

2.030

Academic Policies

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The college shall institute academic policies to provide for the academic programs of Mohave Community College to be held to a high standard of excellence.

Date of Adoption: Adoption of Manual- July 2008

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Grades

At the end of the semester, students will receive grades in each of their courses.

MCC does not require a mid-term grade. However, students doing below-average work will be notified by the faculty member. Grades will not be recorded for cancelled courses.

MCC student grades are available online at www.mohave.edu. Grades are mailed only upon request. If students believe they have been given an unfair grade, they may pursue an appeal of grade by following the procedure specified in the MCC Student Handbook and at the MCC web site at www.mohave.edu.

Grading System

All grades earned remain on the official transcript. Letter grades earn grade points according to the following schedule. The grading system of the college shall adhere to the following standards:

A = Excellent
 B = Above average
 C = Average
 D = Below Average
 F = Fail
 PR = Progress
 S = Satisfactory
 U = Unsatisfactory

<u>Grading Standard</u>	Gr.	Pt.
Excellent	A	4
Above Average	B	3
Average	C	2
Below Average	D	1
Fail	F	0
Progress	PR	None
Satisfactory	S	None
Unsatisfactory	U	None
Withdrawal*	W	None

*Must be student requested with the appropriate form within the official withdrawal period. Students not completing the appropriate withdrawal procedure will receive an "F" or a "U" in the course.

Administrative Withdrawals

Assigned for Non-Participation (see 4.065)	WR1	None
Assigned for Non-Payment of tuition and/or fees	WR2	None
Assigned for Disruptive Behavior	WR3	None
Assigned due to the death of the student	WR4	None

<u>Incomplete**</u>	I	None
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**A temporary designation given in emergency situations, such as illness, which results in a student's inability to complete course objectives by the end of the term. Students must have successfully completed 75% of the course objective (as determined by instructor). The designation must be converted to a letter grade (not withdrawals) within seven weeks after the last official day of the course or the Incomplete will automatically convert to an "F". Specialized programs which include clinicals and/or internships/externships may exceed the 7 week limit, up until the end of the following semester, with Dean of Instruction approval.

<u>Audit</u>	AU	None
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Academic Integrity

Each student is responsible for the academic integrity of all work completed for a given course. All reports, papers, projects and examinations must represent the student's own work. References and other sources of information must be properly cited. Faculty members are encouraged to orient students to the definitions and implementation of upholding academic standards and the consequences of not meeting them. Faculty members are required to document all instances of academic dishonesty with the Office of Instruction and Student Services. Any student who violates the academic integrity policy will incur the following: the first instance, the student will fail the specific assignment or examination; on the second instance, the student will be given a failing grade in that course. Further instances of violations of the college's academic integrity policy, in any course, will result in academic dismissal from MCC for at least one semester.

Examples of a breach of academic integrity may include:

1. Representation of the work of others as one's own.
2. Use of unauthorized assistance in any academic work.
3. Failure to cite sources used.
4. Obtaining and/or using a prior test unless distributed by the faculty member.
5. Copying the work of another on any test or assignment.
6. Allowing another student to use your work (papers, tests, log-on, etc.) which results in the student representing your work as his/her work.
7. Modification, without the faculty member's approval, of any examination, paper, record, report or project for the purpose of obtaining additional credit or an improved grade.

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President's List

Students who, in the semester under consideration, have earned at least 12 semester hours in courses numbered 100 or above with a semester grade point average of 3.5 or better, are eligible for the president's list. Students receiving a grade of "I" may be eligible for retroactive placement on the list upon conversion of the "I" to a permanent grade. Students who have met the qualifications will be recognized as superior students by the college, and their names will be published on the president's list each semester.

Honors List

Part-time students who have accumulated 12 or more semester hours of 100 level or above at MCC may be eligible for the honors list. To qualify for the list, students must have completed a minimum of six credits in courses numbered 100 or above, with a GPA of 3.5 or better, in the semester under consideration. Students receiving a grade of "I" may be eligible for retroactive placement on the list upon conversion of the "I" to a permanent grade. Students who qualify for this list will be recognized by the college and their names will be published on the honors list.

Academic Probation

A student's cumulative grade point average (GPA) must remain at a minimum of 2.0 or better for a student to continue working toward a degree/certificate without restrictions. If the student's cumulative GPA falls below the minimum of 2.0, the student will be placed on academic probation. The student will remain on academic probation as long as his/her semester or summer term GPA is 2.0 or above and his/her cumulative GPA is less than 2.0. If, while the student is on academic probation, s/he earns less than a 2.0 GPA for the following semester or summer term, s/he will be academically dismissed. While on probation, the student will be limited to a maximum course load of 10 credit hours per semester or 6 credit hours per summer term. When the student improves his/her cumulative GPA to 2.0 GPA, the student will be removed from academic probation. The GPA must remain at 2.0 or higher to avoid academic probation.

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Academic Dismissal

Academic dismissal is defined as: the written notification from the registrar that the student has been dismissed from MCC for one semester on the basis of his/her academic record. Written notification will be sent to the student's most recent mailing address listed in the college's student information system. The letter will be sent via certified restricted mail. The mailing of this letter discharges all college responsibility of notifying the student of the dismissal. Students meeting the criteria for academic probation for two consecutive semesters (fall/spring, spring/summer, summer/fall) will be subject to dismissal. Students who have been dismissed and want to reapply can do so after one semester of non-registration by following the procedure listed below.

