

## ADDING OF CLASSES/LATE REGISTRATION

The deadline for class changes and late registration is published in the Academic Calendar by term. The student's advisor or instructor must approve the request for class changes. **Official Class Change Forms are available in the Registrar's Office.** Changes, which occur after the published deadline, are limited to:

1. Same course and instructor at a different time.
2. Re-enrollment in classes that student has been attending. (A student may have been dropped due to institutional or student error.)
3. Extenuating circumstances to be determined on an individual basis.

**The Class Change Form may be obtained in the Registrar's Office.**

## WITHDRAWAL FROM CLASSES

The College recognizes and understands that there are circumstances in which a student must withdraw from a class or completely withdraw from the College. **Students are urged to meet with a counselor or academic advisor to determine if an alternate action may be available.**

Students who wish to withdraw from a single course completely withdraw from college, or change classes are governed by the following policy:

1. Courses dropped through the 11<sup>th</sup> class day of the semester OR the second day of a summer term are not recorded on the student's permanent record.
2. After the official reporting day:
  - a. Students withdrawing from a credit course prior 6 p.m. at the end of the 14th week of the Fall or Spring Semester will receive a grade of "W" on their permanent academic record. (See Calendar in College Catalog and Student Handbook for exact date.)
  - b. Summer term students withdrawing from a credit class prior to 6 p.m. on the Friday of the third week of a summer term during which they are enrolled will receive a "W" on their permanent academic record. (See Calendar in College Catalog and Student Handbook for exact date.)
  - c. The period to withdraw from a class or withdraw from the College closes approximately two weeks prior to the end of the regular semester or the final week of the summer terms. (See calendar in College Catalog for exact dates.)

If a student finds it necessary to withdraw from college, it is important that the proper withdrawal procedures be followed completely. **The Official Withdrawal Form is available in the Registrar's Office.** (The College will mail a Withdrawal Form to a student upon request. The form must be completed and returned to the Registrar's Office by the published deadline to constitute a valid withdrawal.) Failure to attend class for a prolonged period of time does NOT constitute a withdrawal. If a student stops attending a class and fails to drop the course through the Office of Student Affairs, a grade of "F" will be recorded for the course on the student's transcript. Instructors are NOT allowed to drop students from class.

## WITHDRAWAL PROCESS

The following signatures must be obtained prior to withdrawal:

From a class:

- a. Faculty Advisor or Instructor
- b. Financial Aid Officer.
- c. Registration Office

Complete Withdrawal from College:

- a. Faculty Advisor or Instructor
- b. College Library
- c. Financial Aid Officer
- d. Business Office
- e. Veterans must notify the Counselor
- f. Registration Office

**NOTE:** Failure to complete all of the official withdrawal procedures will constitute improper withdrawal and will result in failing grades being placed on the student's permanent academic record.

## ATTENDANCE

Students are expected to attend all classes. After unavoidable absence because of illness or an emergency, students must take the responsibility for contacting instructors to make up work missed.

Attendance will be taken every class period and recorded in the instructor's official class roll book. The attendance policy will be distributed with other course information at the beginning of each semester. It is the student's responsibility to know the policy and comply.

When absences exceed the number allowed, the instructor has the authority to give the student a grade of "F" at the end of the semester. Instructors do NOT have the authority to withdraw (drop) a student from class.

Excessive is defined as follows:

Courses meeting once per week	2 absences
Courses meeting twice per week	3 absences
Courses meeting three times per week	4 absences
Courses meeting four times per week	5 absences

**Excessive absences do NOT result in automatic withdrawal from a course. It is the responsibility of the student to take official withdrawal action through the Registrar's Office. Instructors are NOT allowed to withdraw (drop) students from class.**

Students who are absent while representing Southeast Arkansas College in college-related activities will be excused upon appropriate action by their instructor and the Vice President for Student Affairs and Registrar. All work missed during the absence must be made up.

## GRADES AND GRADE POINTS

Southeast Arkansas College uses the following system of grading:

<u>Grade</u>	<u>Percent</u>	<u>Quality Points</u>
A	90-100% (Excellent)	4 quality points
B	80- 89% (Good)	3 quality points
C	70- 79% (Average)	2 quality points
D	60- 69% (Passing)	1 quality points
F	59/below (Failing)	0 quality points
AU	Audit	0 quality points
S	Satisfactory and Credit	0 quality points
U	Unsatisfactory	0 quality points
W	Withdrawal	0 quality points
I	Incomplete	0 quality points

**NOTE:** The S, U, AU, W, and I are disregarded in calculating grade-point averages except for certain financial aid purposes. For regulations concerning auditing a course, see the Auditing Section in this publication.

