

## ACADEMIC REQUIREMENTS AND REGULATIONS

### GRADING SYSTEM

Letter grades will be assigned for all courses for which students have registered as follows:

A — Excellent	W — Withdrawal
B — Good	I — Incomplete
C — Average	AU — Audit
D — Poor	
F — Failure	

Satisfactory grades are A, B, and C. Although D is a pass, it is not considered as satisfactory work. Students must hold a C average to graduate.

A grade of W is assigned to all students who officially withdraw. A grade of W will not be used in computing the student's semester grade point average.

Failure to officially withdraw results in a grade of F.

A grade of F will be assigned to a student who fails to meet the requirements of a course.

If a grade of I (Incomplete) is granted by an instructor, the student must complete the course in the following semester. If the student fails to complete the course during that semester, the Incomplete automatically becomes an F.

A student who wishes to audit a course must have the permission of the instructor concerned. Students enrolling as auditors follow the regular admission and registration procedures and are governed by the regulations applied to regular students. An auditor pays the regular course fees, but is not required to participate in class discussions, take tests, make reports, and take the final examination and does not receive credit. The auditor is listed on the class roll and receives *Audit* on the final grade report. Students may change from Credit to Audit or from Audit to Credit *only* during the "Drop-Add" period at the beginning of the semester but may not change thereafter.

### COURSE FORGIVENESS

1. If a student repeats a course, the last grade awarded (excluding grades of W and WP) 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.
2. 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 at the institution will list each course in which a student has enrolled.
3. It is the student's responsibility to request of the registrar that the forgiveness policy be implemented.

### ACADEMIC BANKRUPTCY

A student may request in writing to the registrar 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 coursework taken during that one semester/term

provided the student has taken a minimum of 18 semester credit hours of coursework at the institution since the bankruptcy semester/term occurred. All coursework taken, even hours completed satisfactorily, during the semester/term for which academic bankruptcy is declared will be disregarded. These courses will not be counted 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 coursework taken during 1-3 semesters/terms provided the student has taken a minimum of 18 semester credit hours of coursework at the institution since the bankruptcy semester/term occurred. All coursework taken, even hours completed satisfactorily, during semester/term(s) for which academic bankruptcy is declared will be disregarded. These courses will not be counted in the cumulative grade point average.
3. When academic bankruptcy is declared, the term "ACADEMIC BANKRUPTCY" will be reflected on the transcript for each semester/term affected.
4. When academic bankruptcy is declared, the transcript will reflect the semester/term of its implementation and the transcript will be stamped "ACADEMIC BANKRUPTCY IMPLEMENTED."
5. A student may declare academic bankruptcy only once.
6. Implementation of academic bankruptcy at an institution does not guarantee that other institutions will approve such action. This determination will be made by the respective transfer institutions.

### QUALITY POINTS

To evaluate the academic standing of students, the following quality points are assigned to grades:

A — 4 quality points per hour
B — 3 quality points per hour
C — 2 quality points per hour
D — 1 quality point per hour
F — 0 quality points per hour

The student's academic standing or quality point average is obtained by dividing the total number of quality points by the total number of attempted semester hours for which the grades of A, B, C, D, or F are assigned. A course repeated is counted as many times as such grades are recorded.

### DEGREES AND AWARDS

1. Community colleges are authorized to offer programs of study leading to the associate in arts, the associate in science, the associate in applied science degree, the associate in applied technology, the associate in occupational technologies; certificate programs; and certificate <= 26 semester credit hour certificate programs.
2. Junior colleges are authorized to offer programs of study leading to the associate in arts, the associate in science, the associate in applied science degree; certificate programs; and certificate <= 26 semester credit hour certificate programs.