ACADEMIC STANDARDS

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Registration
AA and AS degree students are required to register at the beginning of each semester or session for assignment to classes. No college credit registration will be accepted after the last day prescribed for each semester or session as shown in the college calendar. Exceptions are workforce development programs that may accept students whenever space is available and continuing education classes, and courses that begin at various times throughout the semester, as listed in the class schedule.

Drop/Add a Course
At the beginning of each semester or summer term, students may change classes according to the cutoff date for drop/add, as specified in the calendar. No further schedule changes or refunds are allowed after this date, except in classes that do not follow the college calendar.

Student Load
The minimum load for full-time college-level students is 12 semester hours per semester or 6 semester hours per term of the summer session. All other college level students are classified as part-time students.

The following regulations apply concerning the maximum student load.
1. The maximum student load for first-time students is 18 semester hours per semester and six semester hours per summer session.
2. Students who have a scholastic average of 2.50 or above for the preceding semester or session may carry a maximum load of 19 semester hours per semester.
3. Students who have a scholastic average of 3.00 or above for the preceding semester or session may carry a maximum load of 21 semester hours per semester.
4. Students on scholastic probation are limited to loads of 16 semester hours per semester.
5. The maximum load during the summer session is 8 semester hours per six weeks term.

All requests for exceptions to the above regulations will be referred to the Vice President of Instructional & Student Services. Only in unusual circumstances when evidence exists that a student can succeed in all courses will an exception be made to allow loads in excess of those shown.

Workforce Development certificate students will, in general, be classified as either full-time (30 clock hours or class periods per week) or half-time (15 hours per week). Students who attend fewer than 30 hours per week will be considered part-time.

Classification of College Credit Students
Freshman: A student having fewer than 30 semester hours of earned credit.
Sophomore: A student having 30 or more semester hours of earned credit.
Full-Time: A student who registers for 12 or more semester hours.
Part-Time: A student who registers for fewer than 12 semester hours.
Transient: A student who is temporarily registered (for one term) at Chipola Junior College with the approval of some other college or university where he or she is regularly enrolled, or a Chipola Junior College student who is temporarily in attendance at another college or university with the approval of Chipola Junior College.
Audit: A student admitted to college classes on a noncredit basis. Audit students must complete the standard admission procedures. Attendance requirements are established by the instructor. Charges for audit registration are the same as for credit registration. Audit courses will be included on academic records with a grade of “X.”

Attendance
Regular attendance is expected of all students. Students who are absent from classes for any reason other than official college activities must satisfy the instructor concerned that the absence was due to illness or other clearly unavoidable reasons. Otherwise, the student may suffer grade loss at the discretion of the instructor.

Chipola policy allows each instructor to specify in the course syllabus the number of acceptable absences they will accept. It also allows the instructor to decide whether or not an absence is excusable and what effect the absence or tardy may have on the grade.

Limited enrollment programs may have specific attendance policies which must be adhered to by the individuals enrolled.

If students are to be off campus for official business or for a college activity, they may be excused. The activity adviser will turn in a list of students to the Vice President of Instructional and Student Services, who will in turn furnish the list to all instructors. Students should still notify their instructor before leaving and obtain permission to miss class. If students are doing failing work or if an absence might jeopardize their standing, they should not be absent from class, even on official school business.

Evaluation of absences is the responsibility of the Office of the Dean of Student Services when requested by the instructor. Students’ appeals concerning absences are processed through established administrative channels.

Students who flagrantly violate attendance regulations are subject to suspension, or dismissal from a course.

Driver's License Attendance Law
Chipola Junior College students who are non-high school graduates and who have not reached their eighteenth birthday are subject to Florida Statute 322.091. If you need additional information contact the Dean of Student Services.
Withdrawal

Withdrawal Without Penalty

The last date to withdraw from a class without penalty (and receive a grade of “W,” rather than “F”) appears in the calendar for each semester or summer term. This is also the last date that students may change their status in a course from credit to audit. After this date, students may not drop a course. Their only option after the deadline to withdraw from a class without a penalty is to withdraw from all courses.

To withdraw from a course without penalty, the student should obtain the proper form from the Registrar’s Office, have it signed by the indicated persons and return to the Registrar’s Office for processing.

The college permits a maximum of two withdrawals (without penalty) per course. The student will not be permitted a third withdrawal in a course and will receive the grade earned.

Classes that begin after the start of the semester or end prior to the completion of the semester will have as their “drop without penalty” date, the class meeting that represents 70 percent of the meeting time of that class.

