ACADEMIC POLICIES AND PROCEDURES

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 ensure that all general degree, core, major, and minor requirements have been completed in the manner outlined in this catalog. This catalog presents the requirements for students entering Huntingdon College during the 2011-2012 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 2011-2012 is located on pages at the beginning of this publication. The Summer Term calendar may be found in the Summer Bulletin, which is published on the College’s web site each Spring semester.

During the Fall and Spring semesters, 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) and the Registrar. The student may choose whether the change in catalog will apply to all requirements, which includes general degree, core, major, and minor 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 consecutive 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

Attending all classes at Huntingdon College is mandatory. Students with repeated unexcused absences shall be penalized, with the precise penalty being left to the individual faculty member. Each syllabus shall clearly indicate how attendance is factored into the student grade.

Huntingdon College distinguishes between excused and unexcused absences. Excused absences are not expressly penalized, and faculty should make reasonable efforts to work with students to make up missed exams or quizzes. It is the student’s responsibility to catch up on lost material by contacting other students.

Any absence is considered unexcused unless it meets one of the following criteria:

1. School sanctioned event at which the student functions as a representative of the College (e.g. athletics, choir, field trip, etc.). Students must notify faculty members in advance.

2. Medical reasons. Students must have documentation from the Director of Student Health Services and Wellness or a physician. Students must fill out an “Excused Absence Form” with the Director of Student Health Services and Wellness.

3. Family emergency. Students must fill out an “Excused Absence Form” with the Office of Student Life.

4. Graduate school or job interview. Student must fill out an “Excused Absence Form” with the Office of Academic Affairs in advance.

5. Exceptional cases approved by the Office of Academic Affairs. Student must fill out an “Excused Absence Form” with the Office of Academic Affairs.

CONVOCATION 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.

First-semester freshman enrollment is limited to a maximum of five (5) courses worth 3 or more credit hours and a maximum of 17 credit hours total. For subsequent semesters freshman and transfer students are subject to the GPA requirements listed in the following paragraph, which apply to all students.

All returning students wishing to take more than 18 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 18 credit hours with permission of the advisor and the Provost and Dean of the College, or in the case of a student who has not declared a major, with the permission of the Provost and Dean of the College. Candidates for degree completion who do not meet the GPA requirement to take more than 18 credit hours may do so in their final term with the permission of the advisor and the Registrar. Students may not enroll in more than 22 hours during the Fall or Spring semester. Note: Enrollment in more than 18 hours results in Overload Fees (see the Financing a Huntingdon Education section for details).

Traditionally, the Summer Term is divided into two sessions. A student may not enroll in more than seven credit hours during each Summer session.

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 (pages II and III).

A student who is unable to take a final examination at the scheduled time may not reschedule the examination without written permission from the Provost and Dean of the College. Permission will be granted only for illness or other compelling reasons. Students with more than two exams officially scheduled on the same day may submit a petition to the Provost and Dean of the College 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 AND ENROLLMENT POLICIES AND 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 proposed schedules approved by their faculty advisor(s) and Student Financial Services before submitting it 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 is anticipated. 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(s).

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 with the permission of the student’s faculty advisor(s). 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 with the permission of the student’s advisor, the instructor, and the Provost and Dean of the College. To add or drop a course, a student must deliver 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 Term 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 the student’s academic advisor(s). 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 delivered 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.

**Intent Not to Return**

Students, who are currently enrolled or students who have completed a term, but who are not planning on returning to the College for a subsequent term must declare this to the College in order to ensure all arrangements with the College are in order (e.g. student account, preregistered courses, residential life). The Intent Not to Return form is available from and processed through the Staton Center for Learning Enrichment. Completion and return of the form to the Office of the Registrar with all required signatures will remove the student from any classes in which preregistration has been processed as long as it is received by the Office of the Registrar prior to the beginning of the effected semester.

