

# 2017-2018 STC Catalog & Handbook

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## **GRADING SYSTEM**

The following grading system will be used to specify levels of performance in course work.

Special Note: A grade of "C" or higher is required in order for a student to receive credit for any course taken at STC.

<b>Grades</b>	<b>Explanation</b>	<b>Grade Points</b>
<b>A</b>	Excellent (90-100)	4
<b>B</b>	Good (80-89)	3
<b>C</b>	Satisfactory (70-79)	2
<b>D</b>	Poor (60-69)	1
<b>F</b>	Failing (0-59)	0
<b>WF</b>	Withdrawn failing	Computed in GPA as an F
<b>W</b>	Withdrawn	Not computed in GPA
<b>WP</b>	Withdrawn Passing	Not computed in GPA
<b>EXE</b>	Credit by Exemption (Exam)	Not computed in GPA
<b>EXP</b>	Credit by Exemption (Portfolio)	Not computed in GPA
<b>TRM</b>	Transfer Credit (Military)	Not computed in GPA
<b>TR</b>	Transfer Credit (AP-CLEP-IB)	Not computed in GPA
<b>TRA</b>	Transfer Credit	Not computed in GPA
<b>TRB</b>	Transfer Credit	Not computed in GPA
<b>TRC</b>	Transfer Credit	Not computed in GPA
<b>IP</b>	In Progress	Not computed in GPA
<b>I</b>	Incomplete	Not computed in GPA
<b>AU</b>	Audit	Not computed in GPA
<b>AC</b>	Articulated Credit	Not computed in GPA
<b>WM</b>	Withdrew Military	Not computed in GPA
<b>NG</b>	No Grade	Not computed in GPA

## **GRADING SYSTEM DEFINITIONS**

### **"I"—Incomplete**

The grade "I" will be given to any student who, due to extenuating circumstances, has not completed all required course work by the end of the semester. If the required make-up work is not completed by midterm of the following full-term semester, the "I" will automatically become an "F". If a student receives a grade of "I" in a course which is a prerequisite to other courses, the student must complete the required make-up work to determine the final grade and eligibility to enroll in subsequent courses.

### **"WF"—Withdrew Failing**

The grade "WF" signifies the student withdrew or was withdrawn from a course after the 65% point of the semester and was failing (This only applied to students who have dean approval to withdraw due to extenuating circumstances). The "WF" will be calculated in

the semester grade point average as an "F". WF is used in grade point calculations but earns no credit hours and carries zero grade points for each credit hour attempted.

**"WP"—Withdraw Passing**

The grade "WP" signifies the student withdrew from a course after the 65% point of the semester and was passing (This only applied to students who have dean approval to withdraw due to extenuating circumstances). WP is not calculated for grade points but is included in hours attempted for academic progress for financial aid.

**"WM"—Withdraw Military**

The grade "WM" indicates the student withdrew from school in response to being called to active duty.

**"NG"—No Grade**

Grade not submitted. Student must see their instructor for grade. The "NG" will be changed to the official grade for the course once the instructor submits a grade change form to the Registrar's Office.

**"AU"—Audit**

By registering as an auditor, a student is permitted to audit a course/program and attend classes without meeting all admission requirements for the course/program and without receiving credit. Students are not permitted to change from audit to credit or credit to audit after the Drop/Add period. Students desiring to change from audit to credit must meet all necessary admission requirements.

Other regulations concerning auditing a course are found in "Auditing a Course" in the Registration section of this Catalog and Handbook.

**"EXE"—Credit by Exemption (Exam)**

The grade "EXE" signifies that the student received credit by successfully completing a course exemption examination.

**"EXP" ---Credit by Exemption (Portfolio)**

The grade "EXP" signifies that the student received credit by successfully completing a portfolio.

**TR ---Transfer Credit (AP-CLEP-IB)**

The grade "TR" signifies that the student received credit by successfully completing the Advanced Placement exam, the College-Level Examination Program (CLEP), or International Baccalaureate (IP) exam.

**"TRA"—Transfer**

The grade "TRA" signifies that the student received credit for course work from another accredited postsecondary institution which is the same or equivalent to course work required at Southeastern Technical College. The "A" indicates the grade earned in the course.

