



Mid-South

Community College

Academic Policies and Procedures

Chapter 8

Academic Appeals

Students who disagree with instructors regarding grades earned for tests, assignments, or other activities while a course is in progress should discuss their concerns first with the instructor. Students who are dissatisfied with the instructors' response should contact the appropriate program coordinator or the Vice President for Learning and Instruction, who will attempt to resolve the issue informally. Students and instructors are encouraged to keep relevant documentation which can assist in the resolution of such disagreements.

Students who disagree with instructors regarding **final course grades or charges of academic dishonesty** may file a formal academic appeal as follows:

1. A student should first contact the instructor of the course within 45 days following the end of the term for which the grade was recorded to ensure that the grade was not recorded in error and/or to review the basis for the instructor's evaluation. If the discussion results in a change of grade, the instructor will fill out a Change of Grade form, obtain the approval of the Vice President for Learning and Instruction, and provide one copy to the student and one copy to the Registrar's Office as authorization to change the student's academic record.
2. If the disagreement is not resolved informally through discussion with the instructor and/or program coordinator, the student should file a written grade appeal with the Vice President for Learning and Instruction no later than ten (10) working days after the meeting with the instructor. Written appeals should be addressed to the Vice President for Learning and Instruction, Mid-South Community College, 2000 West Broadway, West Memphis, AR, 72301. Appeal letters must be dated and provide the student's name and contact information, identification of the course and section for which the grade is questioned, and a clear explanation of why the student believes the grade is in error. Students are encouraged to append copies of any relevant documentation supporting their argument.
3. Within ten (10) working days of receipt of the written appeal, the vice president will review relevant documentation and either
 - a. contact both the student and instructor to arbitrate and resolve the dispute and inform the student and the instructor in writing of the final decision within five (5) working days of the meeting or
 - b. convene an ad hoc Academic Appeals committee to consider the appeal. The Academic Appeals Committee shall be composed of two faculty members, an administrator, and two student representatives appointed by the Executive Vice President. Both the student and the instructor may request or be asked to appear before the committee to present information. The appeals committee will make a recommendation to the vice president, who will inform the student in writing of the final decision and any applicable sanction(s) within five (5) working days from the date of the hearing.
4. The vice president's decision is final.
5. The right to appeal a grade or a charge of academic dishonesty expires at the end of the semester following the one for which the questioned grade or charge was recorded. This limitation includes summer semesters.

Academic Clemency

Students returning to college who have not been enrolled in any institution of higher education for a period of five years or more may petition the Executive Vice President for academic clemency upon enrollment at MSCC.

Clemency provides a second chance for academic success to those students who performed poorly early in their academic careers. A probationary period may be required before clemency is granted.

If granted, academic clemency allows students to have all previously earned grades and credits removed from the calculation of their overall grade-point averages.

The historical grades remain a part of the students' academic records but do not count toward the cumulative GPA at graduation.

Academic Misconduct

Under all circumstances, students are expected to be honest in their dealings with faculty, administrative staff, and fellow students. For purposes of this policy, the term "faculty" or "faculty member" includes any person engaged by the college to act in a teaching capacity, regardless of the person's actual title. In speaking with members of the college community, students must give accurate representation of the facts at hand.

In class, students must submit work that fairly and accurately reflects their level of accomplishment. Any work that is not a product of the student's own efforts is considered dishonest. Students must not engage in academic dishonesty, and doing so can have serious consequences.

When an infraction occurs, the course instructor will contact the Vice President for Learning and Instruction prior to confronting the student. The course instructor has the authority to assign a grade of "0" for the assignment, test, or examination, or to assign a grade of "F" for the course as stated in the course syllabus. In addition, the instructor will notify the Vice President for Learning and Instruction, who shall keep a record of the incident.

Students receiving a grade of "0" as a result of academic dishonesty may not drop the course or withdraw from the college to avoid the penalty. In the case of repeated infractions, other disciplinary sanctions may be imposed through the regular institutional procedures of the College, including suspension or expulsion with documentation of such action placed in the student's academic record.

Academic dishonesty includes, but is not limited to, the following:

1. Cheating, which includes, but is not limited to,
 - a. the use of any unauthorized assistance in taking quizzes, tests or examinations;
 - b. dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems or carrying out other assignments; or
 - c. the acquisition, without permission, of tests or other academic material belonging to a member of the MSCC faculty or staff.