**Withdrawal from the College**

Students wishing to withdraw from Huntingdon College during a semester of attendance must obtain an Application for Student Withdrawal form, available in the Office of the Registrar, to certify exit conferences with the required offices.

Withdrawal must be completed in person and will only be recognized with the completion and return of the Application for Student 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 an earned grade for each course. After the tenth week, a grade of “F” is recorded unless the withdrawal is caused by circumstances beyond the control of the student, in which case a “W” is assigned with the approval of the Provost and Dean of the College. 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. A notation of “Withdrawal from the College” will be indicated on the student’s transcript following the applicable term.

**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 any time during the first eight weeks of a regular semester (for specific dates, see College calendar, pages II and III). Courses used to satisfy the 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 of a regular semester (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 core curriculum, major, or minor may not be taken on an Audit basis. The application is available in the Office of the Registrar.

**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 status 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 of a regular semester (for specific dates, see College calendar, pages II and III). Courses taken for non-credit are not included in the total credits earned 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 core curriculum, major, or minor may not be taken on a Non-Credit basis. The application is available in the Office of the Registrar.

**Repeating Courses**

Although Huntingdon does not remove the original grade from the permanent record (transcript), 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 (courses in which the grade of “W,” “WP,” or “WF” was assigned do not apply);
- 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.*

**Independent Study**

Any student with sophomore or higher standing and a cumulative grade point average of at least 3.0 may petition the Provost and Dean of the College to engage in an independent study project. The project must be developed in conjunction with a qualified instructor who will: direct the course of study, design a course syllabus with clearly stated learning objectives and assessment procedures, and evaluate the final project. Such a project may call for a systematic reading program, library investigation, laboratory project, studio work, field study, or creative expression. Students intending to apply their projects toward a major or minor must register for letter-grade evaluation. The appropriate form and signatures are needed to register. Independent studies are open to qualifying students who have sophomore standing or above. **No more than 9 hours of Independent Study may be credited towards the 120 hour degree requirement.**

**Course by Conference**

Under exceptional circumstances, a student may petition the Provost and Dean of the College to take a course by conference: an individual study equating to a course in the Huntingdon College Catalog. The course by conference must conform to an existing course syllabus with clearly stated learning objectives and assessment procedures. The course of study must be directed by a qualified instructor. A student taking a course by conference must register for letter-grade evaluation. The appropriate form and signatures are needed to register. **Course by Conference cannot be used for repeating courses.**

**Academic Credit Policies - Current Students**

**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(s), the Teacher Certification Officer (if the student is seeking teacher certification), and the Registrar prior to taking any courses elsewhere. Approval to take courses at another institution for transfer to Huntingdon College may be requested by completing the “Application for Approval to Earn Credit Elsewhere for Transfer to Huntingdon” form, which is available online. Completed forms, including the presence of all appropriate signatures, should be submitted directly to the Office of the Registrar. The Registrar will determine suitability of the course(s) 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 and will not be granted for work done while a student is placed on academic suspension at Huntingdon College or elsewhere.

A student:

- may not repeat at another college or university a course initially taken at Huntingdon College (courses in which a grade of “W,” “WP,” or “WF” was assigned do not apply);
- who has accumulated as many as 64 semester hours from two-year institutions, may only take course 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).

A grade of “C” or higher is required in each course presented to fulfill the requirements for a major or minor. (For some programs or individual majors, these requirements are higher.)

Refer to the section titled Application for Graduation for additional restrictions that apply to candidates for graduation.

In order for credit to be granted, an official transcript from the institution awarding credit showing completion of coursework must be mailed to the Office of the Registrar at Huntingdon College. Credit will be granted for any approved course completed with a grade of “D” or better, or in the case of a course taken on a Pass/No Credit basis (or the equivalent), a grade of “P.” The credit granted is indicated on the student’s transcript; however, transferred coursework does not affect a student’s Huntingdon College GPA.

COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

Credit will not be granted for General Examinations taken after the student has begun his or her post secondary studies. 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 tests provided that the examination area is comparable to a course offered for credit at Huntingdon College.

Current students who wish to take examinations under this policy must secure the approval of their academic advisors, 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.

DEFENSE ACTIVITY FOR NON-TRADITIONAL EDUCATION SUPPORT (DANTES)

Huntingdon College recognizes the successful achievement of students participating in the curriculum of DANTES. Students are encouraged to have their official DANTES transcript submitted for review. Credit is awarded for courses in which the content is comparable to a course offered for credit at Huntingdon College. Credit is awarded at the discretion of the College, and students should not assume that credit will be awarded automatically. A DANTES transcript should be sent to the Office of the Registrar for evaluation. A $25.00 recording fee per awarded credit hour is assessed.

CONSORTIUM COURSE WORK

Full-time students may enroll in one three-hour course or one four-hour course per regular semester under the Montgomery Higher Education Consortium, which includes Auburn University Montgomery and Faulkner University. Tuition is covered by tuition paid through Huntingdon College. Additional costs (e.g. books, 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 section titled Consortia Study Opportunities 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 (courses which a grade of “W,” “WP,” or “WF” was assigned do not apply);
- 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 for additional restrictions 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 at Huntingdon.

For credit to be awarded Huntingdon College must receive an official transcript at the end of each corresponding semester; transcripts should be mailed directly from the issuing institution to the Office of the Registrar at Huntingdon College. Approved Consortium courses may count toward the terminal residence requirement of 30 semester credit 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 Provost and Dean of the College 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 including the effect of the missing coursework). 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 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 and no semester credit hours are earned.

- **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 credit hours are earned, but not grade points, and thus, the grade 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). “Withdrawal from the College” will also be noted on the student’s transcript if the student withdraws from the semester.

- **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 and no semester credit hours are earned.

- **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 and no semester credit hours are earned.

- **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 and no semester credit hours are earned.
GRADE REPORTS AND GRADE POINT AVERAGE

All grades are posted to 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:

<table>
<thead>
<tr>
<th>Credit Hours</th>
<th>Grade</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>A</td>
<td>4</td>
</tr>
<tr>
<td>3</td>
<td>B</td>
<td>3</td>
</tr>
<tr>
<td>3</td>
<td>C</td>
<td>2</td>
</tr>
<tr>
<td>3</td>
<td>D</td>
<td>1</td>
</tr>
<tr>
<td>15</td>
<td>F</td>
<td>0</td>
</tr>
</tbody>
</table>

30 quality points ÷ 15 hours attempted = 2.00 GPA

Transfer grades and credits from other institutions are not included in the student’s grade point average at Huntingdon. The only grade average recorded on the student’s permanent record is that which he or she earns at Huntingdon College.

CHANGE IN GRADE

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 Provost and Dean of the College. Students who believe that an incorrect grade was awarded by the instructor should first contact the instructor. If a student perceives that other problems may exist for which a grade appeal is warranted, he or she should refer to the section titled Grade Appeals, which is also available from the Office of Academic Affairs.

GRADE APPEALS

In the event that a student feels that he or she has been graded unfairly, the student should first seek to resolve the issue using an informal appeal that involves two steps.

INFORMAL GRADE APPEAL

The first step in the grade appeal process is to seek to resolve the disagreement with the faculty member. Students must initiate informal appeals of course grades by the end of the first week of the following semester. In those cases in which the faculty member agrees to a change of grade, the faculty member must submit an “Adjustment of Student’s Academic Record” form to the Office of Academic Affairs for approval or denial. “Adjustment of Student’s Academic Record” forms are due no later than the first day of final exams of the semester in which the informal appeal was lodged. (If the basis for the grade appeal is harassment, the student need not discuss the grade appeal with the faculty member. In such cases the student should notify the Office of Academic Affairs and follow the harassment policies outlined in the Student Handbook.) If no resolution is reached with the faculty member, the student shall contact the chairperson of the department in order for the chairperson to seek resolution of the disagreement. If no resolution is reached by the chairperson, the student may initiate a formal grade appeal. In cases in which the faculty member involved in the disagreement is the department chair, the student may initiate a formal grade appeal.

