

ACADEMIC POLICIES AND PROCEDURES

ACADEMIC POLICIES

It is the responsibility of the student to be familiar with and to complete the requirements for the degree being sought. The faculty and staff of Huntingdon College will assist each student, but it is the student who must insure that all core, major, degree, and graduation requirements have been completed in the manner outlined in this catalog. This catalog presents the requirements for students entering Huntingdon during the 2008-2009 academic year.

The College reserves the right to change its academic policies and requirements. Such changes will be publicized to minimize inconvenience to students. Huntingdon College also reserves the right to modify or discontinue any academic offerings or degree programs when necessary. In such cases, the College will make reasonable efforts to allow current students to complete the program or will assist in their transfer to other acceptable programs.

ACADEMIC SCHEDULE

The academic year is divided into two semesters: the first beginning in August and ending in December (Fall Semester), the second beginning in January and ending in May (Spring Semester). The official College calendar for 2008-2009 is located on pages at the beginning of this publication. The Summer Session calendar may be found in the Summer Bulletin which is published to the College's web site each Spring Semester.

During the semester, classes are held five days a week, Monday through Friday. The normal three credit hour class schedule calls for each class to meet for three 60-minute or two 75-minute sessions each week.

The Huntingdon College schedule of classes is published on the College's web site for information purposes. The College reserves the right to cancel, postpone, combine or change the time of any class for which there is not sufficient enrollment or for other reasons deemed in the best interest of the institution.

CATALOG OF CHOICE

Each catalog presents the requirements for students entering Huntingdon during that particular academic year and is the catalog the student's academic advisor(s) and Registrar will use in verifying degree requirements for graduation. Any petition to change catalogs must be submitted using the appropriate form and approved by the student's academic advisor(s). The student may choose whether the change in catalog will apply to all requirements, which includes core, major, minor, and graduation requirements, or only to the requirements of a specific major. The catalog of choice must be a catalog dated a year in which the student is or was enrolled at Huntingdon. If there is an enrollment break of four or more years, the student must use the catalog issued for the year in which the student is readmitted.

A student may not submit a petition for a catalog change during his or her terminal semester.

CLASS ATTENDANCE

All students are required to attend, at a minimum, 75% of the meetings of every class in which they are enrolled. Individual faculty may set more stringent attendance policies. Failure to meet minimum attendance requirements will result in a failing grade.

Students are expected to arrive for class on time. Failure to be punctual may, at the discretion of the instructor, be recorded as an absence. Individual faculty may set more stringent policies regarding prompt attendance.

Students with excessive absences may petition the Academic Dean for exceptions to this policy. Students submitting such petitions must provide documented evidence that a significant number of consecutive absences were due to circumstances beyond the control of the student. Exceptions to the attendance policy will be made at the sole discretion of the Academic Dean.

Faculty are expected to recognize that participation in an extracurricular event is a significant component in college life, and that some extracurricular events may necessitate student absences. Faculty are encouraged to make every effort to accommodate students who miss class because of obligations in college sanctioned events. Students are expected to provide adequate notification of expected absences, and to make up missed work or examinations according to the faculty member's criteria.

Faculty are expected to take roll at every class meeting and report absences as required on grade sheets.

Faculty recognizing a pattern of absences or excessive absences, including a full week's meeting of classes, shall notify the Dean of Faculty. The Dean of Faculty will assume responsibility for notifying student's advisor(s), and for investigating the reported absences. The Dean of Faculty will report back to the advisor and the student's instructors the results of the investigation.

CONVOCAATION ATTENDANCE

Each semester there are a variety of all-college convocations. All full-time students are expected to attend these programs. Dates and specific information about the programs are published at the beginning of the Fall and Spring Semesters by the Office of Academic Affairs.

COURSE LOAD

A student must be registered for a minimum of 12 hours of credit per semester to be considered a full-time student. The normal load for a student planning to graduate with a degree in four years is 15 academic credits per semester or 30 credits each academic year.

Work successfully completed during a Summer Session is counted toward the 120 academic credits required for graduation, as is the case with transfer or advanced placement credit, but it does not count in the application of Standards of Satisfactory Academic Progress (see page 43) in any academic year.

First-Semester Freshman enrollment is limited to a maximum of five (5) courses worth 3 or more credit hours and a maximum of 18 credit hours. First-Semester Transfer students may enroll in at most 21 hours their first semester. For subsequent semesters freshman and transfer students are subject to the GPA requirements for all students.

