

# ACADEMIC REGULATIONS

## Attendance in Class

Students are expected to attend every class meeting and to arrive on time. Students who expect to miss a class, or those anticipating tardiness, should let the instructor know. In most courses, attendance requirements are listed on the syllabus. It is the responsibility of the student to make up work missed.

## Audit

Students desiring to enroll in a course at Miami Dade College, but who do not wish to receive a grade or credit for the class, may elect to audit. Students will not be allowed to change from an audit status to a credit status (or from credit to audit) after the 100 percent refund date for each term.

Audit courses will be included in the student's academic record with a non-punitive grade of "Z"; however any audit courses taken prior to fall 2016 will show a grade of "X". Courses and credits enrolled for audit purposes do not count in the computation of a student's full-time or part-time enrollment status. College Preparatory students, who are required to be certified as completing competency-based College Preparatory instruction, cannot be enrolled under audit status.

Auditing a class costs the same as enrolling for a credit course.

## Course Load

All credit courses carry a specified number of credits. A 3-credit lecture course normally meets three hours per week during the 16-week terms, and eight hours

per week during the six-week terms. Lab classes generally meet for two hours per credit.

The fall and spring terms are called "major terms" and are approximately 16 weeks long. During a major term, a full course load is considered to be 12 or more credits. The summer term consists of two six-week summer sessions (first six-weeks/second six-weeks). Some courses are scheduled for the combined summer sessions of 12 weeks. During the six-week summer session a full load is considered to be 6 or more credits.

It is suggested that students who are employed should reduce their college load as follows:

| Work<br>Hours<br>per week | # Credits<br>fall/<br>spring | # Credits<br>summer<br>A/B |
|---------------------------|------------------------------|----------------------------|
| 20                        | 12-15                        | 6-7                        |
| 25                        | 8-11                         | 5-6                        |
| 40                        | 6-7                          | 3                          |

## Grading System

Students in college credit and vocational credit courses are graded according to the following grade point average (GPA) system:

| Course Code  | Credits   | Grade | Total Points |
|--------------|-----------|-------|--------------|
| ENC 1101     | 3         | A     | 12           |
| HUM 120      | 3         | C     | 6            |
| ISS 1120     | 3         | F     | 0            |
| ISS 1161     | 3         | B     | 9            |
| ART 1300C    | 3         | C     | 6            |
| DAA 1160     | 1         | B     | 3            |
| <b>Total</b> | <b>16</b> |       | <b>36</b>    |

*Divide 36 points by 16 credits = 2.25 GPA*

### A. Used in GPA computation:

| Grade | Interpretation | Point Value |
|-------|----------------|-------------|
| A     | Excellent      | 4           |
| B     | Good           | 3           |
| C     | Average        | 2           |
| D     | Poor           | 1           |
| F     | Failure        | 0           |

### B. Not used in GPA computation:

| Code | Interpretation  |
|------|---|
| I    | Incomplete  |
| W    | Withdraw  |
| Z    | Audit   |
| S    | Satisfactory  |
| P    | Progress - course requirements not completed, student must repeat |
| U    | Unsatisfactory  |
| NC   | No Credit   |
| NG   | No grade assigned   |
| NR   | Grade not recorded by instructor                                  |

Final grades are available on the student portal following the end of the term.

### Grade Point Average (GPA)

Each letter grade has a point value (see above). To compute the grade

points for a course, multiply the grade point value by the number of credits. For example, a “B” in a 3-credit course, is worth 9 points. A “B” in a 4-credit course is worth 12 points. To calculate a GPA, add the total grade point values for all courses and divide that figure by the total number of credits attempted.

In order to graduate from any credit program at MDC and/or to qualify for entry into a bachelor's degree program, a student must have a minimum 2.0 GPA.

### Repeating Courses

Students may repeat courses taken at MDC if they received a “W,” “U,” “D,” or “F” grade.

State rule (F.A.C. 6A-14.0301) limits the number of repeat attempts to three per course. The third and final repeat attempt (i.e., the fourth time a student attempts the course) may be granted only if the student petitions (<https://www.mdc.edu/smart/>) through an appeals process, and if the student has documentation to convey extenuating circumstances. However, a student is not permitted to withdraw during the third or fourth attempt (i.e., a grade must be assigned). Repeated surcharges apply to any third or fourth attempt. All courses originally taken and then repeated will appear on the student's transcript with assigned grades, but the GPA will be recomputed to average the third and subsequent attempts of computable grades.

Specific courses, as identified in the course description section, may be repeated multiple times for additional credit. All attempts of these courses will be included within the GPA. Students should note that some state universities and colleges may not accept courses repeated for additional credit. Students should also be aware that some private colleges or universities might not accept the grade of a repeated course, and that some

institutions compute the grade originally assigned.