FORMAL GRADE APPEAL

Grounds for Formal Grade Appeal

Formal grade appeals for course grades are reserved for specific types of cases listed below. Simply disagreeing with a faculty member’s assessment of coursework is not grounds for a formal grade appeal. Grade appeals must be based on capricious, arbitrary or prejudiced grading. The following are recognized grounds for formal grade appeal:

- Numerical miscalculation of student grade.
- Improper academic procedures that unfairly affected the student’s grade.
- Failure to follow grading criteria as outlined in the course syllabus (unless previously agreed upon by faculty member and student).
- Sexual harassment as determined by institutional sexual harassment policy.
- Application of criteria that are unrelated to academic performance, such as gender, political perspectives, race, sexual orientation, nationality, or religious views, among others.
Procedures for Formal Grade Appeal
1. Students who wish to file a formal grade appeal based on one or more of the above criteria must file a grade appeal form with the Office of Academic Affairs no later than the final day of the 5th week of the following semester.
2. The Office of Academic Affairs will submit the form to the Grade Appeals Committee within 10 working days. The Grade Appeals Committee shall consist of the following members:
   a. Faculty Chair of the Academic Policy and Honors Committee;
   b. Faculty Chair of the Tenure, Promotion and Development Committee;
   c. Faculty Chair of the Student Life and Athletics Committee.
   The most senior faculty member (in terms of years of service) shall serve as the chairperson of the Grade Appeals Committee. If any of those members are involved in the grade dispute, the Provost and Dean of the College shall name an alternate faculty member.
3. The Grade Appeals Committee shall review the student Grade Appeal Form to determine if there is preliminary justification for further investigation.
   a. In those cases in which no justification is found, the student shall be notified by the chairperson of the Grade Appeals Committee that his or her appeal has been rejected. The student may then appeal to the Provost and Dean of the College (see below “Final Appeal of Grade”).
   b. In those cases in which there is justification for further investigation, then the chairperson shall notify the faculty member of the appeal and provide him or her with the Grade Appeal Form submitted by the student. The faculty member shall have 10 working days to respond in writing to the student grade appeal. Responses should be sent to the chairperson of the Grade Appeals Committee.
      i. The Grade Appeals Committee shall then consider all the evidence. The Grade Appeals Committee reserves the right to seek additional evidence.
      ii. The Committee shall notify both the faculty member and student of its decision no later than the first day of exams in the semester in which the appeal was initiated.
      iii. If the appeal is upheld, the committee shall recommend a change of grade to the Provost and Dean of the College. The recommendation shall be in writing and provide a brief rationale for the decision.

Final Appeal of Grade
A student or faculty member may appeal the decision of the Grade Appeals Committee to the Provost and Dean of the College. In such cases, the Provost and Dean of the College will review all documents and minutes related to the case and may seek additional information or evidence. The decision of the Provost and Dean of the College shall be relayed to the student and faculty member. The decision of the Provost and Dean of the College is final.

Academic Honors
Dean’s List
At the end of each regular semester, the Provost and Dean of the College 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 of 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. Honors determinations for all degree completion dates are made by the Academic Policy and Honors Committee just prior to the annual commencement ceremony.

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 cumulative 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 cumulative GPA of 3.75 or higher.
The minimum cumulative 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.

