



Waldorf University – Catalog Addendum

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Beginning March 01, 2024, Waldorf University will offer the following Addendum as approved by the Higher Learning Commission, The Waldorf University Board of Trustees, and the Faculty of Waldorf University.

Waldorf Acquisition, L.L.C., d.b.a. Waldorf University is a wholly owned subsidiary of the Waldorf Lutheran College Foundation, Inc. and is classified as independent with its own separate governance and accreditation by the Higher Learning Commission (HLC).

Update to the Academic Information Sections

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revision of ADDITIONAL TECHNOLOGY REQUIREMENTS

Additional technology requirements may be required in some programs of study. Specific requirements are notated in the Course Description of courses requiring additional technology. Students who choose to use Honorlock as a virtual, third-party proctoring service for final examinations are required to have a webcam and microphone audio capability. Tablets, hybrid devices, and mobile devices are not supported by Honorlock. Honorlock requires the download and use of Google Chrome and the Honorlock Extension. Waldorf University reserves the right to update technology requirements, including both hardware and software, throughout the duration of the program. Waldorf strives to be innovative in its curriculum delivery to support student engagement in coursework.

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revision of INCOMPLETE FOR SPECIAL CIRCUMSTANCES POLICY (ONLINE ONLY)

An Incomplete for Special Circumstances (ISC) is for those students who encounter unusual circumstances that prevent them from completing a course. An ISC can be up to 28 days in length and has no fee requirements. The student's circumstance must involve an unusual or critical circumstance such as military deployment, military permanent change of station, major surgery, natural disaster, family emergency, death in the immediate family, or temporary additional duties and job relocation.

- The student must submit official documentation that substantiates the circumstance and indicates the dates that the student will be affected. Requests that are received without support documentation will not be considered. Examples of acceptable documentation are:
 - Medical documentation by a licensed practitioner
 - Military deployment notice documentation
 - Officially signed letter from a Unit/Battalion Commander or Employer
 - Death certificate
 - Any other documentation deemed acceptable to Waldorf University
- To qualify for an Incomplete for Special Circumstances, students need to have completed at least 25% of the required academic work (i.e., quizzes, assessments, assignments, etc.). This translates to academic work in at least two units. Students requesting an Incomplete for Special Circumstances with less than 25% of the course completed will not be approved and will need to withdraw from the course.
- The Incomplete for Special Circumstances Request form, located in the myWaldorf Student Portal, should be completed and submitted to Waldorf University via email to students@waldorf.edu. It must be dated within five (5) days of the student's ability to contact Waldorf University. The Vice President for Academic Affairs (VPAA) or designee may grant exceptions for the form-filling deadline based on individual student need.

- Unless the Military Deployment Policy is applicable, the student must be able to complete the course within a maximum of 28 days from the course end date. If the unusual circumstance does not allow the completion of the course within a 28-day extension period, the student should contact Student Services at students@waldorf.edu and discuss withdrawing from the course. However, the request to withdraw must be submitted prior to the original end date of the course. These are important facts concerning an Incomplete for Special Circumstances Request:
- Waldorf University allows a maximum of two Incompletes for Special Circumstances events per calendar year. Students are not granted in excess of one ISC per course.
- An ISC forfeits the option to withdraw from the course.

Appeals may be sent to the attention of the Vice President for Academic Affairs (VPAA) or designee. The student must be successfully completing course requirements at the time of the request (earning a passing grade for assignments completed).

- Assignments not completed during the timeline received a grade of zero (0).
- If an ISC is granted, a course grade of “I” will be assigned and may affect future course enrollments, Satisfactory Academic Progress hours attempted, and Federal Student Aid (FSA).
- Request for ISC must be submitted prior to the original end date of the course.

To request an ISC, the student must complete and submit the Incomplete for Special Circumstances Request form found in the myWaldorf Student Portal. The reason for the extension, the student’s plan for completion, due dates for each assignment, and the anticipated date of completion of all course work are required on this form. Students are highly encouraged to discuss and plan incomplete coursework deadline with the course instructor in advance and before submitting the request form to the University. Students will be held to the revised assignment due dates in the same manner as the original course weekly deadlines. Please note that approval is not automatic. The course faculty member and the Vice President for Academic Affairs (VPAA) or designee must approve each request. The student and course faculty member will determine the appropriate amount of time for course completion, which may be granted upon ISC request approval. All course requirements must be satisfied within the allotted time period.

