

Academic Policies

ACADEMIC POLICIES AND PROCEDURES

1. REGISTRATION

Course Registration:

- Registration opens 2 weeks before semester start
- Students register based on credit hours completed
- Maximum course load: 18 credits per semester
- Minimum for full-time status: 12 credits

Add/Drop Period:

- First week of semester: Add or drop without penalty
- Second week: Drop with "W" on transcript
- After second week: Withdrawal requires approval

2. ATTENDANCE POLICY

Class Attendance:

- Students expected to attend all classes
- Absence may affect grade at instructor's discretion
- More than 3 unexcused absences may result in course failure
- Medical absences require documentation

3. GRADING POLICIES

Grade Appeals:

- Students may appeal grades within 30 days of posting
- Must first discuss with course instructor
- If unresolved, submit written appeal to department chair

Incomplete Grades:

- Granted only for documented emergencies
- Must be completed within one semester
- Reverts to F if not completed

4. ACADEMIC INTEGRITY

Plagiarism:

- Presenting others' work as your own
- First offense: Zero on assignment and disciplinary probation
- Second offense: Course failure and suspension

Cheating:

- Using unauthorized materials during exams
- Penalties same as plagiarism

5. REFUND POLICY

Tuition Refunds:

- Before semester starts: 100% refund
- Week 1: 90% refund
- Week 2: 75% refund
- Week 3: 50% refund
- Week 4: 25% refund
- After Week 4: No refund

6. LEAVE OF ABSENCE

Students may request leave of absence for:

- Medical reasons
- Family emergencies
- Military service
- Study abroad

Maximum leave period: 2 semesters

Must reapply for readmission after leave