

# STUDENT POLICIES, RECORDS & REGULATIONS

---

## 2020-2022



Snead State Community College has an experienced faculty and staff who are available to assist students with questions and requests. Part of the emphasis on student success is making sure students are aware of College policies and regulations as they affect the educational process.

## STUDENT POLICIES

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

### TRANSCRIPT POLICY

In accordance with the provisions of Public Law 93-380, the Family Educational Rights and Privacy Act (also known as the Buckley Amendment), the Office of Student Services will release a transcript of a student's academic record only upon written request of the student. The request for the transcript release must bear the signature of the student along with the identifying information. Official transcripts are not issued to the student but to the college, official, or agency listed on the request. Unofficial Snead State Community College transcripts, which are stamped "Student Copy," may be released to a student upon written request. A student may view and print an unofficial transcript by accessing the College website at [www.snead.edu](http://www.snead.edu). Login to OneACCS by entering your "A" number and password. Select the Student tab. Click on Student Landing Page, and then select "Transcript-Unofficial".

Snead State Community College has retained Credentials Inc./Parchment to accept and securely submit transcript orders electronically. Academic transcripts are \$5 per copy. To order an official transcript, students may visit [www.snead.edu/transcripts](http://www.snead.edu/transcripts) for directions.

- Transcript requests will not be honored for any student who has outstanding academic or financial obligations in any of the area of the College.
- Any student who withdraws from the College must have completed all admission credentials and have cleared all financial or other obligations in all of the administrative offices before being entitled to an academic transcript.
- Transcripts requests will be processed within 48 hours of the request (except during weekends and holidays). It is the student's responsibility to request the transcript in advance. We cannot provide students with transcripts at the time the request is made to the Office of Student Services.
- Snead State Community College has retained Credentials Inc. to process academic transcripts for SSCC students. If a student is uncomfortable placing an order over the internet, the student may contact Credentials Inc. at 847-716-3005 to place a transcript request. There is an additional operator surcharge for placing orders over the telephone.
- Academic transcripts are \$5 per copy.

## CLASS ATTENDANCE POLICY

Class attendance is considered an integral part of the educational process at Snead State Community College. The College maintains the philosophy that a student's academic success has a direct correlation to class attendance. A student is expected to attend, as well as, be on time for all scheduled class meetings for Traditional, Hybrid, and Virtual classes.

Attendance in Online classes will be determined by the active participation of the student through the completion of class activities, such as the submission of an assignment, completion of an exam, attendance in an online chat, posting of a response to a discussion forum, or through written contact with the instructor regarding the class. Simply logging in to Blackboard is not considered attendance.

Class attendance policies are determined by each instructional division of the College. Individual faculty members will abide by the attendance policy of their division and will make decisions regarding absences. Faculty members will insure that the divisional attendance policy is included in the course syllabus for each of their classes.

If there are questions about the policy, a student should first talk with their individual instructor. The Division Director will make the final decision about any questions or concerns regarding the attendance policy for classes that fall within their division.

## **DROP FOR NO-SHOW POLICY**

Snead State Community College has a no-show and attendance verification procedure which aids in compliance with federal financial aid regulations. The no-show and attendance verification procedure allows the College to verify that students have become active in class(es) before financial aid awards are disbursed.

All Snead State students must complete an attendance verification assessment/activity for each course within the first five days of each term in order to be considered active in the course. The course instructor will notify students of the attendance verification assessment/activity required in the course. If a student's attendance is not verified in a course, the student is considered to be a no-show and will be dropped from the course due to never becoming active in the course.

Students may be reinstated after the drop for no-show at the discretion of the course instructor and division director. Students should submit a written request for reinstatement to the course instructor or division director for consideration.