If it is apparent that a student is not profiting from attendance, the Vice President for Academic Affairs may dismiss a student without any waiting period regardless of the ISC request.

Should an extenuating circumstance occur that dictates the need for additional time while on an ISC, students should reach out to the Student Services Department to obtain the Incomplete Course Extension Request Form. It is the responsibility of the student to submit this form, along with supporting documents (if applicable), to Students@waldorf.edu when making a request for additional time while on an Incomplete. Late, unfinished, or partial requests submitted will not be processed or reviewed. The online ISC form can be accessed in the myWaldorf Student Portal. The PDF form and supporting documentation must be submitted to Student Services for processing by email to students@waldorf.edu or by mail to: Waldorf University | Attn: Student Services | P.O. Box 3269 | Orange Beach, AL 36561

Please remember, request forms received without supporting documentation will not be considered or reviewed.

revision of STUDENT IDENTITY VERIFICATION POLICY

In compliance with the provisions of the United States Federal Higher Education Opportunity Act (HEOA) of 2008, Public Law 110-315, concerning the verification of student identity in distance education, Waldorf University has established processes to verify that a student registered in a distance education or correspondence education course, or program is the same student who participates in and completes the program and receives the academic credit. The Student Identity Verification Policy is applicable to all Waldorf University students beginning with the application for admission and continuing through graduation, transfer, or withdrawal from the university.

Identity Verification Methods

Students enrolled in courses or programs offered through distance education or correspondence education are subject to one or more of the following student identity verification methods:

A. Government-Issued Photo Identification

Students sitting for a proctored final examination are required to provide government- issued photo identification (i.e., driver’s license or other governmental agency issued photo identification.)

B. Secure, Individual Login and Passcode

Students are assigned a secure, individual student identifier and password upon enrollment to Waldorf University. These assigned identifiers are used to access Blackboard, Waldorf University’s Learning Management System (LMS), to complete coursework and myWaldorf Student Portal to access course grades and related information.

C. Proctored Examinations

Use of a Waldorf University approved live proctor or Honorlock virtual proctoring services is required for all final examinations, pursuant to the Final Examination Policy.

D. Administrative or Academic Practices

Students are subject to identity verification, at the institution’s discretion, through use of personally identifiable information provided by the student upon application to the University. Students must provide their assigned Student Identification Number, along with a secondary source of personally identifiable information when contacting the institution. In addition, faculty may commence verification of student identity following review of student work. Changes in academic performance or writing style may be monitored and prompt a request for identity verification.

revision of ACADEMIC INTEGRITY POLICY

Waldorf University expects that the spirit of honesty, fair play, intellectual curiosity and pursuing truths in looking at knowledge in new ways, guides faculty and students in fulfilling learning objectives through academic assignments. If a student appears to be exhibiting academic dishonesty, the University anticipates that the student and the respective faculty member will engage in consultation and possible resolution appropriate to better understanding and resolving a particular situation. Academic Integrity Violation (AIV) As a student at Waldorf University, you are expected to adhere to the highest standards of academic conduct.

Academic dishonesty directly opposes the academic mission of Waldorf, and any type of academic misconduct is a punishable offense. Academic dishonesty includes, but is not limited to cheating, contract cheating, falsification of data, fabrication, duplicate submission, and plagiarism.

