maintain satisfactory academic progress standards as prescribed earlier. A student failing to meet these requirements will be placed on financial aid suspension. If the appeal of financial aid suspension is not approved, a student may only receive financial aid after the requirements for satisfactory progress have been re-established.

A student dismissed for low scholarship (academic suspension) may not receive transfer credit for work taken elsewhere during the semester following separation.

The Admissions and Recruitment Committee has discretionary powers in all cases not covered by rules stated herein. The College reserves the right to address any administrative matters affecting the determination of satisfactory progress. These matters shall be referred to the President of the College.

CLASS ATTENDANCE

All students are expected to attend classes regularly. Prompt and regular attendance is to be regarded as an obligation as well as a privilege. Participation of students in class sessions is considered an important part of the instructional procedure, and it is assumed that each student has something to contribute and gain from such participation.

Absences are counted from the first scheduled meeting of classes. Those students who are permitted to enter classes during the late registration period are responsible for making up all class work missed.

Students who come to class after the time for a class to begin will be admitted but marked late. Three late markings will be considered as an absence from class.

Students will be allowed to make up class work missed if the absence was caused by documentable illness, participation in College-sponsored activities, or required military training. It is the responsibility of the student to contact her/his individual instructors in this regard. In other instances, the instructor has discretionary powers concerning make-up work.

Students not attending the first class meeting of a course may be dropped from the course to make space available for other students.

Students may be allowed as many unexcused absences in a semester as there are credit hours for the course. When the number of unexcused absences exceeds twice the credit hours, students may be requested to withdraw from the course, or their grade may be lowered. Instructors reserve the right to require more stringent, but not more lenient attendance.

Even though students have been officially excused, their grades in courses may be affected by excessive absences which prevent normal progress. In instances where students incur a combination of excused and unexcused absences which exceed twenty percent of the total number of class sessions scheduled in a semester, their grade may be lowered or they may be requested to withdraw from the course.
EXAMINATIONS

Tests and examinations are given throughout the semester in most courses; however, mid-semester and final examinations are given as scheduled. No student shall be exempt from the final examination in courses that require it.

Some courses use methods other than examinations for evaluation of student performance as indicated on the instructor’s course syllabus. All students will take the Sophomore Proficiency Examination and all seniors will take a Senior Exit Examination in their major area.

GRADE APPEAL PROCESS

A student has a right to challenge any grade she/he feels was assessed in error.

The appeal procedure for a student with a complaint about grading requires contact with the instructor involved. If the matter is not resolved at this level, the student should contact the Division Chairperson in which the course is offered. If the matter is not resolved at the Division level, the student should submit a written petition to the Vice President for Academic Affairs. Either the student or the instructor may appeal the decision of the Vice President for Academic Affairs with a written request to the Academic Appeals Committee.

A student must register a complaint within forty-five days of receiving the grade. Any grade appeal not initiated during this timeframe will remain on the transcript of the student. Special considerations may be made by the Vice President for Academic Affairs.

Changes in a grade will be recorded in the Registrar’s Office by the instructor involved with the prior approval of the Vice President for Academic Affairs.

INCOMPLETE (“I”) GRADES

The grade of “I” (Incomplete) indicates that work in a particular course is incomplete. This grade (I) will be given only in exceptional cases when illness or other unavoidable reasons prevent the student from taking the final examination or completing a major class project.

A student receiving the grade “I” will be given one calendar year from the date of receipt of the “I” to remove the condition. If this grade is not removed by the student within the allotted time, the Registrar will be empowered to change the grade to an “F”. Special consideration may be made by the Vice President for Academic Affairs in consultation with the Registrar.

All work must be completed and submitted at least three weeks prior to the end of the semester. It is the student’s responsibility, and not that of the College, to make arrangements with the instructor for removal of an incomplete grade in time for the work to be evaluated and for the grade to be submitted to the Registrar’s Office.