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 Huntington College will assist each student, but it is the student who must ensure 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 Huntington College during the 2010-2011 academic year.

The College reserves the right to change its academic policies and requirements. Such changes will be publicized to minimize inconvenience to students. Huntington 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 2010-2011 is located on pages at the beginning of this publication. The Summer Term 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 Huntington 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 Huntington 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 Huntington. 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

Attending all classes at Huntington 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.

HUNTINGDON COLLEGE 2010-2011  37
CODE OF CLASSROOM CONDUCT
Huntingdon College seeks to nurture wisdom, service, and faith. As a community of learners, we hold one another to a high level of conduct. Learning cannot take place in an environment of disrespect or disorder. In order to facilitate learning and discovery, students and faculty are expected to conduct themselves in a way befitting the more than century-old tradition of Huntingdon College.

WHAT FACULTY CAN EXPECT FROM STUDENTS:
1. Students are expected to treat their peers and professors with respect. Students shall not interrupt their fellow students or professor. Derogatory or sarcastic comments directed at students or professors are never acceptable.
2. Students shall attend all scheduled classes.
3. Students shall bring all necessary books and other materials to every class.
4. Students shall arrive for class on time.
5. Students shall not leave class early or gather materials together until the class has ended.
6. Students shall not engage in text messaging (receiving or sending) during class or talking on cell phones during class. If students have an emergency and must receive a message or call, they shall alert their professor at the beginning of class and then step out of the class to take the emergency call or message.
7. Students shall refrain from using any electronic device in ways unrelated to class. The professor may prohibit the student from bringing his or her computer to class.
8. Students shall not talk with fellow students during class about topics unrelated to the course. Side conversations are distracting to one’s colleagues and the professor.
9. Students shall uphold the standards of academic integrity and the Student Honor Code.

Failure to adhere to these standards represents a violation of the Huntingdon College Code of Classroom Conduct and may result in students being asked to leave the class. Repeated violations that cause disruption to the learning environment may result in additional sanctions, including removal from the course or, in extreme circumstances, dismissal from the College.

WHAT STUDENTS CAN EXPECT FROM FACULTY:
1. Faculty shall treat all students with respect, regardless of differences of opinion or program of study.
2. Faculty shall be well prepared for classes.
3. Faculty shall grade students fairly based on the policies in the syllabus.
4. Faculty shall return graded materials in a timely fashion.
5. Faculty shall provide students with their current grade when asked.
6. Faculty shall keep regular and consistent office hours.
7. Faculty shall keep student information confidential.
8. Faculty shall make every effort to alert students ahead of time if he or she must cancel a class.
9. Faculty shall work with students to make reasonable accommodations to make up work missed as a result of a documented, excused absence.

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. 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 listed in the following paragraph, which apply to 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 for Academic Affairs (Academic Dean), or in the case of a student who has not declared a major, with the permission of the Academic Dean. 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 Academic Dean. 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 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) and Student Financial Services 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 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 Academic Dean. 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.
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 (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 (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 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 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.
**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. 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 (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 Pass/No Credit basis (or the equivalent), a grade of “P”. 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, and transferred coursework does not affect a student’s 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 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 advisor(s), 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 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 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 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 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 at Huntingdon.

For credit to be awarded an official transcript must be requested by the student at the end of each corresponding semester to be mailed to the Office of the Registrar at Huntingdon. 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.
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 including the affect 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 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 and no semester 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 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). “Withdrawal from the College” will also be noted on the student’s transcript.

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 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 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 hours are earned.

42  Huntingdon College 2010-2011
GRADE REPORTS AND GRADE POINT AVERAGE

All grades are posted to the student’s permanent record (transcript) at the end of each semester. Huntington 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></th>
<th>3 semester hours with an</th>
<th>3 semester hours with a</th>
<th>3 semester hours with a</th>
<th>3 semester hours with an</th>
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</thead>
<tbody>
<tr>
<td>A x 4</td>
<td>12 quality points</td>
<td>9 quality points</td>
<td>3 quality points</td>
<td>0 quality points</td>
</tr>
<tr>
<td>B x 3</td>
<td></td>
<td>6 quality points</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C x 2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>D x 1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>E x 0</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

15 semester hours = 30 quality points

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 Huntington. The only grade average recorded on the student’s permanent record is that which he or she earns at Huntington College.