All returning students wishing to take more than 17 credit hours must have a GPA of 3.0 or higher for the preceding Fall or Spring Semester. In unusual circumstances a student who does not meet this requirement may be permitted to take more than 17 credit hours with permission of the advisor and the Vice President of Academic Affairs (Academic Dean), or in the case of a student who has not declared a major, with the permission of the Academic Dean. Candidates for the upcoming commencement who do not meet the GPA requirement to take more than 17 credit hours may do so with the permission of the advisor and the Academic Dean. Students may not enroll in more than 22 hours during the Fall or Spring Semester or more than seven credit hours during the traditional Summer Session. Note: Enrollment in more than 18 hours results in Overload Fees (see Financing a Huntingdon Education for details).

FINAL EXAMINATIONS

Final examinations are held during specific days at the end of each semester. Attendance at all scheduled and announced final examinations is required. The timetable for these examinations is listed with the College's calendar at the beginning of this catalog and is available on the College's web site.

A student who is unable to take a final examination at the scheduled time may not reschedule the examination without written permission from the Academic Dean. Permission will be granted only for **illness or other compelling reasons**, such as participation in scheduled events off-campus as an official representative of the College. Students with more than two exams officially scheduled on the same day may submit a petition to the Academic Dean for rescheduling consideration. All requests for rescheduling examinations, except for unforeseeable circumstances, **must be submitted at least one week before the start of exams**.

REGISTRATION PROCEDURES

On specific dates in the latter part of each semester, as stated in the College calendar, currently enrolled students may preregister for the upcoming semester. Final registration takes place at the beginning of a new semester on dates indicated in the College calendar. During final registration newly-entering students and others not preregistered may register for the semester. **Each student must register in person. Students must have their schedules approved by their faculty advisor(s) before submitting their schedule to the Office of the Registrar.**

Students who do not complete registration properly or who fail to clear all financial obligations to the College are not considered officially enrolled and will be denied all credit for the semester. Registration after the announced registration period involves payment of a late registration fee. **A student may not register and enter classes after the first five business days of the semester.**

PREREQUISITES

It is the student's responsibility to check prerequisites for any course for which he or she registers. A prerequisite is a course or other preparation that must be completed before enrolling in an advanced course. The student is responsible for determining, prior to registration, if all prerequisite requirements have been met for individual classes in which enrollment has occurred. Prerequisite information is contained in the course description section of the catalog. **Students may automatically be removed by the Office of the Registrar from courses for which they have not completed the prerequisite.**

CHANGES IN REGISTRATION

For the first five business days of each semester (for specific dates, see College calendar pages ii and iii), a student may add or drop courses. Courses dropped during this period are removed from the student's transcript. During business days six through eight of each semester (for specific dates, see College calendar pages ii and iii), a student may add classes by permission of the student's advisor, the instructor, and the Academic Dean. To add or drop a course, a student must bring an Add/Drop form to the Office of the Registrar with appropriate signatures. Unless a course change is made in this manner, it has no official standing and will not be recognized by the College.

The dates for changes in registration for the Summer Session are published in the Summer Bulletin.

WITHDRAWAL FROM A COURSE

After the end of the official Add/Drop period, but prior to the end of the tenth week of the semester, a student may withdraw from a course by submitting in person to the Office of the Registrar a completed **Course Withdrawal Form** signed by the student, the instructor, and by the student's academic advisor. If the Course Withdrawal Form is formally received by the Office of the Registrar prior to the end of the fifth week (for specific dates, see College calendar pages ii and iii), the student's transcript will indicate a grade of "W." If the Course Withdrawal Form is formally received by the Office of the Registrar after the end of the fifth week but prior to the end of the tenth week (for specific dates, see College calendar pages ii and iii), the student's transcript will indicate a grade of "WP" or "WF" as assigned on the form by the instructor. **The form must be brought by the student to the Office of the Registrar.** Unless a course withdrawal is handled in this manner, it has no official standing and will not be recognized by the College, and the student will remain enrolled in the course and receive an appropriate grade, typically an "F."