Withdrawal from College

To withdraw from the college, a student should obtain a withdrawal form from the Registrar’s Office, fill in the appropriate information, obtain the necessary signatures as listed on the form, and return the form to the Registrar’s Office by the prescribed withdrawal date. All college obligations must be fulfilled.

Students who do not follow the required procedure may receive grades of “F” for all college credit courses being pursued at the time they discontinue attendance.

Grading System

Grades & Quality Points

Final grades are available through FACTS (as indicated on page 36) following the close of each term. Grades may be withheld by the college for reasons such as unpaid parking fines and fees, overdue loans and library books, unreturned audio-visual or physical education materials and equipment, incomplete admissions records, disciplinary actions, and academic probation and expulsion. Exceptions may be made by the Vice President of Instructional & Student Services.

A student’s Grade Point Average (GPA) is derived from the grading system/quality point scale.

F, I, W, and X Grades

Students should clearly understand the differences between F, I, W, and X grades and their effect upon GPA’s.

A grade of F shows that a course has been failed. The semester hours for the course count in the GPA computation, but no quality points are earned; thus, an F grade lowers the GPA.

A grade of I shows that a student has not completed the required work in a course for some valid reason (such as serious illness or death in the family), that he/she has discussed this with the instructor, and that the instructor has agreed to allow the student to make up the missed work. However, a grade of I will be computed into the student’s grade point average as if it were an F.

Students have until the end of the succeeding semester or summer term to complete the work required to remove an I grade. Both the semester hours and quality points received will be computed into the next semester’s GPA after the I has been replaced by a grade. If the work is not completed in the succeeding semester or term, the I grade will be converted to an F.

A grade of W shows that a student has dropped or withdrawn from a course after the drop/add period. The student receives neither semester hours nor quality points for courses in which the grade is W, and there is no effect upon his/her GPA.

A grade of X shows that a course has been taken for no credit. A grade of X carries neither semester hours nor quality points, and there is no effect upon the grade point average.

Required GPA

Students must have a 2.0 grade point average in all work attempted in order to earn the AA or AS degree. While a student may earn a cumulative average of 2.0 and have grades of D, it is well to remember that grades below C are seldom transferable to some private or out-of-state colleges and universities.

Students whose GPA falls below 2.0 will be subject to the penalties described below in “Standards of Academic Progress.”

Dean’s List

The college uses the Dean’s List to recognize academic achievement. To be included on the Dean’s List, students must earn a grade point average of 3.25 while taking a minimum load of 12 semester hours (excluding remedial work) during the fall or spring semester; or, earn a GPA of 3.25 while taking a minimum load of six semester hours (excluding remedial work) during a summer term.

How to Compute Grade Point Average (GPA)

Each letter grade has a quality point value on the Grading System/Quality Point Scale. A student may determine the grade points for his/her grade in each course by multiplying the number of quality points a grade is worth times the number of semester hours the course carries. Thus a B (worth 3 quality points) in a 3-
A semester-hour course earns 9 quality points, and an A (worth 4 quality points) in the same 3-semester-hour course earns 12 quality points.

The grade point average is found by adding the total quality points earned and dividing by the total number of semester hours attempted.

<table>
<thead>
<tr>
<th>Courses</th>
<th>Semester Hours Attempted</th>
<th>Grade</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>4</td>
<td>A</td>
<td>16</td>
</tr>
<tr>
<td>MAC 1105</td>
<td>3</td>
<td>C</td>
<td>6</td>
</tr>
<tr>
<td>SYG 1010</td>
<td>3</td>
<td>F</td>
<td>0</td>
</tr>
<tr>
<td>FRE 1101</td>
<td>4</td>
<td>B</td>
<td>12</td>
</tr>
<tr>
<td>ART 1300C</td>
<td>3</td>
<td>C</td>
<td>6</td>
</tr>
<tr>
<td>SLS 1101</td>
<td>1</td>
<td>B</td>
<td>3</td>
</tr>
</tbody>
</table>

Total hours attempted 18 Total Quality Points Earned 43

18 Hours Attempted Divided into 43 Quality Points Earned= 2.39 GPA

Standards of Academic Progress

Chipola Junior College has established Standards of Academic Progress applicable to all students. Students who fall below a "C" or 2.00 Grade Point Average are placed on alert, warning or suspension, according to the following system.

Quality Point Deficiency System

A quality-point deficit is the number of quality points fewer than those needed for a “C” average. For example, if a student attempted 16 semester hours, 32 quality points would be needed to have the minimum 2.00 average. If a student has only 25 quality points for the 16 hours attempted, he has a quality point deficit of -7 points.