### Incomplete “I” Grade

When a student is unable to complete the requirements of a course by the end of the semester, the student may be assigned an “Incomplete” or “I” grade. The “I” grade is recorded by the instructor if the student has valid reasons for not being able to finish the work. The student and instructor complete an “Agreement for Grade of Incomplete” form, which stipulates the work to be completed for a grade. If the student has not completed the required coursework after 180 calendar days, the incomplete grade will be changed to a failing grade.

### Grade Appeals

The responsibility for the academic evaluation and assignment of grades is that of the faculty member teaching the course. A student who believes that he or she has been unfairly graded should first appeal the grade to the faculty member. If satisfaction is not achieved, the student may appeal through administrative channels (Department Chair, Academic Dean or the grade appeals committee <http://www.mdc.edu/procedures/Chapter8/8301.pdf>).

### Academic Amnesty

Students with credits more than 10 years old may petition to have these grades excluded from cumulative GPA calculation. This is a one-time privilege. Students may not request specific courses to be removed; it must be the entire prior record. Students may obtain a Request for Academic Amnesty form at any Advisement & Career Services Department.

Since academic amnesty does not remove courses from the academic record (it only excludes them from cumulative grade point average calculations at MDC), state/federal regulations concerning course

attempts will still apply. Therefore, if a student has three or more attempts in the same course, state regulations mandate that the student be assessed the full cost of instruction and not be permitted to withdraw after the 100 percent refund deadline for the course.

Academic amnesty does not apply to federal and state financial aid regulations. The academic record impacted by academic amnesty is not excluded from federal and state financial aid policies. Students should consult an MDC financial aid advisor prior to requesting academic amnesty. Academic amnesty requests that include courses that were used as part of the requirements for a previously awarded program of study will not be processed.

## Petitions Committee

The Petitions Committee ([www.mdc.edu/rightsandresponsibilities/](http://www.mdc.edu/rightsandresponsibilities/)) considers exceptions to financial and withdrawal policies as stated in this catalog. Students should submit a written petition to the committee. The committee will make a recommendation to the Dean of Student Services for approval and implementation. The decision of the Dean is final. Petitions should identify the student (complete name and student number), and clearly and concisely state the request (by writing a personal letter and supplying supporting documentation for the reason stated in the letter). Students should address the petition to: Petitions Committee, Dean of Student's Office, and submit the petition at the campus at which they are registered for courses. Petitions must be made by the end of the next major term (fall and spring).

## Student Ombudsman

MDC has a student ombudsman who serves as the initial point of contact for students who have con-

cerns, complaints or issues related to College processes, policies and procedures. The Ombudsman listens to student concerns; directs students to the appropriate MDC office, policies and procedures; and, if requested, assists students in completing the forms required to obtain a resolution. The Student Ombudsman has the authority to investigate issues and arrange meetings among the involved parties in order to reach a resolution. MDC has designated the Student Ombudsman as the Assistant Dean of Student Services or designee at each campus (<https://www.mdc.edu/remote-learning-students/student-support-services/dean-of-students/>).

## Standards of Academic Progress

The main purpose for the Standards of Academic Progress (SOAP) Procedure is to establish a formal process through which the faculty, staff, and administration at Miami Dade College may identify and provide support to students who experience academic difficulty and fall below a Combined Cumulative Grade Point Average (GPA) of 2.0 (Calculated from the combined graded units for GPA). The combined Cumulative GPA includes computation of grades for both MDC and posted transfer courses. Good Academic Standing is defined as 2.0 or higher for the Combined Cumulative GPA. SOAP is not intended to discourage or penalize students. Rather, SOAP reflects the commitment of the College's faculty, staff, and administration to provide students with assistance and support to ensure success in achieving their educational goals. Students have available to them a variety of means to remedy their cognitive and non-cognitive challenges and to be academically successful. When academic progress has not been satisfactory, SOAP requires students to meet with an academic and career advisor to develop an academic

improvement plan and discuss support services that may assist them in achieving good academic standing. Students who are not in Good Academic Standing are ineligible to run for executive board positions in student organizations unless special permission is granted by the Dean of Students at their home campus. The overall objective of SOAP is to improve the performance of students experiencing academic difficulty by connecting them to academic and student support services (<https://www.mdc.edu/procedures/Chapter4/4010.pdf>).

### Categories for Standards of Academic Progress

**Warning:** from 8 to 16.99 combined graded units/credits for GPA with less than 2.0 for the Combined Cumulative GPA.

**Probation:** from 17 to 45.99 combined graded units/credits for GPA with less than 2.0 for the Combined Cumulative GPA or previously in Probation and Term GPA is less than 2.0.

**Course Load Reduction Warning:** from 30 to 45.99 combined graded units/credits for GPA less than 1.5 Combined Cumulative GPA and previously in Good Academic Standing or 46 or more combined graded units/credits for GPA less than 2.0 for the Combined Cumulative GPA and previously in Good Academic Standing.

