

4. A new transcript will be mailed to the student by the Director of Admissions and Records.
5. If the student transfers to another institution, the grade forgiveness will be voided, and his/her transcript will list all records of courses, including those that were excluded by this forgiveness policy.

Note

Recipients of federal financial aid or veteran's benefits may not be eligible for this forgiveness policy under federal guidelines and regulations. The student should contact the Financial Aid Office or the office of Veterans Affairs for information.

Credit by Examination

Credit by examination may be allowed for a given course if a regularly enrolled student can demonstrate the required level of proficiency ("C" or better) as a result of independent study and experience. This credit will be based on a departmental examination under the direction of the department head in which the course is offered. Credit hours will count toward graduation; these will not be computed in grade point average as grades and grade points will not be recorded. Application for credit by examination must be processed in the Office of Admissions and Records. A fee of \$35.50 per semester hour for in-state students and \$197.00 per semester hour for out-of-state students must be paid except in case of full-time students taking 16 or more hours for whom there would be no additional charge. Exams may be scheduled at the discretion of the department head involved.

Auditing Policy

Classes may be audited with permission of the instructor if space is available. Priority will be given to regular credit students. Participation in class discussion and examinations is at the option of the instructor. Attendance is required as in courses taken for credit. No credit by examination can be allowed for courses that have been audited. A grade of "AU" will be recorded with no hours credit or grade points. Registration or changes in registration for audits may be completed during the late registration or change periods. A fee of \$35.50 per semester hour for in-state students and \$197.00 per semester hour for out-of-state students must be paid except in case of full-time students taking 16 or more hours who may audit with no additional charge.

Requirements for Graduation

The following requirements apply to all programs; however, some departments may have additional requirements.

1. All required and elective courses must be completed as prescribed in the catalog of record of the candidate for graduation.
2. A major 2.0 grade point average must be maintained.
3. Minimum reading requirements must be completed for each program. RED 080 is required for most certificate and diploma programs, and RED 090 is required for all associate degree programs. Depending on the student's program, this requirement must be met either by satisfactory placement scores or by completing RED 080 or RED 090. In instances where students receive transfer credit for ENG 111 or its equivalent, the reading requirement will be satisfied.

4. All financial obligations to the College must be cleared.
5. A minimum of 25 percent of semester hours in residence with a minimum of 9 semester hours in the major area is required for graduation. Upon recommendation of appropriate faculty and the division director, the Vice President for Academic Affairs/Student Services may waive the requirement of a minimum of 9 semester hours in the major area.
6. Application for graduation must be processed by the third week of your final semester. **NOTE:** The application cannot be processed during registration periods.
7. Presence at graduation is required except when permission for graduation in absentia has been granted by the director of Counseling Services. Requests for such permission must be made in writing 30 days prior to graduation.

Upon recommendation of the department head and approval of the Vice President for Academic Affairs/Student Services, certain specific graduation requirements may be waived.

Withdrawals

Students withdrawing from the College should contact the Office of Admissions and Records for the appropriate forms and procedures for official withdrawal. A student who fails to officially withdraw will receive an "WF" in each course for which he or she was registered unless the unexcused absence policy is exceeded prior to the last day of the drop period.

Students' Rights and Privacy

Wayne Community College supports the rights and privacies afforded each student by the Family Educational Rights and Privacy Act of 1974 and is in compliance with its provisions.

The statute governs access to records maintained by certain educational institutions and the release of such records. In brief, the statute provides:

- * that such institutions must provide student access to official records directly related to the student and an opportunity for a hearing to challenge such records on the grounds that they are inaccurate, misleading, or otherwise inappropriate;
- * that institutions must obtain the written consent of the student before releasing personally identifiable data about the student from records with the exception of:
 - A. directory information (Directory information is defined as the student's name, major field of study, date of attendance, and degrees and awards received.)

Note

- Any student who does not wish the College to release any or all information designated as directory information without the student's written consent must notify the Office of Admissions and Records (Learning Center Building, Room 109) immediately. The College assumes that the student's failure to file a request for nondisclosure indicates approval for disclosure. Athletes must sign a waiver in the Student Activities Office granting permission to publish their photographs, height, and weight.
- B. school officials, including teachers within the educational institution or local educational agency who have been determined to have legitimate educational interests;