

# ACADEMIC STANDARDS & REGULATIONS

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## 2018-2020



Snead State Community College holds a high standard of academic success for students. The quality instruction available at SSCC prepares students for their next step - transferring to another college or university or entering the workforce.

## GRADING SYSTEM

Grade	Definition	Quality Points
A	Excellent	4
B	Good	3
C	Average	2
D	Poor	1
F	Failure	0
I	Incomplete	0
AU	Audit*	0
W	Official Withdrawal**	0

\*Course taken for no credit. Credit hours will not be averaged into the grade point average. Must be declared by the end of the registration period and may not be changed thereafter.

\*\* From a course or withdrawal from the College. Credit hours will not be averaged into the grade point average.

Grade reports are not mailed. Instead, students may

### Grades

access final semester grades online at [www.snead.edu](http://www.snead.edu) by following this procedure:

- Under the Current Student menu, select the mySnead option.
- Login to the secure site by entering your S number and PIN.
- Select the Student tab.
- Select the Student Records menu.
- Click on "View Final Grades."

#### • Determination of Grade Point Average

The semester/term grade point average (GPA) is determined by dividing the total number of quality points for a specific semester/term by the number of credit hours attempted for the semester/term.

The cumulative GPA is determined by dividing the total number of quality points for all terms by the total number of credit hours attempted for all terms at Snead State.

## Example of Semester GPA

Course	No. Hrs. Attp.	Grade	Hrs. Earned	Calcu-lation	No. Quality Pts.
ENG 101	3	B	3	3 hrs. X 3 Qual-ity Pts. for "B"	9
BIO 103	4	C	4	4 hrs. X 2 Qual. Pts. for "C"	8
PSY 200		W			
SPH 107	3	A	3	3 hrs. X 4 Qual. Pts. for "A"	12
Total	10				29

\*  $29 (\text{Quality Points}) / 10 (\text{Hours Attempted}) = 2.9 \text{ GPA}$

### • Academic Honor Recognitions

#### 1. President's List

A President's List shall be compiled at the end of each term. Requirements for the President's List shall be (1) a semester grade point average of 4.0 and (2) completion of a minimum semester course load of 12 semester credit hours of college-level work. Developmental (pre-collegiate) courses carrying grades A-F will be calculated in the semester GPA. However, developmental courses will not count toward the minimum course load requirement.

#### 2. Dean's List

A Dean's List shall be compiled at the end of each term. Requirements for the Dean's List shall be (1) a semester grade point average of 3.5 or above but below 4.0 and (2) completion of a minimum semester course load of 12 semester credit hours of college-level work. Developmental (pre-collegiate) courses carrying grades A-F will be calculated in the semester GPA. However, developmental courses will not count toward the minimum course load requirement.

- **Grade Appeal Process**

The College has a policy whereby a student may appeal a final grade assigned for a course. Any student wishing to appeal a final grade should contact the Office of Academic Affairs.

## **ACADEMIC STANDARDS OF PROGRESS**

The following standards of progress shall apply to all students unless otherwise noted.

Required GPA levels for a student according to number of hours attempted at the College:

- Students who have attempted 12-21 semester credit hours at the College must maintain a 1.5 Cumulative Grade Point Average.
- Students who have attempted 22-32 semester credit hours at the College must maintain a 1.75 Cumulative Grade Point Average.
- Students who have attempted 33 or more semester credit hours at the College must maintain a 2.0 Cumulative Grade Point Average.

Exceptions:

- Programs within the College that are subject to external licensure, certification, and/or accreditation or that are fewer than four semesters in length may have higher standards of progress than the institutional standards of progress.
- The selected transfer student will be placed on Academic Probation upon admission and must transition to these standards of academic progress.
- Special standards of academic progress have been established for the student who wishes to remain eligible to receive Title IV financial aid.

Students eligible for federal financial aid must adhere to the financial aid minimum satisfactory academic progress requirements found on page 38.

## **INTERVENTION FOR STUDENT SUCCESS**

When a student is placed on Academic Probation, One Term Academic Suspension, or One Calendar Year Academic Suspension, College officials may provide intervention for the student by taking steps including, but not limited to, imposing maximum course loads, requiring a study skills course, and/or prescribing other specific courses.

## **STANDARDS FOR A TRANSFER STUDENT**

A transfer student who is admitted on clear academic status is subject to the same standards of academic progress as a “native” student. Grades accrued at other regionally accredited postsecondary colleges are not included in GPA calculation.

