

**ORANGE COUNTY COMMUNITY COLLEGE  
MIDDLETOWN, NEW YORK**

**Academic Policy Manual**

**2007-2008 Edition**

Records and Registration  
July 20, 2007

# ACADEMIC POLICY AND PROCEDURE MANUAL

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## ACADEMIC POLICY & PROCEDURE MANUAL

### Preamble

Academic policies are statements of regulations that the college develops for the facilitation of the teaching and learning process.

Academic policy reflects the philosophy of education at Orange County Community College. Policies can be revised as the philosophy of education at the college changes. The mechanism for effecting any change is the campus governance system.

Revisions of academic policy must relate to the whole system of existing policies. Those recommendations of the campus governance system that relate to academic policies are submitted to the President of the College for approval.

The Records & Registration office publishes the Academic Policy Manual for distribution. (9/18/78)

The Vice President of Academic Affairs means the Vice President of Academic Affairs or his/her designee. (9/27/04)

#### 1. Examinations and Other Performance Measures

Students have the right to periodic evaluation of their performance throughout the semester with grades or recorded written assessments. The number, type, and scheduling of performance measures in each course will be determined by individual instructors consistent with department policy.\* However, there must be a minimum of one performance measure for a one credit course, two for a two-credit course and three for courses of three or more credits.

Unless mandated by department policy,\* comprehensive final examinations are given at the discretion of the individual faculty member. Comprehensive final examinations given in a classroom can only be given at the time and place approved by the Vice President for Academic Affairs, may not be more than 2 ½ hours in length and must be supervised. Any other type of comprehensive final examination (e.g., take-home, distance learning, or those providing accommodations for disabled students) must follow procedural guidelines approved by the Vice President for Academic Affairs.

The performance evaluation procedure to be followed in each course must be explained completely and specifically in the course syllabus. The instructions for examinations or performance measures must be clearly indicated. The grading value of the component parts of each exam must be indicated on the exam.

Instructors who require distance learning students to participate in non-online activities (e.g., exams and field trips) must notify the Vice President of Academic Affairs in time for such information to be included in the course bulletin for the semester in which the course is offered. (9/27/04)

At the end of each semester, a copy of the comprehensive final examination, if given, or the most significant evaluative device must be submitted to the office designated by the Vice President for Academic Affairs and kept on record for a period that accords with New York State guidelines.

\*These department policies must be approved by a 75% vote of all full-time department members. (9/27/00)

#### 2. Grades

##### A. Midsemester

The deadline for submitting Midsemester Progress Report Forms is specified in the College Calendar. Such reports must be made on all students whose work to date is of less than C quality or otherwise

unsatisfactory.

Midsemester Progress Report Forms are to indicate only that progress to date has been unsatisfactory. (5/25/99)

#### B. Final

Final grades will be one of the following: A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F, W. Pluses and minuses will be entered on the student's official transcript but do not affect CQPA's. The final grade in activities courses or support modules will be P or F. In developmental courses, the final grade will be DVP, DVF, or DVH. (5/25/99)

Grades must be submitted to the Records & Registration office as specified (usually within two days of administering the exam).

#### C. Change of Final Grade

Except for grievances, after a final grade has been submitted, it can be changed within four weeks (because of clerical or computational error) by filling out the required form and getting the signature of the Department Chair. After four weeks, such a change also requires the signature of the Vice President for Academic Affairs. (5/25/99)

#### D. Incomplete

The grade of (I) Incomplete may be given at the discretion of the instructor. The instructor must submit a change of grade by the end of the next Fall or Spring Semester, whichever comes first. If the work is not completed, the I will become an F. (5/25/99).

