

## Academic Regulations

Allegany College of Maryland hereby referred to as the College has adopted the following policy regarding academic regulations:

1. An academic regulation is hereby defined to be a rule which applies to students enrolled in the credit programs of Allegany College of Maryland which directly affects the academic standards of the College.
2. Adoption of amendments to the regulations is the duty of the Academic Standards Committee.
3. For purpose of organization, the regulations are classified in the following sections:

Section A:	Degree or Certificate Admission
Section B:	Non-Degree Admission
Section C:	Readmission
Section D:	Applicants with Transfer Credit
Section E:	Academic Responsibility
Section F:	Graduation
Section G:	Honors
Section H:	Grades and Scholastic Honors
Section I:	Reporting and Recording Grades
Section J:	Grade Point Average
Section K:	Academic Probation and Suspension
Section L:	Student Classification
Section M:	Course Repetition
Section N:	Registration
Section O:	Withdraw from Courses
Section P:	Instructional Programs
Section Q:	Course Substitutions
Section R:	Class Attendance
Section S:	Student Records and Confidentiality
Section T:	Petition and Appeal to Waive Regulations

4. Except in cases of urgency, revised academic regulations become effective only at the beginning of the upcoming fall semester and only after the approval outlined in the Academic Standards Committee Bylaws.
5. In cases of urgency, the College may take action to amend academic regulations. Such actions are temporary, take effect immediately, and are effective for the remainder of the academic year, unless otherwise specified.
6. It is the responsibility of the Academic Standards Committee to consider exceptions to the academic regulations by reviewing petitions. As a general policy, an exception to the Academic Regulations is made when (1) there are cogent and compelling reasons for the exception, and (2) the consequences of the exception support the objectives of the College.

7. Each student is responsible for understanding and complying with the Academic Regulations of the College.

The following are the academic regulations for the College:

#### SECTION A: DEGREE OR CERTIFICATE ADMISSION

A1 An applicant for admission is required to:

- a. File an application for admission.
- b. Furnish official final transcripts covering all previous high school and college records.
- c. Be a graduate of an accredited high school or home school either by its own state department of education or by a regional accrediting association by the United States Department of Education, or have received a high school equivalency certificate or high school diploma, or be admitted in accordance with the minimum requirement for degree granting institutions as issued by Maryland Higher Education Commission in accordance with COMAR 13B.02.02.15.
- d. Provide documentation to determine course placement through multiple measures. Multiple measures may include the high school GPA, SAT score, ACT score, Accuplacer score, or other qualifying documentation. Applicants transferring in a college-level English composition course, College Algebra course, or six credits of general education courses from an accredited college/university are exempt from taking the respective portion of the placement assessment. Students transferring in more than six credits of general education courses are exempt from taking the reading portion.
- e. Fulfill additional requirements for selective admission programs which are determined by individual program criteria.

A2 Academic Development

Academic Development includes all courses with course numbers lower than 100.

- a. Degree applicants will be placed into college level or developmental courses based on several factors. These factors may include, but are not limited to, high school GPA, grades in specific high school courses, SAT, ACT, and ACM placement scores.
- b. Students who require developmental education courses must speak to an advisor to ensure appropriate course selection.
- c. In order to complete developmental coursework, students must pass the required course(s) with a minimum grade of “C”.

d. While enrolled in a developmental course, students may retake the corresponding section of the placement assessment with permission from the Division Chair of Mathematics or the Chair of Academic Development. If a student achieves a score high enough to exit that course, then the student will be given a grade of “C” for the course.

e. Except where noted differently in the Course Catalog Course Descriptions, a student may take the same developmental course for credit no more than three times. (For purposes of this section, “take” shall include courses in which the student receives a grade of A, B, C, D, F, W, R, or X). (See Regulation M1).

#### A3 Probationary Admission

An applicant for admission that has been academically suspended from any college may be admitted on academic probation with the approval of the Admissions Committee.

#### A4 Admission as an International Student

International Applicants seeking admission must work with the Designated School Official and comply with the policies and procedures set forth by the United States Student and Exchange Visitor Program.

