

ACADEMIC REGULATIONS

Allegany College of Maryland has adopted the following policy regarding academic regulations:

1. An academic regulation is hereby defined to be a rule, which applies to students enrolled in the credit programs of Allegany College of Maryland, which directly affects the academic standards of the College.
2. It shall be the duty of the Academic Standards Committee to recommend adoption of such amendments of the regulations, as it deems necessary.
3. For purpose of organization, the regulations are classified into the following sections:

Section A: Admission as a Degree or Certificate Candidate
Section B: Admission as a Non-Degree Student
Section C: Students with Advanced Standing
Section D: Readmissions
Section E: Academic Responsibility
Section F: Graduation
Section G: Honors
Section H: Grades and Scholastic Honors
Section I: Reporting and Recording Grades
Section J: Quality Point Average
Section K: Academic Probation
Section L: Removal from Academic Probation
Section M: Suspension for Poor Scholarship
Section N: Student Classification
Section O: Course Repetition
Section P: Registration
Section Q: Academic Load
Section R: Withdrawal from Courses
Section S: Instructional Programs
Section T: Course Substitutions
Section U: Class Attendance
Section V: Student Records and Confidentiality
Section W: Petition and Appeal to Waive Regulations

(When a regulation fits equally well into two classifications, it has been listed in both classifications.)

4. Except in cases of urgency, any recently revised academic regulations shall become effective only at the beginning of the succeeding fall semester and only after approval as outlined in the Academic Standards Committee Bylaws.
5. In cases of urgency, the College may take action to supersede or augment the academic regulations without regard to paragraph (4). Such actions shall be classified as temporary regulations and shall take effect immediately and only be effective for the remainder of the academic year, unless otherwise specified.

6. It shall be the responsibility of the Academic Standards Committee to review such cases as specified in the regulations and consider cases in which the application of an academic regulation to an individual may not be in the best interest of the College and the student. As a general policy, an exception to the Academic Regulations shall be made only when (1) there are cogent and compelling reasons that an exception should be made, and (2) the consequences of the exception will contribute to the overall achievement of the objectives of the College. In the event that the Academic Standards Committee shall make an exception, it shall be reported to the College at the year end All College meeting for purposes of record.
7. It shall be the responsibility of all College employees to see that the Academic Regulations are followed and to report any non-compliance and/or any deliberate attempt on the part of a student to evade compliance to the Senior Vice President of Instructional and Student Affairs.
8. Each student shall be held accountable for the understanding and compliance with the Academic Regulations of the College.

The following is a complete list of academic regulations for Allegany College of Maryland.

SECTION A: ADMISSION AS A DEGREE OR CERTIFICATE CANDIDATE

A1 An applicant for admission is required to:

- a. File a formal application for admission.
- b. Furnish certified transcripts covering all previous high school and college records.
- c. Be a graduate of an accredited high school or possess a GED or be admitted in accordance with the minimum requirements for degree-granting institutions as issued by the Maryland Higher Education Commission.

The College may admit to college level courses and programs individuals who present evidence, through testing or other means, of the ability to profit from the instruction. In making decisions about the potential of these individuals to complete a course or courses, or programs, the Admissions Office may consider previous formal education, equivalency of other learning by examination, and competencies gained through practical experience, maturity, or other appropriate criteria.

- d. Take the College Placement Assessment. Students who transferred a college-level English composition course or College Algebra course at an accredited college/university are exempt from taking the respective portion of the assessment. Students transferring in more than 12 credits of general education courses are exempt from taking the reading portion. Students who have received ACT or SAT scores higher than those indicated in the College Catalog do not need to take the respective portion of the placement test if they submit an official grade report to the Admissions and Registration Office. Passing other appropriate placement assessments may be required for certain courses.

- e. Selective admission programs may have additional requirements.