<table>
<thead>
<tr>
<th>Required cumulative GPA for Cum Laude status</th>
<th>Required cumulative GPA for Magna Cum Laude status</th>
</tr>
</thead>
<tbody>
<tr>
<td>120 hours graded</td>
<td>3.500</td>
</tr>
<tr>
<td></td>
<td>3.750</td>
</tr>
<tr>
<td>90 hours graded</td>
<td>3.600</td>
</tr>
<tr>
<td></td>
<td>3.825</td>
</tr>
<tr>
<td>60 hours graded</td>
<td>3.700</td>
</tr>
<tr>
<td></td>
<td>3.900</td>
</tr>
<tr>
<td>45 hours graded</td>
<td>3.750</td>
</tr>
<tr>
<td></td>
<td>3.938</td>
</tr>
</tbody>
</table>

Students may also receive departmental honors upon the recommendation of the department, a grade of B or higher in the designated course (disciplinary prefix 491), and a final cumulative grade point average of 3.50 or higher (see section title Department Honors 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 degree-seeking student who has earned **0 - 23 semester credit hours of credit**.
- **Sophomore**: A degree-seeking student who has earned **24 - 56 semester credit hours of credit**.
- **Junior**: A degree-seeking student who has earned **57 - 89 semester credit hours of credit**.
- **Senior**: A degree-seeking student who has earned **90 or more semester credit hours of credit**.

Class designation does not necessarily reflect the student’s readiness to graduate, progress in the chosen major, 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 or completion rate of sufficient quality to ensure meeting graduation requirements are subject to academic disciplinary sanctions.

Huntingdon College reviews the academic record of each student at the end of each semester under the conditions described below. Following each academic review, the student is either determined to be in good standing, or the student is assigned one of the following academic sanction levels: Academic Warning, Academic Probation, or Academic Suspension.

The following paragraphs define the levels of academic sanctions listed above and outline the process and timing of the periodic reviews. The conditions or restrictions of these sanctions are in effect for the next semester of enrollment for students who receive either the Academic Warning or Academic Probation sanctions and for the next regular semester of enrollment (Fall or Spring) for students who receive the sanction of Academic Suspension. For example, if a student is placed on Academic Probation at the end of the Fall semester, then the requirements of Academic Probation are in effect for the Spring semester (assuming the student is enrolled).

**ACADEMIC SANCTIONS**

All academic sanctions are noted on the student’s official transcript following the applicable term of enrollment.

**ACADEMIC WARNING**

Academic Warning is a sanction to a first-term freshman whose academic performance places him or her at risk of not attaining success. A first-term freshman on Academic Warning is eligible to participate in extracurricular activities and is required to participate in the corresponding component of the Grade Advocacy Program (as outlined by the Staton Center for Learning Enrichment). Students placed on Academic Warning who do not successfully meet the academic standards for satisfactory progress in the subsequent term of enrollment will be placed on Academic Suspension.

**ACADEMIC PROBATION**

Academic Probation is a serious warning to a student whose academic progression places the student at risk of not making satisfactory progress toward graduation. A student on Academic Probation is not eligible to participate in extracurricular activities and is required to participate in the corresponding component of the Grade Advocacy Program (as outlined by the Staton Center for Learning Enrichment). Students placed on Academic Probation who do not successfully meet the academic standards for satisfactory progress in the subsequent term of enrollment will be placed on Academic Suspension.
ACADEMIC SUSPENSION
A student placed on Academic Suspension will not be permitted to enroll until after the next regular academic semester (Fall or Spring). The length of the first suspension is normally one regular semester (Fall or Spring), and the second suspension is normally for a full academic year.

To be readmitted after being placed on Academic Suspension, a student must submit a petition to the Provost and Dean of the College. A student readmitted after Academic Suspension is automatically placed on Academic Probation for the readmission semester (Fall or Spring).

FREQUENCY OF EVALUATIONS OF SATISFACTORY ACADEMIC PROGRESS
At the end of each semester, the academic record of each enrolled student is reviewed. The standards apply to all students, regardless of full-time or part-time enrollment status. Huntingdon College’s satisfactory academic progress policy is comprised of two standards: qualitative and quantitative. The qualitative standard measures the cumulative Huntingdon College grade point average. The quantitative standard measures the percentage of courses successfully completed (completion rate).

