

Chapter: Educational Program

Modification No. 013Subject: **Academic Regulations and Standards**

I. Purpose

The purpose of this procedure is to set forth a mechanism for initiating, modifying, evaluating, and approving College academic regulations and standards, which include standards of student academic progress and grading standards and procedures. The procedure also provides an operational process to enable faculty representatives and campus academic administrators to advise the Senior Vice President for Academic Affairs with respect to College academic regulations and standards.

II. College Committee on Academic Regulations and Standards

A. This committee is a standing committee of the Faculty Council. The functions of the Committee are: to review, evaluate, and update the College academic regulations; to inform College administrators responsible for implementation and the College community when revisions, deletions and additions to the academic regulations are approved by the Senior Vice President for Academic Affairs; to follow up on the status of implementation of approved revisions, deletions and additions to the academic regulations; to conduct special, in-depth analyses of aspects of the College's academic regulations; and to advise the Senior Vice President for Academic Affairs with respect to College academic regulations and standards. From time to time the Senior Vice President for Academic Affairs will ask the Committee to undertake other specific assignments in these areas. The Committee may also request that the Senior Vice President for Academic Affairs make a specific assignment.

B. The Committee consists of:

1. 9 faculty members, apportioned as follows:
 - 6 teaching faculty, two from each campus, appointed by the Faculty Council¹; both transfer and career curricula should be represented.
 - 3 counseling faculty (one from each campus) appointed by the Faculty Council
2. Two instructional deans and one dean of student affairs, appointed by the Collegewide Deans group.
3. Three non-voting administrative members (the Chief Enrollment Services and Financial Aid Officer, College Registrar, and a representative from Information Technology, or designees who serve in ex officio capacity as staff resource for the Committee.

¹ As defined by the new governance structure effective May 2012.

- C. The Committee selects its own chairperson, who is a full-time faculty member, and such other officer(s) as it chooses.
- D. The Committee will meet at the call of the chairperson or at the request of Senior Vice President for Academic Affairs, as appropriate. A schedule of meetings will be announced at the beginning of each semester.
- E. Committee members serve staggered two-year terms. Faculty representative groups and the campus provosts shall notify the Senior Vice President for Academic Affairs of their appointments at the beginning of the academic year.
- F. The Office of the Vice President for Planning and Institutional Effectiveness will provide staff support to aid in the administration and implementation of committee functions and responsibilities.

III. General Procedures

- A. Proposed changes to the College Academic Regulations may be recommended by any member of the College community by forwarding the recommendation, in writing, to the chairperson of the Committee.
- B. The chairperson will forward proposed changes to the members of the Committee for analysis and evaluation. The Committee will meet at the call of the chairperson to consider proposed changes.
- C. Normally, changes to the academic regulations take effect at the start of an academic year. To be considered for implementation at the start of an academic year, proposed changes should be forwarded to the chairperson of the Committee no later than November 15 of the academic year immediately preceding the academic year in which the change is to take place.
- D. Editorial and minor changes to the academic regulations are reviewed by the Committee and approved by the Senior Vice President for Academic Affairs without further consultation.
- E. If substantive changes to the academic regulations are recommended to the Committee, the Committee, through the representative faculty members on the Committee, will provide for further consultation with College and campus faculty representative groups and, if necessary, with the full-time faculty. Academic administrators on the Committee will ensure further consultation with campus administrators. In some circumstances, however, broader consultation may not be possible before implementing a change. For example, State law or regulation may require immediate action by the College. In these circumstances, the Senior Vice President for Academic Affairs may approve substantive modifications without further consultation and advise the Committee of such action.
- F. In all cases, the final approval authority for revisions, deletions and additions to the academic regulations resides with the Senior Vice President for Academic Affairs.
- G. The responsibility for the dissemination of information concerning approved academic regulation changes and the authority for follow-up on the implementation of such changes resides with the Committee.

IV. Committee Procedures

Considering that the membership of the Academic Regulations and Standards Committee functions in a representative fashion in its advisory role to the Senior Vice President for Academic Affairs, it is expected that each member will keep his/her constituency informed on Committee work and seek formal constituency input as appropriate. (See attached chart for visual representation of Committee procedures.) Further, the committee chairperson, or designee, will post meeting notices, agendas, and approved Committee minutes the Committee website. As determined by the Committee members, the chairperson will also circulate meeting notices and agendas to all faculty members on substantive issues. Within this general context, Committee members will consider new and revised academic regulations and standards according to the following procedures:

- A. Each Committee member will regularly report on Committee work to the body or individual responsible for his/her appointment to obtain opinions, guidance and direction.
- B. As drafts are prepared, the chairperson will provide members with copies to be shared with their constituencies for comment and recommendations. Various members of the College community may be invited to specific meetings as advisors or consultants.
- C. Committee members will attempt to resolve constituency disagreement on proposed actions before committee vote on a final draft.
- D. When the Committee is satisfied that it has produced a final draft on which there is substantive agreement and which has satisfactorily resolved differences of opinion from the various constituencies, the proposal will be forwarded to the Senior Vice President for Academic Affairs with a recommendation for action.
- E. If resolution is impossible and disagreement remains on substantive or hotly contested issues, the members of the Academic Regulations and Standards Committee will vote on sending the issue to referendum. To initiate the referendum, six Committee members, two of whom must be vice president/provosts' representatives, must vote in favor of the call for referendum. Committee vote will be by written ballot. If the referendum procedure is initiated, the Faculty Council will provide for faculty hearings and a written ballot on the issue. When the results are known, the Committee chairperson will call a joint meeting of the Committee, the Faculty Council chair for final discussion and review in an effort to reach resolution. The positions of individual campus administrations will be represented by the Collegewide Deans group representatives on the Committee. If agreement is reached, a recommendation for action by the Committee will be forwarded to the Senior Vice President for Academic Affairs. If disagreement remains, the Committee may still make a recommendation for action to the Senior Vice President for Academic Affairs, but will also report on the minority opinion(s) and their rationale.
- F. The Senior Vice President for Academic Affairs will review the recommendation, consult with academic administrators, make a decision, and inform the Committee and give rationale for any modification.