In relation to withdrawing from one or more courses, please note the following:

- the grades of "W," "WP," and "WF" are not used in the calculation of the grade point average;
- financial adjustments will not be made for withdrawals formally processed after the third week, or if a student retains full-time status;
- withdrawal may also affect athletic eligibility, on-campus residency, or veteran's benefits.

PASS/NO CREDIT (P/NC)

A student who chooses to take a graded course on a Pass/No Credit (P/NC) basis must complete the **Application for a Course to be Evaluated on a Pass/No Credit Basis** card any time during the first eight weeks (for specific dates, see College calendar pages ii and iii). Courses used to satisfy the basic degree requirement, i.e. core curriculum, major or minor, may not be taken on a Pass/No Credit basis. A graded course may not be repeated on a Pass/No Credit basis. A grade of "P" is assigned when a student satisfactorily completes the P/NC course with the equivalent of a "D" or better at which point the student earns the respective credit hours. Otherwise the student will receive an "N," and no credit will be awarded. Pass/No Credit classes are not reflected in the student's grade point average. The application is available in the Office of the Registrar.

AUDIT (NO-CREDIT OPTION FOR COURSES WHICH DO NOT REQUIRE PARTICIPATION)

Students who wish to audit a course are required to complete an **Application for a Course to be Evaluated on an Audit Basis** and file it with the Office of the Registrar. Students who register for a course in this manner are expected to attend all regular classes. Students auditing a class may participate at the discretion of the instructor. A student who first enrolls for auditor status may change to credit status only during the first five business days of the semester. Students who first register for credit may change to auditor status any time during the first eight weeks (for specific dates, see College calendar pages ii and iii). Courses audited are not included in the total credits earned or the grade point average. However, the credit value of any course audited is computed in the assessment of tuition. Courses used to satisfy the basic degree requirement, i.e. core curriculum, major or minor, may not be taken on an Audit basis.

NON-CREDIT (NO-CREDIT OPTION FOR COURSES WHICH REQUIRE PARTICIPATION)

Students who wish to enroll in a course for non-credit are required to complete an **Application for a Course to be Evaluated on a Non-Credit Basis** and file it with the Office of the Registrar. Students who register for a course in this manner are expected to attend all regular classes. A student who first enrolls for non-credit may change to credit status only during the first five business days of each semester. Students who first register for credit may change to non-credit status any time during the first eight weeks (for specific dates, see College calendar pages ii and iii). Courses taken for non-credit are not included in the total credits earned toward a major or degree or the grade point average. However, the credit value of any course taken for non-credit is computed in the assessment of tuition. Courses used to satisfy the basic degree requirement, i.e. core curriculum, major or minor, may not be taken on a Non-Credit basis.

REPEATING COURSES

Although Huntingdon does not remove the original grade from the permanent record, the College will permit a student to repeat a course under the conditions listed below.

A student:

- may have only **one** lower course grade of any given course removed from the computation of the cumulative GPA;
- may not repeat a course for a higher grade on a Pass/No Credit basis unless the course was initially taken on a Pass/No Credit basis;
- may not repeat a course that was originally taken on a Pass/No Credit basis for a grade and count the hours twice;
- may not repeat for a higher grade at another college or university a course initially taken at Huntingdon College;
- must complete, sign, and submit a **Request to Repeat a Course** form at the time of registration in order to take advantage of this policy.

Additional credit hours may not be earned when repeating a course for a higher grade.

Huntingdon College does not guarantee the availability of any course for repetition.

ACADEMIC CREDIT POLICIES

TRANSFER CREDIT (CREDIT ELSEWHERE)

A currently enrolled student who wishes to take course work at another college or university and apply that work toward the requirements for a Huntingdon College degree must secure approval of his or her academic advisor, the Teacher Certification Officer (if the student is seeking teacher certification), and the Registrar. The Registrar will determine suitability of the course and certify the student's academic standing and course equivalency. **Credit may not be granted at Huntingdon for any course not specifically approved in advance.**

A student:

- may not repeat at another college or university a course initially taken at Huntingdon College;
- who has accumulated as many as 64 semester hours from two-year institutions, may only take work at a four-year college or university;
- may not receive more than 90 hours of transfer credit;
- may not exceed the normal load permitted at Huntingdon College during the same period;
- may not take at the other college or university any course or courses being offered at Huntingdon College in the same semester or term;
- may not apply correspondence or extension credit toward a major;
- may not take more than one course in the last 30 hours outside of Huntingdon College (excluding courses taken through the Montgomery Higher Education Consortium).