A2 Developmental Education

- a. Courses included in the developmental academic area include all courses with course numbers lower than 100.
- b. Degree applicant with no previous college experience and whose placement assessment scores indicate a need for improvement in one or more of the developmental academic areas will be placed in required developmental courses and will be limited to 14 credit hours per semester until the deficiency is corrected.
- c. In order to maintain enrollment in any course numbered 100 or higher, except for the courses specifically included on the “Suggested Course Mix for Underprepared Students” list, a student must either:
 - 1. Earn a score higher than that the threshold indicated on the Accuplacer Placement Assessment Cut Off Scores and Decisions Zones (the Green Sheet), which may be amended from time to time and which is overseen by the Director of Developmental Education. OR
 - 2. Successfully complete appropriate developmental Reading Courses.
- d. In addition, students required to take two or three first-level developmental courses (including without limitation ENGL 90, 91, 96; READ 90,91; MATH 90, 96) must complete one of the following student development sequences concurrently with the developmental courses or prior to enrolling in the developmental courses:
 - 1. Complete SDEV 106 Connections: on Course for Success (3 semester hours), or
 - 2. Complete SDEV 103 Habits for Success (1 semester hour) and SOC 63 104 Interdisciplinary Studies in Human Society (3 semester hours).
- e. In order to exit the developmental program in each of the three academic areas, students must pass the required course(s) with a grade of “C” or better; or with permission from the Division Chair of Mathematics or the Director of Developmental Education, students may retake the corresponding section of the placement assessment. If a student achieves a score high enough to exit that course, then the student will be given a minimum of a “C” in the developmental course in which he/she is enrolled at the time of the exam retake.
- g. Except where noted differently in the Course Catalog Course Descriptions, a student may take the same developmental course for credit no more than three times. (For purposes of this section, “take” shall include courses in which the student receives grade of A, B, C, D, F, W, R, or X.). See regulation **01**.

A3 Probationary Admission

- a. An applicant for admission who has had previous college experience or an applicant for readmission from Allegany College of Maryland will be admitted on academic

- probation if the college record reflects a probationary status within the last five-years.
- b. An applicant for admission who has been suspended once from any college may be admitted on academic probation with the approval of the Admissions Committee.
 - c. A student who has been suspended twice from any college or colleges, regardless of whether attendance has been interrupted or not, normally shall not be eligible for admission to Allegany College of Maryland. However, admission of these students may be considered on an individual basis through the Admission Committee.

A4 Specialized Program Criteria

- a. Admission to and retention in Selective Admission Programs will be according to program criteria.
- b. Final decisions regarding enrollment in these programs will rest with the Program.

A5 Admission As An International Student

Admission as an International Student shall be governed by such policies and procedures maintained in the Office of Admissions.

SECTION B: ADMISSION AS A NON-DEGREE STUDENT

- B1 An applicant who does not wish to enter as a candidate for a degree or certificate may be admitted as a non-degree student to take courses to fit individual needs or interests. A non-degree student is not a candidate for either a degree or certificate.
 - a. An applicant for admission as a part-time non-degree student must complete the appropriate application for admission, and must meet all prerequisite requirements to enroll in a course.
 - b. An applicant for admission as a full-time non-degree student must complete the appropriate application for admission and furnish official transcripts covering all previous high school and college work. Non-degree applicants with an Associate's Degree or higher may present a copy of the diploma in lieu of an official transcript of grades.
 - c. A student, while classified as "early college," cannot be eligible for graduation at the completion of the fall semester. The student may, however, provide documentation from his/her high school verifying graduation and may participate in the spring commencement ceremony prior to the high school graduation date.
- B2 A non-degree student may become a degree or certificate student after (1) fulfilling the requirements of Regulation A1 or (2) accumulating 6 credit hours with a cumulative GPA of 2.00 and the approval of the Director of Admissions and Registration. (All credits earned as a non-degree student will be included in the graduation evaluation if the student changes status to that of a degree or certificate candidate.)

