Principles of Accreditation

Compliance Report

Chipola College Compliance Audit Report

SACS Comprehensive Standard 3.4.5

3.4.5 - Academic Policies

The institution publishes academic policies that adhere to principles of good educational practice. These are disseminated to students, faculty, and other interested parties through publications that accurately represent the programs and services of the institution.

Judgment of Compliance

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In Compliance

Statement of Rationale for Judgment of Compliance

Chipola College publishes academic policies that adhere to the principles of good educational practice. Chipola College faculty participate in the academic affairs process to make sure that these policies also are developed in accordance with Florida Statutes and the State Board of Education Administrative Rules, both of which establish principles of good educational practice in the State of Florida (1). Chipola has an Assurance of Data and Communications Accuracy and Integrity policy (2) which commits the college to publishing accurate information.

Dissemination of academic policies to students, faculty, and other stake-holders occurs through the Chipola College 2006-2007 Catalog (3), the 2006-2007 Chipola College Student Handbook/Planner (4), and the college website (5).

Entering freshmen receive copies of the College Catalog and the Student Handbook/Planner during the mandatory Orientation classes. Multiple copies are available for other students in the Student Services Building and other locations on campus. All faculty receive copies of the Catalog and Student Handbook/Planner every year during the first week of the fall term. Both publications accurately represent the programs and services of the institution, are available on the Chipola College website to the general public, and are updated annually to reflect changes.

Academic policies relating to admissions (6), academic process, academic support services (7), grading scale, general education requirements, College Level Academic Skills Test (CLAST) (8), and program requirements can be found in the College Catalog, The Student Handbook/Planner, Catalog, and website contain policies about the academic honor code, student grievance procedures, the Code of
Conduct ([9]), and other policies considered non-academic. Faculty members also disseminate academic policy information by including selected policy statements in their course syllabi ([10]). The college publishes Chipola This Week which also includes updates about academic policies ([11]).

Chipola College encourages faculty and staff to maintain an environment that supports learning and personal development. Faculty are encouraged to provide sufficient explanatory information to help students understand what is required for successful completion of classes and ultimately degree programs. A course syllabus is provided to each student by the faculty member teaching a class. The syllabus provides detailed academic policies pertinent to the successful completion of the course. It is the goal of Chipola College to establish good educational practices that lead to a teaching and learning environment which enhances student learning.

**Documentation:**

1. State of Florida Statutes and Rules
2. Chipola College Board Policy Number 1.005: Assurance of Data and Communications, Accuracy and Integrity
3. Chipola College 2006-2007 Catalog
4. 2006-2007 Chipola College Student Handbook/Planner
5. Chipola College website
9. 2006-2007 Chipola College Student Handbook/Planner, pp. 40–60
10. Chipola College Sample Syllabi
11. Chipola College website - Publications Office, Chipola This Week