The grade of (I) Incomplete cannot be used in developmental courses. (6/8/76)

A student desiring to graduate with one or more Incompletes may do so; however the Incomplete shall count as an "F" for purpose of computing the CQPA. (6/6/85)

#### E. Grade of W

A student who drops a course(s) by the end of the tenth week or its equivalent (e.g., at the end of the fourth week of a six-week Summer Session, etc.) will receive a grade of W. However, a grade of W may be reported by the instructor until the end of the thirteenth week or its equivalent; thereafter an instructor must report a final grade. (5/25/99)

#### F. Grade of HOLD

The grade of HOLD (DVH) may be used in developmental courses only. The DVH grade indicates a degree of progress which is insufficient to make a Pass grade (DVP) appropriate, but does warrant the student's continuation in that course. (3/26/95)

#### G. Distribution of Grades

Each student must be graded primarily on the basis of his or her achievement, as distinguished from aptitude, interest, or effort. Grades may also be significantly affected by attendance or violations of other academic policies (see Policy #7). No quota system of allocating grades is authorized. (pluses and minuses, with the exception of A+, F+ or F-, may be given at the discretion of the instructor). The meaning of letter grades is: A-, A = 90 - 100%, B-, B, B+ = 80 - 89%, C-, C, C+ = 70 - 79%, D-, D, D+ = 60 - 69%, F = 0 - 59%. Faculty whose grades are based on a different numbering system must indicate so in their course syllabi. (2/25/02)

### 3. Office Hours

Full-time members of the faculty are required to maintain the number of office hours specified in the

Agreement with the Faculty Association. Office hours should be chosen in such a way as to maximize the opportunity for advisees and others to make appointments.

#### 4. Course Outlines/Syllabus

Course Outline/Syllabi are to be distributed to students and appropriate department chairs at the beginning of each semester. The elements to be included in a course outline/syllabus are: heading, catalog description, relationship to programs, student learning outcomes, chronology of study, grading system, types of tests, instructional materials, attendance policy, instructor withdrawal policy, support services, and office location, hours and phone.

Departments may have their own policies regarding additional information and end-of-the-semester reports. (5/11/94)

#### 5. Guidance Memoranda

Each instructor is expected to write guidance memoranda whenever they need to record significant developments. Outstanding work is worthy of notation in a student's permanent file as is gross academic negligence.

#### 6. Textbook Orders

The Bookstore - designed requisition form must be used so that we have a record of who ordered what, when. The number of copies to be ordered will be decided by the Department Chair on the basis of projections of previous course enrollments.

#### 7. Attendance

Attendance is required in all courses. Work missed during any period of absence, regardless of the reason for the absence, must be made up by the student (see course syllabi for details). Instructors are authorized to lower grades for class absences and may withdraw non-developmental students from a course for excessive absences. (1/14/98)

Instructors shall not lower grades for absences for religious observance nor, provided the instructor's permission is given in advance, for participation in athletics or other college-sponsored events.

If illness, accident or similar circumstances make it impossible for a student to attend classes for three or more consecutive days, it is his or her responsibility to notify the Office of Records and Registration at once. The Records and Registration office will, in turn, notify each instructor. However, it is the student's responsibility to contact each instructor to make up missed work. (1/14/98)

#### 8.A. Academic Dishonesty

The definition of academic dishonesty in the College's "Code of Student Conduct" includes, but is not limited to: (a) cheating, including cybercheating; (b) fabrication; (c) facilitating academic dishonesty; (d) plagiarism, including Internet plagiarism; (e) forgery; (f) bribery; or (g) multiple submission (submitting the same assignment to more than one instructor without the permission of the instructors).

Academic dishonesty is regarded by the College as an intolerable breach of academic ethics and deserves immediate penalty. The consequences of academic dishonesty may include academic penalties, disciplinary action, or even legal action. The primary responsibility for dealing with academic dishonesty rests with the faculty member.

Depending on the specific circumstances, academic penalties could range from a verbal reprimand to separation from the College. For some acts of academic dishonesty, the student may also be accountable to legal authorities.