**"TRB"—Transfer**

The grade "TRB" signifies that the student received credit for course work from another accredited postsecondary institution which is the same or equivalent to course work required at Southeastern Technical College. The "B" indicates the grade earned in the course.

**"TRC"—Transfer**

The grade "TRC" signifies that the student received credit for course work from another accredited postsecondary institution which is the same or equivalent to course work required at Southeastern Technical College. The "C" indicates the grade earned in the course.

**"TRM"—Military Transfer**

The grade "TRM" signifies that the student received credit from military classes and/or training.

**"IP"—In-Progress**

The grade "IP" indicates that a course continues beyond the end of the semester. The course should be completed and a grade should be assigned by the end of the following full-term semester.

**"AC"—Articulated Credit**

The grade "AC" signifies that a student passed a course exemption exam that was given based on competencies learned in high school.

**"W"—Withdrew**

The grade "W" signifies the student officially withdrew by the 65% point of the semester from a credit course. W is not calculated for grade points but is included in hours attempted for academic progress for financial aid.

\*Students who are no-shows and students dropping a course or courses by the end of the third instructional day of the semester shall receive no grades for applicable courses.

**Institutional Course Grades**

Letter Grade	Numerical Grade	Explanation
A*	(90-100)	Excellent
B*	(80-89)	Good
C*	(70-79)	Satisfactory
D*	(60-69)	Poor
F*	(0-59)	Failing
WF*	Withdrawn Failing	

Institutional grades (learning support and ALMA 1000) are not calculated in GPA. For learning support, a student must pass all assessments required for their program of study in order to complete the learning support classes. Degree level learning support grades will not be used in the calculation of GPA for the purpose of determining

eligibility for the HOPE scholarship. However, if the course was taken prior to fall semester 2011, the grade will be used in the calculation.

Health Care students must receive a grade of “C” or better in ALMA 1000. ALMA 1000 is a continuing education course for which there is no charge but health care students must complete this course in order to graduate.

### **National or Military Emergencies**

In the event of a national emergency whereby a student who is in the Armed Services, the National Guard, or an Armed Forces reserve is activated or otherwise called to duty and as a result may no longer attend classes, the student may within a reasonable time, elect one of the following options. Documentation of such military service must be provided from an appropriate military official.

1. The student may elect to withdraw for the semester. Under this option the student's record will reflect no enrollment for the semester. Thus, no grades of any kind will appear on the student's transcript. All tuition and fees shall be refunded completely, however, Title IV funds shall be refunded in accordance with federal regulations
2. The student may elect to receive the appropriate letter grade and receive any applicable refunds. Under this option, such courses will be calculated as an attempted course for financial aid purposes.

### **GRADE REPORTS**

Final grades will be recorded by instructors and submitted to the Registrar's Office at the end of each semester. Students can access their grades via the Internet by logging onto Bannerweb on the college website. Final grades will not appear on transcripts until after all grades have been recorded and rolled to academic history.

### **PROGRAM/COURSE GRADE REQUIREMENTS**

All courses require a grade of C or better for successful completion. Students making grade of D or lower in any course must repeat the course.

### **Academic Standards and Evaluation**

The College shall maintain academic standards that are, to the maximum extent feasible, uniformly applied to all students. Instructors shall provide a copy of the course syllabus to all students in each class by the end of the first full week of class for every term.

Instructors' evaluations of student work should be periodic, measure the achievement of the objectives or competencies, have clear directions, be reasonable in difficulty, and be comprehensive. Instructors shall allow students to review all graded tests and other academic evaluations within a reasonable time to allow feedback and remedial instruction. Instructors shall maintain documentation sufficient enough to justify the grade a student earns. This documentation shall be maintained for two semesters

following the semester the grade was conferred or until any grade appeal is resolved whichever occurs last.

Each faculty member shall maintain a grade book containing a historical record of students' grades, absences, and other pertinent information regarding the student's progress. When grade books are filled or when the instructor leaves employment, the grade books shall be turned over to their respective supervisor. Students who engage in academic misconduct such as cheating shall face disciplinary charges under student conduct in addition to any loss of academic credit or standing that may result from their having failed to meet a course's academic requirements.