2. Plagiarism, which includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgement. Practices to **avoid** include the following:
 - a. Using exactly the same sequence of ideas as the source material;
 - b. Failing to put quotation marks around an author's exact words;
 - c. Failing to cite the source of a summary or paraphrase when the words are changed or synonyms are used, but the idea remains the same as the author's;
 - d. Incorporating material written by a friend or tutor as though it were written by the paper's author;
 - e. Submitting materials prepared by another person or agency engaged in the selling of term papers or other academic materials.
 - f. Submission of any work not actually produced by the student submitting the work without full and clear acknowledgement to the actual author or creator of the work.

Procedures

If a faculty member suspects a student of academic dishonesty, the faculty member first notifies the Vice President for Learning and Instruction, then discusses the concern with the student involved and ascertains all relevant information. If the faculty member determines that academic dishonesty has occurred, he/she must notify the student in writing of the resulting penalty. The faculty member must also provide the Vice President for Learning and Instruction with a copy as well as with all relevant information the faculty member has gathered. The faculty member may not employ policies or procedures other than those stated in the approved course syllabus.

If the student disagrees with and wishes to contest the faculty member's charge of academic dishonesty, he/she may appeal to the Vice President for Learning and Instruction upon completion of the course as outlined in the Academic Appeals procedures in this catalog.

If, as a result of the investigation, it is determined that academic dishonesty has occurred, the Vice President will determine whether the sanctions will include suspension or expulsion from the college in addition to the course penalty assigned by the faculty member. The decision of the Vice President regarding the finding of academic honesty shall be final, but students may appeal via the Dean of Students a suspension or expulsion sanction which they consider to be too punitive.

Academic Probation

Students whose overall grade point averages (which include developmental and college-level courses) fall below 2.00 will be placed on academic probation. In addition, students who attempt the same developmental or required core academic course two times and either fail or withdraw from the course will be placed on academic probation upon re-enrollment—regardless of GPA. A third unsuccessful attempt of the same course will place a student on academic suspension.

Students on academic probation must meet with the Vice President for Student Affairs or designee to develop a plan of action to improve their grade point averages. They will be restricted to three to six credit hours per semester. Students who need twelve credit hours to receive full financial aid, to meet enrollment criteria for insurance coverage, to receive Arkansas Vocational Rehabilitation funds, or to meet international student visa requirements are

cautioned to note this restriction. Students on academic probation from other colleges or universities who transfer to MSCC are also governed by this policy.

Overall GPA below 2.00. Academic probation will continue as long as students maintain a semester GPA of 2.00 or better on all courses taken until their overall grade point average equals 2.00 or better and the probationary status is removed.

Academic Suspension

Students will be suspended for a minimum of 15 weeks if

- a. they fail to attain a 2.00 semester GPA during a probationary semester or
- b. they fail to successfully complete (fail or withdraw from) a required developmental course or core academic course within three attempts.

Students will be referred to tutorial resources in the Learning Success Center or to the Adult Education program to help address their academic problems. When readmitted, they are placed on academic probation, and their enrollment may be restricted to required developmental or core courses which they have not previously completed successfully.

Students may re-enter after the suspension period has lapsed, under condition of academic probation for one semester, with approval of the Vice President for Student Affairs. Should a student fail to attain a 2.00 semester average during the semester of re-entry or should a student fail to successfully complete the designated developmental or core course that caused the suspension, a one-year suspension will ensue, followed by similar readmission requirements.

Credit taken at another college or university during the suspension period may not be transferred to MSCC for degree credit or included in the student's overall grade point average. Students on academic suspension from other colleges/universities who transfer to MSCC are also governed by this policy.

Mid-Term Progress Reports

At mid-term of each semester, interim course grades will be posted on Campus Cruiser. Students who receive a grade of "D" or "F" for a course should schedule a conference with the instructor to discuss how their performance can be improved and work with a Learning Success Center counselor to identify available learning support resources. Mid-term grades are not recorded on the students' transcripts.

Assessment of Student Academic Achievement

Mid-South Community College is committed to quality instruction that supports documented student learning outcomes. General education and technical/occupational learning outcomes are listed in the Academic Program sections of this catalog.