Upon becoming convinced that plagiarism, cheating or some other act of academic dishonesty has occurred, the faculty member shall advise the student of the action to be taken. An instructor choosing to modify a student's assignment grade or final grade, as the only penalty, may choose to notify the appropriate Associate Vice President in writing, with copies to the Department Chair and to the student. If

the instructor wishes to recommend/pursue an additional or different penalty, the issue must be taken up with the Board of Inquiry. If the Board of Inquiry is to become involved, the Board must be notified within 10 working days of the instructor's awareness of the incident. \*

*\*when classes are in session*

Any party involved may initiate a hearing with the Board of Inquiry. Should a student believe his or her academic rights or freedom have been violated, the student may follow the Student Grievance Procedure outlined in the Orange County Community College Rights & Responsibilities Information handbook.

#### 8 B. Other Violations

The Code of Student Conduct prescribes the procedure to follow in cases of alleged violations of the Code. If the faculty or staff member wishes to bring such a matter to the Board of Inquiry, he or she must file a written charge with the Chair of the Board of Inquiry. If the faculty or staff member prefers not to press charges, he or she may write a memorandum setting forth the nature of the offense. If this memo is placed in the student file, a copy must be sent to the student. The student shall have the right to contest this action by appeal to the Committee for Student Grievances. (2/25/02)

#### 9. Degree Requirements

The State Education Department prescribes a minimum of 60 semester hours of credit and certain distributions. The college had added to these minima. Until such time as the faculty changes the college-prescribed portions of the degree requirements, they are binding upon the Associate Dean for Academic Services, who must certify each candidate's eligibility for the Associate Degree. The chairman of the department which sponsors the curriculum and the appropriate Associate Vice President together can waive a course requirement in a particular A.A.S. curriculum.

No college credit is granted for successful performance on the college-level G.E.D. tests.

Among other qualifications for a degree or certificate, a student must have completed no less than three (3) credits required by the degree or certificate at the Middletown campus. This does not include developmental courses or credits that are not included in the calculations for the degree or certificate. No more than two (2) credits in 99000 physical education courses may be applied to this requirement. (4/18/94)

Courses, e.g., Freshman English, used to meet the General Education requirements for the A.A.S. degree cannot also be used to meet the major-field requirement of 20 credits.

#### 10. Repeating a Course

A student who is eligible to register may repeat any course. The grade received on the final attempt automatically becomes the official grade. (2/24/69)

It replaces, in computation of CQPA, any previous grade in the same course.

Departments in the Health Professions and Nursing curricula may, with the approval of the Vice President for Academic Affairs, designate courses within their departments which may be repeated only once. Students may appeal to the appropriate Department Chair for permission to repeat such courses more than once. Students may appeal Department Chair decisions to the Vice President for Academic Affairs or his/her designee.

Students who fail to achieve the minimum grade required for progression or graduation and may no longer repeat that course are thereby removed from the program/curriculum, but not necessarily separated from the College.

Repeating a course is taking a course after having received an A, B, C, D, F, W or M in that course. (5/5/93)

#### 11. Eligibility for Dean's List

All full-time students not on probation who earned a QPA of at least 3.0 the previous semester are placed on the Dean's list.

Part-time students who achieve a CQPA of 3.0 or higher for each full - time equivalent semester of study completed shall be placed on the Dean's list. (5/27/82) A full - time equivalent semester is defined as the completion of twelve credit hours of study. (4/9/91)

#### 12. Advanced Placement

The College may grant credit for high school advance placement courses in which the student earns a grade of 3 or higher on the final examination. (4/9/91)

#### 13. New York State College Proficiency Exams Program and College level Entrance Exams

The College may accept for credit college courses which the student has successfully passed in the College Level Entrance Examination Program and the New York State College Proficiency Examination Program with no more than 8 credits in any one foreign language, 15 credits in any one discipline, and 30 credits altogether. (4/9/91)

#### 14. Course Prerequisites

Only Department Chairs are authorized to waive the prerequisites for a course, and only after consultation with the appropriate instructor. If a student enrolls for a course, for which he or she does not have the necessary prerequisites, and it is discovered during the semester in which a student is enrolled for the course, he or she will not receive credit for the course unless both the Department Chair and the instructor agree to waive the prerequisite. (3/22/72)

#### 15. Bulletin Description of a Course

The bulletin description of a course is, in effect, a statement of intent. It cannot be set aside; College Policy dictates that the course as taught must conform to the course as described.