### SECTION B: NON-DEGREE ADMISSION

B1 An applicant who does not wish to enter as a candidate for a degree or certificate is admitted as a non-degree student and must meet all prerequisite requirements to enroll in course(s) as stated in Regulation A1(d) of this document.

a. An applicant who does not wish to enter as a candidate for a degree or certificate may enroll in courses to fit individual interests.

b. An Early College applicant is a high school/homeschool student interested in enrolling in college courses. Applicants under the age of 16 must complete appropriate approval forms.

c. A Transient applicant plans to enroll in courses at the College for credit toward a degree at another institution.

### SECTION C: READMISSION

A student who has interrupted enrollment excluding the summer session for four semesters (two years) must file an application for admission and meet the requirements as stated in Sections A and B regarding admission to the College.

### SECTION D: APPLICANTS WITH TRANSFER CREDITS

- D1     a. College credits completed will be evaluated for transfer in accordance with Maryland Higher Education transfer regulations:  
COMAR 13B.02.03.19 (Public Institution-Transfer and Articulation);  
COMAR 13B.06.01.03 (General Education Requirements for Public Institutions of Higher Education);  
and COMAR 13B.06.02.01-14 (Transfer Students and Transfer of Courses and Credits)
- b. College credits completed at a non-accredited college or university will be evaluated in accordance with D1.
- c. College-level work recommended for credit by the American Council on Education, such as the Armed Services, or recognition of prior learning through nationally recognized tests including but not limited to CLEP, ACT-PEP, and Advanced Placement, with minimum allowable scores consistent with state minimum requirements, will be evaluated in accordance with D1.
- d. Credit-by-Examination must be approved by the Program Director or Division Chair- Credit(s) earned in this manner typically do not transfer into Allegany College of Maryland from other institutions.
- D2     The College will give general education credits to a transferring student who has taken any part of the general education credits described in Regulation F1(a) of this document for any general education courses successfully completed at the sending institution.
- D3     Quality points and grades are not awarded for non-traditional or transfer credit.
- D4     A degree/certificate seeking student at Allegany College of Maryland who plans to attend another college in transient status and wishes to transfer credits back to Allegany College of Maryland cannot be guaranteed transferability of credits unless prior approval is obtained from the Office of Enrollment and Advising Services. A student shall earn at least 15 college-level credit hours with Allegany College of Maryland to be considered as a graduation candidate for a degree as stated in COMAR 13B.02.02.16.

#### SECTION E: ACADEMIC RESPONSIBILITY

- E1     Faculty may impose academic consequences in accordance with any and all relevant college instructional policies including, but not limited to, class rules, syllabi, Academic Regulations, and the Code of Student Conduct.
- E2     If, in the professional opinion of the instructor, a student is disruptive to the learning environment, the instructor has the latitude to remove the student from the class on that day. If the student and instructor can arrive at a mutual agreement regarding classroom behavior, then the student (with permission of the faculty member) is allowed to return to class. If no such agreement is reached, the instructor communicates the details of the situation to the immediate supervisor. The immediate supervisor provides support and assistance (as needed) to help resolve the situation. If no resolution is found through the

aforementioned discourse, the student is dropped from the course. Thereafter, the student may initiate the academic grievance process. This process is independent of any disciplinary action connected to the Code of Student Conduct.

However, if the situation is excessively disruptive, aggressive, intimidating, out-of-control, or otherwise presents a safety risk to the instructor and/or other students, the instructor should immediately direct the disruptive student to leave the classroom, notify campus security or call 911 if needed. The incident must be reported to the Office of Student Legal Affairs, and the instructor's immediate supervisor. The instructor may choose to drop the student from the course. The student may initiate the academic grievance process which is independent of any disciplinary action connected to the Code of Student Conduct.

