

ACADEMIC AND GRADUATION INFORMATION

ACADEMIC LOAD

The standard load for a student during a regular semester (Fall, Spring) is 15 to 16 semester credit hours (SCH) and during the summer session is six SCH. Students enrolled in 12 or more semester hours during a regular semester or 6 semester hours during a summer session are considered full-time students. Students may not register for more than 18 SCH without the approval of the Academic Dean.

SEMESTER CREDIT HOUR

The semester credit hour is defined as the amount of credit allowed for one hour of course work per week for one semester. Thus a course meeting three times a week for one semester carries a credit of 3 semester credit hours (SCH). In some cases, though, the number of credit hours and contact hours will not be the same. For example, laboratory work of two or three hours per week for one semester usually carries only one SCH. SCH for developmental courses are used for determining (1) full-time/part-time status, (2) eligibility for scholarships and intercollegiate athletics, and (3) probation/suspension status. However, developmental SCH do not apply toward total hours needed for graduation and are not transferable to other institutions of higher education

COURSE NUMBERING SYSTEM

Lon Morris College is a member of the Texas Common Course Numbering System Consortium approved by the Texas Higher Education Coordinating Board. This numbering system was developed for the purpose of facilitating the transfer of general academic courses.

The four-letter prefix identifies the subject area. The four-digit numbers indicate the following:

First digit:	Identifies the level 0 - developmental 1 - freshman 2 - sophomore
Second digit:	Identifies the credit hour value
Third/Fourth digit:	Establishes the course sequence

STUDENT RESPONSIBILITY

While Lon Morris faculty and staff members advise and assist students in preparing schedules and degree plans, students are themselves responsible for their own educational progress. Ultimate responsibility for scheduling the proper classes and completing the degree requirements lies with the student. Students must familiarize themselves with the academic and disciplinary policies presented in this bulletin and the Student Handbook. Students must know the college's core requirements as well as the requirements of their

fields of study and must enroll in the appropriate courses for their program. Students must choose the proper courses to meet prerequisites and complete their degree plans. Students intending to transfer to a university should also familiarize themselves with its academic requirements and take appropriate courses while at Lon Morris College.

Each student must keep the Registrar informed of correct addresses and telephone numbers. Students must verify their class schedule each semester and notify the Registrar of any errors.

Students will be held to the highest ethical standards. Cheating will result in severe penalties ranging up to expulsion.

CLASS ATTENDANCE POLICY

Responsibility for class attendance rests with the student. Regular and punctual attendance at all classes is expected. When a student has a legitimate reason for being absent, it is the student's responsibility to check with the instructors on work missed. The instructor has the option of permitting the student to make up missed work. Only absences on official college business or military assignments are automatically excused.

Students are graded on the basis of intellectual effort and performance. In most cases, class participation is a significant measure of performance, and non-attendance can adversely affect a student's grade. When, in the judgment of the instructor, a student has been absent to such a degree as to jeopardize the chances of success in the course, the instructor may drop the student from the course. Faculty members do reserve the right to evaluate individual cases of non-attendance.

Individual class attendance requirements are stated on each course syllabus. To provide consistency to the attendance policy, instructors may drop a student or impose penalties for non-attendance after a student has accumulated the following number of absences:

- 3 absences in a MWF class
- 2 absences in a TTH class or any class meeting twice per week
- 1 absence in a class that meets one day/night per week
- 5 absences in a class that meets five days per week

It is the responsibility of the student to drop a course officially or verify that the instructor has initiated the drop.

REGISTRATION

Students are responsible for meeting admission requirements prior to class registration. Failure to meet all requirements may result in removal from the classes in which the student has enrolled.

New students are responsible for attending an orientation and for becoming familiar with the procedures of registration.

LATE REGISTRATION

Students who do not register at the scheduled time of registration may be permitted to enroll during the scheduled late registration period, as space allows. These students must meet admissions requirements and complete the admissions procedures within a reasonable amount of time as deemed by the Office of Admissions. Students who register late are responsible for making up all missed assignments.

ADDING AND DROPPING COURSES

Students who wish to make schedule changes should first consult with their academic advisor. A student who finds it necessary to add a course after regular registration may do so only during designated drop/add period (see Academic Calendar). Classes may be dropped with a "W," a "WP," or a "WF" as determined by the dates indicated in the Academic Calendar. A course that is dropped with a grade of "WF" is considered an "F" in the course. The student may obtain an official drop form from the Registrar's Office. The completed form must be returned to the Registrar's Office.

INDEPENDENT STUDY

With the approval of the Academic Dean and the consent of the instructor, a student may, for a fee, enroll in an individually directed course. Laboratory classes and classes requiring group participation are not available for individual study.

AUDITING A COURSE

When space is available, permission to audit a course may be granted to students who have been admitted to the college and who either already have credit in the course or do not wish to receive credit for the work.