### **GRADE POINT AVERAGE**

The grade point average generally determines the student's scholastic standing. Grade point average is computed by dividing the total quality points earned by the total number of credit hours for which the student has received a final grade of A, B, C, D, F, or WF. Only courses taken at Southeastern Tech are considered in the cumulative grade point average. Credits earned at other institutions, credit by examination, credits for which points are not assigned and courses otherwise excluded by institutional procedures are not considered when calculating the cumulative grade point average for graduation purposes.

<b>Grade</b>	<b>Numerical Equivalent</b>	<b>Credit Hours</b>	<b>Grade Points</b>	<b>GPA</b>
<b>A</b>	4	x	4	= 16
<b>B</b>	3	x	2	= 6
<b>C</b>	2	x	3	= 6
<b>D</b>	1	x	4	= 4
<b>F/WF</b>	0	x	2	= 0
		<b>15</b>	<b>/</b>	<b>32 = 2.13</b>

Points are assigned for each credit based on the following scale:

- A—4 points
- B—3 points
- C—2 points
- D—1 point
- F—0 points
- WF—0 points

### **REPEATED COURSES**

By registering for a course for which the student has already received credit, a student forfeits the previous credit in the course and the student's official grade will be the one earned in repetition. (The rule includes all courses taken whether on the Southeastern Technical College campus or those taken at a prior institution.) All grades remain on the student's record but the previously earned grade is not calculated in the cumulative grade point average for the purpose of graduation.

## **COURSEWORK TIME LIMIT**

All medical courses, biology courses, and computer courses taken at Southeastern Technical College or transferred from another institution will be considered for credit if they have been completed within the last 60 months. Exceptions to this procedure will be determined by the advisor and the appropriate dean verifying that the student has the skills required for the course. For example, a student who has been working in the field of the occupational courses may be granted credit for these courses. All other previous program specific occupational courses will be considered for credit if they have been completed within the last 10 years. Credit is considered without restriction for courses in academic disciplines such as English, math, and psychology.

## **GENERAL EDUCATION CORE COMPETENCIES**

The overall goal of a college education is to help students become productive citizens. The General Education core contributes to this concept by providing a variety of learning experiences which ensure that graduates are intellectually prepared for lifelong learning.

STC has identified the following general education core competencies that graduates will attain.

- The ability to utilize standard written English.
- The ability to solve practical mathematical problems.
- The ability to read, analyze, and interpret information.

## **ONLINE PROCTORED EXAMS**

In order to validate student identity for all online courses, students enrolled in online courses are required to complete one proctored event (a major exam, assignment, or presentation, etc.). The event will count a minimum of 20% of the course grade, and will be reflected as such on the course syllabus. Proctored events should be completed after the 65% point of the semester.

The proctored event will be administered on two separate days during the semester—once on the Vidalia campus and once on the Swainsboro campus and will be monitored by the instructor or another STC employee. Students must attend the proctored session as scheduled on the Lesson Plan/Course Calendar for the online course.

Students living further than 75 miles from either campus who cannot come to Southeastern Tech for the event must secure an approved proctoring site. The site and the proctor must meet Southeastern Technical College's requirements (instructor will provide more information and necessary forms if this is the case). Students arranging off-campus proctoring will take the event on one of the originally scheduled days.

Students who do not complete the proctored event as scheduled must submit a valid documented excuse within three business days after the scheduled event. If the excuse is approved, students must make arrangements with the instructor to makeup/reschedule the missed event. The penalty and makeup instructions will be at

the instructor's discretion. Proctored events should be completed after the 65% point of the semester. Students who do not complete the proctored event will receive an F in the course.

As published on STC's website, any expenses incurred to obtain a proctor will be the responsibility of the student; however, students are not charged a proctoring fee when taking the proctored exam on the campus of Southeastern Tech. Most of Georgia's technical colleges do not charge to proctor exams for students enrolled in other TCSG colleges. Students who are enrolled at Southeastern Technical College and live out of the state of Georgia or out of the country could incur a proctoring charge. However, in that instance, the instructor would assist the student in locating the least expensive proctor.

### **INSTITUTIONAL REQUIREMENT**

Beginning Summer semester, 2009, all new students enrolled in a degree program, a diploma program, or a technical Certificate of Credit with a General Education component and students who transfer to Southeastern Technical College will be required to take COLL 1040, College Foundations, during their first semester.