To inform the continuous improvement of its academic programs and services, College personnel support a variety of evaluation activities such as the following:

- Placement testing of students upon initial enrollment
- Course-level assessment of learning outcomes

- Performance tracking in subsequent, related courses
- General education and major field tests prior to graduation
- Tracking student retention and graduation rates
- Student evaluations of instruction
- Student satisfaction surveys
- Job placement rates of graduates
- Employer satisfaction surveys
- Alumni surveys
- Student performance at transfer institutions

Information gathered from these instruments and activities is analyzed and used to make improvements in instructional strategies, facilities, curricula, services, and scheduling for the purpose of improving student learning.

Responsible participation by students is necessary to many of these activities. Students are encouraged to perform their best on tests and to answer evaluation questions with care and honesty so that the College's strengths and weaknesses are clearly identified. In addition, student input to the College assessment program is vital for its success. Such self-analysis by College constituencies will ensure that MSCC continues to improve and to respond to student and community needs in Crittenden County and the surrounding area.

Attendance

Mid-South Community College students are expected to attend classes regularly, to arrive on time, and to remain through the scheduled class time. Regular and prompt classroom attendance is a critical component of the educational experience because it prepares students to be effective and responsible citizens and employees. Students are expected to contact their instructors regarding any absence before class, or within 24 hours in case of an emergency, just as they would contact an employer regarding any absence from their jobs. With proper notification, the student may be given the opportunity to make up missed work by the next class period. Students are responsible for any material covered in class during their absence.

Regardless of the reason or excuse, excessive absences, tardiness, or early departures from class will negatively affect course grades. Missing more than two weeks' worth of class days (8 hrs. for 4 credits, 6 hrs. for 3 credits, 2 hrs. for 1 credit) will result in the reduction of final course grade. Tardies and early departures may be counted toward the hours of absences a student has in a class.

During the first week of classes, each instructor will provide students with a written attendance policy as a part of the course syllabus. This policy will specify what provision is made for make-up work and what effect missed work will have upon students' course grades. Students should be sure that they understand the attendance policy of the course because continued enrollment in the courses indicates their acceptance of the policy as a requirement for successful course completion.

Students who register for, but who do not attend any class meetings of a course during the first 11 days of a semester (5 days for a summer semester) are considered "no-shows." These

students are administratively dropped from the courses which they have not attended. The resulting change in hours may affect students' financial aid eligibility. Tuition refunds will be issued to those students who have paid for the dropped hours.

Students receiving financial aid, veteran's benefits, or support from agencies such as Rehabilitation Services may have particular attendance requirements to continue receiving financial support. Such students should check with the Financial Aid Office to obtain current information.

Regardless of the reason for an absence, students must take responsibility for contacting an instructor and for making arrangements for make-up work according to the course attendance policy.

Instructors will attempt to contact any student who misses two consecutive class meetings without providing notification. Instructors will forward the names of those whom they are unable to contact to the Learning Success Center. LSC staff will then attempt to contact the students to determine why they have been absent and to affect a solution.

Capstone Projects and Internships

Capstone Learning Experience Projects and Internships provide associate of applied science students with opportunities to blend theory and practice combining formal college study with projects or workplace experience in their degree area.

Application Instructions

- Students are permitted to enroll in the Capstone Project or Internship only during the semester in which they will graduate.
- Students must have a minimum cumulative grade point average of 2.0.
- Applicants must meet with the appropriate vice president or program coordinator by the date listed in the Academic Calendar prior to the semester in which students plan to enroll

Applicants must—

- provide a copy of their most recent MSCC transcript (available from the Registrar's Office)
- have a degree audit completed and signed by the Registrar.
- provide a current resume which is professional in appearance.
- provide a copy of their proposed class schedule for the semester of enrollment in the capstone or internship course.
- register for the course during Early or Regular Registration.

Assignment to an internship or capstone course is at the discretion of the appropriate vice president, and some programs support only one of these options. Students may take only one capstone or one internship in a program area. During the course of the semester, transfers from one project or work location to another will be made only in the rarest cases and under the most unusual circumstances. Such transfers must be approved by the course facilitator and the appropriate vice president.