B3 Dual Enrollment (Early College Status)

A high school student age sixteen (16) or over may be permitted to enroll at Allegany College of Maryland either as a full-time or part-time student under dual enrollment (early college status) with the following conditions:

- a. A part-time student must have (1) the written approval of the high school principal or guidance counselor and (2) completed all normal college admission requirements, including the College Placement Assessment or proper SAT/ACT scores.
- b. A full-time student must have met the above conditions and have completed all high school graduation requirements, except fourth-year English.

B4 Special Gifted and Talented Status

In special circumstances, Allegany College of Maryland can accept, with approval from high school officials, a student under sixteen years of age who has attained scores higher than those indicated in the College Catalog on the Scholastic Aptitude Test (SAT) or on the American College Test (ACT); or if the student has been identified by professionally qualified individuals as having outstanding abilities in the area of: (1) general intellectual capabilities; (2) specific academic aptitudes; or (3) the creative, visual, or performing arts.

Students who are under sixteen years of age must have written approval of parent or guardian and the Director of Admissions and Registration before the registration can be completed. The student must complete an Application of Special Admissions. The instructor will be notified prior to the beginning date of the class.

B5 Transient Status

A transient student is one who has college credits earned elsewhere and is taking courses at Allegany College of Maryland for credit toward a degree at another college. Written authorization from the home institution is required to ensure transferability of credits, good academic standing, and financial clearance. In order to enroll in a course, a transient student must meet all prerequisite requirements for the course.

SECTION C: STUDENTS WITH ADVANCED STANDING**C1**

- a. College credits completed at other accredited institutions recognized by the American Council on Education will be accepted for transfer subject to Regulations C2 through C6.
- b. College credits completed at a non-accredited college or university may be transferred at the discretion of the Director of Admissions and Registration after due investigation and consideration, guided by the general practice of the state's other accredited institutions in accepting or rejecting credits from the institution in question. Courses will be evaluated in accordance with Regulations C2 through C6.

- c. College-level work completed at an accredited educational agency such as the Armed Services, or recognition of prior learning through nationally recognized tests including CLEP, ACT-PEP, and Advanced Placement, with minimum allowable scores consistent with state minimum requirements, will be evaluated if appropriately documented and certified and if in accordance with Regulations C2 through C6.
- d. Credit-by-examination may be established on a matriculated student's record when the proper procedure is followed. This includes completion of the form, payment of fee, signatures of Program Director or Division Chair, and successful passing of the examination. Credit earned in this manner from other institutions will not be considered in meeting graduation requirements at Allegany College of Maryland.

C2 Transferable course work includes the courses equated with the same offered at Allegany College of Maryland, meeting the conditions of C1, and meeting graduation requirements in the student's curriculum or program.

C3

- a. The College will give general education credits to a transferring student who has taken any part of the general education credits described in Regulation F1a of this document for any general education courses successfully completed at the sending institution and so identified by ARTSYS.
- b. Credit earned of a non-general education nature is transferable to the College if the cumulative GPA transferred averages a 2.00 or higher and if acceptance of the credit is consistent with the policies of the program.
- c. A student who has been evaluated and received credit and then returns to the first institution, earns additional credit, and returns to Allegany College of Maryland will be re-evaluated subject to Regulation C3 a and b.

C4 State law limits the number of credits that can be awarded for non-traditional learning to thirty (30).

C5 Course content must be equivalent to a corresponding course offered at Allegany College of Maryland. The semester hours of credit granted for non-equivalent course work is subject to C4.

C6 Neither quality points nor grades are accepted in transfer from another institution. Quality points will not be awarded for credit by-examination.

C7 A degree/certificate seeking student at Allegany College of Maryland who plans to attend another college as a transient status and wishes to transfer credits back to Allegany College of Maryland cannot be guaranteed transferability of credits unless prior approval is obtained from the Registration Office. The maximum number of hours transferred must not exceed one-half the total number of semester hours required in the curriculum or program. Exceptions to this regulation are subject to written approval of the Senior Vice President of Instructional and Student Affairs and the Director of Admissions and Registration.