Refer to the section titled Application for Graduation (page 43) for additional restrictions that apply to candidates for graduation.

An official transcript showing completion of coursework must be sent to the Office of the Registrar at Huntingdon College from the original institution in order for credit to be granted. Credit will be granted for any approved course completed with a grade of "C" or better, or in the case of a course taken on Pass/No Credit basis (or the equivalent), a grade of "P" (the "P" must equate to a "C" or better). The credit granted is indicated on the student's transcript; however, the only grades recorded on the student's permanent record are those which he or she earns at Huntingdon College.

COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

Credit will not be granted for General Examinations taken after the student has entered college. Credit will not be granted for a lower sequence course if a more advanced course has been completed. In any one discipline a maximum of 12 semester hours may be earned. Huntingdon awards up to 30 semester hours of credit for satisfactory scores (50th percentile or higher) on the College Level Examination Program provided that the examination area is comparable to a course offered for credit at Huntingdon College.

Current students who wish to take courses under this agreement must secure the approval of their academic advisor, the Teacher Certification Officer (if the student is seeking teacher certification) and the Registrar. Students should contact the Office of the Registrar if they have questions concerning CLEP. **A \$25.00 recording fee per awarded credit hour is assessed.**

CONSORTIUM COURSE WORK

Full-time students may enroll in one course per regular semester under the Montgomery Higher Education Consortium, which include Auburn University Montgomery and Faulkner University. Tuition and registration fees are covered by tuition paid at Huntingdon. Special fees (e.g. laboratory fees) are the responsibility of the student. Students who wish to take courses under this agreement must secure

the approval of their academic advisor(s), the Teacher Certification Officer (if the student is seeking teacher certification) and the Registrar (see page 54 for additional information). **Credit may not be granted for a course not specifically approved in advance.**

A student may not:

- repeat at another college or university a course initially taken at Huntingdon College;
- exceed the normal load permitted at Huntingdon College during the same period;
- take at another college or university any course or courses being offered at Huntingdon College in the same semester or term;

Refer to the section titled Application for Graduation (page 43) for additional restrictions on transfer credit that apply to candidates for graduation.

For Consortium coursework, the title, grade, quality points, and credit from each course taken through the Consortium are recorded on the student's transcript with the Huntingdon courses taken during the corresponding semester. Furthermore, the grade and quality points impact the student's academic record quantitatively with both semester and cumulative GPAs as though the course was taken Huntingdon.

An official transcript at the end of each corresponding semester is required by the Huntingdon College Office of the Registrar. Approved consortium courses may count toward the terminal residence requirement of 30 semester hours.

Details of the conditions of eligibility, policies, procedures, and consequences of participation are available from the Office of the Registrar upon request.

GRADING POLICIES

COURSE GRADES AND POINTS

The quality of achievement in a course is measured as follows:

- A Excellent; earns four grade points per semester hour.
- B Good; earns three grade points per semester hour.
- C Average; earns two grade points per semester hour.
- D Poor; earns one grade point per semester hour.
- F Unsatisfactory; earns no grade points per semester hour.
- I Incomplete; a temporary notation used only when course requirements have not been completed **due to illness or extenuating circumstances beyond the control of the student.**

The assignment of an Incomplete must be approved by the Academic Dean prior to being processed by the Office of the Registrar. The instructor will also submit to the Office of the Registrar a preliminary final grade (based on the student's performance to-date). **If a final grade is not assigned by the instructor prior to the beginning of the exam period of the next regular semester, then the preliminary grade will be assigned as the final grade by the Office of the Registrar.** During the period the Incomplete is on the student's record, the transcript will indicate both the "I" and the preliminary grade (e.g. "IB" would appear if the preliminary grade assigned is a "B.")

It is the student's responsibility to maintain contact with the instructor, to complete the course work, and to verify that the instructor submits a final grade to the Office of the Registrar.