- Academic dishonesty includes presenting information that is knowingly false as fact such as falsification of data and fabrication of data. Falsification of data is deliberately altering data acquired and presenting it as fact. Fabrication of data is making up data that is not derived by a standard method of investigation and presenting this as fact.
- Cheating is receiving, attempting to receive, providing, or attempting to provide any unauthorized assistance in the preparation of any course work for your work or another's work. This includes the use of contract cheating (buying papers and submitting them, selling papers, or posting completed assignments online), and duplicate submission (self-plagiarism).
- Plagiarism is intentionally or carelessly presenting the work of another as one's own. It includes submitting an assignment purporting to be the student's original work which has wholly or in part been created by another person. It also includes the presentation of the work, ideas, representations, or words of another person without customary and proper acknowledgement of sources. For example, copying and pasting text from internet sources without a proper citation is a form of plagiarism.
- Self-Plagiarism is submitting any work for credit which was not authored specifically and originally for the assignment in question without the prior approval of the professor. This mostly takes the form of submitting the same, or mostly the same, assignment for multiple courses. If referring to their own writing appearing elsewhere, normally no more than one-two paragraphs with citation is appropriate.
- The use of AI generative tools in the production of one's work may also be a form of plagiarism as follows:
 - o Artificial Intelligence (AI) Generative Tools are defined as (but not limited to) technologies that rely on machine learning, large language models (LLMs), unstructured information management architecture (UIMA), and other advanced data-manipulation tools to produce distinct answers or outputs based upon prompts by the user.

o The use of AI generative tools may be allowed (or required) by an individual instructor based on the specific course policies (outlined in the syllabus) for an individual course. In this case the following policies would not necessarily apply to that specific course.

o AI Plagiarism is defined as using an AI generative tool to create content and presenting that content in any type of assignment as one's own work. This includes submitting an assignment purporting to be the student's original work which has wholly or in part been created by an AI generative tool. It also includes the presentation of the work, ideas, representations, or words of an AI generative tool without customary and proper acknowledgement of its source. For example, copying and pasting text or images created by an AI generative tool without a proper citation is a form of plagiarism. Using an AI generative tool in the process of developing content (such as forming an outline, generating a sketch, or creating content that a student then alters) without proper citation is also a form of plagiarism.

Resolution Process Questionable scholarship and/or inadequate citation of sources does not necessarily mean plagiarism. Diligence is needed by all parties engaged in teaching and learning: clarifying any misunderstanding, as well as identifying violations of policy. When a faculty member reasonably suspects that academic dishonesty has occurred, this approach is to be taken:

The faculty member consults with the student about the situation, in an effort to better understand what has happened. An agreed upon resolution might be reached, or if warranted written notification with details are provided to the Vice President for Academic Affairs (VPAA) or designee. Academic Affairs has records of previous student AIVs and shall share the number of AIVs with the faculty member.

After consultation, the faculty member recommends action to the VPAA/designee. If needed for further deliberation, the VPAA/designee assures an appropriate appeal process, with the VPAA making the final decision.

First Violation

The student is contacted by the faculty member, preferably by phone (or face-to-face residentially), consulting about circumstance(s) surrounding the situation. Notes on the interaction will be taken, and the faculty member may resolve teaching and learning matters at their discretion. If there is found to be violation of policy, the following may be applied (academic affairs keeps records on academic integrity policy violations).

- 1. “F” for the assignment,
- 2. Or “F” for the course
- 3. Or, if a research paper demonstrates problems with citations, faculty member and student may agree to revise and to resubmit the paper with adjustments, discussing and agreeing on conditions.

Second Violation

The student is contacted by the faculty member, preferably by phone (or face-to-face residentially), consulting with them about the situation. Notes on the interaction are taken. The student will be notified by the faculty member that he/she will participate in a scheduled communication regarding the situation, with the faculty member and the VPAA or designee. Appropriate action may include:

- 1. “F” for the assignment,
- 2. Or “F” for the course.
- 3. Or, revise and resubmit paper/assignment with agreed upon conditions.

Third Violation

The student is contacted by the faculty member, preferably by phone (or face-to-face residentially) consulting with them about the situation. Notes on the interaction are taken, and the faculty member will send a confirmation email to the student. If the student is found to have committed a third AIV offense, the student will receive an “F” for the course. A scheduled communication with the faculty member and the VPAA will take place. Being expelled from the University at the end of the term in which the violation took place will likely result. For more information on Academic Integrity, visit the Waldorf Library online.

Any student who has an academic integrity violation processed on their record has the right to appeal this determination. Online student appeals must be submitted to assistant.registrar@waldorf.edu no later than five days after receipt of the formal AIV notification letter from Waldorf. On the appeal form, please describe, in detail, why you feel the AIV determination is inaccurate and provide any supporting documents. The appeal will be reviewed by the Admissions and Appeals Committee for final determination. Notification will be made within five days of receipt of the appeal by the Admissions and Appeals Committee. All decisions rendered by the Admissions and Appeals Committee are final.