Under no circumstances may a student switch from audit to credit after the last day to register, but a student who withdraws from a course may then switch to audit, as long as any tuition refund is not greater than the audit fee. A student who audits a course becomes ineligible for credit by examination in that course.

WITHDRAWAL FROM SCHOOL

A student who finds it necessary to withdraw from Lon Morris College must complete an official withdrawal form obtained in the Registrar's Office. All obligations must be met before withdrawal is complete. Transcripts will be issued only after all obligations to the college have been met. Failure to withdraw officially may result in grades of "F" in all courses. Classes dropped before the last day to add a course will not be recorded on the student's transcript. Otherwise, grades of W, WP, or WF will be assigned. Withdrawal after the last day to receive a grade of WP or WF will be allowed only in exceptional cases approved by the Faculty Academic Standards Committee.

GRADING

Grades are reported at mid-term and at the end of each semester. Letter grades are awarded according to the following criteria:

A (90-100) 4.0 grade points per semester hour. A grade indicating an excellent performance in meeting the criteria of the course.

B (80-89) 3.0 grade points per semester hour. A grade indicating a good performance in meeting the criteria of the course.

C (70-79) 2.0 grade points per semester hour. A grade indicating an average performance in meeting the criteria of the course.

D (60-69) 1.0 grade points per semester hour. A grade indicating a poor or substandard performance in meeting the criteria of the course.

F (below 60) 0.0 grade points per semester hour. A grade indicating the inability

to perform satisfactory work required for completion of course requirements.

I (Incomplete) 0.0 grade points per semester hour. A grade indicating unfinished work (i.e., important assignment, term paper, final exam, or lab) that is given for medical or other sufficient reason. All work must be completed before the end of the following semester (in exceptional cases, the Faculty Academic Standards Committee may grant an extension); otherwise, the final grade will be recorded as an "F." Documentation outlining removal of the incomplete will be filed with the Academic Dean.

W (Withdrew) 0.0 grade points per semester hour. A grade indicating that the student withdrew from enrollment in the course prior to the date indicated in the Academic calendar. No SCH are earned and the grade point average is not affected.

WP (Withdrew passing) 0.0 grade points per semester hour. A grade indicating the student withdrew passing from enrollment in the course prior to the date indicated in the Academic calendar. (In exceptional cases, the Faculty Academic Standards Committee may extend the date.) No SCH are earned and the grade point average is not affected.

WF (Withdrew failing) 0.0 grade points per semester hour. A grade indicating the student withdrew failing from enrollment in the course prior to the date indicated in the Academic calendar. No SCH are earned and an "F" is calculated in the student's grade point average.

CR (Credit) 0.0 grade points per semester hour. A grade indicating credit for Advanced Placement, CLEP, or IB. SCH are earned but do not affect the grade point average.

PR (In Progress) 0.0 grade points per semester hour. A grade used only in developmental and ESL classes indicating that the student is making satisfactory progress but is not ready to move to the next level. The student is expected to register in the class in the following semester; otherwise the PR is treated like a W.

GRADE POINT SYSTEM

Lon Morris College employs a 4.0 grade point system. Each semester hour of work completed earns the appropriate number of grade points. Grades of I, W, WP, CR and PR are not calculated as part of the grade point average (GPA).

To determine the GPA, multiply the points awarded for each grade received by the number of semester credit hours assigned to that course, including grades of "F" or "WF" that are received. Next, compute the total number of grade points earned and divide this figure by the total number of semester credit hours attempted to obtain the semester GPA.

Example:	Course 1 (3 SCH)B(3.0 grade points)	$3 \times 3 = 9$
	Course 2 (3 SCH)W(0.0 grade points)	$3 \times 0 = 0$
	Course 3 (4 SCH)C(2.0 grade points)	$4 \times 2 = 8$
	Course 4 (3 SCH)D(1.0 grade points)	$3 \times 1 = 3$
	Course 5 (1 SCH)WF(0.0 grade points)	$1 \times 0 = 0$
	Course 6 (1 SCH)A(4.0 grade points)	$1 \times 4 = 4$
	Total grade points:	24
	Total SCH attempted:	12
	Semester GPA:	$24/12 = 2.0$

If a student repeats a course, both grades will remain on the transcript but only the higher grade will be counted as SCH earned and in determining the overall grade point average. To be eligible for graduation, a student must achieve a cumulative grade point average of at least 2.0.

GRADE APPEAL

Any student who has a question or concern regarding the assignment of a grade that may affect the student's academic record, course work, or fulfillment of degree requirements may appeal the grade following the procedures outlined in the Student Handbook. The grade appeal must be presented within thirty days after the end of the semester. Documents supporting the appeal may also be presented.