The temporary notation, regardless of the preliminary grade, does not count in the calculation of the GPA. The student will be notified in writing of all grade adjustments and the effects on the applicable semester's GPA and cumulative GPA. **An Incomplete cancels eligibility for annual honors, i.e. Dean's List of Honors, Dean's List of High Honors, and graduation honors. In addition, an Incomplete may prohibit a student from participating in College sponsored activities.**

- N No credit; used for a course graded on a Pass/No Credit basis. If a grade of "F" is earned, the grade will be recorded as "N." This does not count in the grade point average.
- P Pass; used for courses graded on a Pass/No Credit basis. If a grade of "A," "B," "C," or "D," is earned the grade will be recorded as "P." Semester hours are earned, but not grade points, and thus, is not calculated in the student's GPA.
- S Satisfactory; used for attendance courses in which credit cannot be earned. This does not count in the grade point average.
- U Unsatisfactory; used for attendance courses in which credit cannot be earned. This does not count in the grade point average.
- W Withdrawal; indicates that the student withdrew from the **course** during the **first five** weeks of the semester or from the **College** prior to the end of the **tenth** week of the semester (see *Withdrawal from the College* section).
- WP Withdrawal Passing; indicates the student was passing the course at the time of withdrawal, which occurred after the fifth week and prior to the end of the tenth week of the semester.

- WF Withdrawal Failing; indicates the student was failing the course at the time of withdrawal, which occurred after the fifth week and prior to the end of the tenth week of the semester.
Note: Grades of W, WP, and WF are not used in the calculation of the grade point average.
- Y Audit; designation for a course in which a student elects not to earn credit and active participation is not required. Participation courses, i.e. laboratory, music (studio instruction), art (ceramics), etc., cannot be audited. Audited courses do not count in the grade point average.
- Z Non-Credit; designation for a course in which a student elects not to earn credit and active participation is required. This does not count in the grade point average.

GRADE REPORTS AND GRADE POINT AVERAGE

All grades are entered into the student's permanent record (transcript) at the end of each semester. Huntingdon College grade reports are made available to students on the College's web site. Upon request semester grades will be sent to the student's permanent address on file with the Office of the Registrar at the completion of the semester.

The grade report will indicate the final grades for all courses taken during the semester, the semester hours attempted, the quality points and credits earned, and the semester grade point average. Also included on the grade report will be a record of the total number of hours attempted, the total quality points earned, and the cumulative grade point average. The grade point average is computed by multiplying the quality points earned by the credit hours of each course and then by dividing the total quality points earned by the total credit hours attempted as indicated by the following example:

3 semester hours with an	A x 4	=	12 quality points
3 semester hours with a	B x 3	=	9 quality points
3 semester hours with a	C x 2	=	6 quality points
3 semester hours with a	D x 1	=	3 quality points
3 semester hours with an	F x 0	=	0 quality points
15 semester hours			30 quality points
			30 quality points ÷ 15 hours attempted = 2.00 GPA

CHANGE IN GRADE/GRADE APPEALS

A course grade which has been reported by an instructor to the Office of the Registrar cannot be changed without a properly executed **Adjustment of Student's Academic Record** card signed by the instructor and the Academic Dean. Students who believe that an incorrect grade was awarded by the instructor, or who perceive that other problems may exist for which an appeal is warranted, should contact the Office of Academic Affairs for a current copy of the academic grievance procedure.

ACADEMIC HONORS

DEAN'S LIST

At the end of each regular semester, the Academic Dean issues a list of students who have achieved academic distinction. To be eligible for the Dean's List, a student must have received letter grade evaluations on at least twelve hours during the semester and must have completed all course work for the semester. An Incomplete (I), including all temporary notations (e.g. "IB"), on a student's grade report precludes the student's inclusion for these honors.

The **Dean's List of High Honors** recognizes those who achieve semester grade point averages in the range of 3.80 - 4.00.

The **Dean's List of Honors** recognizes those who achieve semester grade point averages in the range 3.60 - 3.79.

HONORS AT GRADUATION

Honors at graduation are conferred upon students who complete work for the Bachelor's degree with high distinction: Cum Laude, Magna Cum Laude, and Summa Cum Laude. These honors are recorded on the student's transcript and diploma.

To be eligible for Cum Laude and Magna Cum Laude status, a student must complete a minimum of 45 hours at Huntingdon College evaluated on a graded basis and have a minimum GPA of 3.5 and 3.75, respectively. To be eligible for Summa Cum Laude status, a student must complete a minimum of 120 hours at Huntingdon College evaluated on a graded basis and have a GPA of 3.75 or higher.