## SECTION F: GRADUATION

- F1 A candidate for graduation must satisfactorily complete all requirements established by the Maryland Higher Education Commission in accordance with COMAR 13B.02.02.16. These regulations supersede catalog requirements which may not reflect current state guidelines.
- a. Any waiver of course requirements for graduation must be approved by the student's advisor, the department chair or program director responsible for the content of the required course, and the Academic Standards Committee. A waiver cannot decrease the total credit hours required for the program of study. Students must meet state graduation requirements if a waiver is approved. State graduation requirements are as follows: Applied Science (AAS) degree program must include at least 20 credit hours of required General Education arts and sciences courses, with at least one three credit course from each of the following five areas: Arts and Sciences, English Composition, Social and Behavioral Sciences, Mathematics, and Biological and Physical Sciences. The Associate of Arts (AA) and Associate of Science (AS) degrees require 30 credit hours from the same five categories.
  - b. Students follow the catalog in effect for the year of their entry/re-entry to or year of exit from the College or the program, provided the student's enrollment at the College is not interrupted by a break of four or more semesters (excluding summer sessions).
  - c. If a student repeats a program required course, should the first grade be passing and the repeated grade be failing, then the passing grade is counted as satisfying graduation requirements.
  - d. College may award a posthumous degree if the student was enrolled at the time of death, was in good academic and financial standing with the College, and completed 75% or more of the required courses. The posthumous degree is an honorary degree and may be awarded up to one year after the student's death.

F2 A candidate for graduation must:

- a. File an online graduation application through the College website on or before the deadline. Candidates filing after this deadline are subject to a late fee.
- b. Complete a minimum of 15 college-level credit hours at the College for an Associate's degree.
- c. Complete a minimum 50% of college-level credit hours at the College for a certificate.
- d. Have a minimum cumulative grade point average of 2.00
- e. Completed all courses with final grades
- f. Not have been dismissed from the College pursuant to the Code of Student Conduct.
- g. Have satisfied all obligations to the College to receive the diploma or certificate

#### SECTION G: GRADUATION HONORS

- G1 A candidate whose final cumulative grade point average is 3.80 or higher graduates summa cum laude.
- G2 A candidate whose final cumulative grade point average is 3.51-3.79 graduates magna cum laude.
- G3 A candidate whose final cumulative grade point average is 3.30-3.50 graduates cum laude.

#### SECTION H: GRADES AND SCHOLASTIC HONORS

H1 The following grade system is used:

<u>GRADE</u>	<u>INTERPRETATION</u>	<u>QUALITY POINTS</u>
A	Outstanding	4
B	High	3
C	Average	2
D	Below Average	1
F	Failure	0
I	Incomplete	None
P	Pass (non-credit and designated credit courses only)	None
R	Registered to Audit (see Regulation H3)	None
W	Withdraw (see Regulation R)	None
X	Deferred (see Regulation H4)	None

Note: All grades with the exception of “I” (Incomplete) are permanent grades.

- H2 The grade of “I” (Incomplete) is a temporary grade. The decision to use the “I” grade is at the discretion of the instructor and is used in such instances where the student requests and the instructor grants permission to complete required coursework, including the final evaluation after the close of a semester or summer session. The grade of “I” is not awarded as a mid-term grade.

If the request for an Incomplete is granted by the instructor, all work must be completed by a date specified by the instructor. All incompletes granted during the Spring semester or summer sessions must be completed no later than 30 calendar days after the first day of the Fall semester courses. Otherwise, the grade of “F” is recorded by the Office of Enrollment and Advising Services. An extension of time beyond the date specified is granted upon the request instructor.

- H3 The grade of “R” (Registered for Audit) is recorded when a student registers to audit a course. If the student fails to follow the instructions in the course syllabus, the instructor can submit a change of grade form to record a “W” on the student’s transcript.
- H4 The grade of “X” (Deferred) is recorded at the instructor’s discretion to those students who, have made progress, but have not attained proficiency for a passing grade due to extenuating circumstances.

## SECTION I: REPORTING AND RECORDING GRADES

- I1 Grades must be reported for each student and for each course to the Office of Enrollment and Advising Services at midterm and at the end of each semester or session. “X” and “I” grades are only issued at the end of the semester or session. Midterm grades are issued for the Fall and Spring semesters.
- I2 Final grades reported to the Office of Enrollment and Advising Services at the end of the semester or session may be changed within 60 calendar days only if: (a) The instructor acknowledges in writing that there was an error in recording or computing the grade, or (b) the instructor explains fully in writing the extenuating circumstances which support the grade change. The instructor must obtain written approval from the Senior Vice President of Instructional & Student Affairs.
- I3 If a student repeats a course, the earlier grade remains listed on the student’s official transcript.