QUALITATIVE STANDARDS
A student must be in “good academic standing” based on the cumulative grade point average of all courses taken at Huntingdon College to meet the qualitative standard. Good academic standing is as follows: a student with less than 24 earned hours must maintain a minimum of a 1.75 cumulative GPA; a student with at least 24, but less than 40 earned hours must maintain a 1.90 cumulative GPA; a student with 40 or more earned hours must maintain a minimum cumulative GPA of 2.0. The Provost and Dean of the College monitors the grade point average component of the SAP policy each semester. Any student whose grade point average is below the established minimum standard will be placed on academic sanction. A student whose grade point average is below the established minimum standard will be placed on Academic Warning if the student is a first-term freshman, on Academic Probation if previously in good standing, or Academic Suspension if previously on Academic Warning or Academic Probation.

• Transfer credits, including courses taken as a transient student, do not count in the calculation of the Huntingdon College GPA.
• Courses taken through the Montgomery Higher Education Consortium do count in calculation of the Huntingdon College GPA.

It should be noted that these minimum GPA requirements do not apply to the renewal of academic scholarships, and other grant programs that have specific GPA renewal criteria.

QUANTITATIVE STANDARDS

CUMULATIVE COMPLETION RATE
A student must demonstrate measurable progress toward the completion of the degree program by maintaining a cumulative completion rate at Huntingdon College of 67 percent for all classes leading toward the intended degree. Attempted hours are those credit hours for which the student is registered on or after the conclusion of late registration (drop/add). Earned hours are successfully completed courses in which grades of A, B, C, D, or P are awarded, as long as credit is earned. Grades of F, I, N, W, WF, or WP, do not count as successful completion of a course. The formula for calculating a completion rate is: Earned hours divided by attempted hours. For example, the completion rate for a student who attempts 30 hours and successfully passed 24 credit hours is 80 percent--24 earned hours divided by 30 attempted hours.

The following are considered when evaluating the completion rate standard:

• Failed courses (F), Incompletes (I), No Credit (N), and Withdrawals (W, WF, WP) are considered attempted hours, but not earned hours. Frequent failed courses, incompletes, no-credit, or withdrawals from courses could jeopardize SAP.
• Audited (Y) or Non-credit (Z) courses are not considered attempted or earned credit hours.
• Transfer credits, including courses taken as a transient student, do count in the calculation of the Huntingdon College cumulative completion rate.
• Courses taken through the Montgomery Higher Education Consortium do count in calculation of the Huntingdon College cumulative completion rate.
• Repeated courses are included in attempted hours but not earned hours, unless specifically noted otherwise.
Any student whose cumulative completion rate at Huntingdon College is less than 67 percent will be placed on Academic Warning if the student is a first-term freshman or on Academic Probation if previously in good standing or Academic Suspension if previously on Academic Warning or Academic Probation.

**Satisfactory Academic Progress Evaluation Process**

The academic history from all periods of enrollment, regardless of full-time or part-time enrollment status, will be reviewed at the end of each semester to determine if the student is maintaining the standards established in the Satisfactory Academic Progress Policy.

- Transfer or Transient grade point averages are not considered in either of these standards; however, accepted transfer credit hours will be considered in determining cumulative completion rate and considered in the financial aid calculation of the maximum time frame for completion of the degree program.
- Students who fail to meet the satisfactory academic progress standards, either qualitative or quantitative, will be placed on the appropriate academic sanction.
- A student, who is on Academic Warning or Academic Probation and subsequently satisfies the criteria of Satisfactory Academic Progress at the end of that semester, will be placed on Academic Alert or in good standing for the next semester of attendance.
- If the student does not meet the satisfactory academic progress standards by the next SAP evaluation, the student will be placed on Academic Suspension.