In the event an AIV determination is found to be inaccurate, the student and the student’s faculty member will be notified, the AIV will be removed from the student’s record, and the assignment will be returned for grading either with the original faculty member, or by a faculty member who is qualified in the course curriculum.

Core Curriculum Chart Updates

A.A. Core Curriculum Courses (Online)

The table below describes the Institutional Learning Outcomes (ILO) and courses expectations for students who begin as a freshman (first time, first year student) and for those who come to Waldorf University with a single or multiple semesters of university/college study.

ILO	Discipline / Course	Credit
Health and Well-Being		
First Year Seminar/Orientation (3 credit)		
1, 5	HUM 1000 Warrior Seminar	3
Literature (Writing Intensive)		
English (9 credit)		
2, 4	ENG 1010: Composition I ▲	3
2, 4	ENG 1020: Composition II ▲	3
3,5	Literature Elective (2000 or above)	3
Religion and Philosophy		
Religion (6 credit)		
2, 3, 5	Religion 2000 Level or Higher Elective	3
2,3,5	HUM 1020: Critical Thinking	3
Arts, Humanities and Historical Perspectives		
Humanities (9 credit)		
3, 5	History Elective	3
3, 5	ART, MUS, SPC or THR Elective	3
3,5	ART, ENG, MUS, HUM, REL, SPC, SPN, or THR Elective	3
Natural, Physical, Earth, and Life Sciences		
Science (3 credit)		
2, 4, 5	Science Elective	3
Social and Behavioral Inquiries		
Behavioral/Social Science (6 credit)		
1, 2, 3, 4, 5	Social/Behavioral Science Elective	3
1, 2, 3, 4, 5	Social/Behavioral Science Elective	3
Mathematical Reasoning		
Mathematics (3 credits)		
2, 4	MTH 1010 or Higher Elective	3
Global Sustainability / Perspectives		
Global (3 credits)		
1, 3, 5	Global Elective	3
Disciplinary Studies		
Major Specific Courses + Non-Major Elective Credits (18 credits)***		
	3 / 4 Credit Course#: _____	3
	3 / 4 Credit Course#: _____	3
	3 / 4 Credit Course#: _____	3
	3 / 4 Credit Course#: _____	3
	3 / 4 Credit Course#: _____	3
	3 / 4 Credit Course#: _____	3
	3 / 4 Credit Course#: _____	3
Total Credits		60

*** Any courses not applied to the primary major field of study

▲ Requirement fulfilled by passing course with a grade not lower than a C (2.00).

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Diversity and Inclusion Certificate

HUM 2360 Lessons for Life II	3
HUM 2450 Fostering Diversity and Inclusion	3
HUM 2500 Fostering Diversity and Inclusion II	3
ORG/BUS 4000 Organization Diversity and Inclusion.....	3
Total Credits.....	15

Pg 96 Additional course requirement BUS 3602 added to Business narrative.

BUSINESS

The Business Department seeks to prepare graduates for successful careers and fulfilling lives of service in management, finance and banking, or marketing. Students completing a B.S. or a B.A.S. in Business Administration must complete BUS 3602, ECO 2401, and MTH 2023 as “Core” requirements.

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addition of BUS 3651 Leadership Course Description

BUS 3651 Leadership..... (3 credits)

Presents the importance of organizational leadership in conjunction with various leadership traits, styles, and characteristics. Enhances the importance of having a vision and aligning strategy, the motivation to lead, social motives in the workplace, ethics, and the significance of empowerment for effective leadership. Topics include situational leadership, organizational climate and culture, moral dilemmas, personal integrity, servant leadership, participative management, human relationships, high-performance teams, diversity, cultural and interpersonal differences, workplace stress, performance management, and organizational change.

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addition of PHY 2200 Explorations in Astronomy Course Description

PHY 2200 Explorations in Astronomy..... (3 credits)

Reviews the history and development of astronomical thought leading to the birth of modern astronomy and its most recent development.