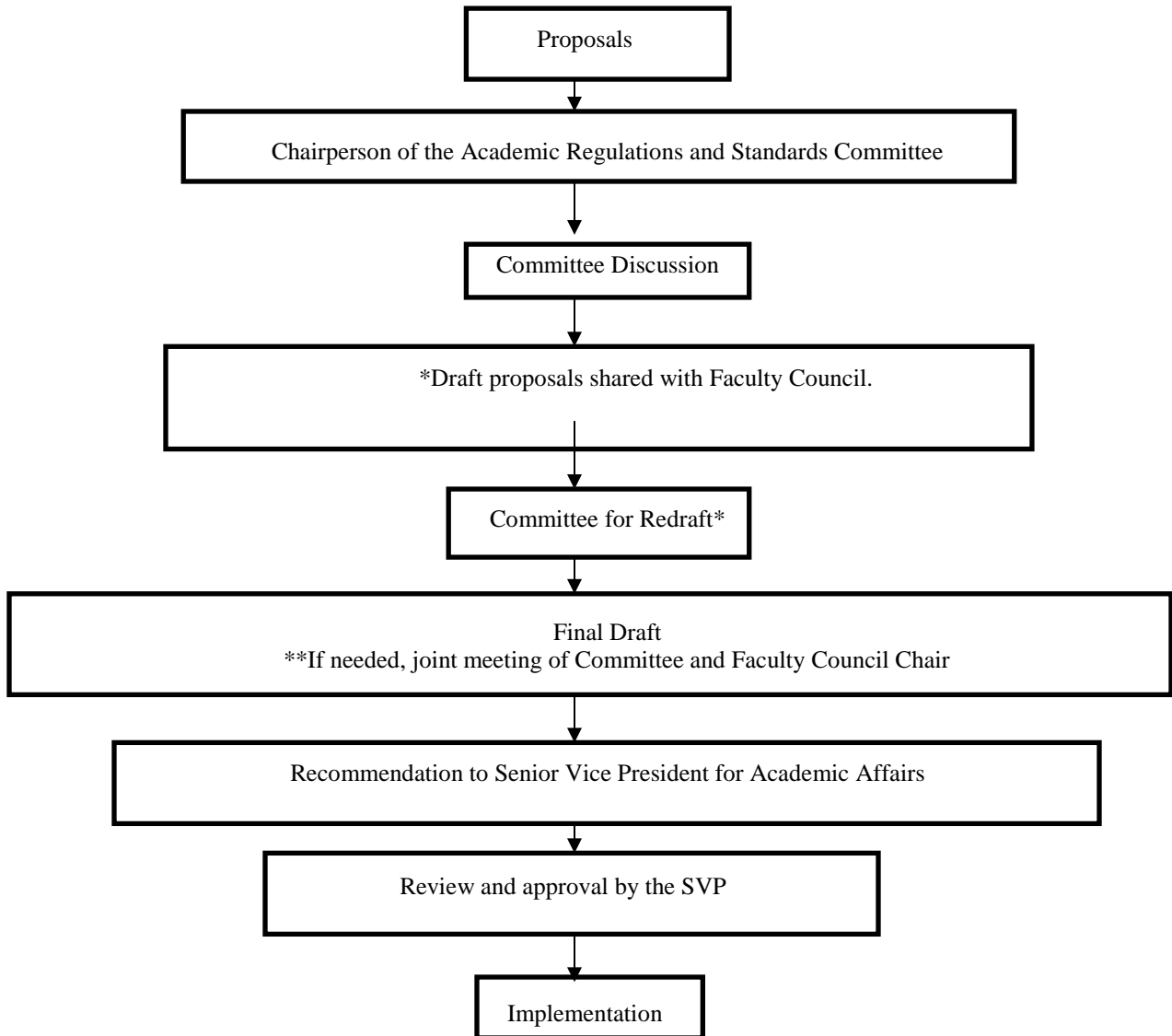
V. Academic Regulations

Current Academic Regulations are incorporated in the Appendix to this procedure.

Administrative Approval: June 20, 1983; July 16, 1986; June 6, 1990; March 5, 1999; December 17, 2002; June 18, 2008; August 13, 2010; July 11, 2012; November 5, 2012; June 24, 2013; July 2, 2013 (Administrative correction); October 16, 2014; February 24, 2016.

Attachment
Appendix

ATTACHMENT



*Steps from draft to redraft may be repeated until the Committee concludes that it has arrived at a final draft.

**Joint meetings including the Faculty Council Chair will occur only to consider referendum results in an effort to resolve substantive disagreements or hotly contested issues.

Montgomery College Academic Regulations AY 2017 - 2018

Table of Contents

Table of Contents 1

ARTICLE 1 – ADMISSION TO MONTGOMERY COLLEGE 5

 1.1 – Admissions Procedures for Students..... 5

 1.2 – Equivalency Standards 5

 1.3 – Admission of Students with Advanced Standing..... 5

 1.4 – Admissions Decision 5

ARTICLE 2 – ACADEMIC PROGRAMS 5

 2.1 – Curriculum Request 5

 2.2 – Advising 5

 2.3 – Changing Curriculums 5

 2.4 – General Education Requirements..... 5

 2.5 – Exemption to the General Education Requirements 7

 2.6 – Non-General Education Course Substitutions 7

ARTICLE 3 – EVALUATION AND ACCEPTANCE OF CREDIT 8

 3.1 – Work at Other Institutions..... 8

 3.2 – Credit for Coursework and Requirements Waived from Other Institutions 8

 3.3 – Non-Equivalent Courses 8

 3.4 – General Education Credit for Work at Institutions Outside the University of Maryland System... 9

 3.5 – Distance Education/Correspondence Courses..... 9

 3.6 – Credit by Examination 9

 3.7 – Maximum Credit Earned in Lieu of Direct Instruction at Montgomery College..... 10

 3.8 – Credits Granted for Coursework Done in the U.S. Armed Services..... 11

 A. Evaluation of Credit..... 11

 B. Distance Education/Correspondence Courses..... 11

 C. Credit Limit..... 11

ARTICLE 4 - REGISTRATION 12

 4.1 – Full-Time, Half-Time, and Less Than Half-Time Enrollment..... 12

 A. Full-Time Enrollment 12

 B. Half-Time Enrollment..... 12

 C. Less than Half-Time Enrollment..... 12

 4.2 – Sophomore Students 12

 4.3 – Registration..... 12

 4.4 – Academic Coursework Load..... 13

 4.5 – GPA, Course Load, and Coursework from Other Colleges based on Coursework from Other Colleges 13