## **ACADEMIC INTEGRITY POLICY**

Students of Snead State Community College are expected to behave as responsible members of the college community and to be honest and ethical in their academic work. SSCC strives to provide students with the knowledge, skills, judgment, and wisdom they need to function in society as educated adults. To falsify or fabricate the results of one's research; to present the words, ideas, data, or work of another as one's own; or to cheat on an examination corrupts the essential process of higher education and is a disservice to the student and to Snead State. All members of the Snead State Community College community, students, faculty, and staff, share the responsibility and authority to challenge and make known acts of academic dishonesty. Further, students, faculty and staff should ensure that policies regarding academic integrity are clearly outlined in course materials, including course syllabi.

## **Guidelines for Academic Integrity**

Students assume full responsibility for the content and integrity of the coursework they submit. The following are guidelines to assist students in observing academic integrity:

- Students must do their own work and submit only their own work on examinations, reports, and projects, unless otherwise permitted by the instructor. Students are encouraged to contact their instructor about appropriate citation guidelines.
- Students may benefit from working in groups. However, students must not collaborate or cooperate with other students on graded assignments, examinations, or other academic exercises unless clearly directed to do so by the instructor.
- Students must follow all written and/or verbal instructions given by instructors or designated college representatives prior to taking or during examinations, placement assessments, tests, quizzes, and evaluations.
- Students are responsible for adhering to course requirements as specified by the instructor in the course syllabus.
- Students taking courses that have an off-campus component (internships, observations, clinical placements, etc.) must follow all guidelines and expectations of the hosting site in addition to any course requirements related to the placement.

## **Forms of Academic Dishonesty**

Note: Snead State Community College recognizes that when students make a good faith attempt to credit sources, some mistakes in citation format or use of quotations should be viewed as errors in form and mechanics rather than true plagiarism.

Actions constituting violations of academic integrity include, but are not limited to, the following:

- **Cheating:** intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise. Examples of cheating include, but are not limited to:
  1. Copying from another's assignment or receiving unauthorized assistance from another during an academic exercise or in the submission of academic material.

2. Using a calculator, computer or other materials when not authorized by the instructor.
  3. Collaborating with another student or students during an academic exercise without the consent of the instructor.
- **Fabrication:** intentional and unauthorized falsification or invention of any information or citation in an academic exercise.
  - **Multiple Submissions:** submission of academic work for which academic credit has already been earned (i.e. submitting the same essay in two different classes) and when such submission is made without authorization from the instructor.
  - **Plagiarism:** intentionally or knowingly representing the words or ideas of another as one's own in any academic exercise. The following are considered to be forms of plagiarism:
    1. Word-for-word copying of another person's ideas or words.
    2. Interspersing one's own words within a document while, in essence, copying another's work.
    3. Rewriting another's work, yet still using the original author's fundamental idea or theory without giving credit to the original author using a proper citation.
    4. Inventing or counterfeiting sources.
    5. Submission of another's work as one's own.
    6. Neglecting quotation marks on material that is otherwise acknowledged.
  - **Misuse of Academic Materials:** the misuse of academic materials includes, but is not limited to, the following:
    1. Stealing or destroying college or library reference materials, or computer equipment and/or programs.
    2. Stealing or destroying another student's notes or materials, or having such materials in one's possession without the owner's permission.
    3. Receiving assistance in locating or using sources of information in an assignment, when such assistance has been forbidden by the instructor.
    4. Illegitimate possession, disposition, or use of examinations, test banks or answer keys to examinations.
5. Unauthorized alteration, forgery, or falsification of academic records.
  6. Unauthorized sale or purchase of examinations, papers, projects or assignments.
- **Complicity in Academic Dishonesty Or Facilitating Academic Dishonesty:** intentionally or knowingly helping or attempting to help another to violate any provision of this policy or otherwise contributing to another's acts of academic dishonesty.
  - **Misconduct at off-campus placements:** Any issues related to an off-campus placement (e.g., clinical placements, observations, or internships) may be considered violations of the academic integrity policy. These include disruptive behavior, tardiness, or failure to abide by any expectations of the hosting site.