- C8 A student shall earn at least 30 semester hours of academic credit by direct instruction for conferral of a degree. A student shall earn at least 15 semester hours of academic credit at Allegany College of Maryland.
- C9 All credits earned in the state of Maryland are subject to the provisions of the Maryland Annotated Code when students are transferring to another Maryland college governed by the regulations of MHEC.

SECTION D: READMISSION

- D1 A student who has interrupted enrollment excluding the summer session must reapply for admission.
- D2 The Chair of the Admissions Committee, in accordance with established policy, may act on cases of admission and readmission; however, when a student has applied for admission or readmission under the conditions of Section A3, the Chair shall give due notification of each action to the Admissions Committee.
- D3 Final decision in all admission and readmission cases will rest with the Admissions Committee.

SECTION E: ACADEMIC RESPONSIBILITY

- E1 Faculty may impose academic consequences in accordance with any and all relevant college instructional policies, including, but not limited to, class rules and syllabi, Academic Regulations and the Code of Student Conduct.
- E2 If, in the professional opinion of the instructor, a student is disruptive to the learning environment, the instructor has the latitude to remove the student from the class on that day. If the student and instructor can arrive at a mutual agreement regarding classroom behavior, then the student (with the permission of the faculty member) will be allowed to return to class. If no such agreement is reached, then the instructor will communicate the details of the situation to the immediate supervisor. The student will also be referred to the immediate supervisor. The immediate supervisor will provide support and assistance as needed to help resolve the situation. If no resolution is found through the aforementioned discourse, the student will be dropped from the course. Thereafter the student may initiate the academic grievance process. This process is independent of any disciplinary action connected to the Code of Student Conduct.

However, if the situation is excessively disruptive, aggressive, intimidating, out-of-control, or otherwise presents a safety risk to the instructor and/or other students, the instructor should immediately direct the disruptive student to leave the classroom, call 911 as needed, and notify campus security and/or the Office of Student and Legal Affairs. After the class session is over, the instructor's immediate supervisor will be informed of the disturbance. The instructor may choose to drop the student from the course and the student may initiate the academic grievance process. This process is independent of any disciplinary action connected to the Code of Student Conduct.

SECTION F: GRADUATION

F1

- a. Each curriculum leading to the Associate's degree will have between 60 and 70 semester hours inclusive. To qualify as a candidate for the Associate's degree or a certificate, a student must satisfactorily complete all courses required in the curriculum as stated in the curriculum description in the College catalog. Each program leading to an A.A. (Associate in Arts) or A.S. (Associate in Science) must include not fewer than 30 semester hours in the following areas: Arts and Humanities (one course in each of two disciplines--6 credits); English Composition (one course minimum--3 credits); Social and Behavioral Sciences (one course in each of two disciplines--6 credits); Mathematics (3-4 credits); and Biological/Physical Science (at least one course must be a laboratory course--7-8 credits). Each program leading to an A.A.S. (Associate in Applied Science) degree must include at least 20 semester hours with a minimum of three semester hours in each of the following five areas: Arts and Humanities; English Composition; Social and Behavioral Sciences; Mathematics; and Biological and Physical Science.
- b. An enrolled student is required to satisfactorily complete all courses required in the curriculum as stated in the year of entry catalog or the graduation year catalog. If a student's enrollment at Allegany College of Maryland is interrupted by a break of 4 or more semesters excluding Summer sessions, the catalog in effect when the student reenters the College will be considered the year of entry catalog.
- c. A former Allegany College of Maryland student is required to satisfactorily complete all courses required in the curriculum as stated in the year of entry catalog or the catalog in effect during the student's last semester of attendance, provided the student's last semester of attendance at ACM was within the past four semesters excluding Summer sessions.
- d. A former Allegany College of Maryland student who desires to transfer credits from other institutions back to ACM to earn a degree or certificate (reverse transfer) is required to do so within two calendar years of the student's last semester of attendance at the other institution. Such student must satisfactorily complete all courses required in the curriculum as stated in the ACM year of entry catalog or the ACM graduation year catalog.
- e. Required courses in physical education are listed in the College catalog for each curriculum. A student will be exempted from physical education courses that involve physical activity based on medical documentation. The student must make up the total hour difference in meeting graduation requirements.
- f. A student must apply for graduation within two calendar years of the completion of the degree and/or certificate program.

