



Volume VI

Academic Policies

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Academic Policies

6.0 Introduction

This Volume VI of the Policy Manual has been written and designed to answer most of the questions that might be asked about academic, admission, and student registration policies at Paine College. It supersedes all previous academic related policies and procedures published in prior student handbooks and the College Catalog.

The College hereby gives notice that it reserves the right to expand or delete or otherwise modify its degree programs or courses of study and associated policies, to change its rules and policies affecting the admission and retention of students or the granting of credit or degrees, to change the academic calendar, course offerings, course content, academic programs, or to alter its fees and other charges, whenever such changes are adjudged by it to be desirable or necessary. In any such case, the College will give appropriate notice as reasonably practicable under the circumstances.

Students enrolled at Paine College are responsible for adhering to all regulations, schedules, and deadlines outlined in the College Catalog and in any volume, handbooks, or contracts pertinent to their program. Students have the further responsibility of ensuring that all graduation requirements are met. Questions on these matters shall be directed to the student's faculty advisor.

6.1 Academic Programs

6.1.1 The Curriculum

The curriculum of the College is designed to provide liberal arts education opportunities for sound physical, intellectual, moral, social, and spiritual growth under Christian influences. It is also designed to meet the needs of the individual student and to assist the student in acquiring scholarly habits of work and study; to cultivate cultural qualities; to develop leadership potential; to serve the community creatively in attitude; and to develop initiative, self-expression, self-confidence, and creative thinking.

To achieve these ends, the curriculum is planned to provide a balanced program of its offerings in the areas of language, literature, and fine arts; natural sciences and mathematics; social sciences; religion and philosophy. Professional offerings in business administration and education (i.e., elementary education) are also available. Lower level courses consist of 100 and 200 level courses. Upper level courses consist of 300 and 400 level courses.

6.1.2 Major Programs

A major is a sequence of specialized and related courses that allows students to focus their studies on an area of interest in preparation for a career or entrance into graduate or professional school.

6.1.2.1 Concentrations within Major Programs

In order to sharpen the competencies and skills of students within majors, specializations within the field of study, called concentrations, are arranged as a coordinated group of courses. Concentrations do not require a student to take courses that exceed the requirements of a major. The requirements of a major and concentration will be met simultaneously. The concentration is directly related and is a sub-field specialization of the major. Details are provided as part of

departmental program descriptions and programs of study. A student may major in one of the following areas:

Department	Major	Minors	Concentrations
Humanities	English (B.A.)	English	
	History (B.A.)	History	
	Philosophy and Religion (B.A.)	Philosophy Religion	
Social Sciences	Psychology (B.A.)		General Psychology Counseling
	Sociology (B.A.)		General Sociology Criminology Social Psychology
Media Studies	Mass Communications (B.A.)		Broadcasting
			Journalism (suspended Fall 2020)
			Public Relations (suspended Fall 2020)
			Drama (suspended Fall 2020)
Business	Business Administration (B.S.)		Accounting
			International Business
			Management
			Management Information Systems
			Marketing
Education	Elementary Education (formerly Early Childhood Education) (B.S.)		
Mathematics, Sciences, and Technology	Biology (B.S.)	Biology	
	Chemistry (B.S.)	Chemistry	
	Mathematics (B.S.)	Mathematics	Computer Science

6.1.2.2 Declaration of a Major

At the beginning of the first semester of the sophomore year, a student must declare the area in which the student expects to major by completing the Declaration of Major Form in the Registrar's Office. No later than the registration period for the second semester of the freshman year, the student must have consulted with their advisor regarding an intended major. At that time, the student will be assigned an advisor who will advise the student throughout the remainder of the student's undergraduate training. The student may however, request a change of advisor. The student may also change the student's major by following the Change of Major procedures below.

6.1.2.3 Change of Major

In order to change a major, the student must:

1. Obtain the "change of major" form from the Registrar' Office;
2. Obtain the signature of the officials indicated on the form and
3. Return the form to the Registrar' Office.

6.1.3 Concentrations and Minor Programs of Study

Minor programs are not required but are available in English, biology, chemistry, mathematics, physics, environmental sciences, history, psychology, sociology, Spanish, philosophy, and religion. A minor consists of at least eighteen hours in a field. Precise courses and hours are prescribed, and students must take these prescribed courses, consisting primarily of upper level courses. Concentrations are specializations within the field of study and are arranged as a coordinated group of courses.

6.1.5.2 Load Regulation

To be considered full-time and receive full financial aid, a student must be enrolled in a minimum of 12 semester credit hours at Paine College. The recommended course load for full-time students is 15 credit hours per semester. During the summer term, the threshold to qualify for financial aid is a total of six credit hours of coursework. Students who have a minimum cumulative grade point average (CGPA) of 2.5 may be permitted to take additional semester credit hours for a total of 19 – 21 hours when approved by the faculty advisor, department chair, and the Provost and Vice President of Academic Affairs. Each additional credit hour past a total of 18 semester hours is paid by the student. A strong written justification and recommendation approved by the advisor, the department chair, and Provost and Vice President of Academic Affairs is required for enrollment in more than 21 credits including all Paine College credits and transient credits during a single semester.