#### Academic Dishonesty Documentation

- The faculty member observing or investigating the apparent act of academic dishonesty documents the commission of the act, by writing down the time, date, place, and a description of the act.
- The faculty member collects evidence, often by photocopying the plagiarized assignment and creating a paper trail of all that occurs after the alleged act of academic dishonesty. The evidence may include various samples of the student's work showing a radical disparity in style or ability. The evidence may also include data from the learning management system (Blackboard) or other technology platforms used by the college (e.g., SafeAssign).
- The faculty member provides the student an opportunity to explain the incident.
- The faculty member explains to the student the procedures and penalties for academic dishonesty and gives the student a copy of this Academic Integrity Policy.
- The faculty member may resolve the matter by determining an appropriate course of action, which may include a written warning, a grade of "F" on an assignment, project, or examination, or no further action.

- Faculty must report all violations of academic integrity and the course of action taken to the Vice President for Academic Affairs.
- If the accused student contests the faculty member's decision, a meeting with the division director may be requested to informally resolve this matter.
- If this matter cannot be resolved with the division director; or if the student contests the decision made in consultation with the division director; or if the faculty member wishes to initiate further action beyond a failing grade on the assignment(s) in question (e.g. assign a lower grade or a grade of "F" for the course or recommend academic program dismissal based solely on academic dishonesty), the student is entitled to an Academic Disciplinary Committee hearing.
- Disciplinary probation with or without the loss of privileges for a definite period of time. The violation of the terms of the disciplinary probation or the breaking of any college rule during the probation period may be grounds for suspension or expulsion from the College.
- Suspension from Snead State Community College for a definite period of time.
- Expulsion from Snead State Community College.
- Other disciplinary action as deemed appropriate may include, but is not limited to: referral to support services and/or programs; assignment of written apology or essay; participation in community service activities

### **Student Due Process: Appeals Procedure**

An Academic Disciplinary Committee hearing may be requested by a student who contests the decision made by the faculty member (in consultation with the division director) OR by the faculty member who wishes to initiate further action or cannot resolve the matter as specified above.

- A student request for an Academic Disciplinary Committee hearing: the student requesting the hearing must submit a Request for Disciplinary Committee Hearing to the office of the Vice President for Academic Affairs within ten (10) days of the notification of academic dishonesty decision by faculty or division director.
- A faculty request for an Academic Disciplinary Committee hearing: The faculty member must report the incident and provide evidence to the Vice President for Academic Affairs within ten (10) working days of the alleged act of academic dishonesty or within ten (10) days of meeting with a division director.

Within ten (10) working days of receiving a request for an Academic Disciplinary Committee hearing, the Vice President for Academic Affairs will notify all parties in writing of the date, time and location of the Academic Disciplinary Committee hearing.

The Academic Disciplinary Committee shall be appointed by the Vice President for Academic Affairs ad hoc as cases arise rather than be a standing committee. The committee will be comprised of:

- Three appointed faculty members
- Two appointed student services representatives

### **Penalties for Academic Dishonesty**

If a student is found responsible for violating academic integrity policies, any one or a combination of the following penalties may be imposed by the faculty member, or by the faculty member and his/her supervisor:

- Verbal or written warning.
- The student would repeat an assignment, project, or examination under specified conditions.
- A grade of "F" for the assignment, project, or examination.
- A lower grade or a grade of "F" for the course, if the academic misconduct is particularly serious (not limited to a single assignment, misconduct at a clinical placement, etc.). In the event a numerical grade is required, the instructor should also assign an appropriate numerical grade for the assigned letter grade.

Any violations of the Academic Integrity Policy that are found to be serious enough to warrant a lower or failing course grade may also be considered disciplinary violations. Students found to be guilty of such violations may be subject to additional penalties by the Vice President for Academic Affairs. Any penalties assigned by the Vice President for Academic Affairs will be recorded in the student's discipline records, which are maintained by the Vice President for Student Services. The Vice President for Academic Affairs may also issue the following disciplinary sanctions:

- Disciplinary written warning to the student.