**Course Load Reduction 1:** from 30 to 45.99 combined graded units/credits for a GPA of less than 1.5 for the Combined Cumulative GPA and previously not in Good Academic Standing.

**Course Load Reduction 2:** 46 or more combined graded units/credits for GPA with less than 2.0 for the Combined Cumulative GPA and previously not in Good Academic Standing.

**Extended Course Load Reduction:** 30 or more combined graded units/credits for GPA and previously on Course Load Reduction Warning, 1,

2, or 3 with a Term GPA of 2.0 or higher.

**Course Load Reduction 3:** 30 or more combined graded units/credits for GPA and failure to meet the minimum requirements of maintaining a Term GPA of 2.0 or higher during Extended Course Load Reduction or Course Load Reduction 1, 2, or 3.

### Interventions for each Category of Standard of Academic Progress (SOAP)

**Warning:** Students in this category are encouraged to meet with College staff to discuss enrollment and academic planning. The College provides support with registration, updating academic plans, and development of educational and career goals as well as connections with academic resources and holistic student support services. In an effort to support student success, course load reductions for the subsequent term may be placed to ensure the student makes adequate progress.

**Course Load Reduction Warning:** Students in this category must meet with a Student Success Advisor to discuss enrollment and academic planning. This plan may include referrals to academic support services and/or holistic student support services. In an effort to support student success, course load reductions for the subsequent term may be placed to ensure the student makes adequate progress.

**Probation:** Students in this category may register for up to 12 units/credits per semester and must to meet with College staff to discuss enrolling beyond the unit limit. The College provides support with registration, updating academic plans, and development of educational and career goals as well as connections with academic resources and holistic student support services. In an effort to support student success, course load reductions for the subsequent term may be placed to ensure the student makes adequate progress.

**Extended Course Load Reduction:**

Students in this category may register for up to 9 units/credits and must meet with College staff to discuss enrolling beyond the unit/credit limit. The College provides support with registration, updating academic plans, and development of educational and career goals as well as connections with academic resources and holistic student support services. In an effort to support student success, course load reductions for the subsequent term may be placed to ensure the student makes adequate progress.

**Course Load Reduction 1 or 2:** Students in this category may register for up to 9 units/credits and must meet with the Director of Advisement or their designee to discuss enrolling beyond the unit/credit limit. Students are also encouraged to meet with a Student Success Advisor to develop an academic improvement plan. This plan may include referrals to academic support services and/or holistic student support services. In an effort to support student success, course load reductions for the subsequent term may be placed to ensure the student makes adequate progress.

**Course Load Reduction 3:** Students in this category may register for up to 7 units/credits and must meet with the Director of Advisement or their designee to discuss enrolling beyond the unit/credit limit. Students are also encouraged to meet with a Student Success Advisor to develop an academic improvement plan. This plan may include referrals to academic support services and/or holistic student support services. In an effort to support student success, course load reductions for the subsequent term may be placed to ensure the student makes adequate progress.

### **Advisement at their home campus for consideration of continued enrollment**

#### **A. Academic Suspension 1 or 2**

Students are required to pause enrollment in credit courses at the College for the next term (fall, spring, or summer).

**B. Extended Academic Probation** Students who have successfully appealed Academic Suspension or who have met the time conditions for suspension may continue enrollment in credit courses at the College under the category of Extended Academic Probation, provided that they maintain a Combined Cumulative GPA of 2.0 or higher. Students must meet with an academic and career advisor prior to enrolling in courses to develop an academic improvement plan which may include referrals to academic support /tutoring and/or student support services, career advising, learning style assessment, and/or enrollment in a Student Life Skills (SLS) course. Students may also be required to reduce their course load.

**C. Academic Dismissal** Students are required to discontinue enrollment in credit courses at the College for at least twelve months. After the twelve-month dismissal period, students are required to meet with the Dean of Students or designee at their home campus to petition for re-admission.

### **Guidelines for Appeal of Standards of Academic Progress**

Students may request an exception to course load reductions according to MDC Procedure 4015 Guidelines for Appeal of the Standards of Academic Progress (<https://www.mdc.edu/procedures/Chapter4/4015.pdf>) as follows:

**A. Probation and Extended Course Load Reduction** statuses Students in these statuses may meet with college staff to request to exceed course load reductions. Students not approved to exceed course load reductions by college staff may appeal to the Director of

Advisement or designee. Students not approved to exceed course load reductions by the Director of Advisement or designee may appeal the decision to their home campus' Dean of Students or designee and their decision is final.

**B. Course Load Reduction 1, 2, or 3 statuses** Students in these statuses may submit a request to exceed course load reductions to the Director of Advisement or designee at their home campus. Students not approved to exceed course load reduction by the Director of Advisement or designee may appeal the decision to their home campus' Dean of Students or designee and their decision is final.