Proposed changes in the next bulletin description of existing courses must be submitted to the Vice President for Academic Affairs no later than November first of the current year.

#### 16. Academic Freedom

The teacher is entitled to freedom in the classroom in discussing the subject, but may not claim as a right, the privilege of discussing controversial matter that has no relation to the subject.

The teacher is entitled to full freedom, within the law, of inquiry and research and in the publication of the results, but not at the expense of adequate performance of other academic duties.

The college teacher is a citizen, a member of a learned profession and representative of an educational institution. When speaking, writing, or acting, within the law as a citizen, the teacher shall be free from institutional censorship or discipline, but our unique position in the community imposes special obligations. As persons of learning and as representatives of an educational institution, we should remember that the public might judge our profession and our institution by our utterances and our actions. Hence, we must at all times be accurate, exercise appropriate restraint, show respect for the opinion of others, and indicate that we are not speaking for our institution. (Reprinted from faculty handbook - 3/29/05)

#### 17. Cancellation of Classes due to Inclement Weather

Only the President and the Vice President for Academic Affairs are authorized to cancel classes for the day, the evening, or both.

## 18. Reports on Educational Travel and Field Trips

If a member of the faculty is reimbursed in part or full for educational travel, a statement concerning the experience must be filed with the Vice President for Academic Affairs and the department chair.

If students are taken on a field trip, the instructor must submit an evaluation to the Department Chair. Prior to scheduling a field trip on a day of classes, the instructor must obtain permission from the Vice President for Academic Affairs.

## 19. Academic Separation and Probation

### A. Good Academic Standing

Students who have achieved a CQPA of 2.0 or higher at the College are designated in good academic standing. (5/11/88)

### B. Academic Probation

Students who have achieved less than a 2.0 CQPA (cumulative quality point average) at the College are placed on academic probation. Students on academic probation may continue study, however, they may not enroll in more than 14 credits in fall/spring semester or 6 credits in a summer session. (5/11/88)

### C. Academic Separation

Students who have attempted 30 credits or more at the College, who have a CQPA of less than 1.5, and a QPA (semester quality point average) of less than 2.0 are separated for a period of one year. However, students who have attained a QPA of 2.0 or higher are placed on academic probation. Those students who are separated may not enroll in any credit course offered in the day, evening, weekend, or summer of any semester or session offered by the College, at any site, during this period. The above policies governing academic separation and probation apply to all students (full-, part-time, admitted, and non-admitted students) except developmental students. Grades of W, I, H, M, or N are not counted as credits attempted. Pass or fail grades earned in developmental courses are not counted as units/credits attempted. (7/26/94)

### D. Academic Appeal Procedure

Students who are separated from the College may appeal the decision to the College Appeals Board, an academic review body convened by the Vice President for Academic Affairs. Those students who are placed on academic probation and who desire to enroll in more than the maximum number of credits allowed may request permission from the College Appeals Board. The decision of the College Appeals Board may be appealed for final disposition to the President or his designee. (6/13/90)

### E. Developmental Students

The following policy applies to students who have placed in two or more developmental courses:

1. Students are in good academic standing if they pass all of their developmental courses with a grade of P and attain a CQPA of 2.0 or higher in their credit courses.

2. Developmental students who are placed on academic probation (less than 2.0 CQPA) or receive an DVF, W, or DVH in a developmental course will receive a letter stating that the student's records will be reviewed by the Developmental Education Review Board. This review board may then limit the number of credits that the student may take or stipulate specific course(s) that the student must take.