## CALCULATING THE GRADE-POINT AVERAGE

The grade-point average at Southeast Arkansas College is calculated as outlined below:

1. Allow four points for each hour of A, three points for each hour of B, two points for each hour of C, and one point for each hour of D. S, U, AU, W, and I are disregarded in calculating the grade-point average. F's are calculated in the GPA as zero points. To determine the grade points earned in each course, multiply the number of quality points for the assigned letter grade by the number of credit hours for the course.
2. Add these grade points to arrive at the total grade points earned during a semester or term.
3. Divide this grade-point total by the total number of credit hours pursued that term.

The cumulative grade-point average is calculated the same way as the GPA for each term except that all of the student's college work is taken into account. SEE SAMPLE BELOW.

<u>Course</u>	<u>Grade</u>	<u>Hours</u> <u>Enrolled</u>	<u>x</u>	<u>Quality</u> <u>Points</u>	<u>=</u>	<u>Grade</u> <u>Points</u>
English Comp. I	B	3	x	3	=	9
College Algebra	A	3	x	4	=	12
Spreadsheet App.	C	3	x	2	=	6
Basic Electricity	D	<u>3</u>	x	1	=	<u>3</u>
		12				30

30 (Grade Points) divided by 12 (Hours Enrolled) = 2.50 GPA

**NOTE:** No grade other than I (Incomplete) may be changed after it is recorded unless an instructor finds that a grade has been erroneously calculated and/or recorded. The instructor may correct the grade by submitting a written request and explanation of the error to the Vice President for Student Affairs.

## SATISFACTORY ACADEMIC PROGRESS

The purpose for establishing standards for satisfactory academic progress is to identify students whose progress toward a Degree or Certificate from Southeast Arkansas College is below average in terms of grade point average (GPA). The intent is to provide assistance to those students so that their GPA will reach acceptable standards for graduation.

### Minimum Standards

A student must maintain the following minimum cumulative grade-point average to maintain satisfactory academic progress.

<u>Hours Attempted</u>	<u>Minimum GPA</u>
1-15	1.50
16-29	1.75
30-over	2.00

Evaluation will be made at the end of each semester to determine the student's progress for grade point average (GPA) requirements. A 2.00 GPA is required for graduation from Southeast Arkansas College.

### Probation

At the close of each semester or summer term, a student who fails to meet the Satisfactory Academic Progress Standards is placed on Academic Probation. Normally Academic Probation does not prevent a student from enrolling in the next semester or term. **These criteria also apply to entering transfer students.**

A student who is placed on Academic Probation and then enrolls for another semester or term must meet the minimum criteria for academic progress for that semester. At the close of that semester or term, the following possibilities exist:

1. If the student's cumulative GPA equals or exceeds the minimum standards, the student will be removed from Academic Probation.
2. If the student's semester GPA equals or exceeds the minimum standards, but the cumulative GPA still falls short of the standards, the student will continue on probation. The student is then subject to restrictions prescribed by the Counselor (for example, limited number and type of credit hours).
3. If the student's semester GPA is less than the minimum standards, the student will be suspended for at least one full fall or spring semester.
4. A student who in a probationary semester fails to achieve a grade point allowing removal from probation but who earns a 1.25 semester grade point, if a freshman, or a 1.75 semester grade point, if a sophomore, may continue on probation for the following semester.

A student in academic difficulty has opportunities through Academic Probation to seek counseling and academic support. The Learning Assistance Lab, developmental education classes, and Adult Basic Education classes are available for that purpose, as are opportunities to meet with faculty during office hours.

A freshman student will be placed on academic probation whenever the semester grade point falls below 1.50 unless the student's cumulative grade point at Southeast Arkansas College is 2.00 or higher. A sophomore student will be placed on academic probation whenever the semester grade point falls below 2.00 unless the student's cumulative grade point is 2.00 or higher.

A student may be removed from probation by completing a minimum of 12 semester credit hours with a grade point of 1.50 if a freshman and 2.00 if a sophomore or, in either case, by raising the cumulative grade point to 2.00 or higher.

