

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;

- C. officials of other schools or school systems in which the student seeks or intends to enroll, upon condition that the student be notified of the transfer, receive a copy of the record if record is desired, and have an opportunity to challenge the content of the record;
- D. authorized representatives of (1) the Comptroller General of the United States, (2) the Secretary, (3) the Commissioner, the Director of the National Institute of Education, or the Assistant Secretary for Education, or state educational authorities;
- E. in connection with a student's application for, or receipt of, financial aid;
- F. state and local officials or authorities to which such information is specifically required to be reported or disclosed pursuant to state statute adopted prior to November 19, 1974.
- G. organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction, if such studies are conducted in such a manner as will not permit the personal identification of students and their parents by persons other than representatives of such organizations and such information will be destroyed when no longer needed for the purpose for which it is conducted;
- H. accrediting organizations in order to carry out their accrediting functions;
- I. parents of a dependent student, or such parents, as defined in section 152 of the Internal Revenue Code of 1954; or
- J. in compliance with judicial order, or pursuant to any lawfully issued subpoena, upon condition that students are notified of all such orders or subpoenas in advance of the compliance therewith by the educational institution.

Student records (admissions papers, registrations, grades, and other supporting data) are maintained in the Office of Admissions and Records. Any student wishing to challenge the content of his educational records that are maintained in this office should notify the director of Admissions and Records in writing.

Any additional information concerning the Family Educational Rights and Privacy Act of 1974 may be obtained in the Office of Admissions and Records or the Learning Resource Center (LRC).

Course Repetition Policy

Any course may be repeated. No course may be counted more than once in calculating the total number of semester hours credit towards graduation. Any required course in which an "F" or other unacceptable grade is received must be repeated. In those cases where a course in which the student receives an "F" is not offered during the remainder of that student's residence, an equivalent course may be substituted for purposes of meeting program requirements upon recommendation of the appropriate department head and the Vice President for Academic Affairs.

A student who has passed a curriculum course three times must receive permission from the Vice President for Academic Affairs/Student Services before the student is allowed to register for the class another time.

Substitution of Courses

Students are expected to follow the curriculum as shown in the catalog for their chosen program. Substitutions may be made when it is educationally sound and is determined to be in the best interest of the student's educational and career objectives. Course substitutions must meet the following criteria: No non-college-transfer course, either individually or in combination with another course, may be substituted for a college transfer course and in order for one course to be substituted for another, there must be a clear relationship between the two courses. Substitutions must be recommended by the department head and approved by the Vice President for Academic Affairs/Student Services.

Minimum Class Size Policy

The decision to offer a class and to establish minimum class size will be made by the department head and the division head with the approval of the Vice President for Academic Affairs/Student Services. Criteria for determining minimum class size will be on a class-by-class basis and based on the subject matter of the course, the need for the course, the impact on the institution including resources, and the students enrolled.

Independent Study Policy

Independent study is a class offered without any regularly scheduled conventional classroom or lab sessions. Independent study is to be used only under extenuating circumstances. All classes scheduled as independent study will be approved by the Program Division Chairperson. All independent study classes must be required or elective courses in the student's program of study. The classes will be scheduled with the faculty member for the course. During the term the faculty member will meet with the student either by mail, telephone, e-mail or personally to discuss/assess the student's progress towards meeting the course competencies and objectives and for conducting the course evaluation processes. Course content, standards of progress, tuition and fee charges, and all other provisions heretofore presented will apply to independent study courses.

In addition to the above, the following requirements apply to students receiving Department of Veteran Affairs (DVA) benefits and/or financial aid:

- Student must meet with the Wayne Community College DVA Coordinator/Financial Aid Officer.
- Student must have completed 15 semester hours of course work at Wayne Community College in the current major with a grade point average of 2.0 or better.
- Student must have completed remedial work as determined by the admissions requirement in the current major.

Prerequisites

Prerequisites are approved for students as an integral part of any program where it has been determined by transcript evaluation and/or appropriate testing that prerequisites are unsatisfied and/or necessary. Advisors should insure that appropriate prerequisites have been successfully completed before registering students for courses which require prerequisites. If appropriate prerequisites have not been met, advisors should register students for those courses early in their programs.