Montgomery College Academic Regulations AY 2017 - 2018

4.6 – Change of Schedule 13

4.7 – Register for Audit 14

4.8 – Change from Audit to Credit 15

4.9 – Repeated Courses..... 15

4.10 – Withdrawal from Classes 15

 A. Student Responsibility 15

 B. Withdrawal Deadline and Involuntary Withdrawal Process..... 16

 C. Assignment of Grades..... 16

 D. Official Withdrawal Date..... 16

4.11 – Prerequisites 16

 A. Registration Requirement and Prerequisite Waiver..... 16

 B. Preregistration during Prerequisite Enrollment..... 17

 C. Instructor Initiated Withdrawal..... 17

ARTICLE 5 – CLASSES AND INSTRUCTION 17

5.1 – Class Attendance..... 17

 A. Attendance Requirement..... 17

 B. Excessive Absence..... 17

 C. Instructor Initiated Withdrawal and Resulting Grade 17

 D. Required Reporting of Non-Attendance 18

5.2 – Absence of Instructor 18

5.3 – Academic Dishonesty and Misconduct..... 18

 A. Determination of Academic Dishonesty and Misconduct..... 18

 B. Academic Dishonesty 18

 C. Student Rights 18

 D. Appeal Process for Sanctions..... 19

ARTICLE 6 – GRADING SYSTEM AND STANDARDS 19

6.1 – Grading Scale..... 19

6.2 – Mid-Semester Grades..... 20

6.3 – Final Grades 20

6.4 – Grades 20

 A. Criteria for Incomplete Grade “I” 20

 B. Deadline for Incomplete Grade Form 20

 C. Conversion of Incomplete Grade “I” to “F” 20

 D. Deadline for Completion of Course Work..... 21

6.5 – Final Grade Determination with Unavailable Instructor of Record..... 21

6.6 – Disputed Final Course Grades 21

Montgomery College Academic Regulations AY 2017 - 2018

A. Timing..... 21

B. Informal Conference with Instructor..... 21

C. Informal Conference with Department Chair 22

D. Decision by the Department Chair..... 22

E. Request for Formal Review 22

F. Timelines..... 22

A. Submission of Dispute in Writing..... 23

B. Involvement of Supervising Dean..... 23

C. Dismissal of Dispute 23

D. Finality Clause 24

E. The Review Committee 24

F. Grade Dispute Meeting 25

G. The Review Committee’s Decision 27

6.7 – Grade Point Averages 28

A. Semester Point Average 28

B. Cumulative Grade Point Average 28

C. Grades Used..... 28

2. Computation of Cumulative Grade Point Average..... 28

6.8 – Honors - Dean's List Eligibility 28

ARTICLE 7 –ACADEMIC STANDING 29

7.1 – Good Academic Standing 29

7.2 – Academic Alert 29

7.3 – Academic Restriction..... 29

A. Approval of Course Registration 29

B. Enrollment Limits and Requirements 29

C. Removal of Academic Restriction 29

7.4 – Academic Suspension 30

7.5 –Future Registration and Academic Standing..... 30

ARTICLE 8 - GRADUATION REQUIREMENTS 30

8.1 – Minimum GPA for Certificate or Associates Degree 30

8.2 – Requirements for Certificate..... 30

8.3 – Requirements for Associates Degree 31

A. Direct Instruction 31

B. Montgomery College Coursework..... 31

C. General Education Requirement 31

D. Curriculum Requirements..... 31

Montgomery College Academic Regulations AY 2017 - 2018

8.4 –Requirements for Second Associates Degree 32

8.5 – General Regulations Concerning Graduation 32

 A. Deadlines for Filing Application..... 32

 B. Physical Education Waiver 32

 C. Review of Academic Standing..... 32

 D. Graduation with Honors..... 32

ARTICLE IX – PETITION AND APPEAL..... 32

 9.1 – Petition and Appeal Procedures 32

 A. Regulations Subject to Appeal 33

 B. Initiation, Completion, and Submission of Appeals Form..... 33

 C. Faculty Involvement 33

 D. Final Action by Committee..... 33

 E. Decision of the Committee on Academic Appeals 33

 F. Reviewing Appeals for Lack of Due Process 33

ARTICLE 1 – ADMISSION TO MONTGOMERY COLLEGE

1.1 – Admissions Procedures for Students

See the Collegewide Policies and Procedures, Section 41001CP, for procedures for admission to Montgomery College.

1.2 – Equivalency Standards

An applicant who furnished high school equivalency through tests of General Educational Development must attain scores that correspond to the state of Maryland's regulations for receiving high school equivalency diplomas.

1.3 – Admission of Students with Advanced Standing

An applicant for admission with advanced standing is subject to the provisions of AR 3.1, AR 3.2, AR 3.3, AR 3.4, and/or AR 3.5.

1.4 – Admissions Decision

Admission decisions will rest with the College Registrar or designee in accordance with the policy, guidelines, and procedures for admissions.

ARTICLE 2 – ACADEMIC PROGRAMS

2.1 – Curriculum Request

Each student will request a specific curriculum at the time of application for admission. The student will remain in this approved curriculum unless it is changed by official action in accordance with AR 2.3.

2.2 – Advising

Students should work with an academic advisor appropriate to their curriculum each semester they are at the College. The advisor could be a Counseling faculty member or an instructional faculty member.

2.3 – Changing Curriculums

A student who wishes to change curriculums must submit a “Declaration or Change of Program of Study” form to the campus Office of Enrollment Services.

2.4 – General Education Requirements

A. Associate Degree Requirements

Montgomery College Academic Regulations AY 2017 - 2018

General education requirements must be fulfilled in accordance with AR 8.3, with the exception of those curricula which have been duly exempted (see AR 2.4 for exemption process).

B. Completion through Coursework, Examination, or Competency Tests

General education requirements may be completed through satisfactory completion of credit courses, through credit by examination, and/or through satisfactory completion of performance or competency tests, and/or other advanced standing opportunities.

C. Completion through Transfer Credit

General education requirements may also be met through satisfactory formal transfer of credit from other accredited institutions of higher learning. Students who transfer to Montgomery College with a bachelor's or associate's degree from an institution accredited by a regional accrediting association will be considered as having fulfilled the Montgomery College general education requirements.

D. Completion through Substitutions for Students without Disability

Substitutions for specific general education course requirements will be permitted in accordance with the approval of the General Education Standing Committee, through the established process of appeal to that committee. Students requesting non-disability-based substitutions of general education courses will use the general education appeal procedures information sheet and form, which may be obtained by contacting any campus counseling office.

E. Completion through Substitutions for Students with Disability

Substitutions in keeping with established Disability Support Services procedures governing requests for general education course substitutions from students with documented disabilities will be permitted in accordance with the approval of the General Education Standing Committee, through the established process of appeal to that Committee. Procedures may be obtained by contacting the campus personnel who handle disability support services.

F. Number of Credits

Any general education course substitutions permitted through the established appeals procedures will not reduce the number of credits needed by the student to complete the College's general education requirements. The total number of general education requirements will not be waived.

2.5 – Exemption to the General Education Requirements

When program coordinators/discipline faculty have assured themselves that external accrediting/licensing/certifying requirements or exceptional curricular requirements effectively prohibit students from meeting the internal general education requirements within the State mandated maximum limitation of 70 credit hours for the award of the associate's degree, they shall so inform the appropriate instructional dean. Upon verification of the conflict, the instructional dean will assist the program coordinator/discipline faculty in preparing complete documentation of the conflict. The recommended exemption, with supporting documentation, will be forwarded through normal administrative channels to the General Education Standing Committee for review and recommendation to the President/ Senior Vice President for Academic Affairs. Exemptions will be granted only for a limited period of time and will be subject to regular, periodic review. The decision to grant an exemption to the general education requirements rests with the President/ Senior Vice President for Academic Affairs and will be final.

2.6 – Non-General Education Course Substitutions

A. Course Substitution Approval

Only a department chair or program coordinator may approve course substitutions for a program of study (other than General Education).

B. Maximum Number of Course Substitutions

A total of no more than nine semester hours may be substituted in any curriculum in accordance with C below.

C. Criteria for Course Substitutions

1. In the case of non-general education curricular requirements, course(s) substituted must be of similar content and of equivalent or more advanced level than the course(s) being replaced. Courses are similar if they have the same course prefix or are grouped together in the Course Descriptions section in the College catalog. A student submitting a request will be required to provide documentation to show how the proposed course is equivalent or more advanced than the course(s) being replaced.
2. A student submitting a request will be required to provide documentation to show how the proposed course is equivalent or more advanced than the course(s) being replaced.

3. Courses substituted must meet the intent or objectives of the curriculum and/or the requirements of the institution to which the student intends to transfer.
4. All substitutions must be recorded on the appropriate College form at the time the department chair or department designee grants them.

ARTICLE 3 – EVALUATION AND ACCEPTANCE OF CREDIT

3.1 – Work at Other Institutions

A. Acceptance of Credit

Credits earned at other institutions are accepted for advanced standing, subject to the conditions of AR 3.2, AR 3.3, AR 3.5, and AR 3.7.

B. Grades from Transfer Credits

Grades for courses transferred to Montgomery College as provided for in AR 3.2, AR 3.3, AR 3.4, AR 3.5, AR 3.7, and AR 3.8 are not included in determining grade point averages. (See AR 6.7).

3.2 – Credit for Coursework and Requirements Waived from Other Institutions

A. Criteria for Transfer Credit

Credit earned at any institution shall be transferable as long as that credit was designed specifically for a college program, and provided its acceptance is consistent with the policies governing Montgomery College students following the same program. Transfer of credits shall be evaluated on a course-by-course basis. Credits earned with a "D" shall be accepted provided the student has earned a cumulative grade point average equivalent to at least a "C" from the sending institution(s) and such "D" courses fit into the curriculum pursued at Montgomery College as set forth in 58002CP Assessment Testing and Appropriate Course Placement.