Suitable projects vary by degree program option, but all require students to apply general education and technical knowledge and skills in the development of a real-world project. Course

evaluation is based upon timeliness in meeting project milestones, the application of technical skills to the project, and the demonstration of general education outcomes defined for program graduates.

Projects will be selected within the first two weeks of the semester, with actual work time spanning 9 to 10 weeks. Students should not begin projects prior to receiving the necessary prior approvals from the project facilitator and appropriate vice president. Successful completion of this course requires a grade of C or better.

Additional information about these courses may be obtained from the Academic Affairs Office.

Classroom Behavior

Instructors have the primary responsibility for control over classroom behavior and maintenance of academic integrity. They can order the temporary removal or exclusion of any student engaged in disruptive conduct or conduct violating the general rules and regulations of the College. Extended or permanent exclusion from the classroom or further disciplinary action can be effected only through the due process procedures of the College.

Credit by Examination or Portfolio

Enrolled students may earn up to 18 credits toward MSCC awards through credit by examination or portfolio. However, no more than 9 credits earned by either method in any of these areas may be applied to program track electives required for AAS degrees or Technical Certificates.

Credit by Examination/Portfolio Prior to Enrollment in a Course

Award-seeking students who have successfully completed a minimum of six credit hours of traditional coursework at Mid-South Community College have the option of submitting a Credit by Examination or Portfolio Request form and challenging a course prior to enrolling in the course in one of the following ways:

- completing and submitting official scores which meet or exceed the required minimum scores from a related CLEP or professional certification examination taken at an approved testing center;
- taking another course-specific competency examination and meeting or exceeding the minimum score approved by the program coordinator and the Vice President for Learning and Instruction. Students without earned hours at MSCC may challenge a course prerequisite by examination to bypass the prerequisite requirement, but any applicable credit will not be awarded until the student has successfully completed 6 credit hours of traditional course work at MSCC;
- providing, for approval by selected advisory committee members, the program coordinator, and vice president, a portfolio documenting work-based learning directly related to course learning objectives, as well as certification by one or more employers that the work was performed by the student. Portfolio materials more than three years old may not be accepted, depending upon technological advances or changes in a particular field.

Credit by examination or portfolio is limited to a maximum of 18 credit hours. Such credits may not be accepted by other colleges and universities, so students planning to transfer “CR” credits are advised to obtain written verification of acceptance by the receiving institution in advance. Credit by examination is not available for all courses offered by the College. A list of available tests, costs, required scores, and testing sites may be obtained from the Registrar’s Office.

Students challenging a course by an examination must pay the required testing fees prior to taking the test. Costs include an administration fee, as well as any fee charged by commercial test publishers or vendors for the test instruments and grading, and materials fees if applicable for areas such as, but not limited to, welding and machining.

Students scoring at or above the minimum required score shall receive a grade of “CR” for the course, which indicates satisfaction of the course credit; however, no letter grade will be awarded, nor will the course carry a grade which affects the students’ grade point average. No additional tuition or fees will be assessed for the course credited. Credits earned through testing may or may not transfer according to the policy of the *receiving* institution.

A failing grade on a challenge test will not affect a student’s grade point average; however, students may not challenge a course more than one time in an academic year or its equivalent.

Test costs are refundable only before the test is given. Failure to complete or pass a test does not justify a refund.

Students seeking credit through submission of a portfolio should first meet with their vice president to obtain a list of program goals and course learning objectives for the course to be challenged. These goals and objectives should guide the development of the portfolio, which must contain materials and written evidence that the student has mastered both course content and skills.

Portfolio submissions must be accompanied by the Portfolio Assessment Form, employer certification that the work submitted was developed by the student, and payment of the administration fee to the MSCC Finance Office. This fee is not refundable if credit is not awarded for the portfolio.

Approval of portfolio credit by both the program coordinator and the appropriate vice president is required. Students will be provided a written evaluation indicating the reasons for approval or denial of credit. A copy of the evaluation will also be placed in the student’s official academic record. Portfolio credit is awarded as CR or NC and does not carry a letter grade or quality points.

Students may challenge a course through portfolio assessment only once in an academic year or its equivalent.