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 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 Grade Change Policy found in the Student Handbook or available from the Office of Academic Affairs.

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. “IP”), 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.

To be eligible for Cum Laude and Magna Cum Laude status, a student must complete a minimum of 45 hours at Huntington 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 Huntington 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 Huntington 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 GPA for</th>
<th>Required GPA for</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cum Laude status</td>
<td>Magna Cum Laude status</td>
</tr>
<tr>
<td>120 hours graded</td>
<td>3.500</td>
</tr>
<tr>
<td>90 hours graded</td>
<td>3.600</td>
</tr>
<tr>
<td>60 hours graded</td>
<td>3.700</td>
</tr>
<tr>
<td>45 hours graded</td>
<td>3.750</td>
</tr>
</tbody>
</table>

Students may also receive departmental honors upon the recommendation of the department, a grade of B or higher in Honors 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 Huntington 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 hours of credit.
Sophomore: A degree-seeking student who has earned 24 - 56 hours of credit.
Junior: A degree-seeking student who has earned 57 - 89 hours of credit.
Senior: A degree-seeking 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 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 of sufficient quality to ensure meeting graduation requirements are subject to academic disciplinary action.

During the academic year, Huntington College reviews the academic record of each student with regard to academic performance. The academic review takes place at the end of the Fall and Spring Semesters and at the end of the Summer Term 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 Alert, Academic Probation, Academic Suspension, or Academic Dismissal.

The following paragraphs define the levels of academic sanctions listed above and outline the process and timing of the periodic reviews.

ACADEMIC SANCTIONS

ACADEMIC ALERT
Academic Alert is a warning to a student whose academic performance places the student at risk of not attaining success. A student on Academic Alert 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).

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).

The sanctions of Academic Alert and Academic Probation are determined during an academic review at the end of each semester. The conditions or restrictions of these sanctions are in effect for the subsequent regular semester of enrollment (Fall or Spring). 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 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 written petition to the Vice President for Academic Affairs. A student readmitted after Academic Suspension is automatically placed on Academic Probation for the readmission semester (Fall or Spring).

ACADEMIC DISMISSAL
A student placed on Academic Dismissal is not eligible to return to Huntington College.

ACADEMIC REVIEWS

ACADEMIC REVIEWS FOLLOWING THE FALL AND SPRING SEMESTERS
At the end of the Fall and Spring Semesters, the academic record of each enrolled student is reviewed. The criteria used for the review process are determined by the student’s full-time or part-time status at the end of the third-week of classes as determined by the Office of the Registrar. (The Office of the Registrar classifies each enrolled student at the end of the third-week of classes as either full-time, enrolled in 12 or more hours, or part-time, enrolled in less than 12 hours.)
FULL-TIME STUDENTS
TERM PERFORMANCE REVIEW
At the end of the Fall and Spring Semesters the academic term performance of each full-time student is reviewed by evaluating each student’s term grade point average (GPA) and by a comparison of the number of term credit hours completed to the number of term hours attempted.

A full-time student will be placed on Academic Alert for the next regular semester (Fall or Spring) of enrollment if the student:

• has a term GPA of 1.500 or less; or
• fails 1/3 or more of the attempted credit hours during the term under review.

CUMULATIVE PROGRESS REVIEW
Starting with the student’s second semester of full-time attendance at the college level, the cumulative academic progress of each student is reviewed for Satisfactory Progress toward graduation. The number of terms of full-time attendance at the college level includes terms at Huntingdon College and for transfer students a number of terms based on hours transferred from other institutions of higher education at the time of initial enrollment. Details for this calculation are available in the Office of the Registrar. The academic record is reviewed by evaluating the student’s cumulative grade point average (GPA) and the total number of degree hours completed. The table below, titled Criteria of Satisfactory Progress, indicates the minimum cumulative GPA and the minimum number of degree hours a student must have earned by the end of the corresponding term of full-time attendance in order to be making satisfactory progress toward graduation. 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.