Readmission for Academically Dismissed Students

Students who are academically dismissed cannot enroll in any classes during the semester following their dismissal. Those who wish to be considered for readmission after that semester must seek approval from the appropriate Associate Dean. A request for readmission must be made in writing and must include reasons why readmission should be considered. If the request is approved, the student will be required to meet with an advisor to formulate a detailed plan for course completion. Students who are readmitted will be placed on Academic Probation and have a restricted academic load. Upon readmission, the associate dean will notify the registrar and the Office of Instruction and Student Services of the decision and explain the academic restrictions. Readmission to the college does not necessarily mean readmission to a specific program.

Academic Dismissal Appeal Process

A student is not eligible for readmission in the semester immediately following academic dismissal. A written appeal may be submitted to the campus dean within 30 calendar days of the official notification of dismissal. If an appeal is not granted by the campus dean, the student may further appeal this decision by submitting a request in writing to the Dean of Instruction for a hearing by the ad hoc committee for readmission. The committee will review appropriate material in addition to conducting a student interview and will make a recommendation to the Dean of Instruction regarding the readmission of the student. The Dean of Instruction makes the final decision. If a student is readmitted after the appeal approval, the student is on probation for the next semester. Probation will be lifted, once the student's cumulative GPA reaches 2.0 or higher. If the student earns less than 2.0 GPA for the semester, the student will, once again, be academically dismissed.

To appeal this second dismissal, the student must meet with an advisor for information on the proper procedure.

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Graduation Requirements

To earn a degree, students must have acquired a minimum of one-third of the required 100-level or above credit hours at MCC. These hours must count toward the degree being earned.

To earn a certificate of proficiency, students must have acquired a minimum of one-third of the required 100-level or above credit hours at MCC. These hours must count toward the certificate being earned.

Students must meet MCC's ongoing enrollment requirements in order to be subject to the catalog of initial enrollment.

Students not meeting MCC's ongoing enrollment requirements will fall under the catalog requirements currently in effect.

If a course substitution is required for graduation, a student must meet with an advisor in order complete a Course Substitution form. The Course Substitution form must be approved and submitted by the appropriate associate dean or program director to the Office of the Registrar for final posting.

To graduate from Mohave Community College you are required to:

- complete the general education requirements for your program
- complete the required program core courses, support courses and prerequisite requirements
- earn a Cumulative 2.0 or higher grade point average (GPA) on a 4.0 scale

Some specific programs have higher grade requirements for graduation. It is the student's responsibility to be aware of these program requirements. No degree (or course) is transferable to an in-state university unless students earn a "C" or better in each course.

Retroactive Application for Past Students:

Previously enrolled MCC students who earned sufficient credits for graduation requirements under the catalog year in which they were enrolled and earned a 2.0 GPA but had one or more "D" grades on their transcript may petition to graduate.

Previously enrolled students who did NOT earn sufficient credits for graduation requirements under the catalog year in which they were enrolled and earned a 2.0 GPA but had one or more "D" grades on their transcript may petition to graduate under the current MCC catalog requirements. These students will need to meet the current degree program requirements the catalog.

All previously enrolled students who earned a 2.0 GPA but earned one or more "D" grades must submit a petition to the Registrar for formal approval to graduate.

Students must have resolved any indebtedness to the college before their degree is awarded.

Students who apply to graduate and do not complete a class or classes in the term for which they applied must reapply to graduate.

Application for Graduation

Students must meet with an advisor for initial review of their degree/certificate of proficiency program requirements at least one semester before applying for graduation.

Students must meet with an advisor complete a graduation application during their anticipated semester of completion.

Completed graduation applications must be submitted to the Office of the Registrar by the date listed on the current academic calendar.

Graduation applications submitted after the application deadline will be subject to a late application fee. The late graduation application fee is not refundable if the graduation application is denied or withdrawn.

Evaluation of Graduation Applications

The registrar evaluates the Graduation Application by reviewing a student's MCC transcript, applicable transfer credits, and cumulative grade point average. Note: Transferred credits count toward total credits earned for graduation, but are not calculated in the graduating student's cumulative GPA.

If a student has met all degree/certificate of proficiency requirements, approval is given by the registrar for the awarding of the degree/certificate, and the degree/certificate is then listed on the student's transcript.

Please allow a minimum of eight to ten business weeks after the end of the graduation term for applications to be processed.

Graduation with Honors

After final approval by the registrar, the transcripts of all students graduating with honors will be noted. This notation will be "Graduated w/ Honors."

To graduate with Honors, Degree Students must have completed a minimum of 30 semester hours of their degree program at MCC and have an overall cumulative 3.75 GPA for all MCC courses completed by the end of the semester in which they have applied for graduation.

To graduate with Honors, Certificate of Proficiency Students must have completed a minimum of one-half (50%) of their certificate program at MCC and have an overall cumulative 4.0 GPA for all MCC courses completed by the end of the semester in which they have applied for graduation.

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**Academic Policies
Supplementary Class Activities**

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Supplementary Class Activities

The college will encourage supplementary activities such as field trips and attendance at professional productions, on or off campus, in all instructional areas where it is determined appropriate educational value may be obtained.

District funds may be used to encourage such activities where the educational value is deemed to be commensurate with the expense involved.

All supplementary class activities must have the written approval of the campus dean or his/her designated representative.

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