No student will be allowed to receive a Degree, Diploma, or Certificate from Southeast Arkansas College until a **2.00 cumulative GPA** is achieved.

### Suspension

Having failed to meet the criteria for Conditional Admission or Academic Probation, the student will be suspended from College for at least one full fall or spring semester. Minimum Standards for Grade Point Averages are listed in this Catalog. After one semester (excluding summer terms), the student may be eligible for readmission on Academic Probation. After the minimum period has elapsed, the student may seek enrollment counseling and be reevaluated. A student receiving a second Academic Suspension will be eligible to seek readmission one year from the date of suspension.

### GRADE REPORTS

Final Grade Reports are mailed one week following the end of each semester. Summer Term grades are mailed at the end of each term. Grades also available in WebAdvisor on the SEARK College website.

### INCOMPLETE GRADE

A student may request a grade of "I" only in cases of extenuating circumstances such as illness or accident, which occurs late in the semester. An "I" grade may be given only when the student has been making satisfactory progress and at the discretion of the instructor. The instructor and student must complete and file an Incomplete Grade Contract form available from the Registration Office prior to the end of the current semester (term). Copies of this contract must be filed with the Vice President for Student Affairs, with a copy to the instructor and student. The instructor sets a reasonable time limit within the following semester in which the work must be completed. If at the end of that contracted time the work has not been completed, the instructor returns a copy of the Incomplete Grade Contract Form to the Student Affairs Office with a grade of "F" recorded. An incomplete Grade Contract is not an option for a student who must attend lectures or labs to complete course requirements. Incomplete grades not made up within one semester automatically become "F"s unless both the instructor and the student have agreed to a later date.

## REPEATING COURSES

A student may repeat a course regardless of whether credit hours were previously earned. In every case no more hours can be earned than would be received from one successful enrollment. If a student re-enrolls for credit, the repeated course will be identified on the transcript. Only the grade earned during the most recent enrollment is computed in the cumulative grade-point average.

## AUDITING

Students who audit courses must be officially admitted to the College and pay the regular tuition and fees for the course. Also, each student must get permission to Audit from the Vice President for Student Affairs & Registrar and the Instructor involved. **Audit will be on a space-available basis.** Those who audit courses will receive a grade of AU.

Students who wish to audit a course should declare their intentions when they enroll. Students may change from audit-to-credit status or credit-to-audit status without permission through the 7th class day of the Fall or Spring Semesters by completing a Class Change Form in the Registrar's Office. Summer sessions and off-schedule courses will follow a pro-rated time period.

With Advisor and/or Instructor approval and permission from the Vice President for Academic Affairs, a student may change from credit-to-audit status during the withdrawal period which goes through the fourteenth week of the Fall or Spring Semesters by completing a Class Change Form in the Registrar's Office. Summer sessions and off-schedule courses will follow a pro-rated time period. No change will be allowed after the 14th week of the semester. Individual instructors will determine the degree of participation of students auditing a course.

## ACADEMIC APPEALS (GRADE PETITIONING)

A student who believes an error has been made in the assignment of a grade must contact the instructor and, if necessary, the Division Chair and/or Coordinators and then the Vice President for Academic Affairs. The decision of the Vice President for Academic Affairs is final. Failure to act within two weeks of the first day of classes of the immediately succeeding semester or term disqualifies the student from further pursuit of the matter.

### Initiation of Grade/Academic Appeal

**Step One (Instructor-Oral):** any student may present a grade or academic appeal (orally) to his/her instructor. If the instructor's answer is not given within two business days after the presentation of the appeal, or if the answer is not satisfactory to the appealing student, then the student may proceed to Step Two.

**Step Two (Chair-Written):** The student shall, within three (3) business days thereafter, cause the appeal to be prepared in writing, with one copy to be presented to the student's chair. The chair and the student shall meet within five (5) business days after receipt of the written appeal, in an attempt to reconcile the appeal. If, within three (3) business days of the meeting, the appeal is not reconciled, then the written appeal may be submitted to the appropriate vice president (academic/allied health).