Credit Policy for Advanced Placement Exams

Following admission to MSCC and successful completion of six or more credit hours at MSCC, high school students may receive college credit by advanced placement for successful completion of the College Board’s Advanced Placement Examinations or College Level Examination Program (CLEP) as listed below. MSCC also accepts AP or CLEP credit granted by another accredited college or university when such credit is consistent with MSCC’s policy.

Advanced Placement Exams

Credit obtained through advanced placement is recorded without grade or grade points, and the maximum credit allowed is 18 semester hours.

Exam Required	Scores	Course Equivalent	Credit Hrs	
Biology	3	BIOL 1114	General Biology	4
Chemistry	3	CHEM 1314	Chemistry I	4
English Lang./Composition	3	ENGL 1113	English Comp I	3
Computer Science A & AB	3	COMP 1113	Computer Fund.	3
History of Art	3	ARTS 1103	Art Appreciation	3
Psychology	3	PSYC 1403	Intro to Psych	3
Spanish Language/Literature	3	SPAN 1113	Spanish I	3
U.S. Government and Politics	3	POLS 1143	American Govt.	3
U.S. History	3	HIST 2123	U.S. History Bef 1877	3

College Level Examination Program (CLEP) Exams

Students who have developed college-level skills and knowledge outside of college have an opportunity through the College Level Examination Program (CLEP) to demonstrate their achievement and receive college credit for up to 18 credit hours. Credits earned through CLEP examinations are recorded without grades or grade points following admission to MSCC and successful completion of one spring or fall semester. CLEP credit will not be awarded if a student has already attempted and earned a grade in a course or if the student has already completed a more advanced course in the subject area. CLEP credit earned at other accredited institutions of higher education is transferable to MSCC if the subject area is included in MSCC's CLEP credit policy. Students should visit or call the MSCC Learning Success Center at (870) 733-6766 for information about nearby testing centers, available subject areas, current test fees, and how to register for and schedule CLEP examinations.

Subject Examination	Qualifying Score	Credit Awarded
English Composition	50	ENGL 1113
(with essay)	50	ENGL 1113 & ENGL 1123
Humanities	50	ENGL 2153
	55	ENGL 2153 & MUSC 1103 or ARTS 1103
Natural Sciences	55	BIOL 1114 & PSCI 1214
Social Sciences & History	50	HIST 1153
	55	HIST 1153 & HIST 1163
<i>Computer Technology</i>		
Info Systems and		
Computer Applications	50	COMP 1113 Computer Fundamentals

History & Social Sciences

Human Growth & Development	50	PSYC 2413	Human Development
American Government	50	POLS 1143	American Government
History of the U.S. I	50	HIST 2123	U.S. History Before 1877
History of the U.S. II	50	HIST 2133	U.S. History After 1877
Psychology (Introductory)	50	PSYC 1403	Introduction to Psychology
Sociology (Introductory)	50	SOCI 1303	Introduction to Sociology

Science and Mathematics

General Chemistry	50	CHEM 1314	Chemistry I
Algebra, College	50	MATH 1113	College Algebra
Trigonometry	50	MATH 1123	Trigonometry
General Biology	50	BIOL 1114	General Biology
Precalculus	50	MATH 1144	Precalculus

Business

Principles of Management	50	BUSN 2113	Prin. of Management
Principles of Accounting	50	BUSN 1423	Principles of Accounting I
Introductory Business Law	50	BUSN 2033	Legal Envir. of Business
Principles of Marketing	50	BUSN 1203	Basic Marketing
Prin. of Macroeconomics	50	ECON 2213	Macroeconomics
Prin. of Microeconomics	50	ECON 2223	Microeconomics

Credit by Examination after Enrollment in a Course

Once enrolled in a course, students may neither challenge the course by presenting official CLEP scores nor by requesting portfolio assessment. Students may challenge some MSCC courses by taking professionally recognized commercial certification tests (such as those provided by Microsoft® or Sylvan Testing Centers®) or internally developed and validated examinations approved by the MSCC Curriculum and Assessment Committees as final examinations. Students must obtain approval from the Vice President for Learning and Instructions and schedule a testing appointment in the Learning Success Center to take MSCC examinations.

Students must pay a testing administration fee prior to taking an MSCC examination or prior to receiving transcript credit for commercial certification tests taken at another testing center. Students who successfully complete an approved examination will receive a grade of "CR" indicating successful completion of the course. Official transcripts will list the course as completed, but no final grade nor quality points will be assigned.