**1. Documentation** Students will be encouraged to complete the "Exception to Course Load Reduction Questionnaire" form and present evidence/supporting documentation that reflects a change in circumstances in order to enroll beyond course load reduction.

**2. Academic Improvement Plan** Students must meet with a Student Success Advisor prior to enrolling in courses to develop an academic improvement plan which may include a referral(s) to academic support/tutoring and/or student support services, career advising, learning style assessment, and/or enrollment in a Student Life Skills (SLS) or other prescribed intervention course. Students may also be required to reduce their course load.

**3. Decision and Record of the Appeal** The decision of the Dean of Students or designee is final on behalf of the College. Students will be informed of the decision in five (5) business days.



## Standards of Progress for Students Receiving Financial Aid

A student receiving financial aid must meet “Standards of Academic Progress.” Federal regulations state that students are eligible to receive financial aid benefits for up to 150 percent of the number of credits registered to complete the degree or certificate. After the 150-percent mark, benefits will terminate. This applies to all registered credits, including courses that were attempted or withdrawn from, but not including “I” grades or audits. Thirty credits of College Preparatory and AP credits are exempted from this 150-percent rule. Students who meet or exceed the 150 percent are no longer eligible to receive federal/state financial aid. For extenuating circumstances, students may appeal through the Petition for Financial Aid Waiver.

## Code of Conduct

By the act of registering at Miami Dade College, a student agrees to abide by the Code of Conduct of the College. A student who violates the Code of Conduct while on College property or while participating at a College-sponsored event may be suspended (<http://www.mdc.edu/procedures/Chapter4/4025.pdf>). Refer to Petitions Committee (<https://www.mdc.edu/rightsandresponsibilities/>) for more information.

## Transcript of Records

A transcript (<http://www.mdc.edu/transcripts/>) is a printed list of all the courses taken, the number of credits and grade earned. Transcripts summarize the GPA and also indicate the receipt of any certificates or degrees. Students must request their official transcripts via the student portal (<https://www.mdc.edu/transcripts/official.aspx>)

or in-person at the Office of the College Registrar.

## Drops and Withdrawals

### Dropping Courses

Students may drop courses within the drop period indicated on their class schedule. They may do so online using their MyMDC account, or in person at any campus Admissions and Registration Office. Note that a reduction in course load may impact athletic eligibility, financial aid, scholarships, and veteran benefits.

### Administrative Withdrawal from Courses

Miami Dade College reserves the right to cancel courses and/or programs for which there is insufficient enrollment, to close a course when the enrollment limit in that course is reached and to make any schedule changes as necessary, including a change in time, days, credit, location or instructor. In the event of course cancellation, the College will notify each registrant by email and/or by telephone and will issue a full refund for the course. Miami Dade College is not responsible for any other related expenses. Students may see an academic advisor regarding selection of another course.

Faculty have the right to withdraw a student from their course for lack of attendance (“no show”) or excessive absences as determined by established departmental guidelines.

If a student is withdrawn from a course or courses for disciplinary reasons, the student is not entitled to a refund of matriculation, tuition or special fees.

### College Withdrawal Policy for Credit and Developmental Education Courses

Students who enroll in the same course for the third time (or subsequent time) will not be permitted to

withdraw from (drop) the course. Attempts taken by students prior to the Fall Term 1997 will not be counted as an attempt for the purposes of this policy. An attempt is counted any time students officially enroll, have a paid fee invoice for a course, and do not withdraw from (drop) the course with a refund. For example, a student enrolled in a course in the Fall Term 2015 and received an “F” grade in the course. The student enrolled again in the same course in the Spring Term 2016 and found it necessary to withdraw from (drop) the course with a grade of “W” (Withdrawal). The student enrolled again for the third time in the course for the Summer Term 2016. The student needed to withdraw again from the course. This was not permitted, and the student received a valid grade of A, B, C, D, F, S, P or U at the end of the term.

### Cost to Re-Enroll in a Course

Florida Statutes 1009.28 (applies to developmental education courses) and 1009.285 (applies to college credit courses) state that students who enrolled in the same course twice, received a grade of W, D, F, P, U or X and wish to re-enroll for the third time must pay the full cost of instruction for this attempt and any later attempts. This fee is equivalent to the cost of the course for a student paying fees as a non-resident of the state of Florida for tuition purposes. Students who are assessed the higher fee on the third attempt only may appeal to have the fee lowered. Contact the Dean of Student Services Office (<https://www.mdc.edu/remote-learning-students/student-support-services/dean-of-students>) at the campus where the course is offered for more information. A student cannot re-enroll in a course for credit if the student previously earned a grade of I, S, C or better. This policy is a result of 6A-14.0301 Florida Administrative Code.