CREDIT BY EXAMINATION

Lon Morris College grants advanced credit in the following ways:

1. By departmental exam:

At present departmental exams are offered for
COSM 1301; Dram 1351, 2336; ENGL 1301; MATH 1314, 1316, 2412; MUSI
1311; SPAN 1411, 1412

- a. Departmental exams are available only to currently enrolled Lon Morris students.
- b. Students may not take departmental exams for classes in which they are currently enrolled, have previously failed, or which are prerequisite to courses for which they have already earned credit.
- c. The department giving the exam will assign a grade of A, B, C, D, or F. Unsuccessful attempts are not recorded on the transcript. Students must pay a fee of \$75 to have the course entered on their transcript. The course will be considered for all purposes the same as a class taken during the semester in which the test is given.

2. By national exams administered by the Advanced Placement Program of the College Entrance Examination Board (AP), the College Level Examination Program (CLEP), or International Baccalaureate Higher Level Examinations (IB). Full information on credit from national exams is available from the Academic Dean. For more information on the AP Program of the College Examination Board, write to CEEB, P.O. Box 592, Princeton, NJ 88540. The following rules apply to credit by national examination:

- a. Credit is available to both incoming students and students currently enrolled.
- b. Scores earned on national examinations should be sent to Lon Morris College. The student must notify the Registrars Offices of the decision to accept or decline the credit. The symbol "CR" (credit), rather than a grade will be posted to a transcript. Generally, the grade equivalent of "A" or "B" must be earned on an examination in order for "CR" to be awarded. Unsuccessful attempts are not recorded on the transcript.
- c. Credit by national examination will not be awarded for courses in which a student is currently enrolled, has previously failed, or which are prerequisite to courses for which credit has already been earned.
- d. Credit by national examination is not applicable toward determination of

scholastic standing or academic honors. Likewise, those credit hours will not satisfy the requirements for minimum hours in residence which must be earned at Lon Morris College for a degree.

- e. A Maximum of thirty hours of credit by examination may be accepted at Lon Morris College. Certain limitations will apply to the courses accepted.
- f. Transfer of courses earned through credit by examination is determined by the receiving institution. Students are urged to verify transferability with the university to which they intend to transfer.

TRANSFER OF CREDIT

Students may transfer to Lon Morris College credit earned at any regionally accredited college or university. The student must have the transferring institution send an official transcript to Lon Morris as soon as it becomes available. The Academic Dean will make a course-by-course evaluation of the transcript to determine the number of SCH and grade points to be accepted. Orientation, developmental, and vocational/technical courses and courses valued at less than 1 SCH are not transferable. Lon Morris can accept courses with a grade of D from another institution only if the GPA at the other institution is at least 2.00. Students who transfer to Lon Morris College from an American institution of higher education that is not accredited by one of the regional accrediting associations may receive transfer credit if they validate it by one of the following methods:

1. Successfully complete a departmental examination or a nationally standardized test approved by the appropriate department.
2. With the department chair's approval, achieve a grade of at least C in a higher-level course in the same subject area.

Lon Morris will accept only grades of C or better from unaccredited institutions. The Academic dean will evaluate credit from foreign institutions that do not use an American credit system based on the number of class hours per year. The dean will evaluate A-levels and Highers from British-model secondary schools on the same basis as AP credit.

Complete rules for transfer of credit are available from the Academic Dean. Students are responsible for getting the results of their transfer evaluations from the Dean.

ACADEMIC PROBATION

For the determination of GPA for academic probation and suspension, both credit and developmental hours are calculated in both the cumulative and the semester GPA. For graduation purposes, however, only *credit* hours are calculated in the cumulative GPA.

To remain in good standing, a student must maintain a GPA as follows:

<u>Credit hours attempted</u>	<u>GPA</u>
1-34	1.50
35-50	1.60
51-59	1.80
60 or more	2.00

At the end of any semester in which the student's cumulative GPA (credit as well as developmental hours) falls below the minimum according to hours attempted, the student will be placed on academic probation for the following semester. Probationary students

are limited to four three-hour or four-hour classes unless more are approved by the Academic Dean. The Academic Dean may make registration in certain classes or attendance of a college academic support service a condition of probation.

If at the end of the probationary semester, the cumulative GPA is above the required level, the student will be removed from academic probation. If, at the end of the probationary semester, the cumulative GPA is below the standard but the semester GPA meets the standard, the student may continue on academic probation. If the cumulative and semester GPAs fall below the standard, the student will be placed on academic suspension for one long semester (Fall or Spring).

ACADEMIC SUSPENSION

Students on academic probation who fail to achieve the minimum cumulative and semester GPA as described above will be placed on academic suspension, which bars them from enrolling in the next long-term (Fall or Spring) semester. They may re-enroll after the suspended semester on continued academic probation. A student may escape academic suspension by attending summer school or mini-terms at Lon Morris or another accredited institution. The suspended student who earns enough credits to raise the cumulative GPA to the required minimum will be removed from suspension and may enroll in the next regular semester. A student suspended for a second time may not enroll for two consecutive long-term semesters.