B. Waiver of Coursework

If students are granted a waiver of a course by virtue of their proficiency in the area, the waiver will be honored. A waiver is the exclusion of any course from a given graduation requirement but is not a reduction in the number of credits required for graduation.

3.3 – Non-Equivalent Courses

Course content must be equivalent to the corresponding course offered at Montgomery College. At the discretion of the College Registrar a maximum of nine semester hours of credit may be granted for non-equivalent courses.

3.4 – General Education Credit for Work at Institutions Outside the University of Maryland System

A. General Education Transfer Credit for Equivalent Courses

Credit earned for courses taken at institutions outside the University of Maryland System shall be transferable as meeting general education requirements if the courses are equivalent to courses in the Montgomery College General Education program.

B. General Education Transfer Credit for Non-Equivalent Courses

Credit earned in non-equivalent courses at institutions outside the University of Maryland System may be applied toward general education requirements up to a maximum of three courses if all of the following criteria are met:

1. The credit is accepted by the College Registrar or designee, in accordance with AR 3.3,
2. The credit satisfies the sending institution's general education requirements,
3. The General Education Standing Committee determines whether or not the transfer credit meets the criteria for courses in the General Education program.

3.5 – Distance Education/Correspondence Courses

On receipt of an official transcript from an accredited institution, advanced standing credit may be awarded for course credit earned through the completion of distance education/correspondence courses.

3.6 – Credit by Examination

A. Eligibility

Any formally admitted student is eligible to request credit by examination for courses designated as offering this option in the catalog. Students must have met the prerequisite(s) for the course for which they wish to earn credit by examination. Student requests must have the approval of a designated

Montgomery College Academic Regulations AY 2017 - 2018

discipline instructor and be confirmed by the instructional dean or designee. The approval or denial of such requests by these individuals is final.

B. Non-Eligibility

No student will be eligible to earn credit by examination for any course that has been attempted within the last five years at Montgomery College or at any other college.

C. Grades

In disciplines/units offering credit by examination, students may receive credit under this regulation by earning a passing grade on the examination attempted.

1. The grade of "P" will be used to indicate that the student has passed the examination with a grade of "C" or higher. The grade of "U" will be used to indicate that the student did not pass the examination.
2. Neither "P" nor "U" will be factored into the grade point average.
3. The credit by exam attempt is recorded on the student's transcript.

3.7 – Maximum Credit Earned in Lieu of Direct Instruction at Montgomery College

A. Maximum College Credit through Transfer and Assessment

The maximum credit earned through sources other than Montgomery College coursework that can be applied to the award of a Montgomery College associate degree or certificate is 45 credit hours for an associate degree or 70 percent of the credit hours required for a certificate. Examples of credit earned through sources other than Montgomery College coursework are national testing service examinations, credit by examination, portfolio assessment, and transfer from other institutions.

1. Credit through Transfer

The maximum credit that may be transferred in from other institutions is 45 credits for an associate degree or 70 percent of the credit hours required for a certificate.

2. Credit through Assessment

The maximum combined credit earned by means of assessment such as national testing service examinations, internal evaluations of

Montgomery College Academic Regulations AY 2017 - 2018

competencies, and portfolio assessment cannot exceed 30 credit hours for an associate degree or 50 percent of the credit hours required for a certificate.

- a. The maximum credits from national testing services (CLEP or AP) cannot exceed 30 credit hours for an associate's degree or 50 percent of the credit hours required for a certificate.
- b. The maximum credits from credit by exam or portfolio assessment cannot exceed 15 credit hours for an associate degree or 25 percent of the number of credits required for a certificate.

B. Permission to Enroll at Other Institutions

Montgomery College students who choose to take courses at other institutions should obtain prior approval from the counselor or faculty advisor and the College Registrar in order to be assured of receiving Montgomery College credit. Without prior approval, there is no obligation on the part of the College to accept such transfer credits. For other degree requirements, see Article 8.

C. Transfer Credit

Students may transfer in credits earned before, during, or after their attendance at Montgomery College to satisfy requirements for an associate's degree or certificate, subject to the terms and conditions in parts A and B of this regulation.

3.8 – Credits Granted for Coursework Done in the U.S. Armed Services

A. Evaluation of Credit

All evaluations of credits shall be made on the basis of recommendations issued by the American Council on Education in its "Guide to the Evaluation of Educational Experiences in the Armed Services."

B. Distance Education/Correspondence Courses

Credit may be granted for distance education/correspondence courses taken under the U.S. Armed Forces Institute only when they are completed, with final examination, before the student enrolls at Montgomery College.

C. Credit Limit

There is no limit to the number of credits that can be awarded for U.S. Armed Forces Institute courses and service-training courses.

ARTICLE 4 - REGISTRATION

4.1 – Full-Time, Half-Time, and Less Than Half-Time Enrollment

A. Full-Time Enrollment

A full-time student is a student who is enrolled for 12 or more credit hours or their equivalent in a given semester. For summer, a full-time student is a student who is enrolled for 12 or more credits in summer session I and/or II.

B. Half-Time Enrollment

A half-time student is a student who is enrolled for at least 6 but no more than 11 credit hours or their equivalent in a given semester. For summer, a half-time student is a student who is enrolled for 6 to 11 credits in summer session I and/or II.

C. Less than Half-Time Enrollment

A less than half-time student is a student who is enrolled for less than 6 credit hours or their equivalent in a given semester. For summer, a less than half-time student is a student who is enrolled in a total of less than 6 credits in summer session I and/or II.

4.2 – Sophomore Students

A sophomore student is a student who has a minimum of 28 earned semester hours. All other students are freshmen.

4.3 – Registration

A. On-Time Registration

Montgomery College strongly encourages students to register before classes start. Registration on or after the first official meeting date of a course may incur an administrative late fee. See AR 4.6 for requirements to register in a course that has met one or more times.

B. Tuition Waiver for Maryland Senior Citizens or National Guard Registration

For information on Montgomery College's full or partial tuition waiver agreement for Maryland senior citizens and Maryland National Guard registration, see the Collegewide Policies and Procedures Manual, Section 43003.

4.4 – Academic Coursework Load

A. Maximum Load in Fall and Spring Semesters

Students may not enroll for more than 18 hours in one semester except by permission of their academic advisor and the Dean of Student Services or designee.

B. Maximum Load in Summer Sessions

Students may not enroll for more than 7 credit hours or equivalent in one summer session or 10 credit hours or equivalent in overlapping sessions. Exceptions to this regulation may be made with the permission of the academic advisor or the Dean of Student Services or designee.

C. Maximum Load in Winter Sessions

Students may not enroll for more than 4 credit hours or equivalent in one winter session. Exceptions to this regulation may be made with the permission of the academic advisor or the Dean of Student Services or designee.

4.5 – GPA, Course Load, and Coursework from Other Colleges based on Coursework from Other Colleges

While the grade point average of work at other colleges cannot be used to improve the cumulative grade point average at Montgomery College, it may be considered as supporting evidence in determining an appropriate course load at Montgomery College. (See the regulations in Article 7 for procedures and limitations.)

4.6 – Change of Schedule

A. Late Enrollment Prior to 20 Percent Date

To enroll in a course section once the course has met, but prior to the official 20 percent date of the course, a student must obtain written or electronic permission to enter the course section from the instructor of record, or the

instructor's designee. The instructor may require students to provide proof of eligibility for the course.

B. Late Enrollment after 20 Percent Date

The 20 percent date deadline specified above may be waived by the College Registrar under extraordinary circumstances. All other conditions in part A apply.