The minimum GPA to have the honor of Cum Laude or Magna Cum Laude conferred, is based on the number of hours graded at Huntingdon College and is calculated using a linear scale. Examples of the linear scale are given in the table below. Details of the calculation process are available from the Office of the Registrar.

	Required GPA for Cum Laude status	Required GPA for Magna Cum Laude status
120 hours graded	3.500	3.750
90 hours graded	3.600	3.825
60 hours graded	3.700	3.900
45 hours graded	3.750	3.938

Students may also receive program honors upon the recommendation of the major program, a grade of B or higher in Program Honors 491, and a final cumulative grade point average of 3.50 or higher (see page 55 for additional information).

ACADEMIC STANDING

CLASSIFICATION OF STUDENTS

Class designation is based on the number of hours the degree seeking student has earned in courses offered at Huntingdon College, transferred from other accredited institutions, or awarded through AP, CLEP, IB, or DANTES credit. The following is an explanation of class designation:

Freshman: A student who has earned **0 - 23 hours of credit.**

Sophomore: A student who has earned **24 - 56 hours of credit.**

Junior: A student who has earned **57 - 89 hours of credit.**

Senior: A student who has earned **90 or more hours of credit.**

Class designation does not necessarily reflect the student's readiness to graduate, progress in the chosen program of study, or the number of semesters of attendance.

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS

Each student is expected to maintain satisfactory academic standing and progress toward the baccalaureate degree. Continuation at the College, various privileges, and opportunities for leadership activities are governed by the student's academic standing and classification. Students who do not maintain a grade point average of sufficient quality to insure meeting graduation requirements are subject to academic disciplinary action.

SATISFACTORY PROGRESS

Satisfactory progress toward degree completion is defined as meeting or exceeding the following cumulative grade point average (GPA) requirements. Total Hours Attempted refers to the sum of hours transferred, awarded due to AP, CLEP, IB, or DANTES examinations, and the number of hours attempted at Huntingdon College.

- At the end of the first semester in which a student has 24 or more Total Hours Attempted, a student should have a cumulative grade point average of at least 1.70.
- For any subsequent semester, the following table provides the requisite minimum cumulative GPA based on Total Hours Attempted:

Total Hours Attempted	Minimum Cumulative GPA
24 - 56	1.80
57 - 89	1.90
90 or more	2.00

SCHOLASTIC PROBATION

A student will be placed on scholastic probation for the following regular semester (Fall or Spring Semester) of enrollment if one of the following occurs:

- the student earns in any regular semester (Fall or Spring Semester) a grade point average of less than 1.50;
- the student fails more than one-third of the academic load in any regular semester;
- the student is not making Satisfactory Progress, as defined above, toward degree completion.

These criteria are reviewed after grades have been posted at the end of each regular semester (Fall or Spring) to determine a student's academic status (i.e. good standing, Scholastic Probation, Academic Suspension) for the subsequent regular semester of enrollment. While on Scholastic Probation, a student is not in "good standing" and may not participate in any extracurricular activities. Extracurricular activities are defined as those sponsored by any agency of the College and for which the student does not receive a grade.

Additionally, students who receive an Incomplete in one or more courses and are in danger of not maintaining satisfactory progress may be subject to placement on Extracurricular Ineligibility. With this status, a student is not in "good standing" and may not participate in extracurricular activities, but since this is an institutional designation, it does not appear on the student's transcript. At the point when all Incompletes have been replaced by a grade, the student's extracurricular ineligibility status will be reviewed and adjusted as appropriate.

ACADEMIC SUSPENSION

A student whose academic performance results in Scholastic Probation being assigned at the end of three consecutive regular semesters of enrollment will be placed on Academic Suspension. Being placed on Academic Suspension means that the individual is not eligible to attend courses at Huntingdon until the suspension has been lifted. Students who have been suspended must petition the Academic Dean in writing for readmission. The first suspension will ordinarily be for the duration of one regular semester (Fall or Spring), the second suspension for a full academic year, both beginning immediately following the semester of in which suspension is assigned.

WITHDRAWAL FROM THE COLLEGE

Students wishing to withdraw from the College during a semester of attendance must obtain an **Application for Student Withdrawal** form in the Office of the Registrar to certify exit conferences with the Vice President for Enrollment Management, the Dean of Students, and the Director of Financial Services.