3. Any Developmental student who fails to obtain the minimum credits passed that are indicated below will be separated from the College for a period of one year. (6/13/90)

<u>Total Credits Attempted</u>	<u>Minimum Credits Passed</u>
24	6
36	12
48	18

Credits attempted excludes courses where a student has received a grade of W, I, H, M, or N. Developmental students who wish to appeal the decision of the Developmental Education Review Board may appeal to the College-Wide Appeal Board. (5/30/89)

#### 20. Graduation Participation

Participation in Commencement is only for those who have met the requirements of a program registered by the State Education Department and State University of New York and those who receive a "Certificate of Recognition in Program Achievement." The "Certificate of Recognition in Program Achievement," a local award, is given only to students in programs that require the registration for and completion of a summer internship, externship, clinical or co-op experience after the "Fourth Semester." These students must have met all the other requirements for the degree and have at least a 2.0 CQPA. (3/8/93)

#### 21. Independent Study

Independent study will be assigned to faculty on a voluntary basis. Such study is defined as a one faculty member to one student educational experience. Independent study may be authorized when:

- A. the student needs credit for graduation
- B. the student is unable to take a course when usually offered due to extenuating circumstances.

#### 22. Deadline for Entering a Class

The deadline for registering for a full semester class is seven days after the class first meets. (5/15/07)

#### 23. Change of Major

The student who desires to do so must, after the first week of his first semester here, obtain the written consent of the chairman of the receiving division, and present it to the Records and Registration Office.

#### 24. Individual Exceptions to Academic Policies

The Vice President for Academic Affairs is authorized to waive the application of any College academic policy in a particular case.

#### 25. Fresh Start Policy

This policy is intended to provide a "fresh start" for students with poor grades who either want to change to a new program, or, having been away from the College for at least one year, want to resume their original plan of study.

An eligible student will have his or her CQPA re-computed by excluding final grades earned in courses taken at OCCC that are not explicitly required in the student's intended degree or certificate program. The student may apply for this fresh start opportunity at any time during her or his career. However, a fresh

start will be awarded only once. If the application is denied by the Associate Dean for Academic Services, a written appeal may be made to the Vice President for Academic Affairs.

Application of the fresh start policy means:

A. Grades will be omitted from the recalculation of a CQPA until the CQPA is 2.00 or the smallest possible number above 2.0

B. Courses and grades omitted from the re-calculation will be identified on the transcript.

To be eligible for a fresh start, a student must meet all of the following criteria:

She or he must:

A. Be matriculated in a registered degree or certificate program at the College.

B. Have changed curriculum, or have been out of the College for at least one calendar year

C. Have a CQPA lower than 2.0 at the time of the request

D. Acknowledge in writing the restrictions of this policy

E. Not have had any courses "discounted" under the previous policy. (1/14/98)

## 26. Official Withdrawals

### A. Official Withdrawal from the College

A student may withdraw from the College by withdrawing from all courses in which he or she is currently enrolled, including developmental courses, if he or she does so by the end of the thirteenth week or its equivalent (see calendar). (5/25/99)

The student must complete the Official Withdrawal-from-College Form and the Drop/Add Form with the appropriate signatures by the end of the thirteenth week of class or its equivalent (see calendar). The student initiates the withdrawal process with the Records and Registration Office. For matriculated students Exit Interviews with the Counseling Staff, as well as the signature of a Financial Aid Officer are required. Non-matriculated students need only complete the forms and file them with the Records and Registration Office. (5/25/99)

### B. Official Withdrawal from Course(s)

When a student finds it necessary to withdraw from a course(s), he or she must complete and file the Drop/Add Form with the Office of Records and Registration by the withdrawal deadline stipulated in the academic calendar. A student who officially withdraws from a course(s) by the end of the tenth week or its equivalent will receive a grade of W; thereafter, only the instructor may give a grade of W through the thirteenth week of the course or its equivalent. If the instructor does not initiate a grade of W, a final grade must be assigned by the instructor. (5/25/99)

The grade of W, when initiated by the instructor, must be accompanied by a written report describing the reason for the grade. The registrar will record a grade of W after the student has been officially notified and has the opportunity to initiate an appeal. To issue a grade of W in a developmental course, the instructor also needs the approval of one of the following: the Coordinator of the Learning Assistance Center, the Registrar, or the appropriate Academic Assistant Vice President. The forms are submitted to the Records and Registration Office for placement in the student's academic file. (5/20/03)