C. Mid-Semester Course Changes

At any point during the semester an instructor may recommend a course change in order to place a student in a course commensurate with the student's ability. In this case, the approval of both initiating and receiving instructors is required.

4.7 – Register for Audit

A. Deadline for Audit

Students wishing to register for audit at the beginning of the semester or who wish to change from credit must do so prior to the completion of 20 percent of the duration of the course.

B. No Credit for Audit

The grade of "AU" carries no credit.

C. Instructor Signed Approval Requirement

Students who register for audit (AU) before the semester begins are not required to get the instructor's signed approval. After the course begins, but before the completion of 20 percent of the course, the change from audit to credit may only be made with signed approval of the instructor and the appropriate Campus Registrar. Registration for audit does not count as an attempt. (See AR 4.8 for students wishing to change from audit to credit.)

D. Instructor Consultation and Student Participation Requirement

All students registered for audit are required to consult with the instructor before or during the first class session in which they are in audit status, and are required to participate in all course activities unless otherwise agreed upon by the student and instructor at the time of consultation. Failure to consult with the instructor or to so participate may result in the grade of "W" being awarded. This action may be taken by the instructor by changing the "AU" to "W" on the final grade sheet.

4.8 – Change from Audit to Credit

A student registered for audit (AU) may change to credit without the instructor's signed approval before the course begins. After the course begins, but before the completion of 20 percent of the course, the change from audit to credit may only be made with the signed approval of the instructor.

4.9 – Repeated Courses

A. Maximum Number of Allowed Attempts

Unless the catalog states otherwise, a student may only attempt a course three times.

1. Except in the case of AR 4.9C (below), students will be permitted to attempt a course only three times. Any registration that has reached the point of being recorded, except audit, constitutes an attempt.
2. After the second attempt, the student will be informed that only one further registration will be permitted. The student will be referred to a counselor and/or academic department for intervention.
3. A computer block will prevent the student from registering more than three times.

B. Grade of Record

The grade of record will be the most recent grade earned. The grade of audit will not be considered an attempt.

C. Medical Health Course Exception

No medical health clinical course with a practicum component may be repeated without the written approval of the specific medical health program coordinator. The approval or denial of such requests by this individual is final.

4.10 – Withdrawal from Classes

A. Student Responsibility

It is the responsibility of the student to officially withdraw from a class or classes. If a student neglects to follow the official withdrawal procedure and merely ceases to attend classes, the grade of "F" will be recorded at the end of the semester (see also AR 5.1).

B. Withdrawal Deadline and Involuntary Withdrawal Process

No course may be officially dropped with a grade of "W" after the completion of 73 percent of its duration, EXCEPT that withdrawal from all or some courses may be made upon evidence certifying to one of the following conditions:

1. called to active military duty via enlistment, activation, or deployment;
2. withdrawal requested on grounds of ill health of the student or in the immediate family of the student (immediate family includes a child, parent, spouse, or other regular member of the individual's household) and supported by medical certification;
3. involuntary transfer by the student's employer which precludes the possibility of continued attendance at the College;
4. death of the student or a member of his/her immediate family.

Based on special circumstances one through four, a student may appeal in writing to the Assistant Director of Enrollment Services/College Registrar for permission to retroactively withdraw from a course. Appeals for a retroactive withdrawal for other reasons should be made to the campus Committee on Academic Appeals.

C. Assignment of Grades

A class dropped on or before 20 percent of its duration will not be recorded on the student's transcript. If a class is dropped after the completion of 20 percent of its duration and before the completion of 73 percent of its duration, the grade of "W" will be recorded. If a class is dropped after the completion of 73 percent of its duration, a grade of "F" (or a "U" for developmental courses) will be recorded (for exceptions, see AR 4.10B, above).

D. Official Withdrawal Date

The official date of withdrawal is the date on which the student officially drops the class online or files a "Credit Registration/ Schedule Change Form" at the Office of Enrollment Services. (For retroactive withdrawals, see AR 4.10B, above.)

4.11 – Prerequisites

A. Registration Requirement and Prerequisite Waiver

Montgomery College Academic Regulations AY 2017 - 2018

Students may not register for a course with a prerequisite(s) unless they have satisfied the prerequisite(s) as specified in the catalog. (An "I" does not satisfy a prerequisite). This regulation can be waived only by consent of the appropriate discipline representative.

B. Preregistration during Prerequisite Enrollment

Students may preregister for a course while enrolled in its prerequisite(s) with such registration contingent upon successful completion of the prerequisite course(s). In the event that students are unsuccessful in completing the prerequisite course(s), the College may issue an administrative "drop" prior to the first day of class.

C. Instructor Initiated Withdrawal

In the event that students succeed in enrolling in a course for which they lack the prerequisite(s) as designated in the College Catalog, the instructor, after consultation with the student, may drop the student from the course, immediately notifying the Office of Enrollment Services of the decision in writing; this action to be taken on or before the published date, which is based on the principle of completion of 12 percent of the duration of the course (2 weeks in a 15-week semester or its equivalent).

ARTICLE 5 – CLASSES AND INSTRUCTION

5.1 – Class Attendance

A. Attendance Requirement

Students are expected to attend all class sessions.

B. Excessive Absence

“Excessive absence” is defined as one more absence than the number of classes per week during a fall or spring semester (with the number of absences to be prorated for accelerated sessions).

C. Instructor Initiated Withdrawal and Resulting Grade

In cases involving excessive absences from class, the instructor may drop the student from the class (resulting in a grade determined in accordance with AR 4.10C). If the student who is registered for audit is dropped by the instructor, the grade of “W” shall be recorded.

D. Required Reporting of Non-Attendance

Faculty are required to report students who have never attended their courses by use of the “NA” (Never Attended) placeholder. The “NA” should be reported on Banner Web no later than three business days before the twenty percent benchmark for dropping courses. The “NA” should be reported in the space used for midterm grades. For summer and winter courses, the “NA” should be reported during the first two days of class.

5.2 – Absence of Instructor

In the event an instructor does not arrive at the appointed class within 15 minutes after the time the class is scheduled to begin, the students may assume the class will not meet that day.

5.3 – Academic Dishonesty and Misconduct

A. Determination of Academic Dishonesty and Misconduct

The course instructor determines student acts of academic dishonesty and misconduct, such as cheating, plagiarism, and any other form of academic dishonesty, common examples of which are cited in the “Student Code of Conduct”.

B. Academic Dishonesty

1. Grade Sanctions

Faculty members may impose grade sanctions for academic dishonesty, normally ranging from a minimum of F on the assignment in which the dishonesty occurred to a maximum of an F in the course.

2. Alternative Sanctions

Faculty members also have the prerogative of implementing alternatives such as having the student repeat the assignment or examination.

3. Additional Sanctions

Faculty members also have the prerogative of referring a case in writing to their campus Dean of Student Services with a specific request that the dean consider imposing additional sanctions.

C. Student Rights

Students are entitled to prompt notification of an alleged violation, the sanction to be imposed, and the reasons for it. They must also be informed of the appeals process and receive a copy of any written communication detailing the alleged violation, its circumstances, and the nature of the evidence sent to their respective campus Dean of Student Services.

D. Appeal Process for Sanctions

A student may appeal a sanction for academic misconduct to the Vice President/Provost for the Campus or Workforce Development and Continuing Education, or designee, whichever is applicable. The appeal must be submitted, in writing, to the VP/P or designee within ten business days of the date the student is informed of the imposition of the sanction. A grade sanction can only be changed through the appeal process and not through withdrawal from the course.