- A transfer student who is admitted on Academic Probation retains that status until the student has attempted at least 12 semester credit hours at the College. If, at the conclusion of the semester in which the student has attempted a total of 12 or more semester credit hours at the College, the Cumulative GPA at the College is below 1.5, the student is suspended for one semester. The transcript will read **SUSPENDED ONE SEMESTER**.
- If, at the conclusion of the semester in which the transfer student admitted on Academic Probation has attempted a total of 12 semester credit hours at the College, the Cumulative GPA at Snead is 1.5 or above, the student’s status is Clear.

## **APPLICATION OF STANDARDS OF PROGRESS**

- When the Cumulative GPA is at or above the GPA required for the total number of credit hours attempted at the College, the student’s status is Clear.
- When a student’s Cumulative GPA is below the GPA required for the number of credit hours attempted at the College, the student is placed on Academic Probation.
- When the Cumulative GPA of a student who is on Academic Probation remains below the GPA required for the total number of credit hours attempted at the College but the semester GPA is 2.0 or above, the student remains on Academic Probation.
- When the Cumulative GPA of a student who is on Academic Probation remains below the GPA required for the total number of credit hours attempted at the College and the semester GPA is below 2.0, the student is suspended for one semester. The transcript will read *Suspended One Semester*.
- When the Cumulative GPA is at or above the GPA required for the total number of credit hours attempted at the College, the student’s status is Clear.

- The student who is suspended for one semester may appeal. If, after the appeal, the student is readmitted without serving the one semester suspension, the transcript will read *Suspended One Semester/Readmitted Upon Appeal*. The student who is readmitted upon appeal re-enters the College on Academic Probation.
- A student who is on Academic Probation after being suspended for one semester (whether the student has served the suspension or has been readmitted upon appeal) without having since achieved Clear academic status and whose Cumulative GPA falls below the level required for the total number of hours attempted at the College but whose semester GPA is 2.0 or above will remain on Academic Probation until the student achieves the required GPA for the total number of hours attempted.
- A student returning from a one-term or one-year suspension and, while on academic probation, fails to obtain the required GPA for the number of hours attempted and fails to maintain a term GPA of 2.0, will be placed on a one-year suspension.
- The student may appeal a one-term or one-year suspension.
- The permanent student record will reflect the student's status (except when the status is clear). When appropriate, the record will reflect *Academic Probation, Academic Suspension One Term, Academic Suspension One Year, One Term Suspension/Readmitted on Appeal, or One Year Suspension/Readmitted on Appeal*.

## APPEAL PROCESS

256.571.0600 | [STUDENTSERVICES@SNEAD.EDU](mailto:STUDENTSERVICES@SNEAD.EDU)

If a student declares no contest of the facts leading to suspension but simply wishes to request consideration for readmission, the student may submit a request in writing for an "appeal for readmission" to the Admissions Appeal Committee within a designated number of days of receipt of the notice of suspension. During the meeting of the Admissions Appeal Committee, which shall not be considered a "due process" hearing but rather a petition for readmission, the student shall be given an opportunity to present a rationale and/or statement of mitigating circumstances in support of immediate readmission. The decision of the Admissions Appeal Committee, together with the materials presented by the

student, shall be placed in the College's official records. Additionally, a copy of the written decision shall be provided to the student. Equity, reasonableness, and consistency should be the standards by which such decisions are measured.

## DEFINITION OF TERMS

- **Grade Point Average (GPA)**

The grade point average based on all hours attempted during any one term at the College based on a 4-point scale.

- **Cumulative Grade Point Average (GPA)**

The grade point average based on all hours attempted at the College based on a 4-point scale.

- **Clear Academic Status**

The status of a student whose Cumulative Grade Point Average (GPA) is at or above the level required for the number of credit hours attempted at the College.

- **Academic Probation**

1. The status of a student whose Cumulative GPA falls below the level required for the total number of credit hours attempted at the College; or
2. The status of a student who was on Academic Probation the previous term and whose Cumulative GPA for that term remained below the level required for the total number of credit hours attempted at the College but whose GPA for that term was 2.0 or above.

- **One Semester Academic Suspension**

The status of a student who was on Academic Probation the previous term and who has never been suspended or who, since suspension, had achieved Clear Academic Status and whose Cumulative GPA that term was below the level required for the total number of credit hours attempted at the College and whose GPA for that term was below 2.0.

- **One Year Academic Suspension**

The status of a student who was on Academic Probation the previous term and who had been previously suspended without since having achieved Clear Academic Status and whose Cumulative GPA that term remained below the level required for the total number of credit hours attempted at the College and whose GPA for that term was below 2.0.

- **Appeal of Suspension**

The process by which the College shall allow a student suspended for one term or one year (whether a “native” student or transfer student) to request readmission without having to serve the suspension.