- Vice President of the Student Government Association
- In addition to the above the Academic Disciplinary Committee members, the faculty member who made the allegation shall also be invited to attend.

At the Academic Disciplinary Committee hearing, both the faculty member and the student will have the opportunity to hear the charges and present his/her side of the case. The student may bring an advisor, who may advise and support the student but may not present the case. If the student misses the hearing, the Academic Disciplinary Committee may proceed with the process to completion.

Following the Academic Disciplinary Committee hearing, members shall make a recommendation for action to the Vice President for Academic Affairs. This recommendation shall be in writing within five (5) working days of the Disciplinary Committee hearing. The Vice President for Academic Affairs will determine if the action recommended by the Academic Disciplinary Committee is appropriate, and will issue a final decision.

The Vice President for Academic Affairs may issue the following disciplinary sanctions:

- Disciplinary probation with or without the loss of privileges for a definite period of time. The violation of the terms of the disciplinary probation or the breaking of any college rule during the probation period may be grounds for suspension or expulsion from the College.
- Suspension from Snead State Community College for a definite period of time.
- Expulsion from Snead State Community College.
- Other disciplinary action as deemed appropriate may include: referral to support services and/or programs; assignment of written apology or essay; participation in community service activities.

Within ten (10) working days of the hearing, the Vice President for Academic Affairs will issue written notification of the decision to the student, faculty member, and division director. A copy of the decision will be sent to the Vice President for Student Services.

For questions or comments regarding the contents or procedures of this policy, please contact the office of the Vice President for Academic Affairs at Snead State Community College.

## STUDENT RECORDS

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

### CONFIDENTIALITY OF STUDENT RECORDS

The Family Educational Rights and Privacy Act of 1974, 20 U.S.C. 1232g, is a federal law that protects the confidentiality of student educational records. Snead State Community College officials recognize their obligation to exercise discretion in recording and disseminating information about a student. To implement this law and to meet the obligation to the student, a written institutional policy governing student records has been formulated. Annual notification will be made to Snead State students of their rights relative to educational records via the College Catalog. For purposes of this policy, a student is defined as an individual who has been admitted and is enrolled or has been enrolled at the College. A student has the right of access to his/her educational records and may inspect and review the information contained therein. Exceptions to a student's rights of access are stated in the college policy. Educational records refer to all records maintained directly pertaining to an individual as a student. At the postsecondary level, parents have no inherent right to inspect a student's education record. The right to inspect is limited solely to the student.

### DISTANCE EDUCATION PRIVACY

256.840.4124 | [DL@SNEAD.EDU](mailto:DL@SNEAD.EDU)

Procedures for protecting distance education student privacy:

1. **FERPA:** Snead State Community College protects the privacy of all students, including those enrolled in distance education courses, through the strict adherence of the *Family Educational Rights and Privacy Act of 1974* (FERPA). The official FERPA statement is available for student and public view through the Snead State website and College Catalog. Snead State employees complete required FERPA training annually.
2. **Student Number (A#):** Snead State issues each student a nine-digit student identification number. This number becomes the unique identifier for all students throughout their academic history at the College. The A# differs from the student's social security number.
3. **Secure Login and Password:** The A# is required to access Blackboard, Snead State's learning management system. Each Blackboard user enters

his/her nine-digit A# as the user ID and personal password to access the system. All parties accept responsibility for the security of their personal passwords and must not share them with anyone. All parties are strongly encouraged to change their passwords at least every 90 days.