<table>
<thead>
<tr>
<th>Status</th>
<th>Quality Point Deficiency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alert</td>
<td>1-18</td>
</tr>
<tr>
<td>Warning</td>
<td>19-29</td>
</tr>
<tr>
<td>Suspension</td>
<td>30 or more</td>
</tr>
</tbody>
</table>

Penalties

**Alert**: Deficit of 1-18 quality points for ten or more cumulative semester hours credit attempted. Students on Alert must earn a cumulative grade point average of 2.00 or higher in one semester or be placed on Warning.

**Warning**: Deficit of 19-29 quality points for ten or more cumulative semester hours credit attempted. The student will be placed on Warning for either of two reasons: (1) a cumulative quality point deficiency of 19-29 points; or (2) completion of two semesters on Alert with less than a 2.00 cumulative GPA.

**Suspension**: Deficit of 30 or more quality points for ten or more cumulative semester hours of credit attempted. Students will be suspended for either of two reasons: (1) A cumulative quality point defi-
B. State of Florida Satisfactory Progress Standards

The State of Florida has established standards of satisfactory academic progress for their programs that may differ from the standards established by CJC. Examples for the FSAG Program: A full-time student must earn a 2.0 each academic year and earn at least 24 credits over the fall and spring terms. A part-time student must earn a 2.0 each academic year and earn required hours. Please consult the Financial Aid Office, or the State of Florida with questions about their requirements.

C. State Scholarships and Grants

1. Florida Student Assistance Grants
   Maintain a 2.00 GPA and complete a minimum of 24 semester hours each academic year.

2. Florida Academic Scholars
   Maintain a 3.0 cumulative GPA and earn 12 credit hours per year.

3. Florida Gold Seal Vocational Scholars
   Maintain a 2.75 cumulative GPA and earn 12 credit hours per year.

4. Florida Merit Scholars
   Maintain a 2.75 cumulative GPA and earn 12 credit hours per year.

5. Chappie James Most Promising Teacher Scholarship
   Maintain a 2.50 GPA and earn 12 credit hours per term or the equivalent for the number of terms for which the award was received.

D. Federal Aid Recipients and Veterans

1. AA and AS Degree Students
   a. Maintain a cumulative semester GPA according to the following schedule:
      (1) End of first term of attendance—1.0.
      (2) End of second term of attendance—1.50; and thereafter—2.00.
   b. Complete two-thirds of all hours attempted. [Note: Two summer sessions equal one semester.]
   c. A student must complete his/her educational program within a time frame of 150 percent of the published length of the educational program.

2. Clock Hour or Certificate Students
   a. Must earn two-thirds of the hours attempted each term with a “C” or better grade.
   b. An “F” grade on 450 or more clock hours attempted in a term will result in suspension from college, and, therefore, financial aid suspension.
   c. A student must complete his/her educational program within a time frame of 150 percent of the total hours required for the program.
   d. Title IV (Pell Grant Program) requires that vocational students complete the total number of clock hours in the payment period before receiving additional Pell funds.

3. Transfers between Degree and Certificate Programs
   a. All terms attended will be counted as part of maximum terms eligible for aid.
   b. Probation or suspension status will be calculated on previous enrollment and carry forward with program change.

E. Course Work Evaluation

All attendance, including remedial courses at Chipola, is considered in determining satisfactory progress before a student may receive aid. Students who attended Chipola in the past will be reviewed based on all previously attempted courses, regardless of how long ago they attended Chipola. Transferring students’ satisfactory progress will be determined from the academic history at all previously attended institutions. Satisfactory progress includes all previous academic history, even if the student did not receive financial aid.

F. Probation

If a student is not meeting all criteria of Standards of Satisfactory Progress, a one-semester probationary period will be allowed in order to meet the criteria.

G. Removal from Probation

Students who earn the required GPA and hours by the end of the semester of probation will be removed from probation.

H. Suspension

Students who do not meet all satisfactory progress criteria at the end of a probationary period will be placed on financial aid suspension. Also students that have an A.A. or A.S. Degree or have completed two certificate programs will automatically be on financial aid suspension. Appeals for reinstatement may be made to the Financial Aid Committee.

I. Appeal

If there were mitigating circumstances, such as illness, death, personal or family problems which caused the lack of progress, a student may appeal to the Student Financial Aid Committee by first contacting the Financial Aid Office.

J. Financial Aid Catalog Information

Every effort has been made to ensure the accuracy of the information in this catalog; however, Federal and State law supersede any information contained herein, and the information provided is subject to change without notice.

