KNOX COLLEGE

Accreditation
Knox College, a 4-year liberal arts institution founded in 1837 awarding the Bachelor of Arts degree, is accredited by the Higher Learning Commission and is a member of the North Central Association.

Credit System and Academic Calendar
Since September, 1966 Knox has operated on a 3 term calendar of 10 weeks per term. Standard academic load for students is 3 courses per term; 2.5-3.5 is the acceptable range for full-time. One Knox course credit corresponds to 3 1/3 semester hours or 5 quarter hours. From September, 1957 to August, 1966 the unit of credit was the semester hour. From September, 1944 to August, 1957 the unit was a course credit equivalent to 2 2/3 semester hours. From June 1942 to August, 1944, the unit was a course credit equivalent to 3 1/3 semester hours. Prior to June, 1942, the unit was the semester hour.

Student Status
A student is in good standing unless so noted on the transcript under “Academic Standing”.

Grading System
Knox uses the conventional A to F grading system, with pluses and minuses, which translates into numerical equivalents ranging from 4.0 to zero as below.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Grade Points per Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+, A, A-</td>
<td>outstanding</td>
<td>4.0, 4.0, 3.7</td>
</tr>
<tr>
<td>B+, B, B-</td>
<td>superior</td>
<td>3.3, 3.0, 2.7</td>
</tr>
<tr>
<td>C+, C, C-</td>
<td>competent</td>
<td>2.3, 2.0, 1.7</td>
</tr>
<tr>
<td>D+, D, D-</td>
<td>passing, but inferior</td>
<td>1.3, 1.0, 0.7</td>
</tr>
<tr>
<td>F</td>
<td>failing</td>
<td>0.0</td>
</tr>
<tr>
<td>S</td>
<td>satisfactory, C- or better</td>
<td>-</td>
</tr>
<tr>
<td>U</td>
<td>unsatisfactory, below C-</td>
<td>-</td>
</tr>
<tr>
<td>I</td>
<td>incomplete</td>
<td>-</td>
</tr>
<tr>
<td>NR</td>
<td>not recorded</td>
<td>-</td>
</tr>
<tr>
<td>W, WX</td>
<td>withdrawal</td>
<td>-</td>
</tr>
</tbody>
</table>

WV used for waiver, or completion of a requirement without academic credit

LB Laboratory; non-credit participation in lab experience attached to a course

P passing-used in advanced work for Honors to indicate passing work for which a grade will recorded later

Knox began using the plus/minus system in the grade point average in September, 1993. From September, 1956 to December, 1992 a grade of WF was available, meaning withdrawal with quality of work D or F. Rank in class is based on the cumulative grade point average calculated from grades received in all Knox courses, excluding off-campus study, transfer credits, or exam credits. Before the 1980-81 academic year, grades received in ACM off-campus study program were included in the grade point average.

Graduation
Since September 1966, a total of 35.8 Knox course credits is required for graduation. A 2.0 cumulative grade point average is required overall and for each major and minor, excluding grades of F, which do not satisfy any requirements. From September, 1957 to August, 1966 120 semester hours plus 4 semester hours of physical education or basic R.O.T.C. were required. From September, 1944 to August, 1957 48 course credits were required, plus 2 years of physical education or basic R.O.T.C. From June, 1942 to August, 1944 36 course credits were required, plus 2 years of physical education or basic R.O.T.C. Prior to June, 1942, 120 semester hours were required for graduation plus 4 semester hours of physical education or basic R.O.T.C.

Transfer, Off-Campus, and Exam Enrollments
Credits earned by examination, through off-campus study, or through transfer from another institution are marked on the transcript. Such credits are not calculated into the grade point average.

Course Numbering
Courses are numbered with a 3-digit system: 100- introductory level courses recommended to first-year students and having no prerequisites except when courses form a sequence, such as a first-year language sequence; 200- introductory and intermediate courses, which have some prerequisites or which require class standing above first-term students; 300-advanced courses, with one or more prerequisites in specific courses or in general educational preparation and maturity; 400-advanced study for College Honors. Courses numbered 250 or 350 are independent study courses. Courses numbered 295 or 395 are courses offered occasionally in special areas not covered in the usual curriculum. Course descriptions for current courses, the complete current catalog and archived catalogs may be found at the web site: www.knox.edu/registrar.xml.

Repeated Courses
Only a few courses may be taken more than once for credit, as noted in the College Catalog. If a student repeats any other course, only the credit earned the second time is counted toward graduation, but the record of the first taking remains on the student’s transcript and in the grade point average.

Release of Information
Knox College adheres to the Family Educational Rights and Privacy Act of 1974, as amended. Academic records are not to be released without the student’s written consent.

Office of the Registrar
Knox College – Box 145
Galesburg, IL 61401
Telephone: 309-341-7205
Fax: 309-341-7601
e-mail: registrar@knox.edu
www.knox.edu/registrar.xml

TO TEST FOR AUTHENTICITY: Translucent globe icons MUST be visible from both sides when held toward a light source. The face of this transcript is printed on purple SCRIP-SAFE paper with the name of the institution appearing in white type over the face of the entire document.

ADDITIONAL TESTS: When photocopied, a latent security statement containing the institutional name and the words COPY COPY COPY appear over the face of the entire document. When this paper is touched by fresh liquid bleach, an authentic document will stain brown. A black and white or color copy of this document is not an original and should not be accepted as an official institutional document. This document cannot be released to a third party without the written consent of the student. This is in accordance with the Family Educational Rights and Privacy Act of 1974. If you have any questions about this document, please contact our office. ALTERATION OF THIS DOCUMENT MAY BE A CRIMINAL OFFENSE!