Withdrawal must be completed in person and will only be recognized with the completion and return of the withdrawal form to the Office of the Registrar. A telephone call, or written statement of any kind other than the stated form, indicating the intent to withdraw does not constitute an official withdrawal. Grades assigned at the time of withdrawal will be determined by the date of the withdrawal. Students withdrawing on their own initiative prior to the end of the tenth week of the semester (for specific dates, see College calendar pages ii and iii) will be assigned a "W" in lieu of a regular grade for each course. After these dates, a grade of "F" is recorded unless the withdrawal is caused by an emergency beyond the control of the student, in which case a "W" is assigned with the approval of the Academic Dean. The College may require withdrawal at any time if it deems it to be in the best interest of either the student or the College. If the cause for withdrawal is sufficient and the standing of the student warrants, it will be permitted without assignment of grades (i.e. "W"); otherwise, the grade will be "F" in each course.

LEAVE OF ABSENCE

A leave of absence means that a student in good academic and financial standing, who is eligible for continued enrollment, ceases to be enrolled and is guaranteed readmission.

Students submit a written **Application for Leave of Absence** to the Office of the Vice President for Enrollment Management prior to the beginning of the semester in which the leave will take effect. To be confirmed, leave forms must be signed by both the student and the Vice President for Enrollment Management.

Leaves are granted for a finite period of time, and normally may not exceed two regular semesters (Fall or Spring). A leave normally will not be granted to students on Scholastic Probation or Disciplinary Probation.

While on leave, the student's status is temporarily inactivated. A leave of absence guarantees an individual's readmission only as long as the student returns within the time frame agreed upon in the Application for Leave of Absence. A leave does not guarantee housing, financial aid, or course availability upon the student's return.

Upon readmission, students must reapply for financial aid according to the Office of Student Financial Services policies and procedures in effect at that time. The student is also subject to any other College policies that may have been implemented during the student's absence.

TRANSCRIPTS

A transcript may only be issued by the Office of the Registrar upon written request of the student or former student. One should allow five to seven working days after clearance from the Office of Student Financial Services for processing. During the busiest periods (processing of final grades, registration, graduation), transcript processing may be delayed.

Official copies of Huntingdon College transcripts bear the College seal and the College Registrar's or Associate Registrar's signature and are sent directly to the schools, organizations, or individuals as indicated on the signed written request of the student or former student. Upon signed written request, an individual may also receive official copies of his or her transcript which are stamped "Issued to Student."

The initial transcript issued is provided free of charge as a service to students. There is a \$5.00 processing fee for all subsequent requests per transcript. All transcripts are sent first-class mail. Other methods of delivery (e.g. overnight, etc.) are available upon request and for an additional charge.

Requests for transcripts received by FAX will be processed provided the request contains the required information and a valid debit/credit card number with expiration date for billing purposes. (Detailed instructions are available by calling 334-833-4430 or on the College's web site.) If the FAX does not contain the correct credit card information, transcripts will not be issued until the appropriate fee is received. Copies of transcripts will not be sent as a FAX unless so stipulated in the written request. There is a \$5.00 processing fee for each FAXed transcript. Huntingdon assumes no responsibility for confidentiality of records sent in this manner.

Transcripts will not be provided for students, current or former, or alumni with overdue accounts or other financial obligations to the College. Once a student's financial obligations to the College have been met, it is the requestor's responsibility to submit an additional transcript request with processing fee to the Office of the Registrar.

APPLICATION FOR GRADUATION

All students must file with the Registrar an application to graduate. The form is available from the Office of the Registrar upon confirmation of a student's feasibility of completion prior to the upcoming annual Commencement after the Spring Semester. The form is used for major verification and to determine eligibility for graduation. Failure to submit the form may cause a delay in graduation due to unfulfilled requirements and/or faculty approval to graduate.

A candidate for graduation must have all official final transcripts on file in the Office of the Registrar prior to the end of the 3rd week of classes of their anticipated final semester. This deadline will prevent a candidate for graduation from taking courses off-campus, including consortium courses, during their anticipated final semester.

Note should be taken that an official transcript is one that is mailed directly from the corresponding institution to the Office of the Registrar at Huntingdon College. No "student issued" or hand-carried transcripts will be accepted.

All financial obligations to the College must be discharged before a final transcript indicating graduation will be issued. The conferral of the degree is officially certified by the student's transcript of record.