

## 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 student 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 in the following sections:

Section A: Admission as a Degree or Certificate Candidate

Section B: Admission as a Non-Degree Student

Section C: Readmissions

Section D: Students with Advanced Standing

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 the approval 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.

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 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 an application for admission.
- b. Furnish official final 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 requirement for degree-granting institutions as issued by Maryland Higher Education.
- d. Provide documentation for one of the approved multiple measures to determine course placement or take the College Placement Assessment. Students who transferred in 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 6 credits of general education courses are exempt from taking the reading portion.
- e. Selective admission programs may have additional requirements for admission.

A2 Academic Development

Academic Development includes all courses with course numbers lower than 100.

- a. Degree applicants will be placed into college level or developmental courses based on several factors. These factors may include, but are not limited to, high school GPA, grades in specific high school courses, SAT, ACT and ACM placement scores.
- b. Students who require developmental education courses must speak to an advisor to ensure appropriate course selection.
- c. In order to complete developmental coursework, students must pass the required course(s) with a minimum grade of “C”.
- d. While enrolled in a developmental course, students may retake the corresponding section of the placement assessment with permission from the Division Chair of Mathematics or the Chair of Academic Development. If a student achieves a score high enough to exit that course, then the student will be given a grade of “C” for the course.
- e. Except where noted differently in the Courses 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 a grade of A, B, C, D, F, W, R, or X.). (See Regulation O1)

A3 Probationary Admission

- a. An applicant for admission or readmission with previous college experience will be admitted on academic probation if the most recent college record reflects a probationary status.
- b. An applicant for admission or readmission that has been suspended from any college may be admitted on academic probation with the approval of the Admissions Committee.

A4 Selective Program Criteria

Admissions, enrollment, and retention in selective admission programs will be determined according to program criteria.

A5 Admission as an International Student

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

**SECTION B: ADMISSION AS A NON-DEGREE STUDENT**

B1 Non-degree applicants that include the following must meet all prerequisite requirements to enroll in a course(s) as stated in A1d.

- a. 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.

- b. An Early College applicant is a student interested in enrolling in college courses while attending high school/homeschool. Applicants under the age of 16 must complete appropriate approval forms.
- c. A transient applicant has college credits earned elsewhere and is taking courses at Allegany College of Maryland for credit toward a degree at another college. Written authorization for the home institution is recommended to ensure transferability of credits.

SECTIONC: READMISSION:

A student who has interrupted enrollment excluding the summer session must reapply for admission and meet the requirements as stated in Sections A and B regarding admission to the College.

SECTIOND: STUDENTS WITH ADVANCED STANDING

D1

- a. College credits completed at other accredited institutions recognized by the Council on Higher Education Accreditation may be accepted for transfer subject to Regulations D2 through D6.
- b. College credits completed at a non-accredited college or university will be evaluated based on 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 D2 through D6.
- c. College-level work recommended for credit by the American Council on Education, such as the Armed Services, or recognition of prior learning through nationally recognized tests including but not limited to CLEP, ACT-PEP, and Advanced Placement, with minimum allowable scores consistent with state minimum requirements, will be evaluated if appropriately documented in accordance with Regulations D2 through D6.
- 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(s) earned in this manner from other institutions will not be considered in meeting graduation requirements at Allegany College of Maryland.

D2

Transferable course work includes the courses equated with the same offered at Allegany College of Maryland, meeting the conditions of D1, and meeting graduation requirements in the student's program of study.

- D3
- 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.
  - 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.
- D4 COMAR (Code of Maryland Regulations) limits the number of credits that can be awarded for non-traditional learning to 30.
- D5 Course content must be equivalent to a corresponding course offered at Allegany College of Maryland. The credit hours granted for non-equivalent course work is subject to D4.
- D6 Neither quality points nor grades will be awarded for non-traditional or transfer credit.
- D7 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 Office of Enrollment and Advising Services. A student shall earn at least 15 college-level credit hours with Allegany College of Maryland to be considered as a graduation candidate for a degree as stated in COMAR 13B.02.02.16.
- D8 A student shall earn at least 30 college-level credit hours of direct instruction for conferral of a degree.
- D9 All credits earned in the state of Maryland are subject to the provisions of the Maryland Annotated Code when the students are transferring to another Maryland college governed by the regulations of MHEC (Maryland Higher Education Commission).

