

## **Academic Information**

### **Academic Renewal**

The purpose of academic renewal is to adjust the cumulative grade point average (GPA) of students who earned grades of F or D previously. Students who return to the College after a separation of five consecutive years or more AND earn a 2.5 GPA in the first 12 semester hours completed after re-enrollment may petition for academic renewal. Contact the Admissions and Records Office to obtain additional information and a petition form.

### **Attendance**

Attendance regulations limit class absences. Students are expected to attend all of their regularly scheduled classes. Faculty are responsible for attendance records and all matters related to attendance in his/her classes. Attendance is defined as participating as required by the course syllabus (e.g., participation in a BlackBoard discussion board for an online course, being present at a designated work site for an internship, etc.).

### **Attendance/Administrative Deletion Policy**

The VCCS policy states that in order to receive any letter grade, a student must have attended a minimum of one class meeting or the equivalent in the case of a distance learning course. In a distance learning course, initial student attendance is determined by course participation as measured by accessing and using course materials, completion of a class assignment, participation in a course discussion or other evidence of participation.

It is the policy of LFCC that any student who has enrolled in a course but does not attend a minimum of one class meeting or the distance learning equivalent by the last day to drop a class and qualify for a refund for the semester (as published by the Office of Admissions and Records), shall be administratively deleted from the course. This administrative deletion will not entitle the student to any refund in full or in portion.

The Admissions and Records Office will issue notification letters to all students who are administratively deleted. It will be the student's responsibility to notify the office of Admissions and Records if the deletions were done in error and/or if the student requests reinstatement in the class.

### **Change of Registration (dropping, adding and withdrawing from courses)**

Students must follow established procedures for making any changes in their courses after registration. Failure to do so could place their academic records in jeopardy.

### **Adding Courses**

Students are allowed to register late or add courses only through the end of the published dates.

An exception occurs when a student enrolled in a math course is recommended by that math faculty member to:

- add developmental math
- drop the credit math and add developmental math or
- change to a higher or lower level math course.

Such an exception is permitted through the last day of classes of the fourth week of each semester. A similar practice is used for English courses.

### **Dropping a Course**

A student wishing to drop a course must complete the drop electronically through the student information system or in the Admissions and Records Office by the published last date to qualify for a refund for the particular course. This transaction removes the student from the class roll and no grade is assigned.

### **Withdrawal (from a course or the College)**

A withdrawal from a course is required after the published last date to drop the course with refund. An enrollment request form requesting the withdrawal must be completed and signed by the student. The course professor's signature, or appropriate dean when the professor is not available, is required to withdraw from a course(s). A student success counselor can assist the student in exceptional circumstances. If a student chooses to withdraw from all courses, a counselor's signature is required. Students must not rely on a verbal statement as evidence of withdrawal. The withdrawal request becomes effective the date received in the Admissions and Records Office and must be processed before the published last date to withdraw for the course.

As described above, a student may withdraw from a course without academic penalty through the published withdrawal date for the course, a period equivalent to the first 60 percent of a term (session) and receive a grade of W. After that time, the student receives a grade of F.

An exception can be considered when the following two conditions exist:

- there are serious mitigating circumstances such as medical emergencies or other extreme conditions (as determined by the College)
- the student is passing at the time of the onset of the mitigating circumstances

The mitigating circumstances must be documented by the student and presented with the request to withdraw. Requests for mitigating circumstances must be submitted prior to the close of business on the last day of classes. If the mitigating circumstances are approved, the student may receive a grade of W. A copy of the documentation will be filed in the Admissions and Records Office and retained according to records retention policy. \*Financial aid students are strongly advised to meet with a financial aid officer prior to requesting a withdrawal.

### **Cancellation of a Course/Section by the College**

A student must contact the Admissions and Records Office to receive a refund and/or add another course to replace the cancelled section.

### **Academic Warning**

Any student who fails to make a GPA of 2.0 or higher for any one semester, or who fails any course, receives the statement "academic warning" on the respective semester academic record.

### **Academic Probation**

Any student who fails to maintain a cumulative GPA of 1.5 is placed on academic probation. The statement, "academic probation," is placed on the student's academic record. A student on academic probation is required to consult with a faculty advisor or counselor and may be required to take less than the normal academic load in the next semester of attendance. Students are placed on probation only after

they have attempted 12 semester credit hours. A person on probation is ineligible for appointed or elective office in student organizations, unless the vice president of student success, or designee, grants special permission.

### **Academic Suspension**

Any student on academic probation who fails to attain a semester GPA of 1.5 for the next semester in attendance is subject to academic suspension. Academic suspension normally lasts one semester unless the student reapplies and is accepted for readmission to another curriculum of the College. The statement “academic suspension” is placed on the student’s academic record. A student who has been informed of the academic suspension may submit an appeal in writing to the Director of Enrollment Management/Registrar for reconsideration. Suspended students may be readmitted after the suspension period by submitting a written request for readmission. Students are placed on suspension only after they have attempted 24 semester credit hours.

A student who is reinstated to the College after having been academically suspended must achieve a semester GPA of 2.0 or better for the semester of reinstatement or be academically dismissed.

### **Academic Dismissal**

A student on academic suspension who does not maintain at least a 2.0 GPA for the semester of reinstatement will be academically dismissed. A student on academic suspension who achieves a 2.0 GPA for the semester of reinstatement must maintain at least a 1.5 GPA in each subsequent semester of attendance. A student remains on probation until the cumulative GPA is raised to a minimum of 1.5. Failure to attain a 1.5 GPA in each subsequent semester until the cumulative GPA reaches 1.5 results in academic dismissal.

Academic dismissal normally is permanent unless, with good cause, the student reapplies and is accepted under special consideration by the admissions and retention committee of the College. The statement “academic dismissal” is placed on the student’s academic record.

### **Examinations**

All students are expected to take their examinations at regularly scheduled times. No exceptions will be made without the permission of the vice president of learning or another appropriate academic administrator and the instructor of the course.

### **Normal Academic Load**

The normal academic load for students is 15–17 credits. The minimum full-time load is 12 credits and the maximum full-time load is 18 credits, excluding College Success Skills (SDV 100). A student wishing to carry an academic load of more than 18 credits must have the signed approval of a counselor or faculty advisor.

### **Course Substitutions for Program Requirements**

All courses listed for a program are considered required courses. Substitutions for required courses must be approved in writing by the student’s faculty advisor and the appropriate dean. The Admissions and Records Office provides course substitution forms.

### **Repeating a Course**

Any attempted course that is a repeat of a course previously attempted under the semester system is used in the calculation of the cumulative GPA. The previous semester attempts of the repeated course appear

on the academic record but are not used in the cumulative GPA calculation or to satisfy graduation requirements. All courses attempted under the quarter system appear on the academic record and are included in the calculation of the GPA. Questions concerning the repeat policy should be directed to the Admissions and Records Office.

A student may repeat a course previously taken but should normally be limited to two enrollments of the same course. Requests to enroll in the same course more than twice must be documented and approved by the College's chief academic officer, or designee. This policy does not apply to general usage courses numbered in the 90s, 95s, 96s, 97s, 98s or 99s.