### C. Official Withdrawal from a Course(s) because of a Medical Condition

When a student must withdraw from the college or course(s) due to his or her personal medical condition,

he or she must obtain written verification from the physician and include it with all other required forms described above. (5/25/99)

All such information given to the college is treated as confidential and privileged. (5/25/99)

The student's request for a medical withdrawal, with the appropriate forms, should be submitted to the Registrar before the end of the semester in which the condition occurs. The Registrar will make a decision on the request for a medical withdrawal. (5/25/99)

Note that withdrawals approved for medical reasons do not generate an automatic refund of tuition, waiver of the physical education requirement, or waiver of financial aid requirements. Students should consult with the appropriate offices concerning these issues. (5/25/99)

#### D. Medical Leave

Students may be granted a medical leave if appropriate medical documentation that contains an anticipated return date is provided to the Registrar. (5/15/07)

### 27. Audit of a Course

Students may change status from audit to credit or from credit to audit during the first three weeks of a 15 - week semester course, or the first week and a half of a half-semester or summer course. (6/5/91)

### 28. Developmental Courses

A. Completion of developmental courses into which a student has been placed by assessment to the college is REQUIRED.

B. Students must have completed all developmental courses into which they have been placed prior to applying for graduation.

C. Students placed in developmental writing and reading and study courses must be enrolled in these courses during every semester of attendance until they receive a grade of DVP in these courses.

Grades of DVP must be received in these courses prior to having attempted a total of sixteen (16) non - developmental credits from the time of assessment. (5/11/94)

D. Students placed in developmental math courses must complete these courses, even though there may not be a specific math requirement in their curriculum. If a student has not successfully completed these courses (MAT 010 and MAT 020) by the time they have attempted 24 non-developmental credits, the student must enroll in these courses every semester until they receive a grade of "DVP". Grades of "DVP" must be received in these courses prior to applying for graduation. (10/28/02)

E. Students will be permitted to re - take an assessment test with the approval of the appropriate Department Chair (i.e. the Chair of English Department for Reading and Writing and the Chair of the Math Department for Math), or Director of Counseling, only prior to attendance in classes.

F. The appropriate Department Chairs (i.e. English and Math) may waive placement. (Academic Policy #14 permits Department Chairs to waive prerequisites.)

G. Developmental courses may be prerequisites for certain college credit courses (i.e. WRT 040 Basic Writing II is a prerequisite for ENG 101 Freshman English I and MAT 020 Developmental Algebra is a prerequisite for MAT 101 Elementary Algebra). (3/11/92)

H. Students who place into any developmental reading and/or writing courses must successfully complete all of their developmental reading and writing coursework before registering for distance learning courses. (9/27/04)

I. Students who receive a grade of "DVH" or "DVF" in a particular developmental course will be allowed

to repeat that developmental course only two additional times for a total of three attempts. If students do not successfully complete a particular developmental course by the third attempt, they will be separated from the college for one year.

Upon their return to the College, students will be granted one attempt to successfully repeat the course(s). A grade of "DVH" or "DVF" in this attempt would require another year's separation.

The appeals process will be available to those students who will be separated.

The above applies to all students regardless of the number of developmental courses they are required to take.

#### 29. Credits Acquired at Another College for Graduation from OCCC

Courses passed at another college ("C" grade or better) may be accepted to fulfill graduation requirements at Orange County Community College but such courses will not affect in any way the CQPA at this college.

#### 30. Dismissed (Separated) Students from Other Colleges

Orange County residents who are dismissed from another college may be considered for admission to full - time study the semester following the dismissal, after review of the individual's records. Out - of - county residents who are dismissed from another college may not be considered for admission to full - time study until one semester has elapsed since their dismissal.