ARTICLE 6 – GRADING SYSTEM AND STANDARDS

6.1 – Grading Scale

The following grading system is used:

Grade	Standard	Grade Points
A	Superior	4
B	Good	3
C	Average	2
D	Pass without Recommendation	1
F**	Failure	0
I	Incomplete	None
P	Pass (Credit by Examination)	None
AU	Registered for Audit	None
W	Withdrawn	None
S	Satisfactory Progress	None
U**	Unsatisfactory Progress	None
H*	Successful completion of 1st half of "Math Prep" (MA 094) (<i>Now MA094 or MATH080</i>)	0
M1*	In progress in the first half of "Math Prep" (MA 094) (<i>Now MA094 or MATH080</i>)	0
M2*	In progress in the second half of "Math Prep" (MA 094) (<i>Now MA094 or MATH080</i>)	

6.2 – Mid-Semester Grades

Mid-semester grades of all students enrolled in regularly scheduled full semester courses shall be posted by the end of the designated mid-semester week. Mid-semester grades shall be made available to all students immediately after they have been posted.

6.3 – Final Grades

The semester grade as reported to the Office of Enrollment Services at the end of the semester is final and will not be changed except on the written acknowledgement by the instructor that there was an error in computation or recording. Such a change must be completed within the four weeks following the beginning of the next full semester. In extraordinary circumstances, the College Registrar may waive the four-week deadline for grade changes.

6.4 – Grades

A. Criteria for Incomplete Grade “I”

Incomplete grades are given to students who have attended the vast majority of a course and who are doing satisfactory work but, for circumstances beyond their control, are unable to complete a small portion of the course work.

B. Deadline for Incomplete Grade Form

The instructor will provide students with incomplete forms stipulating work to be done by a certain date, usually by the fourth week of the following fall or spring semester. Every student should receive an incomplete form if an “I” grade is warranted. The incomplete form is available at the final grade worksheet in My MC. Upon completion of this form, a copy will be sent to the faculty member, the student, and the Office of Enrollment Services for inclusion in the student’s record. Forms must be completed within two weeks of the grade submission deadline.

C. Conversion of Incomplete Grade “I” to “F”

Failure to fulfill the terms of the form will lead to conversion of the “I” grade to an “F”.

The instructors are afforded access to “I” grades they have assigned and both students and instructors are e-mailed about the original arrangement and are warned as deadlines approach.

D. Deadline for Completion of Course Work

When the grade of “I” is recorded, the course work must be completed within the four weeks following the beginning of the next full semester, unless the instructor notifies the Office of Enrollment Services that an extension has been granted.

6.5 – Final Grade Determination with Unavailable Instructor of Record

Should the instructor of record for a course/courses be unavailable to determine and submit final grades for students in a timely fashion, the department chair is responsible for obtaining all pertinent student records from the instructor of record. If deemed necessary, the department chair will then consult with the appropriate coordinator or faculty member(s) and shall name a faculty member or committee of faculty most closely associated with the course(s) to take possession of appropriate records and to make grade determinations, which are final.

6.6 – Disputed Final Course Grades

The following procedures shall be followed when a student disputes a final course grade. This review will *not* address matters of faculty academic judgment relating to the evaluation of the student’s academic performance. The review may include, but is not limited to, any of the following situations: a) the basis for the final course grade was the result of something other than the student’s academic performance, b) the standards by which the final course grade was determined differed from those standards applied to other students in the class, c) a faculty member’s stated reasonable expectations for determining final course grades were not provided or were not followed.

Part I. Informal Procedures:

A. Timing

The informal procedures outlined below may commence during any academic semester or summer session. Formal disputes will be heard and resolved only during the fall or spring semesters. Throughout this regulation the term “working days” is defined as weekdays when classes are in session, during the fall or spring semesters.

B. Informal Conference with Instructor

If a student intends to question the final grade awarded in a course, he or she must first confer informally with the faculty member who assigned the grade (or chairperson if the faculty member is unavailable) in an effort to resolve the issue. Contact with the faculty member must be made before the end of the

second week of classes of the next semester, excluding summer sessions. The faculty member (or chairperson if the faculty member is unavailable) is responsible for documenting the date, time, and outcome of this conference, and should obtain the student's signature on that document.

C. Informal Conference with Department Chair

If the student and faculty member of record cannot reach a mutually satisfactory solution, and the student still wishes to pursue the matter, the student must make a written request for an informal meeting with the department chairperson within 20 working days of the conference referred to above, or the dispute will be terminated.

D. Decision by the Department Chair

The department chairperson will gather information and informally mediate the issue at hand. At the chairperson's discretion, a joint meeting of the student, faculty member, and department chairperson may be held. Elements to be considered by the department chairperson will include the process leading to the determination of the assigned grade and the quantitative and subjective components used in reaching it. In the gathering of facts, the department chairperson is encouraged to discuss the dispute with the curriculum coordinator, if this position exists within the academic department. The department chairperson is also encouraged to seek advice and counsel in the areas of conflict management and counseling from appropriate College administration and staff. The department chairperson will attempt to bring about an equitable solution. Whether or not the dispute is resolved, a memorandum of record will be made by the department chairperson and distributed to the student and the faculty member within ten (10) working days of the written request referred to in I.C. above.

E. Request for Formal Review

If a solution cannot be worked out as detailed above, the student may request a formal review as follows. Within ten (10) faculty working days of the memorandum of record referred to in I.D. above, the student may submit a written request to the department chairperson for a formal review of the process and components used in determining the final grade. Once a formal review is thus requested by the student, the posted grade shall remain in place until the Review committee makes a final decision (see section II.G.2.).

F. Timelines

Timelines to be followed are summarized here:

Maximum Time (in Days)	Action	Paragraph
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Montgomery College Academic Regulations AY 2017 - 2018

0	Student confers with faculty member before end of second week of class of following semester	I.B.
20	Written request for informal meeting with chair	I.C.
30	Memorandum of record sent – chair to faculty	I.D.
40	Student written request for formal review	I.E.
45	Written request sent to dean, faculty member	II.B.
55	Review Committee chair gets copies of final dispute	II.E.

Part II. Formal Dispute Procedures:

If the student disputes a final course grade, the following steps will be followed:

A. Submission of Dispute in Writing

Disputes of final course grades must be submitted in writing by the student to the appropriate department chairperson and the student must:

1. Specify the act, omission, or matter complained of;
2. Provide all relevant facts, such as course syllabi, exams, and other graded coursework;
3. Specify the resolution the student is seeking; and
4. Provide all arguments upon which the student relies. No new arguments may be added to the written appeal after it has been submitted.

B. Involvement of Supervising Dean

Within five (5) working days of receipt of the student's written request, the department chairperson will send copies of the written dispute to the faculty member and the appropriate supervising dean, and a copy of this notification will be sent to the student.

C. Dismissal of Dispute

The appropriate supervising dean shall dismiss the appeal if:

Montgomery College Academic Regulations AY 2017 - 2018

1. The same or substantially the same complaint has been resolved by any other formal dispute procedure, including petitioning the Academic Appeals Committee;
2. Required timelines were not followed by the student;
3. The appeal concerns the professional academic judgment of the instructor, i.e., the appeal relates to the instructor's evaluation of the student's academic performance, and not to whether the faculty member had in place a process for determining the final course grade, whether that process was communicated, whether the communicated process was in fact followed, or whether standards of performance were in fact applied uniformly to all students in the class.