After a student’s first completed term of attendance, evaluations for SAP are no longer processed on an individual term basis with respect to academic sanctions. However, as it is in the best interest of the student’s success, the College will review students on an individual term basis to ensure that they are meeting a completion rate of 67 percent on a term basis as well. Students who fail to meet the 67 percent completion rate on a term basis will be placed on Academic Alert. Academic Alert is an internal watch to assist students in reducing the likelihood of receiving academic sanctions in subsequent terms. Students on Academic Alert are eligible to participate in extracurricular activities and are required to participate in the corresponding component of the Grade Advocacy Program (as outlined by the Staton Center for Learning Enrichment).

Students seeking an appeal for the academic sanction of Academic Suspension should do so by following the readmission process, which includes a petition to the Provost and Dean of the College.

**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 (excluding the student or former student) 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 per transcript processing fee for all subsequent requests. All transcripts are sent first-class mail. Other methods of delivery (e.g., overnight, etc.) are available upon request and for an additional charge. If the transcript request does not contain the correct information required for payment, transcripts will not be issued until the appropriate fee is received.

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 payment. (Detailed instructions are available by calling 334-833-4430 or on the College’s web site.) 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. The Registrar will not duplicate the transcript request if it was initially denied by Student Financial Services.
**Family Educational Rights and Privacy Act (FERPA)**

Huntingdon College complies with the provisions of the Family Educational Rights and Privacy Act of 1974, as amended. This federal law provides that an institution will maintain the confidentiality of student records, and it provides students and parents of dependent students with the right to inspect and review information contained in their educational records, to challenge the contents of their educational records, to have a hearing if the outcome of the challenge is unsatisfactory, and to submit explanatory statements for inclusion in their files if they feel the decisions of the hearing panels are unacceptable.

At its discretion, in response to individual inquiry or by publication, the College will provide Directory Information in accordance with the provisions of the Act to include: student name, address, telephone number, date and place of birth, major field of study, classification, study load, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, participation in officially recognized activities and sports, and weight and height of members of athletic teams. Students may withhold Directory Information by notifying the Office of the Registrar in writing.

A detailed statement of policies and procedures pertinent to Huntingdon’s implementation of FERPA is available on the College’s web site.

**Veterans’ Affairs**

Huntingdon College is approved for the education of veterans eligible for benefits under programs of the Veterans Administration. Approval is granted by the State Approving Agency of the State Department of Education under authority of Title 38, United States Code, Chapter 36, Section 3675. The Department of Veterans Affairs (VA) regulations (Title 38, Code of Federal Regulations) determines the eligibility of veterans, service personnel, and other eligible individuals, and approves the payment of benefits.

The programs under which students may be eligible for VA educational benefits are listed below. To determine specific eligibility requirements, students should direct their questions to the VA Regional Office at 1-800-827-1000.

A partial listing of entitlement programs includes:
- Montgomery GI Bill Active Duty Educational Assistance Program (Chapter 30)
- Post Vietnam Era Veterans Educational Assistance Program (VEAP) (Chapter 32)
- Post 9/11 GI Bill (Chapter 33)
- Survivors’ and Dependents’ Educational Assistance Program (Chapter 35)
- Montgomery GI Bill Selected Reserve (Chapter 1606)
- Reserve Education Assistance Program (REAP) (Chapter 1607)

Additional information can be found at: www.gibill.gov. Students expecting to receive benefits must complete the Veteran Certification information Sheet and submit it to the Office of the Registrar. Certification cannot be made until the application is on file. Students receiving benefits must adhere to the rules and regulations established by the Department of Veterans Affairs. Specific guidelines have been established in regard to admission to the College; evaluation of prior credit; matriculation and satisfactory progress; proper degree pursuit and change of program; changes in enrollment, repeated or excessive courses, and overpayment; and attendance policy. Questions concerning these areas may be addressed to the Office of the Registrar.