Students successfully challenging a course through examination may receive an 80% refund of tuition if they test out of the course during the refund period as identified in the Academic Calendar.

Students who pay MSCC at the time of enrollment for a commercial test to be used as the approved final examination for a course, but who officially drop the course without taking the examination, may receive a refund of the cost of the test. Refund requests, however, must be

made in writing at the time students submit their official drop forms. Students who quit attending class, but who do not officially drop as required by MSCC policy, waive their rights to refunds.

Proficiency Credit (CR or NC)

Credit may be awarded to students for educational experience in the armed services, for professional certifications earned prior to enrollment, for portfolio documentation of program-related knowledge and skills, or for proficiency tests such as those provided through the College Level Examination Program (CLEP) or Advanced Placement Examination.

Credit hours may be awarded, but no quality points will be assigned. Additional information is available from the Registrar's Office.

Grading Scale and Grade Point Averages

The grading scale at Mid-South Community College is as follows:

<u>Letter Grade</u>	<u>Quality Points</u>
A	4
B	3
C	2
D	1
F	0

The grade-point average (GPA) is determined by dividing the total number of quality points earned by the total number of college credit hours the student has attempted. Grades earned in developmental courses affect financial aid eligibility and academic probation but are not calculated in determining the GPA for graduation or honors. To determine a semester GPA,

1. List the courses, grades, credit hours and quality points (QP's) for the semester and multiply the quality points by the number of course hours for each course.

<u>Course</u>	<u>Grade</u>	<u>QPs</u>	<u>Hours</u>	<u>Total</u>
ENGL 1113	B	3	x 3	9
ARTS 1103	A	4	x 3	12
SOCS 1113	C	2	x 3	6
BIOL 1114	C	2	x 4	8

2. Add the totals (9+12+6+8) and divide the sum (35) by the total number of hours (3+3+3+4 =13). The grade point average (35/13) = 2.69.

Special grades which do not affect a student's GPA are as follows:

AU—Not for credit; W—Withdrawn; CR—Credit without quality points; NC—No credit

Auditing a Course

A student who wishes to enroll in a course for no grade and no credit must complete a Request to Audit form at the time of registration. Enrollment as an audit student is accepted on a space-available basis after the close of regular registration. Regular tuition rates are charged,

and financial aid or scholarships do not apply to audited courses. See Credit/Non-Credit Enrollment for an alternative to auditing for students who do not want to earn a grade for a course.

To audit a course, a student must demonstrate that prerequisites have been met or must obtain permission from the instructor and program coordinator by demonstrating that he or she has sufficient prior knowledge of the subject to warrant auditing the course. Audit students are not required to adhere to any attendance or grading requirements and may not be allowed to participate in laboratory work if space or safety requirements are an issue. The student will receive a grade of "AU" (Not for Credit) for the audited course. **Audited courses may not be converted to credit at a later date, nor may courses taken for credit be converted to audit status after the course has begun. After an audited course has been completed, a student may take it a second time for credit.**

Credit/Non-Credit Enrollment

Non-Award seeking students may request permission to enroll in a credit course on a credit/non-credit basis. Students are required to complete all of the course requirements, but will not receive a letter grade or quality points. Regular tuition and fees are charged, and enrollment may occur during early or regular registration. However, students should note that courses completed on a credit/non-credit basis may not transfer to other colleges and may not be eligible for financial aid. CR grades may apply toward MSCC degree and certificate requirements, but will not be counted in a student's grade point average for graduation.

Incomplete Courses

"I" grades are usually awarded only **after** the last day to drop or withdraw when extreme circumstances prevent a student **in good standing** from completing a course. "I" grades are not awarded to students who do not attend class, do not complete work, do not drop or withdraw, and request an "I" to avoid receiving a failing grade.