F2 A candidate for the Associate's degree or a certificate must:

- a. complete 15 college credit hours.

- b. have a minimum cumulative quality point average of 2.00.
 - c. not have been dismissed from the College pursuant to the Code of Student Conduct.
 - d. have satisfied all financial obligations to the College to receive the diploma or certificate and official transcript.
- F3 A student who has completed at least one-half of the required coursework in a curriculum and wants to be admitted to candidacy for the Associate's degree can transfer back to the College the remaining required coursework. A student should contact the Assistant Registrar to ascertain the transferability of coursework.
- F4 Each candidate for the Associate's degree or a certificate should file an application online through the college website on or before the deadline date. Candidates filing after this deadline will be subject to a late fee and the applications must be received in the Registration Office no later than the end of the business day prior to the December, May and July Board of Trustees meetings. Late applicants who have paid the fee may participate in the ceremony if a cap and gown are available. They will not receive their actual diplomas at the ceremony.
- F5 The student is encouraged to be present for commencement. The student who does not plan to participate in commencement must notify the Registration Office in writing no later than ten (10) calendar days prior to the date of commencement in order to graduate "in absentia."
- F6 A candidate for the Associate's degree must satisfactorily complete all requirements established by the Maryland Higher Education Commission. This regulation supersedes catalog requirements that may not reflect current state guidelines.
- F7 Any waiver of course requirements for graduation must be approved by the student's advisor, the department chair or program director responsible for the content of the required course, and the Academic Standards Committee. A waiver in requirements cannot decrease the total curriculum semester hour requirements. Students must still meet state graduation requirements even if a waiver is approved.

SECTION G: HONORS

- G1 A candidate whose final cumulative point average is 3.80 or higher shall be graduated summa cum laude.
- G2 A candidate whose final cumulative point average is 3.51 - 3.79 shall be graduated magna cum laude.
- G3 A candidate whose final cumulative point average is 3.30 - 3.50 shall be graduated cum laude.

SECTION H: GRADES AND SCHOLASTIC HONORS

H1 The following grade system is used:

<u>Grade</u>	<u>Interpretation</u>	<u>Quality Points</u>
A	Outstanding	4
B	High	3
C	Average	2
D	Below Average	1
F	Failure	0
I	Incomplete	None
P	Pass (non-credit and designated credit courses only)	None
R	Registered to audit	None
W	Withdrawn	None
X	Deferred (See Regulation H7)	None

Note: All grades with the exception of "I" (Incomplete) are permanent grades.

H2 The grade of "I" (Incomplete) will only be used as a temporary grade. The decision to use the "I" grade is at the discretion of the instructor, and shall be used in such instances where the student requests and the instructor grants permission to complete required coursework, including the final evaluation after the close of a semester or summer session. The grade of "I" will not be awarded as a midterm grade. Said form is available online and through the Registration Office.

If the request for an incomplete is granted by the instructor, all work must be completed by a date specified by the instructor with concurrence of the Director of Admissions and Registration. All incompletes granted during the spring semester or summer session must be completed no later than 30 calendar days after the first day of fall semester classes. All incompletes granted during the fall semester must be completed no later than 30 calendar days after the first day of spring semester classes. Otherwise, the grade of "F" will be recorded by the Registration Office. An extension of time beyond the date specified may be granted upon written request with the concurrence of the instructor and Senior Vice President of Instructional and Student Affairs.

