract, it does outline the College policies, procedures, and regulations, and describes requirements that a student must meet before qualifying for a degree. The College recognizes that not all students will be able to complete a degree program within the normal time requirements. Students may elect to graduate under the degree requirements listed in the catalog when they became students at the College, or under requirements in effect during the year the students graduate. No specific time limitation has been set for completion of a degree, but if a student withdraws from the College for more than two consecutive semesters and later returns, the student must meet the catalog requirements in effect at the time of the student's return. When curricular changes are made, students working under the current degree requirements must complete their degree within the normal time frame with the addition of one year, or they may follow the changed curriculum. However, students must choose one catalog or the other. Reasonable substitutions will be made for discontinued or changed courses.

*Note: Saint Louis Christian College reserves the right to change or revoke unilaterally any part of this catalog at any time without advance notice.*