## **PRINCIPLES FOR TRANSFER OF CREDIT**

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- A course completed at other regionally or Council on Occupational Education accredited post-secondary colleges with a passing grade will be accepted for transfer as potentially creditable toward graduation requirements.
- A transfer student from a collegiate institution not accredited by the appropriate regional association or Council on Occupational Education may request an evaluation of transfer credits after completing 15 semester hours with a cumulative GPA of 2.0 or above.
- A transfer grade of “D” will only be accepted when the transfer student’s cumulative GPA is 2.0 or above. If the student has a cumulative 2.0 or above, the “D” grade will be accepted the same as for native students. Regardless of the GPA, English Composition courses require at least a grade of “C” for transfer credit to be awarded.
- Credit may be extended based on a comprehensive evaluation of demonstrated and documented competencies and previous formal training.
- College transcripts are evaluated for transfer credit upon completion of all admission credentials. The college transcript of a student who has earned a baccalaureate or higher degree and does not wish to receive a degree from Snead State Community College is not evaluated for transfer credit. A student who possesses a baccalaureate or higher degree will be required to submit only the transcript from the College granting the highest degree unless a degree is desired from Snead State Community College. Submission of official college transcripts from all Colleges attended will then be required for a formal evaluation of transfer credits to be conducted.
- Transfer credit is generally awarded only for coursework at least equivalent to coursework Snead State is authorized to offer. Transfer credit

is not awarded for courses or programs Snead State is not authorized to offer.

- Nursing courses with a NUR prefix may only be granted with approval from the Director of Health Sciences in accordance with department compliance. Credit may not be given if over 12 months have elapsed since the student was enrolled in the nursing course.

## **NONTRADITIONAL COLLEGE CREDIT**

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Snead State Community College recognizes that learning occurs in a variety of ways. As such, college credit may be awarded through non-traditional means, including examinations, military service/training, and articulation agreements. Please note the following:

- Credit awarded through non-traditional means shall not be included in the 25 percent of total credit hours that must be completed at the college granting the degree/certificate.
- Students planning to transfer to another institution should be aware that not all non-traditional college credit awarded by Snead State Community College may transfer. Students are cautioned to check the non-traditional college credit policy of the destination institution.
- Non-traditional credit awarded by any other accredited postsecondary college must be evaluated by Snead State Community College to determine if the credit is transferable to Snead State.
- A student may not apply for non-traditional college credit for a course that already appears on the student’s Snead State transcript, including courses transferred, passed, failed, withdrawn, or incomplete.
- Credit may not be awarded twice for the same learning.
- Financial aid cannot be used to pay for non-traditional college credit.

## CREDIT AWARDED BY EXAMINATION

College credit may be awarded through nationally recognized examinations or through Challenge Examinations developed by the college itself. To receive credit for nationally recognized examinations, an applicant must have official scores sent to the Office of Student Services. If an applicant has the official documentation on file and the required minimum test scores, official credit may be granted. Official documentation for all types of non-traditional credit awarded must be on file in the Student Services Office. Credit awarded for examinations will be recorded on the student's transcript without grades or quality points and will not, therefore, be included in calculation of the student's grade point average.

- **Advanced Placement (AP):** AP credit may be awarded by Snead State Community College to a student who has earned a minimum designated score on the College Board AP Examination.
- **College Level Examination Program (CLEP):** Snead State Community College honors credit earned for some CLEP examinations provided an appropriate minimum score is earned and appropriate documentation is provided.
- **DANTES Subject Standardized Tests (DSST):** Snead State Community College honors credit earned through some DSST examinations provided an appropriate minimum score is earned and appropriate document is provided.
- **Challenge Examinations:** The College may award credit to a student who earns a minimum designated score on a course Challenge Examination. Challenge Examinations are developed and graded by qualified faculty, and are only available for select courses. The format and delivery mode of Challenge Examinations will vary from course to course. Challenge Examinations cannot be taken more than once for the same course. The Office of Student Services will provide a list of available Challenge Examinations, necessary form(s), and the procedure to be followed. A \$100 fee is charged for each Challenge Examination.
- **Other Nationally Recognized Examinations:** Snead State Community College may award credit for other nationally recognized examinations, such as International Baccalaureate or Excelsior College Examination, on a case-by-case basis. To apply for credit, an applicant must have official scores sent to Snead State's Office of Student Ser-

vices. The Office of Student Services and a faculty member in the appropriate department will evaluate the request.