**Step Three (Vice President (Academic/Allied Health)-Written):** The appropriate vice president (academic/allied health) shall respond within five (5) business days after receipt of the written appeal. The vice president may elect to form an impartial ad hoc committee of two instructors, two students, and two staff members to hear and read the appeal and to advise the vice president on a resolution. Should the vice president elect to use an ad hoc committee, the vice president shall have ten (10) business days from receipt of the appeal, to provide the appealing student with a decision. The decision of the vice president is final.

## STUDENT/FACULTY DISPUTES

If a student has a grievance concerning an instructor or a method of instruction, he/she is encouraged to first contact the instructor to resolve the matter. If unable to resolve the grievance with the instructor, he/she should contact the Program Coordinator or Division Chair, then the Vice President for Academic Affairs. Dispute resolution will follow the steps as outlined in the Academic/Grades Appeal Process. The decision of the Vice President for Academic Affairs is final. The Vice President for Academic Affairs will notify the Equal Opportunity/Affirmative Action (EO/AA) Officer, in writing, of any

grievance involving alleged discrimination or sexual harassment. The EO/AA Officer will further investigate such claims and provide a written report to the President.

## **NON-ACADEMIC APPEALS**

Except for matters of alleged discrimination or sexual harassment, non-academic grievances should be referred to the Vice President for Student Affairs & Registrar. The decision of the Vice President for Student Affairs & Registrar is final. The Vice President for Student Affairs & Registrar will notify the EO/AA Officer in writing of any grievance involving alleged discrimination or sexual harassment (Refer to the policy in this publication). The EO/AA Officer will investigate such claims and provide a written report to the President.

## **TRANSCRIPTS**

Official transcripts of a student's work may be obtained from the Registrar's Office in accordance with federal guidelines under the **Family Educational Rights and Privacy Act of 1974 as Amended (FERPA)**.

1. Transcripts are issued only at the written request of the student or appropriate institutions and officials. Requests for a transcript by mail should include the name under which the student was enrolled, College I.D. number or Social Security number, dates of attendance at Southeast Arkansas College, and name and address of the business or institution to which the transcript is to be sent. **Telephone requests for transcripts are not accepted.** A Release of Information Form may be requested or the student may write a letter containing the above information.  
There is not a fee for transcripts; however, the number requested must be reasonable and necessary. The College reserves the right to charge for transcripts in cases where the number requested is excessive.
2. Official transcripts of the student's complete permanent record are issued with the Embossed Official College Seal of Southeast Arkansas College.
3. Transcripts (and other documents) which have been presented for admission or evaluation of credit become the property of Southeast Arkansas College as a part of the student's permanent record and are not reissued. Transcripts from other institutions, if needed, must be obtained directly from the original issuing institution.
4. Transfer students should obtain, for advisor use in scheduling, a reference copy of their academic record from each institution attended from the Registrar's Office.
5. Requests for official transcripts are normally filled within two working days. The College does not guarantee "over the counter same day service". Transcripts given to students will be stamped "Issued to Student".

## **Facsimile (FAX) Transmissions**

Since the original source of documents received through a facsimile (FAX) or e-mail transmission cannot always be accurately determined, the Admission's Office will accept academic transcripts by FAX or e-mail transmission **ONLY** as working documents, pending the receipt of an official transcript from the sending institution. A request for transcript information from a student, which is received by FAX or e-mail, will be accepted only when the transcript is requested to be sent directly to an educational institution or government agency. A request for academic information received by FAX or e-mail to be sent to an individual or private business will be treated as a telephone request, requiring the submission of a written request bearing the original signature of the student, Social Security number, and last date of attendance.

**Requests submitted to the Registrar's Office to have an academic record sent via a facsimile machine cannot be honored.**

## **ASSESSMENT OF STUDENT ACADEMIC ACHIEVEMENT**

Southeast Arkansas College has implemented a program to assess the academic growth of its students. The purpose of the assessment program is to measure the level of skills and knowledge gained by students as a result of their completion of a certificate or degree program. The College uses the results of these measures to make improvements in the courses of study and instructional methods. On-going assessment activities take place at the course level within the classroom and are conducted by the instructor. The Assessment Coordinator conducts end-of-program assessments near the end of each fall and spring semester. Students approaching graduation will be contacted by the Division Chair's office to schedule an exam tailored to their course of study and degree plan. The results of these assessment activities will in no way prevent or delay a student's anticipated graduation. These assessments are conducted for the purpose of program improvement.