College Foundations (COLL 1040) is a 3 credit hour course that is required for all new students, students who have transferred from other colleges (both TCSG colleges and BOR colleges), and students who have had a 1-year break in enrollment.

### **WORK ETHICS**

Southeastern Technical College instructs and evaluates students on work ethics in all programs of study. Ten work ethics traits are defined as essential for student success: appearance, attendance, attitude, character, communication, cooperation, organizational skills, productivity, respect, and teamwork. These traits will be integrated into the program standards of each program curriculum and evaluated in at least one course in the program thereby allowing each program to make work ethics a relevant and meaningful part of the curriculum.

The courses with a work ethics component will assess a student's knowledge of these ten traits. It will be noted on each course syllabus, which contains a work ethics module that the work ethics assessment will count as 5% of the course grade. If a student passes the work ethics assessment in his/her program with a C or better, he/she will receive a work ethics seal on their transcript.

### **ACADEMIC PROBATION**

Students will be placed on academic probation if their semester grade point average is less than 2.0. Students on academic probation who attain a semester grade point average of 2.0 or higher for their semester of probation will be returned to good standing at the end of the probation period.



## **ACADEMIC SUSPENSION**

Students on academic probation who fail to attain a semester grade point average of 2.0 are subject to academic suspension. A student who is on academic suspension will not be allowed to take any course for one semester. Students who return after being on academic suspension for one semester will be placed on academic probation.

## **COURSE GRADE GRIEVANCE**

If a student receives a final course grade that he/she believes is incorrect, the matter should first be discussed with the instructor. Direct communication between the student and the instructor may clear up any misunderstanding.

In order to clarify any questions about a grade or grading practices, a student should use the following procedures. The entire process must be completed by mid-term of the following full-term semester.

1. Discuss the final grade with the appropriate instructor;
2. If the student is not satisfied with the instructor's explanation of how the grade was determined, the student shall submit a written appeal using the [Academic Grievance Form](#) to the appropriate Dean of Academic Affairs by the third week of the full-term semester following the issuance of the grade. The student's appeal must be written, signed and dated. The appropriate Dean of Academic Affairs will review the syllabus and how the final grade was determined and will respond to the student in writing within five (5) business days;
3. If the student is not satisfied with the decision of the Dean of Academic Affairs, the student may direct an appeal to the Vice President for Academic Affairs. The student's appeal must be written, signed, and dated. The Vice President for Academic Affairs will review the syllabus and how the final grade was determined and will respond to the student in writing within five (5) business days. The decision of the Vice President for Academic Affairs is final.

## **GRADUATION INFORMATION**

Graduation exercises are scheduled once per year in May. All students must achieve Regular Program Admission status prior to applying for graduation. All students eligible for graduation are expected to participate in the ceremony. It is the student's responsibility to complete an application for graduation. The application must be submitted to the Registrar's Office upon registration for the final semester of classes. The student's records will be evaluated by the Registrar's Office to determine successful completion of the program. Students may apply for graduation up to five years after completing the required course work for their program of study.

### **Graduation Fee**

A fee of \$35.00 is charged to each student who applies for graduation and who wishes to participate in the graduation ceremony. This fee defrays part of the student's graduation expenses (cap and gown, cover, credential, etc.) and is non-refundable. Graduating degree, diploma and certificate students who do not wish to participate in the graduation are charged a fee of \$10.00 per credential. Replacement charge for a

degree, diploma or certificate is \$25.00 per credential. A \$10.00 fee is charged for each cover requested. Please note all outstanding holds must be cleared before a student can participate in the graduation ceremony and/or receive a credential.

Please note: Students should first see someone in the Registrar's office to inform the office of their intentions and have the fee placed on their account. They will then see the Business Office to pay the fee.

### **Graduation Requirements**

In order to graduate, students must meet all course and credit hour requirements of the program. To receive a degree, diploma, or certificate from a program of instruction, the student must have a cumulative grade point average of at least 2.0 in his/her program of study.

All students (transfer students and new students as well as former students who have had a break in enrollment of one year) are required to complete COLL 1040 College Foundations in order to graduate. This class is designed to be taken the first semester of enrollment.

