Federal Requirement 4.3

10. The institution makes available to students and the public current academic calendars, grading policies, and refund policies. *(Federal Requirement 4.3)*

   __X__ Compliance    ___ Non-Compliance

4.3 – Publication of Policies

**Narrative:**

Chipola College makes available to students and the public current academic calendars, grading policies and refund policies through a variety of publications and in student orientation. Publications are made available in multiple formats, including print, and PDF documents on the college’s website (1a), (1b), (1c), (1d). Publications in hardcopy formats are distributed by college advisors, recruiters, and others, and are available in the Student Services Building. Additionally, all new students receive a hard copy of the Chipola College Catalog (2) and the Chipola College Student Handbook/Planner (2013-2014) during mandatory orientation classes (3).

An official copy of the college’s annual calendar, adopted by the District Board of Trustees, is filed with the Department of Education as prescribed by the Division of Florida Colleges (4; 5). In accordance with Florida Statues (6), Chipola College updates annually the College Catalog and Student Handbook/Planner that include a comprehensive calendar which emphasizes important dates and deadlines.

Refund policies as established by the District Board of Trustees (7) are published in the Chipola College 2013-2014 Catalog (1c; 1d). Grading policies (8), including academic standards, grade changes, the grading system, and the grade appeal process are also provided in the Chipola College Catalog (1b; 9a; 9b), and the 2013-2014 Chipola College Student Handbook/Planner (10). The relationship between satisfactory academic progress and the availability of financial aid are also described in college policies and the catalog (11; 12). These policies are discussed with students during the mandatory orientation class for all entering freshmen.

**Distance Learning: Publication of Policies Governing Distance Education**

All policies and procedures affecting online and on-campus students are available through multiple sources, including the college catalog, student handbook/planner, and the college website. Included among these policies are current academic calendars, grading policies, refund policies, and others.
Documentation:

[1a] Chipola College Catalog – Academic Calendar
[1b] Chipola College Catalog – Grading Policy
[1c] Chipola College Catalog – Refunds
[1d] Chipola College Catalog – Financial Aid Refunds


[4] Chipola College Calendar


[6] Florida Statutes, Section 1006.50. Student Handbooks

[7] Chipola College Board Policy Number 3.080: Refund of Fees

[8] Chipola College Board Policy Number 2.030: Grading System

[9a] Chipola College Catalog – Grade Appeal/Grievance Process

[9b] Chipola College Catalog – Appeal/Grievance

[10] Chipola College Student Handbook/Planner – Grade Grievance Procedure


[12] Chipola College Board Policy Number 2.090: Standards of Academic Progress