## CREDIT AWARDED FOR TRANSCRIPTED MILITARY TRAINING

Snead State Community College may award credit for academic and technical courses based on equivalent transcribed military training as shown on an ACE Joint Service Transcript (JST) or an official transcript from the Community College of the Air Force. To receive credit for military service/training, an applicant must have an official copy of their military transcript sent to Snead State's Office of Student Services. Military transcripts will be evaluated by the Office of Student Services in cooperation with the appropriate faculty members. Credit awarded for transcribed military training will be recorded on the student's transcript without grades or quality points and will not, therefore, be included in calculation of the student's grade point average.

- **Credit for Specialized Military Service (SMT):** Specialized Military Training (SMT) credit may be given for military courses completed at the college level. THE GUIDE TO THE EVALUATION OF EDUCATIONAL EXPERIENCES IN THE ARMED SERVICES (American Council on Education) is used in determining the amount of credit to be awarded.
- **Specialized Military Training - Reserve/National Guard:** Credit may be awarded for specialized military training (SMT) in the Reserve/National Guard. Official documentation of training is required. Snead State is an institutional member of Service Members Opportunity Colleges (SOC) and admits students under the Concurrent Admissions Program (CONAP).

## CREDIT AWARDED THROUGH ARTICULATION AGREEMENTS

Articulation agreements allow students to receive college credit for certain career and technical education courses based upon coursework completed at select institutions or through select industry-standard certifications/licenses. Credit awarded for articulation agreements will be recorded on the student's transcript

without grades or quality points and will not, therefore, be included in calculation of the student's grade point average.

- **Statewide Articulation Agreement:** Students successfully completing courses in the approved Statewide Career and Technical Education Articulation Agreement will receive articulated credit if Snead State Community College offers the corresponding program of study. Performance or knowledge testing of secondary program graduates is not required as part of the articulation process.
- **Local Articulation Agreements:** Snead State Community College has agreements with school districts whereby the students of their Technical Career Centers may receive credit for the technical courses completed at these locations. Each articulation agreement will specify the academic and administrative requirements that must be met for credit to be awarded.
- **Industry Certifications/Licenses:** Snead State Community College accepts some industry-standard certifications and licenses for college credit. Faculty members have reviewed the certifications/licenses and recommended college credits for those applicable to courses offered by the College. To receive credit for industry-standard certifications/licenses, an applicant must provide official documentation, such as a copy of the certification/license and related materials, to Snead State's Office of Student Services for evaluation. Certifications/licenses that are out-of-date or expired may not be considered for credit.

## **COURSE FORGIVENESS POLICY**

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Course forgiveness is implemented when a student repeats a course and the last grade awarded (excluding a grade of W) replaces the previous grade in the computation of the cumulative grade point average. The grade point average during the term in which the course was first attempted will not be affected. The official transcript will list the course and grade each time it is attempted.

When a student completes a course more than once, all grades for the course (excluding the first grade) will be used in computing the cumulative grade point average. Official transcripts will list each course in which a student was enrolled.

A student may repeat a course more than once, but that course may be counted only once toward fulfillment of credit hours for graduation.

*NOTE: Students should check financial aid regulations regarding repetition of courses.*

- The Course Forgiveness Policy is automatically applied to student records at the end of each semester.
- Implementation of the Course Forgiveness Policy at the College does not guarantee that other colleges will recognize such action. This determination is made by the respective transfer college.

## ACADEMIC BANKRUPTCY POLICY

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Academic bankruptcy is the removal of one to three semesters of grades from the calculation of a student's cumulative grade point average (GPA). The following apply to any request for academic bankruptcy:

1. Academic bankruptcy is initiated by a written request from the student to the Director of Admissions.
2. Upon receipt of the student's request, the college will inform the student that an award of academic bankruptcy may impact his/her financial aid status.
3. Academic bankruptcy may only be declared once and may be applied to no more than three (3) semesters, which do not have to be consecutive.
4. The bankrupted courses and grades remain on the transcript but are not calculated in the student's cumulative GPA.
5. None of the coursework taken during a semester for which academic bankruptcy is declared, including hours completed satisfactorily, will be used to fulfill degree requirements.
6. Developmental courses successfully completed during a period of academic bankruptcy can be used to fulfill prerequisites.
7. To be eligible for academic bankruptcy, the student must have completed 12 semester credit hours of coursework at the college since the most recent semester for which the academic bankruptcy is requested. A grade of "C", "S", or higher is required in each course in 12 semester credit hours in the post-bankruptcy period.
8. When a student receives a declaration of academic bankruptcy, a permanent notation of "*Academic Bankruptcy*" will be reflected on the transcript for each semester affected.
9. Approval of the academic bankruptcy status at the college does not guarantee other institutions will honor that status. This determination will be made by the respective transfer institution(s).