#### 4. **Blackboard Privacy Features:**

- Faculty are restricted to accessing information associated with the specific courses within Blackboard they are teaching, or assisting in teaching.
- The Associate Dean for Online Learning and designated Blackboard administrators may access user information within Blackboard to assist users.
- Students are restricted to courses for which they are enrolled. If a student drops or withdraws from a course, access to the course in Blackboard is automatically disabled.
- Course and user profile information within Blackboard is not visible to anyone without a Blackboard account. Guest access to courses is not allowed.
- Blackboard's *Privacy Options* feature allows users to control the release of personal information, and allows students to block communication from other students on a course-by-course basis.
- Students enrolled in distance education courses are expected to communicate with instructors via the messaging system contained within the Blackboard learning management system. This is to ensure privacy associated with the unique login and password attached with the student.

### **STUDENT ACCESS TO RECORDS**

- **The student has the following rights:**

1. To inspect and review contents of educational records within 45 days of the day the College receives a request for access;
2. To be given responses by the Director of Admissions to reasonable requests for explanation and interpretation of these records;
3. To request amendment of any part of these records considered by the student to be inaccurate or misleading;

4. To be afforded hearings, should the requests to amend the records be declined;
  5. To consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent; and
  6. To file a complaint with the U.S. Department of Education concerning alleged failures by Snead State Community College to comply with the requirements of FERPA.
- **The student does not have access to the following records:**
    1. Financial information submitted by parents;
    2. Confidential letters and recommendations placed in the educational record prior to January 1, 1975, provided these letters were collected under established policies of confidentiality and were used only for the purposes for which they were specifically collected;
    3. Confidential letters and statements of recommendation placed in the records after January 1, 1975, to which the student has waived his/her right to inspect and review and that are related to the student's admission, application for employment or job placement, or receipt of honors;
    4. Education records containing information about more than one student; however, in such cases, access will be permitted to that part of the record which pertains only to the inquiring student;
    5. Instructional, supervisory, administrative, and certain educational personnel records that are in the sole possession of the maker;
    6. Campus law enforcement unit records;
    7. Employment records, except when such employment requires that the person be a student;
    8. Institutional records that contain only information relating to a person after that person is no longer a student at the College; and
    9. Physical or mental health records created or maintained by a physician, psychiatrist, psychologist, or other recognized professionals.

- **Procedures for Access**

The Director of Admissions may require that a college official be present when a student inspects and reviews his/her educational records. A student should submit to the Director of Admissions a "Request to View Records Form" that identifies the record(s) he/she wishes to inspect. If it is an inappropriate time to retrieve the record(s) on short notice, the Director of Admissions will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Director of Admissions, the student will be advised of the correct official to whom the request should be addressed. Any questions concerning a student's access to records should be directed to the Director of Admissions.

- **Amendment of Education Records**

A student may ask for amendment of a record that he/she believes is inaccurate or misleading. The student should make the request in writing to the Vice President for Student Services, clearly identify the part of the record requesting to be changed, and specify why it is inaccurate or misleading. If the decision is not to amend the record as requested by the student, the Vice President for Student Services will notify the student of the decision and advise the student of his/her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

- **Release of Directory Information**

The College may release directory information to others without the necessity of obtaining permission from the student. Directory information to be released includes:

1. Student's name, address (local and permanent), and telephone number;
2. E-mail address;
3. Date and place of birth;
4. Major field of study;
5. Participation in officially recognized activities and sports;
6. Weight and height statistics for athletic team members;

7. Dates of attendance;
8. Grade level;
9. Enrollment status;
10. Degrees and awards received;
11. Previous educational college most recently attended;
12. Photographs; and
13. Honors.