D. Finality Clause

A student who files a dispute in writing understands that there are no other internal procedures and that the decision resulting from application of the established procedures is final.

E. The Review Committee

1. On each campus, this Review Committee will be assembled from a pool of twelve (12) faculty members (which include counseling faculty), appointed by the Faculty Council 1, and six (6) currently enrolled students from the campus, appointed by the campus Dean of Student Services. This pool will be available for a full academic year, to serve alternate terms on Review Committees as needed and as the personal schedules of the pool faculty members and students shall permit.
2. Within five (5) working days of receipt of the written dispute, the appropriate supervising dean will assemble a Review Committee. The work of the Review Committee is an academic proceeding and not a judicial proceeding. (See Policies and Procedures, Section 64002CP for information on professional liability.)
3. In assembling this Review Committee, the appropriate supervising dean will select from the pool three (3) faculty members from similar disciplines (if possible), with at least one faculty not from the same discipline in order to encourage a varied balance of disciplines represented on the committee. The appropriate supervising dean will seek the recommendations and concurrence of the Faculty Council or Faculty Council leadership in selecting members of the Review Committee. At the same time, the appropriate supervising dean will request the campus dean of Student Services to select two (2) currently enrolled students to serve on the Review Committee. The appropriate supervising dean will attempt

to insure that those faculty and students selected for this Review Committee will be disinterested parties. If, at the time the Review Committee is being assembled, no students are available or able to serve, then the proceedings of the Review Committee will continue, provided there is agreement on the part of both the supervising dean and the campus Dean of Student Services as to the unavailability of student representatives from those in the pool described in E.1 above.

4. Once the appropriate supervising dean has assembled a Review Committee, the appropriate supervising dean shall appoint one of the faculty members as chairperson. The appropriate supervising dean's office will coordinate faculty schedules and meeting dates at the Committee chairperson's direction (and in accordance with the rules of procedure below), and will arrange for a meeting location.
5. The appropriate supervising dean will provide the members of the Review Committee with copies of the written dispute, and will forward a copy of the dispute to the faculty member for his or her written reply. This written reply must be received by the chairperson of the Review Committee within ten (10) working days of the date on which the written dispute was sent to the faculty member.
6. The appropriate supervising dean will provide the members of the Review Committee with copies of the faculty member's response, and will forward a copy of the response to the student.

F. Grade Dispute Meeting

1. The Review Committee will conduct a fact-finding meeting within ten (10) working days of its assembly. All members of the Review Committee will be present for the fact-finding meeting.
2. After consultation with the affected parties, the time and place of the fact-finding meeting shall be determined, and notice given by the chairperson of the Review Committee to the parties in dispute. Notice shall include a brief statement of the dispute(s) alleged, and the remedy sought by the student.
3. The fact-finding meeting will have both the faculty member and student present, and will be closed to the public. The proceedings of the Review Committee shall remain confidential, except as otherwise required by law. Each party may be assisted, in an advisory capacity only, in the presentation of his or her case by a student or faculty member of his or her choice. The procedures contained in this regulation do not preclude the right of the Review Committee to simultaneously hear multiple cases involving students in the same class and having the same alleged dispute.

Montgomery College Academic Regulations AY 2017 - 2018

4. Each party shall have an opportunity to make an opening statement, present information, present supporters, question the supporters of the other party, offer personal statements, and such other material as is relevant to the dispute alleged. It is the responsibility of each party to ensure that those supporters he or she wishes to present are available, as well as to have his or her case completely prepared at the time of the fact-finding meeting.
5. The student shall first present his or her complete case. The faculty member (or head of the corresponding academic unit who may represent an unavailable faculty member) shall then present his or her response.
6. Upon the completion of the presentation of all supporting material, each party shall have an opportunity to present a closing statement.
7. The Review Committee may set forth time limits for the presentation of information, statements of supporters, and closing statements.
8. The student bringing the disputed grade to the Review Committee shall have the burden of demonstrating that his or her facts are more probable than not.
9. The Review Committee may exclude incompetent, irrelevant, immaterial, and/or unduly repetitious material from consideration.
10. It is the responsibility of the chairperson of the Review Committee to conduct the meeting in an orderly and focused way. All questions relating to the procedures for conduct of the meeting and the presentation of information and supporting statements will be decided by majority vote of the Review Committee.
11. All documents and materials filed by the student and the faculty member with the Review Committee shall be available to the members of the Committee, and shall become part of the record of the meeting.
12. The Review Committee shall have the right to question any person appearing to provide supporting statements for either party; and, on its own motion, the Review Committee shall have the right to request the presence of or request statements from any person it believes to be relevant to the case.
13. The above noted procedures and powers of the Review Committee are non-exclusive. The Review Committee chair may take such action as is necessary in his or her determination to insure the fair and orderly conduct of the fact-finding meeting and the collection of relevant information.

14. If either the faculty member or the student fails to appear at the agreed-upon time and place for the fact-finding meeting, the fact-finding meeting will proceed.
15. All documents and materials relevant to the dispute will remain on file in the office of the supervising dean for a period of at least three years following the final recommendation of the Review Committee.

G. The Review Committee's Decision

1. The decisions rendered by this Review Committee will be the result of a majority vote of the Committee members.
2. After private deliberations, the Review Committee may decide that the allegation is unwarranted, at which time the dispute will be dismissed. If the Review Committee finds that the allegation is supported by facts, the Review Committee will do one or more of the following:
 - a. change the student's final course grade to be consistent with information presented at the fact-finding meeting
 - b. reevaluate the dispute as provided for in G.3 and G.4 below
 - c. take other action as deemed appropriate by the committee
3. Within five (5) working days of a fact-finding meeting to adjudicate a disputed final course grade, the appointed Review Committee will forward its written decision regarding the validity of the dispute to the appropriate supervising dean. The Review Committee will give its decision, based on the facts proven at the fact-finding meeting, to the supervising dean. The appropriate supervising dean receiving the Review Committee decision will forward copies of the decision to the faculty member and student within three (3) working days. If, in the judgment of the appropriate supervising dean, a joint meeting between the faculty member and the student would be helpful in facilitating the decision of the Review Committee, such a meeting may be arranged for and conducted.
4. Notwithstanding any discussion at such a meeting of the faculty member, the student and the appropriate supervising dean, the decision rendered by the Review Committee will be final. If, as a result of the joint meeting referred to in G.3 above, all parties involved reach an agreement that differs from the decision of the Review Committee, that decision will be resubmitted to the Review Committee by the supervising dean for reevaluation.

5. The appropriate supervising dean shall be responsible for assuring prompt implementation of the final decision of the Review Committee.

6.7 – Grade Point Averages (GPA) (For an explanation of the grading scale, see AR 6.1)

A. Semester Point Average

A semester grade point average is the total number of quality points earned in a particular semester or summer/winter session, divided by the total number of attempted credit hours for that semester or session.

B. Cumulative Grade Point Average

A cumulative grade point average is the total number of quality points earned in all semesters and summer/winter sessions, divided by the total number of attempted semester hours in all semesters and summer/winter sessions. In repeated courses only the last attempted credit hours will be computed in the cumulative average.

C. Grades Used

1. Computation of Quality Points

Final course grades are used exclusively to compute the quality points. Grades for courses transferred from other institutions are not included in determining grade point averages.

2. Computation of Cumulative Grade Point Average

Every grade received is included in the student's transcript, but only the last grade in any course repeated will be computed in the cumulative grade point average.