Forgiveness Policy

Students may repeat courses to earn higher grades as indicated in these guidelines:

1. An AA or AS degree has not yet been awarded.
2. The grade to be forgiven is a "D" or "F". **Students cannot repeat a course if they have made a "C" or better.**
3. The number of repeat attempts per course is limited to two.
4. The grade on the last attempt must be accepted.
5. Only the grade on the last attempt will be used to compute the grade point average.

All courses attempted at CJC will appear on the student’s transcript. Repeated courses will be indicated by a “T” for an initial attempt and an “R” for the final attempt.

Grades earned at other institutions under the forgiveness policy will be counted at Chipola for removal of probation or suspension; for all other purposes, such grades will be counted as any other transfer credit.

Students should be aware of the following:

1. Students receiving financial aid of any type are cautioned...
to check with the Financial Aid Office to ensure that the repeated course will not affect their financial aid award.

2. Some colleges and universities may not honor Chipola’s forgiveness policy and may use the grade of the initial attempt in computing the grade point average.

Graduation Requirements

Chipola Junior College awards two degrees, the Associate in Arts and the Associate in Science, and certificates in Workforce Development programs.

Associate in Arts Degree

To be awarded the Associate in Arts degree, a student must be entitled to an honorable dismissal, must be eligible to re-enroll, must have earned a cumulative grade point average of 2.00 or better on all work attempted, must have completed a total of not less than 60 semester hours of acceptable college work (including the 36 hours of required general education courses), must have fulfilled the requirements of the Communication and Computations Skills regulation (Gordon Rule), and must have taken and successfully passed the CLAST (or be qualified for a CLAST alternative). The 60 semester hours may not include physical education activity courses nor occupational courses. Twenty-five percent of the total semester hours toward graduation must be earned in academic programs in residence at CJC.

Requirements are shown in the current catalog for the academic year during which the student originally entered Chipola or for the year during which the student applies for graduation, except that the catalog for the year during which the student originally entered Chipola may not be used if more than three years have elapsed between the date of original admission and graduation. In the latter case, the catalog current for the year of graduation or the catalog for the preceding year must be used with regard to the General Education requirements or state regulations in effect.

Associate in Science Degree

The requirements for the Associate in Science degree are the same as for the Associate in Arts degree with two exceptions. Instead of the General Education requirements, the student must follow a Workforce Development curriculum guide and students are not required to take the CLAST exam.

Certificate of Completion

Students who meet all of the requirements for either the Associate in Arts or the Associate in Science degree, except a cumulative grade point average of 2.00 or better, may be issued a certificate signifying the completion of a specified number of semester hours.

Workforce Development Certificate

Graduation requirements for Workforce Development certificate programs vary with each program. To be awarded a Workforce Development certificate, a student must be eligible to re-enroll, and must have satisfactorily completed the clock hours of instruction and/or competencies as specified in the Workforce Development Certificate Programs section of this catalog.

Rules concerning the catalog to be used for graduation requirements are the same as those for degree-seeking students.

Student Records

Chipola Junior College policy fully complies with the Buckley Amendment and all other applicable federal and state laws in order to protect the privacy of student educational records, to establish the right of students to inspect and review their educational records, and to provide guidelines for correction of inaccurate data.

Directory information may be released to anyone unless the student specifies in writing to the Registrar’s Office not later than the tenth calendar day of classes in each term that this information is to be withheld. Classified as directory information are the student’s name, address, telephone number, date and place of birth, dates of attendance, degrees and awards received including Dean’s List, most recent previous educational institution attended, major field of study, participation in college activities and sports, and weight and height of members of athletic teams.

Items open to inspection only by the student, the eligible parent/guardian of the student, and members of the professional staff who have responsibility for working with the student are as follows: health and medical records, disciplinary records, personal counseling and advising records, student placement files relating to employment, general test information, required student and family financial income records, and student permanent academic records, including grade reports and other supporting data.

In order for parents to have access to a student’s records without written permission from the student, the parents must certify that the student is economically dependent upon the parent as defined by Section 152 of the Internal Revenue Code of 1954. Whenever a student has attained eighteen years of age, or is attending an institution of postsecondary education, the permission or consent required of and the rights accorded to the parents of the student shall thereafter only be required of and accorded the student.

Students who want to see the items in their permanent folders that are available to them should make a request in writing to the Registrar’s Office. Students who wish to challenge the contents of their records should contact the Registrar’s Office concerning the procedures to be followed.

Any students desiring complete information relating to student access and student protection of records should contact the Registrar’s Office.

Official Transcripts

The official transcript of the record of a Chipola Junior College student will be furnished only upon his or her written request to the Registrar’s Office. The college reserves the right to deny a transcript or withhold any information on any student whose financial record is not clear.