*If a student does not wish directory information to be released, he/she may so indicate by notifying the Director of Admissions in writing at the time of registration, and the College will withhold the information during that particular semester. The request for nondisclosure of directory information should be renewed each semester. Directory information will not be disclosed to private or profit-making entities other than employers, prospective employers, or representatives of the news media. Directory information will be released only on the condition that the party to whom the information is disclosed will not disclose the information to any other party without prior written consent of the student. When directory information is disclosed to a college, agency, or organization, such information may be used by its officers, employees, and agents but only for the purposes for which the disclosure was made. The College does participate in enrollment reporting services to the National Student Clearinghouse in compliance with FERPA standards. In addition, the College contracts with the Kentucky Higher Education Assistance Authority (KHEAA) for cohort default prevention services.*

- **Release of Educational Records**

The student may request release of copies of those educational records that are subject to release. The student must submit a written request in the Office of Student Services and specify the following information:

1. Record to be released;
2. Purpose of disclosure; and
3. Party and address to whom information is to be released.

All requests must have the student's signature and the date. Copies of transcripts from other colleges or universities are not released to the student or other parties. A student may request

to view his/her educational records under the supervision of the Director of Admissions. Student educational records may be released to the following without prior written consent from the student:

1. School officials within the College who have been determined by the College to have a legitimate educational interest; school officials include advisors and instructors who are involved in advising students, administrators who assist in counseling and who advise students with other problems, professional staff and clerical staff who directly relate to the administrative task of the College, College law enforcement officials, College attorneys, auditors, student workers, and a student serving on an official College committee. A school official is determined to have legitimate educational interest if the information requested is necessary for that official to a) perform appropriate tasks that are specified in his/her position description or by a contract agreement; b) perform a task related to a student's education; c) perform a task related to the discipline of a student; or d) provide a service or benefit relating to the student or student's family such as health care, counseling, job placement, or financial aid.
2. Authorized representatives of the Comptroller General of the United States, the Secretary of the Department of Education, or state educational authorities;
3. Veterans Administration officials;
4. Organizations providing financial aid to students, or determining financial aid decisions concerning eligibility, amount, condition, and enforcement of terms of said aid;
5. Organizations conducting studies for, or on behalf of, the College to develop, validate, and administer predictive tests, to administer student aid programs, or to improve instruction. Those organizations may not disclose personally identifiable information on students, and information secured must be destroyed when no longer needed for their projects.

6. Accrediting organizations carrying out their accrediting functions;
7. Persons in compliance with a judicial order or a lawfully issued subpoena, provided that the College makes a reasonable attempt to notify the student in advance of compliance;
8. Persons in an emergency, if the knowledge of information, in fact, is necessary to protect the health or safety of students or other persons; and
9. Alleged victims of any crime of violence of the results of any institutional disciplinary proceeding against the alleged perpetrator of that crime with respect to that crime.

The Office of Student Services will maintain records of all requests and disclosures of personally identifiable information from the educational records of a student except for information requested in writing by the student and directory information. The student may inspect the record of requests, disclosures, and the legitimate interests of the parties requesting or obtaining information. Any student who believes that his/her rights under the Privacy Act have been violated by the College may notify and request assistance from the Vice President for Student Services and may file a complaint with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202-5920.

## **REGISTRATION AND COURSE SCHEDULES**

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

### **REGISTRATION**

A student must register during the designated registration periods. The registration dates for each semester are specified in the college calendar in this *Catalog* and the College website. Classes listed in the class schedules will be taught provided a sufficient number of students register for the classes. Registration procedures are as follows:

- Consult with faculty advisor prior to or during early or regular registration the first semester to select classes and to be cleared for online registration. Students will register using OneACCS. Students will need to use their "A" number and their passwords to log onto OneACCS. "A" numbers

are assigned by the College once admission paperwork has been processed. Additional instructions for registering with OneACCS may be found at Snead's website at [www.snead.edu](http://www.snead.edu).

- Readmission students and students who change majors must consult with a faculty advisor prior to registration.
- Clear all financial obligations (library fines/overdue books, athletic uniforms/books, etc.) from previous enrollment.
- Register for classes by accessing the College website at [www.snead.edu](http://www.snead.edu). Detailed instructions for registering online are listed in the class schedule on the website.
- Pay tuition and fees. A student may pay online by Visa or MasterCard or by utilizing financial aid.
- Retain a student copy of the registration form for future reference.