3. Cumulative Grade Point Average Requirement

All students who have an academic record will have a cumulative grade point average computed. The grades of "I," "AU," "P," "S," "U," and "W" are not included in the computation. This will be so indicated on the transcript and/or grade report.

6.8 – Honors - Dean's List Eligibility

To be eligible for the Dean's List a student must have a semester grade point average of 3.40 or higher and must have carried five or more credit hours.

ARTICLE 7 –ACADEMIC STANDING

7.1 – Good Academic Standing

To remain in good academic standing, all students must maintain a minimum cumulative grade point average of 2.0. Students are encouraged to meet with an academic advisor/counselor in order to maintain good academic standing. (See AR 6.7 for definition and computation of semester and cumulative grade point average).

7.2 – Academic Alert

A student who has attempted at least one credit and has a cumulative grade point average below 2.0 and is not on academic restriction or suspension is on academic alert. Such students are encouraged to meet with a counselor/adviser.

7.3 – Academic Restriction

Students who have attempted at least 12 credits with a cumulative GPA below 1.75 will be placed on academic restriction and are subject to the following requirements:

A. Approval of Course Registration

Such students must consult with designated counselors/advisers for prior approval of all course registration.

B. Enrollment Limits and Requirements

Such students are limited to enroll in no more than two college-level classes per semester and/or will be required to undertake a program designed to remedy academic deficiencies.

C. Removal of Academic Restriction

The academic restriction status will be removed when either of the following two conditions is met:

1. The student achieves a cumulative grade point average of 1.75 or better.
2. The Dean of Student Services or designee certifies that the student has successfully completed the program designed to remedy academic deficiencies.

7.4 – Academic Suspension

Students who have attempted at least 30 credits and whose GPA falls below 1.25 will be placed on academic suspension and are prohibited from attending classes at Montgomery College for an entire fall or spring semester. To be removed from academic suspension, the Dean of Student Services or designee must certify that the student is prepared to resume an academic program. Students who return from a period of suspension will be placed on academic restriction for at least one term. Students may appeal academic suspension to the Dean of Student Services.

7.5 –Future Registration and Academic Standing

Those who have registered before receiving the previous semester's grades are subject to the limitations and procedures of AR 7.1, AR 7.2, AR 7.3, and AR 7.4 above.

Students who have registered before receiving the previous semester's grades and as a result of these grades are placed on Academic Suspension, will have all of their courses dropped. Students will be recommended via email and/or letter in a timely manner to meet with a counselor to discuss their educational plan and the possibility of appeal.

ARTICLE 8 - GRADUATION REQUIREMENTS

8.1 – Minimum GPA for Certificate or Associates Degree

To qualify as candidates for a certificate or the associate's degree, students must have a minimum cumulative point average of 2.0 and a 2.0 grade point average (GPA) in the courses of the curriculum in which the degree will be granted. The teacher education transfer program associate of arts in teaching (A.A.T.) requires a minimum cumulative GPA of 2.75 and qualifying scores as established by the State Superintendent of Schools on the teacher certification tests approved by the State Board of Education.

8.2 – Requirements for Certificate (

A certificate program is a planned sequence of learning experiences with a short-term career focus. Certificate programs consist of at least 12 semester hours of college-level work at the freshman or sophomore levels or both and do not normally exceed one-half of the maximum number of academic credit hours required by the state for the award of the associate's degree. To be awarded a certificate, a student must have satisfactorily completed the requirements of a specific certificate program.

8.3 – Requirements for Associates Degree

To be awarded the degree of associate of arts, associate of science, or associate of applied science, associate of arts in teaching, and associate of fine arts, a student must have earned a minimum of 60 credit hours, which must include the following:

A. Direct Instruction

A minimum of 30 credit hours of direct instruction;

B. Montgomery College Coursework

A minimum of 15 credit hours of coursework at Montgomery College; (See also AR 3.7A.)

C. General Education Requirement

The Montgomery College general education requirements (see AR 2.4); and

D. Curriculum Requirements

All courses required in the program of study elected by the student.

1. Students may elect to graduate from a curriculum by meeting the curriculum requirements as outlined in any catalog in effect during their enrollment provided they graduate within seven years of the catalog chosen.
2. Readmitted students whose period of non-enrollment at Montgomery College (excluding summers) is two consecutive academic years must select and complete a curriculum as specified in any catalog in effect during their subsequent enrollment, in accordance with A above.
3. Since courses and programs may be discontinued at the discretion of the College, without prior notice, the college and administering academic department will provide all students affected by such decisions with assistance in choosing appropriate courses and programs for completion.

8.4 – Requirements for Second Associates Degree

To be awarded a second Associates degree at Montgomery College, a student must earn a minimum of fifteen additional credits unique to the new program of study beyond the first degree and meet all other graduation requirements. All additional credits must be earned at the College.

In all cases, to be awarded a second Associates degree, a student must earn a minimum of seventy-five credits.

8.5 – General Regulations Concerning Graduation

A. Deadlines for Filing Application

In order to receive an official graduation review from the Office of Enrollment Services in time to make adjustments to their final semester's schedule, candidates are expected to file application for candidacy with the College Registrar no later than October 1 for fall graduation, February 15 for spring graduation, and June 1 for summer graduation. Applications submitted after these deadlines can be applied to the next term.

B. Physical Education Waiver

A student who presents a physician's certificate is exempt from activity courses PE 101 through 144. (See also AR 2.6.)

C. Review of Academic Standing

Upon successful completion of at least 45 credit hours for an associate's degree or 50 percent of the credit hours required for a certificate, students may request the Assistant Director of Enrollment Services/College Registrar to review their academic standing and report on their qualifications for graduation.

D. Graduation with Honors

A candidate for graduation whose final cumulative point average is 3.40 or higher will be graduated "with honors."

ARTICLE IX – PETITION AND APPEAL

9.1 – Petition and Appeal Procedures

A. Regulations Subject to Appeal

If at any time a student believes the application of AR 2.6, AR 4.7, AR 4.9A, AR 4.10B, or AR 8.3D is unwarranted in her/his individual case, the student may petition for review and consideration by the Academic Appeals Committee at the campus where the course(s) was last attempted.

B. Initiation, Completion, and Submission of Appeals Form

Counseling and Advising will explain the academic appeals process and assist the student in the completion of the appeals form. The students will write a statement of appeal indicating specific dates and circumstances, and include any supporting documentation. The student will be responsible for securing all relevant signatures and recommendations from faculty and a counselor as noted on the Academic Appeal Petition Form. The completed petition will then be submitted by the student to the Office of Enrollment Services, which in turn will submit the petition and relevant supporting documents to the Academic Appeals Committee at the appropriate campus for consideration.

C. Faculty Involvement

Faculty members involved in such appeals are free to address the committee directly with the understanding that any information provided to the committee will be available to student petitioner after the Committee hearing.

D. Final Action by Committee

In appeal cases involving the regulations specified above, the Academic Appeals Committee is empowered to act for the faculty. The campus Office of Enrollment Services shall notify the student of the decision made within five working days of the meeting. The Committee chairperson shall inform the Faculty Council of its actions at least once a year in accordance with the Faculty Council constitution.

E. Decision of the Committee on Academic Appeals

The decision of the Academic Appeals Committee is final, with the exception of concerns regarding due process.

F. Reviewing Appeals for Lack of Due Process

Any student who believes her/his petition was not approved by the Academic Appeals Committee because of a lack of due process may, after consultation with the Committee chairperson, appeal the decision in writing to the Faculty Council chairperson. If the Faculty Council finds that due process was lacking, it will return the appeal to the Academic Appeals Committee for further consideration on these grounds.