## SECTION J: GRADE POINT AVERAGE

- J1 The semester or session Grade Point Average and the cumulative Grade Point Average are computed at the end of each semester or session. The Grade Point Average calculation is as follows:  
Quality Points (see Regulation H1) x Credits = Grade Points  
Grade Points/Total Credits = Grade Point Average
- J2 A semester Grade Point Average is the total number of the quality points earned in the semester or session divided by the total number of credit hours attempted in the semester or session.
- J3 A cumulative Grade Point Average is the total number of quality points earned in all semesters or sessions divided by the total number of credit hours attempted in all semesters or sessions.
- J4 If a student repeats a course, only the later grade is used in determining Grade Point Average.
- J5 Quality points are not accepted in transfer from another institution.
- J6 To be eligible for the Dean's List, a student must have a semester Grade Point Average of at least 3.80 and the student must have carried a course load of at least five college-level credit hours.
- J7 To be eligible for the Honor's List, a student must have a semester Grade Point Average of at least 3.30 and less than 3.80 and the student must have carried a course load of at least five college-level credit hours.
- J8 A student who has discontinued attendance at the College for a minimum of five years and who reenrolls may request grade forgiveness for a maximum of 16 credit hours. Grade forgiveness may not include any course that has fulfilled a graduation requirement, is a program requirement, or can be repeated for credit. Original grades are not expunged from the student's record. However, the courses are coded and the original grades are no longer calculated in the student's grade point average. Grade forgiveness may be used one time, regardless of the number of times a student may begin and discontinue enrollment at the College.

#### SECTION K: ACADEMIC PROBATION AND SUSPENSION

- K1 Any full-time student or part-time student with an accumulated total of 12 or more attempted college-level credit hours must attain a semester Grade Point Average of at least a 1.75 or a cumulative Grade Point Average of 2.00 to avoid being placed on academic probation.
- K2 A student on academic probation may not enroll in more than 15 credit hours.



- K3 A student is removed from academic probation if the student has attained a cumulative Grade Point Average of at least 2.00.
- K4 A student who has been placed on academic probation is academically suspended if the student fails to attain at least 1.50 semester Grade Point Average.

#### SECTION L: STUDENT CLASSIFICATION

- L1 A student carrying 12 or more credit hours is classified as a Full-Time student. A student carrying less than 12 credit hours is classified as a Part-Time student.
- L2 A student who has earned less than 28 college-level credit hours is classified as a Freshman. A student who has earned 28 or more college-level credit hours is classified as a Sophomore.

#### SECTION M: COURSE REPETITIONS

- M1 Except where noted differently in the course descriptions, a student may enroll in the same course for credit no more than three times. Additional attempts require the approval of the Department Chair and the course instructor. The most recent repeated grade is computed in the student's Grade Point Average. (See Regulation J4)
- M2 To receive credit for any course in which a grade of "F" was received at the College, the student must repeat and pass the course at this institution unless permission has been granted by the Registrar for taking the course elsewhere.

#### SECTION N: REGISTRATION

- N1 The College Calendar lists the dates for registration.
- N2 With instructor and advisor approval, a student is permitted to enroll in a regular semester (15 weeks) course during the first five academic calendar days of the semester.
- N3 A student may change courses until the end of the third full week if:
  - a. the change is sections of the same course
  - or
  - b. the course is within the same department and the change is recommended by the department and advisor.
- N4 Registration deadlines vary for courses with beginning and ending dates different from regular semester or session dates.
- N5 A student who has been de-registered after the semester begins may, with instructor approval, re-register for the same course(s) with the same instructor(s) provided the student re-enrolls within five academic calendar days of being de-registered.

- N6 A student who is registered to audit may change to credit within the first week of class with instructor-and advisor approval.
- N7 A student may register for more than 19 credit hours in one semester or for more than 12 credit hours for a Summer session only upon receiving written permission from an advisor.