H3 The grade of "P" (Pass) will be recorded for satisfactory work in certain credit courses as indicated in the College catalog.

H4 The grade of "R" (Registered for audit) will be recorded at the student's request at the time of registration. A grade of "R" will be recorded automatically, unless the instructor advises the Registration Office in writing, via a drop form, that the student has failed to follow the instructions in the course syllabus. In such an event, the grade of "W" shall be recorded on the student's transcript.

H5 A student who is registered for credit for a course may change to audit the course until the first day of the tenth week of the semester. (The student must prepare Course Registration Form and have it approved with the signature of the advisor and instructor to effect this change.) A student who is registered to audit may change to credit within the

first week of class with the instructor and advisor's approval.

- H6 The grade of "W" (Withdrawn) will be recorded under the complete circumstances listed in Section R: Withdrawal from Courses.
- H7 The grade of "X" (Deferred) will be awarded at the instructor's discretion to those students who, in their opinion have made some progress through reasonably diligent efforts, but have not attained proficiency sufficient for a passing grade. Note: The "X" grade is a permanent grade. The grade of "X" will not be awarded at mid-term.

SECTION I: REPORTING AND RECORDING GRADES

- I1 Grades for each student and for each course shall be reported by the instructor to the Director of Admissions and Registration at mid-term and at the end of each semester or session. "X" and "I" grades will be issued at the end of the semester or session. Midterm grades are issued for the fall and spring semesters.
- I2 Midterm and final grades will be available online.
- I3 The semester grade as reported to the Registration Office at the end of the semester or session shall be final but may be changed within sixty (60) calendar days only if: (a) The instructor acknowledges in writing that there was an error in recording or computing the grade; or (b) the instructor explains fully in writing the special conditions or extenuating circumstances, which the instructor believes constitute sufficient justification for the grade change and obtains the written approval of the Senior Vice President of Instructional and Student Affairs.
- I4 A student's final grades do not constitute an official transcript. Official transcripts shall be withheld by the Registration Office if the student does not fulfill all financial obligations to the College.
- I5 If a student repeats a course, any earlier grade(s) shall remain listed on the student's permanent record and shall be included in all transcripts of credits.

SECTION J: QUALITY POINT AVERAGE

The semester Quality Point Average and the Cumulative Quality Point Average shall be computed at the end of each semester. For purposes of this section, semester hours refer only to college credit bearing courses numbered 100 or above.

- J1 A Semester Quality Point Average (QPA) is the total number of the quality points earned in the semester divided by the total number of semester hours attempted.
- J2 A Cumulative Quality Point Average (GPA) is the total number of quality points earned in all semesters divided by the total number of semester hours attempted.
- J3 If a student repeats a course, only the later grade shall be used in determining quality point average. However, in a final required course, should the first grade be passing and the repeating grade failing, ("F"), then the passing grade may be counted as satisfying graduation requirements for the course.

- J4 Only final course grades are used to compute cumulative point averages at the close of a semester or a summer session.
- J5 Quality points are not accepted in transfer from another institution.
- J6 To be eligible for the Dean's list, a student must have a semester QPA of at least 3.80, and the student must have carried a course load of at least five (5) semester hours.
- J7 To be eligible for the Honor's List, a student must have a semester QPA of at least 3.30 and less than 3.80, and the student must have carried a course load of at least five (5) semester hours.
- J8 Students who have discontinued attendance at Allegany College of Maryland for a minimum of five years and who decide to re-enroll to continue their education, may petition the Academic Standards Committee for approval to use the J8 regulation for deficient grades earned during previous enrollment. The student must submit a written request to the Director of Admissions and Registration requesting a review of his/her records to determine eligibility for grade forgiveness. If approved by the Academic Standards Committee, the student may have the grades for a maximum of 16 credits "forgiven" in terms of their impact on the student's GPA. Original grades are not expunged from the student's record; however, the courses are coded and the original grades will no longer be calculated in the student's grade point average. Students should work with an academic advisor to determine which courses they will select to be forgiven on their academic record. Grade forgiveness may be used no more than one time, regardless of the number of times a student may begin and discontinue enrollment at Allegany College of Maryland.