## **GRADUATION REQUIREMENTS**

Prior to completion of a Degree, Technical Certificate, or Certificate of Proficiency each student must complete a Graduation Application Form in the Registrar's Office and obtain his/her advisor's signature indicating that all requirements have been met for graduation. This responsibility rests with **each candidate for graduation**. Diplomas and caps and gowns are not ordered until the Graduation Application is received. **If a student will complete graduation requirements during a Summer Term by enrolling in 6 semester credit hours or less, he/she is eligible to participate in Spring Commencement.**

The deadline for completing the Graduation Application Form is printed in the College Calendar for both Fall Semester and Spring Semester completions. A student will receive only one cap and gown regardless of the number of certificates or degrees awarded. There is no fee required for graduation. Students must purchase their honor cords.

Students wishing to apply for more than one associate degree (A.A.S., A.G.S., or A.A.) must complete 15 additional student semester credit hours at Southeast Arkansas College. Multiple degrees will not be awarded without the additional hours stated above.

Students who have earned a certificate or an Associate Degree at Southeast Arkansas College and wish to earn another award may do so by meeting the following requirements (except as noted below): (1) completing all courses required for the first certificate or degree and then (2) completing at least 15 additional hours applicable toward a second award. At least 60% of the additional course work must be taken in residence at Southeast Arkansas College.

Students who have earned or who are eligible to earn an AA or AAS Degree may not receive an AGS Degree. However, if a student completes the AGS Degree first, and then meets the conditions outlined above; the AA or AAS Degree may be awarded. Students may only receive one AAS Degree or Technical Certificate in a specific area, e.g., business technology, electrical technology, etc.

In order to qualify for a Degree or Technical Certificate from Southeast Arkansas College, a student must complete all major course requirements, general education requirements, and all related requirements in the program of study as prescribed by the College. Degrees and Technical Certificates will not be awarded until all requirements are met and a cumulative GPA of 2.00 is achieved. **Note: A minimum grade of "C" is required in English Composition I in order to graduate.**

Students completing requirements for the Associate of Arts degree must take the CAAP (Collegiate Assessment of Academic Proficiency) Test prior to graduation. This test will be used to evaluate the general education competencies of students seeking the A.A. degree. The CAAP is required after accumulating 45 semester credit hours (excluding developmental education credits). Failure to complete this testing requirement may interrupt graduation plans or enrollment at institutions to which students are transferring.

Students completing technical programs are required to take either the NOCTI (National Occupational Competency Institute) exam or a department generated end-of-program examination. The test results will not prevent a person from graduating. These tests allow the departments to assess their capabilities and are used to determine shortfalls in the curriculum.

A minimum of fifteen (15) semester credit hours of an Associate Degree must be in general education: Math (3 hours); Social Science (3 hours); Introduction to Computers (3 hours); and English or Writing (6 hours). Specific requirements are listed in the curriculum for each program area.

Students have the option of graduating under the requirements of the catalog in effect at the time of initial enrollment, or any subsequent issue while enrolled, but they must complete all requirements within five (5) years of the catalog selected.

The last fifteen (15) semester credit hours of work for associate degrees and the last six (6) semester credit hours of work for certificates must be taken in residence unless thirty (30) or more hours have been completed at Southeast Arkansas College. In this case, six (6) of the last fifteen (15) hours may be transferred from another institution.

Prospective graduates must clear all charges (including Library fines) against their account before noon on the day of graduation. Graduates will be notified if an account is due. A Degree or Technical Certificate will not be issued until all charges are cleared.

## HONOR GRADUATES

Students graduating from Southeast Arkansas College with a grade point average of 4.00 are graduated with "Highest Honors." Students graduating with a grade point average of 3.50 - 3.99 are graduated with "Special Honors." Students graduating with a grade point average of 3.00 - 3.49 are graduated with "Honors." These students are recognized at Commencement. Students completing Technical Certificates and Associate Degrees may be designated as Honor Graduates.

## SCHOLAR AWARDS

A President's Scholar is a student who has completed at least twelve or more semester hours (applicable to a degree) during one term of enrollment and has earned a grade point average of 4.00 for either the fall or spring semester.

A Dean's Scholar is a student who has completed at least twelve or more semester hours (applicable to a degree) during one term of enrollment and has earned a grade point average of 3.50 to 3.99 for either the fall or spring semester.