#### 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 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. An Associate of Applied Science (AAS) degree program shall include not less than 20 credit hours of required General Education arts and sciences courses, with at least one 3 credit course from each of the following 5 areas; arts and humanities, English composition, social and behavioral sciences, mathematics, and biological and physical sciences. The Associate of Arts (AA) and Associate of Science (AS) degrees require 30 credit hours from the same 5 categories.
- b. A student is required to satisfactorily complete all courses required in the program of study. The student shall follow the catalog in effect for their year of entry/reentry to or year of exit from the College or the program, provided the student's enrollment at Allegany College of Maryland is not interrupted by a break of 4 or more semesters excluding Summer sessions.
- c. 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 subject to the requirements of F1b.

### F2 A candidate for graduation must:

- a. complete a minimum of 15 college-level credit hours at Allegany College of Maryland for an Associate's degree.
- b. complete a minimum 50% of college-level credit hours at Allegany College of Maryland for a Certificate
- c. have a minimum cumulative quality point average of 2.00.
- d. not have been dismissed from the College pursuant to the Code of Student Conduct.

- e. have satisfied all obligations to the College to receive the diploma or certificate and official transcript.
- F3 Each candidate for the Associate's degree or a certificate must file an online graduation application through the college website on or before the deadline. Candidates filing after this deadline will be subject to a late fee.
- F4 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.
- F5 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 cannot decrease the total credit hours required for the program of study. Students must still meet state graduation requirements even if a waiver is approved.
- F6 Allegany College of Maryland may award a posthumous degree if the student was enrolled at the time of death, was in good academic and financial standing with the College, and completed 75 percent or more of the required courses. The posthumous degree is an honorary degree and may be awarded up to 1 year after the student's death.

#### 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 grades 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 mid-term grade or after a final grade is verified.

If the request for an Incomplete is granted by the instructor, all work must be completed by a date specified by the instructor. All incompletes granted during the spring semester or summer sessions must be completed no later than 30 days after the first day of fall semester courses. All incompletes granted during the fall semester must be completed no later than 30 calendar days after the first day of the spring semester courses. Otherwise, the grade of “F” will be recorded by the Office of Enrollment and Advising Services. 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 Office of Enrollment and Advising Services in writing, via an appropriate form, that the student has failed to follow 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 a course may change to audit until the final drop date with the instructor’s and advisor’s approvals. A student who is registered to audit may change to credit within the first week of class with the instructor’s and advisor’s approvals.
- 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 midterm.

#### SECTION I: REPORTING AND RECORDING GRADES

- I1 Grades for each student and for each course shall be reported by the instructor to the Office of Enrollment and Advising Services 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 The semester grade as reported to the Office of Enrollment and Advising Services 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 Affairs.
- I3 If a student repeats a course, the earlier grade(s) shall remain listed on the student’s official transcript.

## 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, credit hours refer only to the college-level credit courses numbered 100 and 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 credit hours attempted.
- J2 A cumulative QPA is the total number of quality points earned in all semesters divided by the total number of credit hours attempted.
- J3 If a student repeats a course, only the later grade shall be used in determining QPA. However, in a required course, should the first grade be passing and the repeated grade failing, 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 5 college-level credit 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 5 college-level credit hours.
- J8 A student who has discontinued attendance at Allegany College of Maryland for a minimum of five years and who re-enrolls may request grade forgiveness for a maximum of 16 credit hours. Grade forgiveness may not include any course that has fulfilled a graduation requirement, is a program requirement, or can be repeated for credit. 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. 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 college-level credit hours must attain a semester quality point average of at least a 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 in more than 15 credit 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.