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<thead>
<tr>
<th>Criteria of Satisfactory Progress</th>
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<tbody>
<tr>
<td>Full-time Terms of Attendance</td>
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<td>Minimum Cumulative GPA</td>
<td>1.70</td>
<td>1.85</td>
<td>2.00</td>
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<td>Minimum Total Degree Hours Completed</td>
<td>15</td>
<td>27</td>
<td>39</td>
<td>51</td>
<td>63</td>
<td>75</td>
<td>87</td>
<td>99</td>
<td>111</td>
<td>120</td>
<td>120</td>
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</tbody>
</table>

• A student who does not meet the minimum Criteria of Satisfactory Progress for the corresponding term of enrollment, will be placed on Academic Probation for the next academic semester (Fall or Spring) of enrollment.
• A student, who is on Academic Probation and subsequently satisfies the Criteria of Satisfactory Progress at the end of that semester, will be placed on Academic Alert for the next regular semester (Fall or Spring) of enrollment.
• A student, who is placed on Academic Probation for two consecutive semesters (Fall or Spring), will be placed on Academic Suspension.
• A student, who at the end of the second term of full-time attendance at Huntingdon has a cumulative GPA of 1.00 or less, will be placed on Academic Suspension.
• A student, who at the end of the second term of full-time attendance at Huntingdon has a cumulative GPA of 0.500 or less, will be placed on Academic Dismissal.

PART-TIME STUDENTS
TERM PERFORMANCE AND CUMULATIVE PROGRESS REVIEW
At the end of the Fall and Spring Semesters, the academic performance of each part-time student is reviewed by evaluating the student’s term and cumulative grade point average (GPA). A part-time student will be placed on Academic Probation if the student:

• has a term GPA of less than 2.00; or
• has a cumulative GPA of less than 2.00.
• A student, who is placed on Academic Probation for two consecutive semesters (Fall or Spring), will be placed on Academic Suspension.
• A student, who at the end of the second term of part-time attendance at Huntingdon has a cumulative GPA of 1.00 or less, will be placed on Academic Suspension.
• A student, who at the end of the second term of part-time attendance at Huntingdon has cumulative GPA of 0.500 or less, will be placed on Academic Dismissal.
SUMMER-TERM ACADEMIC REVIEW

ACADEMIC REVIEW IN CONJUNCTION WITH FULL-TIME SPRING ENROLLMENT

If an individual enrolled at Huntingdon College as a full-time student during a Spring Semester participates in the subsequent Huntingdon Summer Term(s), then the student’s review of cumulative academic progress for the Spring Semester is performed again at the end of the Summer Term(s). For example, if a student’s fourth full-time term is the Spring Semester, the cumulative GPA earned and total hours completed following the subsequent Summer Term(s) would be evaluated against the criteria of the fourth full-time term. (Note this method of evaluation provides a student who would have been assigned Academic Probation following the Spring Semester the opportunity to earn additional hours and/or improve the GPA to meet the minimum standards; alternately, this method also allows for the potential of a student being assigned Academic Probation if the resulting cumulative GPA decreases.)

ACADEMIC REVIEW IN GENERAL

An individual who participates in the Summer Term(s) who was not a full-time student during the immediately preceding Spring Semester does not receive an academic review following the Summer Term.

WITHDRAWAL FROM THE COLLEGE

Students wishing to withdraw from Huntingdon 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 Assistant Director of the Staton Center for Learning Enrichment, the Library, the Director of Residential Life, the Director of Student Financial Services, and the Registrar.

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 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.

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 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.
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 likely 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.

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)

Students expecting to receive benefits must file an application for benefits with the Office of the Registrar, as 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.