#### SECTION O: WITHDRAWAL FROM COURSES

- O1 The course drop or withdraw process is available to the student online prior to the first day of the semester. Once the semester begins, the process requires the submission of the appropriate form to the Office of Enrollment and Advising Services based on the below timeframe:
  - a. A course dropped prior to the first day of the semester or within the first 20% of the course is not included on the student's transcript.
  - b. A course dropped between the 20% and before 60% of the course is recorded with a "W" grade on the student's transcript.
  - c. A course may not be dropped by a student after 60% of the course.
  - d. A course dropped by the instructor after 60% of the course is recorded with an "F" grade on the student's transcript.
- O2 The official date of withdraw is the date on which the appropriate form is received in the Office of Enrollment and Advising Services.
- O3 After the official withdraw date, a student may withdraw from all courses in a semester due to extenuating circumstances (military duty, medical concern, involuntary change/transfer in work hours, etc.) The student must provide official documentation including dates the student was unable to attend or effectively participate in classes activities.
- O4 An instructor may drop a student from the class roster in accordance with Regulation E1, E2, and/or R4 after the instructor submits the appropriate form. The Office of Enrollment and Advising Services notifies the student. When a student is dropped by the instructor, Regulation O1 applies.
- O5 If a student dies during the course of a semester, a grade of "W" is recorded for each course. Any unresolved "I" grades on a deceased student's record reverts to a "W" grade.
- O6 A student who is registered for a course may change to audit until the final drop date with approval from the instructor and advisor.

## SECTION P: PROGRAM-CHANGES

Program changes must be submitted to the Office of Enrollment and Advising services before the first day of the semester or session. Thereafter, approval from the Registrar in consultation with the Financial Aid Office is required.

## SECTION Q: COURSE SUBSTITUTIONS

- Q1 A maximum of 12 college-level credit hours may be substituted in a student's program of study if approved by the student's advisor and the department chair or program director responsible for the course content. The content of the course being substituted must be at the same level or higher level than the course it replaces and both courses must be in the same department.
- Q2 All course substitutions must be authorized in writing, and all correspondence citing the substitution must be forwarded to the Office of Enrollment and Advising Services for inclusion in the student's permanent record.
- Q3 Within a program of study, any substitution of course requirements cannot reduce the total credit hour requirements.

## SECTION R: CLASS ATTENDANCE

- R1 The student is required to attend every class session.
- R2 The student is required to follow the course syllabus and program requirements.
- R3 Permission to make up absences is granted only at the instructor's discretion. or pursuant to other institutional authority concerning ADA, Title IX, or First Amendment investigations.
- R4 The instructor may require evidence to justify an absence.
- R5 Absences may adversely affect a student's grade in a course. If a student's absences endanger the progress in a course, the instructor may drop the student from the class roster. (See Regulation O4) In the event that an instructor drops a student from the class roster during the semester it is at the discretion of the instructor to readmit the student to the course within five business days.

## SECTION S: STUDENT RECORDS AND CONFIDENTIALITY

- S1 The College maintains student records in accordance with acceptable national standards regarding institutions of higher education.
- S2 The College adheres to a statement of the rights, privileges, and responsibilities of students and makes this statement available to students throughout the catalog, student handbook, and other resources. In addition, the College maintains a statement regarding “Family Education Right and Privacy Act of 1974” in the College Catalog.

## SECTION T: PETITION AND APPEAL TO WAIVE REGULATIONS

- T1 An exception to the Academic Regulations (excluding SECTIONs A through C) may be appealed to the Chair of the Academic Standards Committee through the Office of Enrollment and Advising Services. Students who wish to appeal any regulation concerning SECTIONs A through C may do so through the Admissions Appeal Committee.
- T2 The Academic Standards Committee and the Admissions Appeal Committee are empowered by the College to act in cases involving all academic regulations. The Committee notifies the student, the advisor, and appropriate instructors in writing of action taken and forwards a copy of the decision to the Office of Enrollment and Advising Services. The Committee submits a report of activity at the end of the year.
- T3 A student whose petition is not approved by the Academic Standards Committee or the Admissions Appeal Committee may submit a signed letter of appeal. The Senior Vice President of Instructional & Students Affairs and the Committee schedules a meeting in which the student and advisor are required to attend.
- T4 Any student whose appeal has been denied may appeal to the President. The President’s decision is final and is documented in the student’s record in the Office of Enrollment and Advising Services.