### SECTION N: STUDENT CLASSIFICATION

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

### SECTION O: COURSE REPETITIONS

- O1 Except where noted differently in the course descriptions, a student may take the same course for credit no more than three times. Additional attempts will require the approval of the Department Chair and instructor of the course. (For purposes of this section, “take” shall include courses in which the student receives a 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 by the Registrar.

#### 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 regular semester (15 weeks) course during the first five academic calendar days of the semester.
- P3 A student may change courses 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 and advisor.
- P4 Registration deadlines will vary for courses with beginning and ending dates different from the regular semester dates.
- P5 A student who has been deregistered after the semester begins may, with instructor approval, re-register for the same course(s) with the same instructor(s) provided the student re-enrolls within five academic calendar days of being deregistered.

#### SECTION Q: ACADEMIC LOAD

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

#### SECTION R: WITHDRAWAL FROM COURSES

- R1 The course drop or withdraw process is available to the student online prior to the first day of the semester. Once the semester begins, the process requires the submission of the appropriate form to the Office of Enrollment and Advising Services based on the below timeframe:
- a. A course dropped or withdrawn prior to the first day of the semester or within the first 20% of the course will not be included on the student's transcript.
  - b. A course dropped or withdrawn after the 20% and before 60% of the course will be recorded with a "W" grade on the student's transcript.
  - c. A course may not be dropped by a student after 60% of the course.

- d. A course dropped by the instructor after 60% of the course will be recorded with an “F” grade on the student’s transcript.
- R2 A student that withdraws from all courses in a semester may receive “W” grades if supported by documentation from a medical provider. Signed documentation on letterhead must include specific dates the student was unable to attend or effectively participate in class activities.
- R3 The official date of withdrawal is the date on which the appropriate form is received in the Office of Enrollment and Advising Services.
- R4 An instructor may drop a student from the class roster in accordance with Regulation E1, E2, and/or U4 after the instructor submits the appropriate form. The Office of Enrollment and Advising Services will notify the student. When a student is dropped by the instructor, Regulation R1 will apply.
- R5 If a student dies during the course of a semester, a grade of “W” will be recorded for each course. Any unresolved “I” grades on a deceased student’s record will revert to “W” grade.

#### SECTION S: INSTRUCTIONAL PROGRAMS

- S1 Each student will be placed in a program of study or classified as Non-Degree. (See Regulation B1)
- S2 A student wishing to change his/her program of study must submit the appropriate form to the Office of Enrollment and Advising Services.

#### SECTION T: COURSE SUBSTITUTIONS

- T1 A maximum of 12 college-level credit hours may be substituted in a student’s program of study if approved by the student’s advisor and the department chair or program director 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 Office of Enrollment and Advising Services for inclusion in the student’s permanent record.
- T3 Within a program of study, any substitution of course requirements cannot reduce the total credit hour requirements.

#### SECTION U: CLASS ATTENDANCE

- U1 The student is required to attend every class session.
- U2 The student is required to follow the course syllabus and program requirements.
- U3 Permission to make up absences will be granted only at the instructor's discretion.
- U4 The instructor may require evidence to justify an absence.
- U5 Absences may adversely affect a student's grade in a course. If a student's absences endanger the progress in a course, the instructor may drop the student from the class roster. (See Regulation R4.)

#### 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, and other resources. In addition, the College maintains a statement regarding "Family Education Right and Privacy Act of 1974" in the College Catalog.

#### SECTION W: PETITION AND APPEAL TO WAIVE REGULATIONS

- W1 An exception to the Academic Regulations (with the exception of Admissions and Financial Aid) may be appealed to the Chair of the Academic Standards Committee through the Office of Enrollment and Advising Services. Students who wish to appeal any regulation concerning admissions 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 are 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 Office of Enrollment and Advising Services. The Committee shall submit a report of such cases at the end-of-year.
- W3 A student whose petition is not approved by the Academic Standards Committee or the Admissions Committee may submit a signed letter of appeal. The student, the advisor, and the Senior Vice President of Instructional and Student Affairs are required to attend the Committee meeting to appeal.

Any student whose appeal has been denied may appeal to the President. The President's decision is final and will be documented in the student's record in the Office of Enrollment and Advising Services.