A student must earn a high school diploma or GED before being considered eligible for graduation from all degree, diploma, and certificate programs. (The only exception to this rule is Commercial Truck Driving.) Students will not receive a degree, diploma or certificate until all financial accounts are clear.

A student will not be awarded a degree, diploma or certificate if all coursework was completed prior to the approval of the program by the Technical College System of Georgia.

### **Graduation with Honors**

Students who graduate from Southeastern Tech and excel in their academic performance shall be recognized at graduation. A program grade point average of 3.75 or higher will qualify a student to graduate with honors.

### **EXITING LEARNING SUPPORT COURSES**

Students placed in Learning Support Classes will be required to achieve minimum scores necessary on assigned modules to exit the Learning Support course and progress into the credit course for their major. Students who reach certain check points during the semester but do not complete all modules will receive a grade for the course but must register for the course the following semester.

### **Co-Requisite Classes**

- All diploma level math and English students are eligible to participate in co-requisite classes.
- Degree-level Learning Support Math students who meet eligibility requirements may choose to participate in a co-requisite class.

- In order to be eligible to participate in co-requisite classes, degree level math students must successfully complete Module 12 of the MATH 0090 requirements or score between 41 and 56 on the Algebra portion of the Accuplacer exam.
- Students who choose this option will enroll in both the Learning Support class and the appropriate math/English core class.
- This option gives the student the opportunity to complete both courses in one semester.
- If a co-req student withdraws from the LS class, he/she will be withdrawn from the Core class as well.
- However, the student may withdraw from the Core class and remain in the LS class.

Beginning Spring Semester 2017, all diploma and degree level English Learning Support students will be enrolled in co-requisite classes.

### **OCCUPATION BASED INSTRUCTION**

Southeastern Technical College offers occupation-based instruction in all programs in which the experience is appropriate. Occupation-based instruction includes internship, externships, and practicums. Programs that require occupation-based experiences do so on the basis of designated essential competency areas and courses for the given program.

### **INTERNSHIPS**

There are several majors which either include a required internship course or offers an internship course option in the curriculum. These programs include: Accounting diploma and degree; Business Administrative Technology diploma and degree; Commercial Truck Driving certificate; Computer Information Systems diplomas and degrees; Criminal Justice Technology diploma and degree; Early Childhood Care and Education diploma and degree and Marketing diploma and degree.

Students will be responsible for locating an acceptable site for the internship. The program advisor/instructor will assist as needed and will be consulted regarding the appropriateness of internship sites should any questions arise during the initial process. The program advisor/instructor will distribute the Internship Student Packet to the student, who will return the completed Internship information sheet and Contract to the program advisor/instructor. Additional paperwork (including timesheets, daily logs, etc.) will be submitted to the appropriate program advisor/instructor.

The Internship Employer Packet will be delivered to the Employer at the first visit of the semester by the program advisor/instructor. This packet contains a mid-term and final evaluation of the student's progress to be submitted to the program advisor/instructor at the date indicated on the semester calendar.

### **LIVE WORK**

Certain programs have live work opportunities for students to benefit from. Cosmetology utilizes this method of learning quite extensively as students work in an actual live work

lab at the college. Other programs that have live work as an option include: Fish and Wildlife Management, and Dental Hygiene.

An instructional live work procedures notebook is kept in each program area that includes state policy procedures, Southeastern Tech procedures, program procedures, and necessary paperwork that is required before live work can take place. A nominal fee is involved, and in most cases, materials are provided by the person or agency. All external live work projects, except for Cosmetology, require approval of the Vice-President of Academic Affairs.

Safety is heavily emphasized and taken into consideration when decisions are being made regarding live work whether on-campus or off-campus. Live work is approved only in cases in which student learning can be maximal and does not interfere with on-campus learning. Work by students is not guaranteed and any work approved would not have been otherwise granted to a for-profit contractor or company.

#### **NOTIFICATION OF EVALUATION**

Any or all students may be required to take one or more tests designed to measure general education achievement. Critical thinking skills, and/or achievement in selected major areas prior to graduation for the purpose of evaluating academic programs may also be required. Students may be asked to participate in one or more satisfaction surveys designed to measure institutional effectiveness. Participation in testing may be required for all students, students in selected programs, and for students selected on a sample basis.