An instructor may assign a grade of "I" for a student who is unable to complete all the requirements of a course subject to the following conditions:

- the student has attended regularly and completed over fifty percent of the course material with a passing average prior to assignment of the "I."
- an illness (or other circumstances beyond the control of the student) interferes with the student's ability to complete the course by the last day of the semester (medical or other official documentation is required);
- there is reasonable expectation that the student can complete the remaining work by the sixth week of the following term (Time limits may vary for computer-based, televised, or on-line courses, so students should verify the expiration date with their instructors.);
- the instructor submits a "Request for Incomplete Grade" form for approval by the Program Coordinator and Vice President for Learning and Instructions prior to last day to submit grades for the semester. This form should be signed by the student and the instructor and accompanied by a written justification for the "I" grade and a list of assignments that must be completed.

Following approval by the vice president, the instructor should provide one copy to the Registrar and one copy to the student along with a list of the assignments and tests to be completed.

Instructors who do not plan to be on campus the next semester must

1. provide the appropriate program coordinator or the vice president with a detailed list of assignments and grading scales to evaluate the student's work.
2. provide the student with the program coordinator or the vice president's name and telephone number so that the student knows who should be contacted to complete the course.

Once an "I" grade is approved, the student is responsible for contacting the instructor or vice president (if the instructor is no longer employed the following semester) to arrange for course completion within the six week time period.

Following receipt of the completed work, the instructor or vice president shall submit a grade change to the Registrar's Office that will become part of the student's academic record. If the work is not completed by the sixth week of the following term, the "I" is automatically converted to an "F."

Until such time as the "I" is removed from the student's academic record, the student's GPA shall be calculated as if the "I" were an "F." A grade recalculation will be done on receipt of the final grade by the Registrar's Office.

Financial aid recipients who receive "I" grades will be classified as making unsatisfactory progress until a final grade is posted for the course.

Independent Study Courses

An independent study course is designed to meet special scheduling problems of a student. Objectives, content, and requirements are the same as those listed in the syllabus for a regularly-scheduled course. Enrollment on an independent study basis is subject to the following conditions:

- The student must document a valid need for the course and the inability to take the course at its scheduled time due to a conflict.
- The instructor must approve the request.
- The appropriate vice president must approve the request.
- The Independent Study contract, which outlines the requirements and timeline, must be completed and filed in the Registrar's Office.

Withdrawal from a Course

Students who officially withdraw from a course according to the policies of the College will receive a grade of "W" for the course on their transcripts. This grade does not affect a student's grade point average, but withdrawals may affect a student's financial aid status.

Graduation Requirements

Students planning to graduate should make an appointment with their academic advisor **no later than the semester prior to graduation** to complete a degree audit which must be submitted to the Registrar for review and approval by the date listed in the Academic Calendar (fall semester). Students may graduate under their catalog of entry or any subsequent catalog in effect during a year in which they have been enrolled. Associate degree graduates are required to complete a minimum of 18 credit hours at MSCC. Certificate completers must complete at least 50 per cent of required program hours at MSCC. Completing this audit ensures that students are aware of and can complete all requirements by the time of their intended graduation.

Students must pay the graduation fee and file an Intent to Graduate form with the Registrar's Office by the deadline listed in the Fall Semester section of the Academic Calendar. All students must complete the MSCC Graduate Survey, and associate degree students must complete the WorkKeys® assessments before the commencement ceremony to be eligible for graduation.

Mid-South holds only one commencement exercise each year—at the end of the spring semester. **Students must have a cumulative grade point average of a 2.0 or better for courses taken at MSCC and complete all MSCC degree requirements prior to participating in the ceremony. Any program substitution(s) must be approved by the Executive Vice President.** Those completing during the summer or fall semesters will receive a diploma upon completion and may participate in the next scheduled ceremony.

Maximum Time Allowed to Complete Certificates/Degrees

Students pursuing a certificate or degree follow the requirements outlined in the MSCC catalog in effect the year of their initial enrollment at the College. They may, however, elect to follow the requirements of a subsequent catalog if they were enrolled in the year that the catalog was in effect. Students who wish to change catalogs must inform the Registrar's Office.

Because Mid-South Community College frequently revises its programs to reflect changing transfer and employment needs, students who exceed the following time limits may be required to fulfill the award requirements of a catalog other than their catalog of entry:

- Certificate programs of 24 hours or less — 2 years
- Certificate programs of 45 hours or less — 4 years
- Associate degree programs — 6 years

If these time limits are exceeded, students may be required to fulfill the degree requirements of the catalog in force at the time of expiration. **In addition, the College reserves the right to make course substitutions for program requirements when students take more than 150% of the program length to complete requirements as stated in their catalog of entry.**

Students who graduate from MSCC and return to complete another program will be governed by the catalog in force at the time they return.