## COMMENCEMENT

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### MINIMUM REQUIREMENTS

A student shall be awarded the Associate in Science or Associate in Applied Science degrees upon satisfactory completion of the requirements of the specific program as specified by Snead State Community College and the Alabama Community College System Board of Trustees.

A student must:

- Satisfactorily complete a minimum of 60 semester hours of college credit in an approved program of study, including prescribed general education courses.
- Earn a 2.0 cumulative grade point average in all courses attempted at the College. The calculation of the grade point average for graduation shall not include grades earned in developmental courses. A course may be counted only once for purposes of meeting graduation requirements.
- Complete at least 25 percent of semester credit hours at Snead State Community College.
- Meet all requirements for graduation listed in the student's course catalog plan. Students who petition to receive an award after last attending Snead State for more than 1 academic year must meet all requirements in effect at the time of graduation.
- Submit a formal application for graduation.
- Fulfill all financial obligations to the College.
- Clear all requirements in the Student Services Office.

A student may be granted an award other than a degree upon satisfactory completion of the requirements of the specific program as specified by Snead State Community College in accordance with policies of the State Board of Education.

A student must:

- Satisfactorily complete an approved program of study.
- Earn a 2.0 cumulative grade point average in all courses attempted at the College. The calculation of the grade point average for graduation shall not include grades earned in developmental courses. A course may be counted only once for the purposes of meeting graduation requirements.

- Complete at least 25 percent of semester credit hours at Snead State Community College.
- Meet all requirements for graduation listed in the student's course catalog plan. Students who petition to receive an award after last attending Snead State for more than one academic year must meet all requirements in effect at the time of graduation.
- Submit a formal application for graduation.
- Fulfill all financial obligations to the College.
- Clear all requirements in the Student Services Office.

## SECOND ASSOCIATE DEGREE REQUIREMENTS

In order to graduate with a second associate degree at Snead State Community College, 16 additional hours must be earned at Snead State in a specific program of study after the first degree is awarded. In addition, the student at Snead must have a cumulative grade point average of 2.0; be in good standing at the time requirements for the degree are completed; meet all requirements for graduation within a calendar year from the last semester of attendance; submit an application for graduation; and have no outstanding obligations in any of the administrative offices.

General catalogs are updated biannually and necessary changes in degree requirements are indicated.

## RE-ENTRY REQUIREMENTS

Students who have not been enrolled at Snead State for a period of twelve (12) months or more will be required to meet graduation requirements in effect at the time of their re-enrollment.

Students who fail to meet graduation requirements within four (4) years from the date of their first admission must meet the requirements in effect at the time of their graduation rather than those which were effective at the time of their entrance.

## BASIC COMPETENCY REQUIREMENTS

To earn a degree, a student must demonstrate, through periodic examinations and other requirements as stated in course syllabi, competencies in the following areas: reading, writing, oral communication, fundamental math skills, and the basic use of computers.

- **Communication** (Speak, Read, Write, Listen) – Students at Snead State Community College will demonstrate effective communication skills in a variety of forms.
- **Analytical Reasoning and Critical Thinking** – Students at Snead State Community College will solve a variety of problems in different contexts, and demonstrate competency in applying course material and background knowledge in attacking problem situations.
- **Global Understanding and Citizenship** – Students at Snead State Community College will demonstrate an increased awareness and understanding of how events around the country and world affect them, their rights, and responsibilities as citizens.
- **Quantitative Literacy** – Students at Snead State Community College will demonstrate competency at college-level mathematical concepts, tasks, and applications.
- **Information Literacy** – Students at Snead State Community College will demonstrate competency in locating, accessing, and analyzing relevant information using the internet and other technologies.

## **GRADUATION WITH HONORS**

- **Graduation Honors for Degrees**

Superior academic achievement by graduating students shall be recognized by the following designations on transcripts:

1. Graduation with Highest Honors (or Summa Cum Laude) - 3.90 to 4.00 GPA
2. Graduation with High Honors (or Magna Cum Laude)- 3.70 to 3.89 GPA
3. Graduation with Honors (or Cum Laude)- 3.50 to 3.69 GPA

- **Graduation Honors for Other Formal Awards (Certificate)**

1. Graduation with Distinction - 3.50 to 4.00 GPA

*NOTE: Calculation of the grade point average (GPA) for graduation honors shall be identical to that method used to calculate the GPA to fulfill graduation requirements for the degree or certificate being earned. In addition, in order to be eligible for a graduation honor, a student in a degree program must have completed a minimum of 32 semester credit hours at Snead State Community College. A student in a certificate program must have completed a minimum of one-half the semester credit hours required in the certificate program at Snead State Community College.*