SECTION K: ACADEMIC PROBATION

- K1 Any full-time student or part-time student with an accumulated total of 12 or more attempted semester hours must attain a semester quality point average of at least 1.75, or a cumulative quality point average of 2.00 to avoid being placed on academic probation.
- K2 A student on academic probation may not enroll for more than 14 semester hours.

SECTION L: REMOVAL FROM ACADEMIC PROBATION

A student will be removed from academic probation if the student has attained a cumulative quality point average of at least 2.00.

SECTION M: SUSPENSION FOR POOR SCHOLARSHIP

A student who has been placed on academic probation will be academically suspended if the student fails to attain at least a 1.50 semester grade point average. (See Regulation A3 for information on probationary admission.)

SECTION N: STUDENT CLASSIFICATION

- N1 A student carrying 12 or more semester hours is classified as a full-time student. A student carrying less than 12 semester hours is classified as a part-time student.
- N2 A student who has earned 28 or more semester hours of academic credits will be classified as a sophomore. A student who has earned less than 28 semester hours of academic credit will be classified as a freshman.

SECTION O: COURSE REPETITIONS

- O1 Except where noted differently in the Course Catalog Course Descriptions, a student may take the same course for credit no more than three times. (For purposes of this section, "take" shall include courses in which the student receives grade of A, B, C, D, F, W, R, or X.) The most recent repeated grade will be computed in the student's grade point average. See regulation J3.
- O2 To receive credit for any course in which a grade of "F" was received at Allegany College of Maryland, the student must repeat and pass the course at this institution subject to the provisions of Regulation O1 unless permission for taking the course elsewhere has been granted in advance by the Director of Admissions and Registration.

SECTION P: REGISTRATION

- P1 The College Calendar lists the dates for registration.
- P2 With instructor and advisor approval, a student will be permitted to enroll in a class during the first full week of class or five academic calendar days. A student will not be permitted to enroll in a class after the first week of classes unless under the conditions of Section P3.
- P3 A student may change classes until the end of the third full week:
- a. if the change is sections of the same course, or
 - b. if the course is within the same department and the change is recommended by the department.
- P4 Registration deadlines for classes with beginning and ending dates different from the regular semester dates will be adjusted in accordance with the deadlines of the regular semester.
- P5 A student who has been de-registered from a course due to lack of payment may, with instructor approval, re-register for the same course with the same instructor provided the student re-enrolls within five (5) days of being de-registered.

SECTION Q: ACADEMIC LOAD

A student may enroll for more than 19 semester hours in one semester, or for more than 12 semester hours for a summer session only upon receiving written permission from the academic advisor.

SECTION R: WITHDRAWAL FROM CLASSES

- R1 To withdraw from a course(s) prior to the beginning of class/es, the student must prepare a Course Registration Form, have it approved by the advisor, and have it recorded in the Registration Office or process it online through the college website prior to the first day of class.
- R2 To withdraw from a course(s) after the beginning of class/es, the student must prepare a Course Registration Form, have it approved by the advisor, and have it recorded in the Registration Office.
- R3 To withdraw from the College the student must prepare a Withdrawal Form, have it signed by the advisor, and have it recorded in the Registration Office or process it online through the college website prior to the first day of class.
- R4 A student may withdraw and receive "W" grades for all courses in a semester supported by medical documentation indicating that the student was unable to attend classes or effectively participate in class activities. The documentation must include dates.
- R5 Courses officially dropped within the first 20% of the course will not be included on the student's official transcript.
- R6 Courses officially dropped before the completion of 60% of the course will be recorded with "W" grades on the student's official transcript. When a student is dropped by the instructor after withdrawal deadline, a grade of "F" shall be recorded on the student's official transcript.
- R7 The official date of withdrawal is the date on which the completed Course Registration Form or Withdrawal Form is received in the Registration Office.
- R8 When absences endanger the student's progress in a course in the judgment of the instructor, the instructor may drop the student from the class roster. The instructor will notify the Registration Office, in writing, to this effect and the Registration Office will then notify the student. When a student is dropped by the instructor, Regulations R4 and R5 shall apply. When a student is dropped by the instructor after withdrawal deadline, a grade of "F" shall be recorded. (See Regulation U4).
- R9 If a student dies during the course of a semester, a grade of "W" will be recorded for each class. Also, any unresolved "I" grades on a deceased student's record will revert to "W" grade.

