

ACADEMIC STANDARDS & REGULATIONS

2016-2018



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

Grading Legend

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.

Grades

Grade reports are not mailed. Instead, students may access final semester grades online at 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	Calculation	No. Quality Pts.
ENG 101	3	B	3	3 hrs. X 3 Quality 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 (Quality Points)/10 (Hours Attempted)=2.9 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.

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

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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 some types of non-traditional experiences and credit by examination: Advanced Placement (AP); College Level Examination Program (CLEP); Subject Proficiency Examinations; Credit for Specialized Military Service (SMT); United States Armed Forces Institute (USAF); Defense Activity for Non-traditional Education Support (DANTES); and Prior Learning Assessment (PLA)

NOT MORE THAN 25 PERCENT OF TOTAL CREDIT REQUIRED FOR ANY PROGRAM MAY BE AWARDED THROUGH NON-TRADITIONAL MEANS.

- **Procedure for Applying for Non-Traditional Credit**

To receive Advanced Placement or CLEP credit, 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 test scores, official credit may be granted. The Director of Admissions and Records evaluates other types of non-traditional experiences or exams for awarding credit. Official documentation for all types of non-traditional credit awarded must be on file in the Student Services Office.

1. **Advanced Placement (AP):** Advanced Placement credit may be awarded by Snead State Community College to an entering freshman who has obtained a score of 3 or higher on the College Board Advanced Placement Examination. Requests for AP credit at Snead State must be submitted in the Office of Student Services.
2. **College Level Examination Program (CLEP):** Snead State Community College honors credit earned through CLEP examination provided appropriate scores are earned and adequate documentation is provided. A minimum score of 50 on the subject examination is required before specific course credit will be awarded. Credit awarded by any other accredited postsecondary college under the College Level Examination Program (CLEP) for a score of less than 50 will not be accepted by Snead State Community College. The policy of granting credit through CLEP/DANTES/USAF/examinations may differ at Snead State Community College from policies at other col-

leges. The student is cautioned to check with other colleges to obtain additional information. Test scores must be documented by the official score sheet for the College Level Examination Program. Requests for CLEP credit should be submitted to the Office of Student Services.

3. **Subject Proficiency Examinations:** The College may award credit for some courses in the specialized portion of an Associate in Applied Science Degree program to a student who successfully completes specific course examinations. The student must obtain the approval of the Vice President for Academic Affairs in order to take a challenge examination. Official documentation of test results, appropriate approved for credit form, and award must be filed in the Office of Student Services.
4. **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. Physical Education credit may be awarded for military service as follows: Less than six months, no credit; six months to eleven months, two credit hours; and one year or more, three credit hours.
5. **Specialized Military Training - Reserve/National Guard:** Two hours of credit may be awarded for six months or more specialized military training (SMT). Official documentation of training is required. Snead State Community College is an institutional member of Service Members Opportunity Colleges (SOC) and admits students under the Concurrent Admissions Program (CONAP).
6. **Prior Learning Assessment (PLA):** Credit for prior learning can be awarded only after the assessment of prior learning experiences and only for documented learning that demonstrates achievement of all terminal objectives for a specific course or courses. Courses earned through prior learning shall be noted on the student's transcript as having been awarded through PLA. Credit for academic

transfer courses awarded through PLA may only be awarded by examination or nationally recognized guidelines (AP, CLEP, ACT/PEP, DANTES, Challenge Exams, ACE PONSI/CREDIT, ACE/MILITARY). Credit for experiential learning (portfolio review) may not be awarded for academic transfer courses. In the process of determining if credit can be awarded for prior learning, the College shall charge the student only for the cost of the PLA services and not for the amount of credit awarded. There shall be a charge of \$25 for each portfolio review to assess experiential learning for college credit. Documentation must be provided for each course for which credit through experiential learning is requested, and the \$25 fee applies to each review of documentation (e.g., individual is charged \$50 if the person is seeking credit through experiential learning for two courses, and thereby requires portfolio reviews in relation to those two courses). Students seeking credit for academic transfer courses through examination or nationally recognized guidelines are not charged a fee for PLA or for credit awarded through PLA. Not more than 25 percent of total credit hours required for any program may be awarded as a result of PLA. Credit awarded does not count toward the minimum 25 percent of semester credit hours that must be completed at the college granting the degree. Before receiving credit through PLA for a course, an individual must meet enrollment requirements of the course. Credit may not be awarded twice for the same learning.

COURSE FORGIVENESS POLICY

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- If a student repeats a course, the last grade awarded (excluding 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. When a course is repeated more than once, all grades for the course, excluding the first grade, will be employed in computation of the cumulative grade point average. Official records will list each course in which a student has enrolled.
- Some courses taken on the quarter system may not be eligible for course forgiveness on the semester system.
- The course forgiveness policy is automatically applied to the records of all students.
- Implementation of the course forgiveness policy at the College does not guarantee that other colleges will recognize such action. This determination will be made by the respective transfer college.

ACADEMIC BANKRUPTCY POLICY

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- A student may request in writing to the Director of Admissions and Records to declare academic bankruptcy under the following conditions:
 1. If fewer than three (3) calendar years have elapsed since the semester/term for which the student wishes to declare bankruptcy, the student may declare academic bankruptcy on all course work taken during that one semester/term provided the student has taken a minimum of 18 semester credit hours of course work at the College since the bankruptcy semester/term occurred. All course work taken, even hours completed satisfactorily, during the semester/term for which academic bankruptcy is declared will be disregarded in the cumulative grade point average.
 2. If three (3) or more calendar years have elapsed since the most recent semester/term for which the student wishes to declare bankruptcy, the student may declare academic bankruptcy on all course work taken during 1-3 semesters/terms provided the student has taken a minimum of 18 semester credit hours of course work at the College since the bankruptcy semester/term occurred. All course work taken, even hours completed satisfactorily, during the semester(s)/term(s) for which academic bankruptcy is declared will be disregarded in the cumulative grade point average.
- When academic bankruptcy is declared, the term “Academic Bankruptcy” will be reflected on the transcript for the semester/term affected. When academic bankruptcy is declared, the transcript will reflect the semester/term of its implementation and the transcript will be stamped “Academic Bankruptcy Implemented.”
- A student may declare academic bankruptcy only once.
- Implementation of academic bankruptcy at the College does not guarantee that other Colleges will approve such action. This determination will be made by the respective transfer Colleges.

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 State 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.