NOTE: No student shall be allowed to enroll for a second semester unless all required admissions records have been received by the College prior to registration for the second semester.

A student who requests an evaluation of an academic record for transfer credit must do so at least two weeks prior to any registration period.

## STUDENT COURSE LOAD

The student course load for a full-time student is 12 to 19 credit hours per semester. A student who wishes to enroll for more than 19 hours must secure the approval of the Vice President for Academic Affairs. The average course load is 15-16 credit hours for students to be on track to completing their Associate degree requirements within two years. Any student who has a grade point average of less than 3.0 is discouraged from seeking approval to register for an overload. No student will be approved for more than 24 credit hours in any one term for any reason.

## STUDENT CLASSIFICATION

- Freshman - 0-29 Semester Hours
- Sophomore - 30 or Above Semester Hours

## SCHEDULE CHANGES

Students are expected to be aware of their class schedules each semester. All changes in class schedules must be made prior to the deadlines published in the College calendar.

Course drops may be made up to the last day to add/drop a course. This period typically ends a few days into the semester. Students who drop a course prior to the beginning of the term may do so without penalty.

### • **Withdrawal from a Class or College**

Course withdrawals occur after the add/drop period has ended and prior to the last day to withdraw from a course as designated in the College calendar. Students are responsible for knowing these deadlines. Students who withdraw from a class after the last day to register will receive a grade of "W." A student who withdraws from a class will not be reinstated in the class during the semester/term in which the withdrawal occurred.

Complete withdrawals occur when a student withdraws from all of his/her courses during a given semester. Students will receive a grade of "W" in each class and will not be reinstated into his/her classes during the semester/term in which the withdrawal occurred.

Students wishing to drop a course, withdraw from a course, or completely withdraw from a semester must take the appropriate steps prior to the deadlines published in the College calendar. Students who fail to attend class and do not appropriately drop or withdraw will remain enrolled in the class and take the earned grade (usually an 'F').

Students may drop or withdraw from classes by either completing a form in the Office of Student Services (Technology Center) or by completing the process online via the student's OneACCS secure account.

Students receiving financial aid and/or veterans' benefits are strongly encouraged to notify personnel in the Financial Aid office prior to withdrawing from a course in order to determine any impact that the withdrawal may have on such benefits. In addition, a student living in the residence hall should notify the Residence Hall Manager of his/her intention to withdraw from the College. Likewise, students participating in official College athletics should notify the appropriate coach and/or the Athletic Director. Students enrolled in the Nursing Program should receive the approval of the Director of Health Sciences prior to withdrawal.

Notifying these staff does not withdraw the student. The withdrawal will not take place until the student completes the process.

- **Changing to Audit**

A student registered for a class on an audit basis must declare AUDIT prior to the end of the registration period each semester/term. Once a student registers to audit a course, he/she may not change an audit course to a credit basis after the last day to register or add a class.

## **EXAMINATIONS**

- **Final Examinations**

Final examinations are administered in each course at the close of each semester/term. Final exams must be given during the specified time period published each semester. Attendance for examinations is required. Final examinations may be rescheduled with the approval of the instructor and Vice President for Academic Affairs. Rescheduled examinations must be taken at the time designated.

- **Make-Up Examinations**

Make-up examinations may be given when the instructor is convinced that extenuating circumstances prevented the student from taking the examination.

A student should notify the instructor, when at all possible, prior to missing an examination. The student must furnish acceptable proof for justification of the absence.

Make-up examinations may not be given by instructors when it is known that a flagrant violation of the attendance policy was made. It is the student's responsibility to report to the instructor any condition that causes an absence. If the instructor accepts the report as just cause for an absence, a time and place may be established for the make-up work.

If the student's reason for an absence seems to be irresponsible or negligent to the instructor, make-up work should not be given. In such cases, the instructor shall advise the Vice President for Academic Affairs of the circumstances. The student has the right to appeal to the Vice President for Academic Affairs.