SECTION S: INSTRUCTIONAL PROGRAMS

- S1 Each student will be classified as Non-Degree, Dual Enrollment (Early College), or Transient student, or will be placed in a specific curriculum.
- S2 A student wishing to change his/her curriculum must obtain a Change of Curriculum/ Advisor form from the Registration Office, have the completed form approved by the advisor, and return the form to the Registration Office.

SECTION T: COURSE SUBSTITUTIONS

- T1 A maximum of 12 credit hours may be substituted in a student's curriculum if approved by the student's advisor and the head of the department responsible for the course content. The content of the course being substituted must be at the same level or higher level than the course it replaces and both courses must be in the same department.
- T2 All course substitutions must be authorized in writing, and all correspondence citing the substitution must be forwarded to the Registration Office for inclusion in the student's permanent records.
- T3 Any substitution of curriculum course requirements cannot reduce the total curriculum semester hour requirements.

SECTION U: CLASS ATTENDANCE

- U1 The student is required to attend every class session.
- U2 Permission to make up absences will be granted only at the instructor's discretion.
- U3 A student must notify the instructor as to the reason for an absence from a class session. The instructor may require evidence to justify an absence. Unexcused absences may adversely affect a student's grade in a course.
- U4 When a student's absences endanger the progress in a course in the judgment of the instructor, the instructor may drop the student from the class roster. (See Regulation R8).

SECTION V: STUDENT RECORDS AND CONFIDENTIALITY

- V1 The College will maintain student records in accordance with acceptable national standards regarding institutions of higher education.
- V2 The College adheres to a statement of the rights, privileges, and responsibilities of students, and makes this statement available to students through the catalog, student handbook, or other appropriate means. In addition, the College maintains a statement regarding "Family Education Rights and Privacy Act of 1974" in the College Catalog.

SECTION W: PETITION AND APPEAL TO WAIVE REGULATIONS

- W1 Whenever a student believes that application of any of these Academic Regulations (with the exception of Admissions and Readmissions and Financial Aid) is unwarranted in the individual case, the student may appeal to the Chair of the Academic Standards Committee through the Registration Office. Students who wish to appeal any regulation concerning admissions or readmissions may do so through the Admissions Committee and any student who wishes to appeal a financial aid regulation may do so through the Student Services Appeals Committee.
- W2 The Academic Standards Committee and the Admissions Committee is empowered by the College to act in cases involving all academic regulations. The Committee shall notify the student, the advisor and appropriate instructors in writing of action taken and shall forward a copy to the Registration Office. The Committee shall submit a report of such cases at the end-of-year College staff meeting.
- W3 A student whose petition is not approved by the Academic Standards Committee or the Admissions Committee may, after consultation with the advisor, appeal to the Director of Admissions and Registration by submitting a letter of appeal, signed by the student and the student's advisor.

A committee representative will contact the student, the advisor, and the Senior Vice President of Instructional and Student Affairs, to arrange to appear at the hearing on the petition. Following the hearing, a decision will be made by a majority of those members in attendance. The student, advisor, and appropriate instructors will be notified by letter of the decision.

Any student whose appeal has been denied may appeal to the President and the President's decision is final. A copy of the President's decision will be sent to the Registration Office for inclusion in the student's record.