#### 31. Sequential Course "Drop - Adds"

In such sequential courses as Mathematics, Office Technologies, Foreign Language, and Piano, a student may drop a course and replace it with another course in this same "discipline" by (a) securing the accepting instructor's approval, and (b) initiating such action at the Records and Registration Office no later than one month from the start of classes. (2/23/70)

#### 32. Academic Calendar

The time between instructional periods shall be long enough to allow grades to be processed, review boards to meet, a recess to occur and a registration to be held. This time period shall not be so extensive that the relationship students have with the college is jeopardized. (6/13/90)

A fall or spring semester is an instructional time, inclusive of periods for final examinations, of not less than 15 weeks and not more than 16 weeks duration.

During the semester, scheduled recesses should make use of religious and national holidays so that the academic pressure on students and staff is reduced.

Each semester shall have an equal number of days designated Monday, Tuesday, Wednesday, Thursday and Friday, so that all classes meet an equal number of times. (12/9/80)

#### 33. Multiple Associate Degrees

Multiple degrees may be earned from OCCC when following conditions are met:

1. the areas in which the degrees are earned are deemed "separate and distinct" by the concerned department chairs, and approved by the Vice President for Academic Affairs;
2. a minimum of fifteen credits not required by nor applied to the first degree are completed at OCCC.

A student may earn multiple AS degrees, or multiple AAS degrees, or an AA and an AS. Only one AA degree may be awarded with the following exception. Because of its distinct and separate nature from other programs, the AA in International Studies may be awarded as a second AA degree. (5/14/97)

All grades earned in courses taken at this college applied to an additional degree will be included in the CQPA for the additional degree. (6/5/91)

#### 34. Students' Rights

The professor in the classroom and in conference should encourage free discussion, inquiry, and expression. Student performance should be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards.

##### A. Protection of Freedom of Expression

Students should be free to take reasoned exceptions to the date or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.

##### B. Protection Against Improper Academic Evaluation

Students should have protection through orderly procedures against prejudiced or capricious academic evaluation. At the same time, they are responsible for maintaining standards of academic performance established for each course in which they are enrolled.

##### C. Protection Against Improper Disclosure

Information about student views, beliefs, and political associations which professors acquire in the course of their work as instructors, advisors, and counselors should be considered confidential. Protection against improper disclosure is a serious professional obligation. Judgments of ability and character may be provided under appropriate circumstances, normally with the knowledge or consent of the student.

#### 35. Credit by Examination

##### A. Developmental Procedures

The discipline areas or departments will determine those courses for which examinations will be developed and also be responsible for creating and administering the examinations. All proposals for credit by examination will be subject to the review and approval of the appropriate division and the Curriculum Committee.

##### B. Student Qualifications

The student shall have been admitted to OCCC prior to making application for credit by examination.

##### C. Student Eligibility

The eligibility of a student to take an examination for credit will be determined by the discipline area or department giving the examination. Students are required to make formal application and furnish evidence, such as prior training, work experience, etc. to support their request.

##### D. Administrative Procedures

In order to receive credit, the student must successfully pass the examination and pay the necessary fees.

The grading of examinations is pass/fail and a grade of P will be recorded on the transcript of a student who is successful in passing an examination. Credits earned by taking an examination cannot be applied toward the fulfillment of the 30 credit hour residency requirement for an Associate Degree. (12/9/80)

### 36. Honors Award

The student with the highest CQPA will receive the Honors Award at graduation. To receive the Honors Award at graduation, a student must have completed at least 30 credits of work at the College and have a minimum CQPA of 4.0 in the courses taken here. (2/25/02)

#### Honors at Graduation

At graduation, those students with a grade point average from 3.20 to 3.59 will be designated as honor graduates and those students with a grade point average of 3.6 to 4.0 will be designated as high honor graduates. (5/30/89)

### 37. Old Credits

Credits earned at OCCC are valid indefinitely. Transfer credits from other institutions will be evaluated on an individual basis. Health Professions/Nursing chairs, in consultation with the Vice President for Academic Affairs, have the option of evaluating all credits of students entering or re-entering their programs. Other chairs may request the option of evaluating prior earned OCCC credits of students in their programs. (3/4/96)