Honors Recognition

Semester Honors Recognition

Semester honors recognition does not include developmental education courses and does not include credits earned at an institution other than Mid-South. Honors lists are published for the fall and spring semester but not for the summer terms.

The following students shall have their names published on the Honors List:

- Full-time students who complete 12 or more hours during a semester with a semester GPA of 3.50-3.80.
- Part-time students who have completed at least 12 hours of course work at Mid-South with a cumulative GPA of 3.50–3.80 and who, having this base of 12 hours, complete six to 11 hours during a semester with a semester GPA of 3.50–3.80.

The following students will receive President's List recognition:

- Full-time students who complete 12 or more hours during a semester with a semester GPA of 3.81-4.00.
- Part-time students who have completed at least 12 hours of course work at Mid-South with a cumulative GPA of 3.81-4.00 and who, having this base of 12 hours, complete six to 11 hours during a semester with a semester GPA of 3.81-4.00.

Graduation with Honors

Students graduating with honors shall be recognized at commencement with gold cords and with their names listed in the program as follows:

- Graduates with cumulative GPAs of 3.25-3.49 — Cum Laude
- Graduates with cumulative GPAs of 3.50-3.79 — Magna Cum Laude
- Graduates with cumulative GPAs of 3.80-4.00 — Summa Cum Laude

Cumulative GPAs shall include any transfer hours that apply toward the degree or certificate being granted. When students have taken a course more than once, the most recent grade shall apply toward the cumulative GPA.

Developmental education courses are included in GPA calculations for graduation honors.

Student Level

A student who has completed less than the equivalent of one full year of undergraduate credits (less than 30 semester hours) is classified as a freshman.

A student who has completed the equivalent of one full year of undergraduate credits (at least 30 semester hours) but less than 60 hours is classified as a sophomore.

Student Records

Notification of Rights under FERPA

Educational records are defined as records that are directly related to a student and maintained by an educational institution or by a party acting for the agency or institution.

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

- **The right to inspect and review the student's education records within 45 days of the day MSCC receives a request for access.** Students should submit to the Registrar's Office written requests that identify the record(s) they wish to inspect. A College official will make arrangements for access and notify the student of the time and place where the records may be inspected.
- **The right to request amendment to the student's education records that the student believes are inaccurate.** The student should write the Registrar, clearly identify the part of the record he/she wants changed, and specify why it is inaccurate. If the College decides not to amend the record as requested by the student, the Registrar will notify the student of the decision and advise the student of his or 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.
- **The right to limit disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.** One exception, which permits disclosure without consent, is disclosure to college officials with legitimate educational interests. A College official is a person employed by the College in an administrative, supervisory, academic, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another college official in performing his or her tasks. A College official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
- **The right to file a complaint with the U.S. Department of Education concerning alleged failures by MSCC to comply with the requirements of FERPA.** The name and address of the Office that administers FERPA is as follows:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

In accordance with FERPA requirements to provide students annual notification of their FERPA rights, the College issues notifications at the regular registrations, in the catalog, and on the College web site, www.midsouthcc.edu. Additional information on FERPA may be obtained by accessing <http://www.ed.gov>.

In accordance with the Family Education Rights and Privacy Act of 1974, MSCC identifies the following numbered items as directory information. MSCC may disclose any of these items without prior written consent of the student. Students who do not wish directory information to

be released must provide written notification to the Admissions and Records Office prior to each semester.

1. Student's name
2. Local address
3. Telephone number
4. E-mail address
5. Date and place of birth
6. Major and field of study
7. Academic classification
8. Educational institutions previously attended
9. Dates of attendance at MSCC
10. Degrees and awards granted, date granted
11. Part- or full-time enrollment status

Student Transcript Requests

Students requesting an official academic transcript from the College should submit a transcript request form (available in the Registrar's Office) or a written request that includes their name, social security number, approximate dates of attendance, the name and address to which the transcript is to be sent, and their signature. A fee is payable to the Finance Office for each request. Requests should be directed to:

Office of the Registrar
Mid-South Community College
2000 West Broadway
West Memphis, AR 72301