6.1.5.3 Veterans Benefits Programs

Students may apply for the following educational assistance programs administered by the U.S. Department of Veterans Affairs:

- Forever GI Bill – Harry W. Colmery Veterans Educational Assistance Act
- The Montgomery GI Bill - Active Duty Educational Assistance Program (MGIB, Chapter 30)
- The Vocational Rehabilitation (Chapter 31)
- The Post-Vietnam Era Educational Assistance Program (Chapter 32)
- The Survivors' and Dependents' Educational Assistance Program (DEA) (Chapter 35)
- Montgomery GI Bill Active Duty (MGIB-AD)
- Montgomery GI Bill-Selected Reserve Educational Assistance Program (Chapter 1606)

- Post 9/11 GI Bill (Chapter 33)

- Go Army

Detailed information on all assistance programs is available on the website of the Department of Veterans Affairs: www.gibill/va.gov/education/benefits.html.

6.1.5.4 Application Procedures

Students who are eligible for educational benefits from the U.S. Department of Veterans Affairs should contact the Paine College Veterans Affairs Certifying Official Representative in the Registrar's Office. Every educational assistance program requires different electronic document requirements/paperwork and documentation to process a claim. Initial applications for benefits may be submitted online directly to the U.S. Department of Veterans Affairs.

6.1.5.5 Amounts and Methods of Payment

Payment of benefits will be disallowed for repeating a course for which transfer credit has been granted or for which a passing grade of A, B, C, D, P, or S was assigned. The amount of money a student may receive from the U.S. Department of Veterans Affairs depends on the educational assistance program for which the student is eligible, the number of credits for which the student is registered, the length of the term, and (for certain programs) the number of dependents the student has claimed. Payment of benefits will be disallowed for any course that is not a requirement in a student's degree plan.

6.1.5.6 Military and Other Provided Tuition Assistance

Benefits are paid directly to students monthly. The money may be used to help with tuition, books, or other costs of college education. Tuition is due upon registration, regardless of eligibility for benefits. If an employer is going to pay for part or all of a student's tuition, the student must submit copies of appropriate documentation at the time of registration. Documents that restrict payment or are in any way confidential will not be accepted. If the employer does not pay Paine College, the student is responsible for payment.

6.1.5.7 Students' Responsibilities

Students receiving benefits are expected to follow all regulations and procedures of the U.S. Department of Veterans Affairs while attending Paine College.

At Paine College, all regulations of the U.S. Department of Veterans Affairs are enforced. Students should be aware of the following requirements and consequences:

1. Each student is expected to make satisfactory progress toward a degree; everyone must comply with the academic standards of Paine College.
2. Each student must report all changes in enrollment - including drops, adds, withdrawals, changes to audit, and changes in degree plan.
3. Each student must attend all courses for which they are registered or officially withdraw before ceasing to attend.
4. Payment of benefits will be disallowed for any course in which a non-punitive grade (W, WP) is assigned.

6.1.6 Other Academic Programs and Course Offerings

6.1.6.1 Cooperative Education Program

The Cooperative Education Program is available to all qualified Paine College students. This program allows a student who has completed two semesters of study as a freshman, or one semester as a transfer student above the freshman level, to alternate a semester (or two semesters) of paid employment in his or her major field of concentration with a similar period of study until the senior level (a minimum of three work periods). Thus, the student is able to integrate classroom work with practical on-the-job experience while studying for the undergraduate degree. It should be noted that students who enter the program as sophomores, do not graduate in the normal period of four years because of the requirements of alternating work and study periods.

A student may, upon application and approval, receive academic credit for the co-op experience. All co-op students (credit and non-credit) must register and pay the appropriate fees prior to beginning the assignment.

Upon graduation and after completing the prescribed co-op period, the student, in addition to having attained the degree, also has accumulated 15 or more months of experience in the student's area of professional interest. In some cases, seniority, retirement and fringe benefits have been gained as well.

6.1.6.2 Independent Study

Working with a faculty member, students may request a department chair and faculty prescribed and designed individual course to deal with subject matter not covered in the regular curriculum that semester. Independent Study courses are conducted through weekly meetings between the student and faculty member after approval has been garnered from the Department Chair [and any other impacted academic departments via the corresponding Department Chair] and the Provost in the Office of Academic Affairs, all other academic requirements have been met, and if the requested independent study is not currently offered simultaneously within the semester of an existing or already regularly scheduled course.

A Request for Independent Study Form must be submitted to and approved by the faculty person directing the course, the Department Chair of the faculty person directing the course, the student's academic advisor, the Department Chair where the course is being offered, and the Provost and Vice President of Academic Affairs prior to the last day to register. The form will include the documented exceptional circumstance in which an Independent Study is requested. A contract describing the project, outlining the learning objectives and methods of evaluation must accompany the request inclusive of the deliverables, learning environment, meeting schedule, syllabus, student documented acceptance and understanding of the independent study requirements, and timeline commensurate with the academic calendar of the semester.

6.1.6.2.1 Independent Study Guidelines

1. A faculty member may agree to direct a course as an independent study for a student who has a minimum grade point average (GPA) of 2.5.

2. Students requesting to pursue an independent study must have a classification of junior or senior.
3. A maximum of 3 credit hours per semester can be earned; credit hours should be based on hours needed to complete the course but should be the equivalent of a minimum of 45 clock hours per three semester courses.
4. A faculty member agrees to assume the responsibility of directing the course as an Independent Study for a qualifying student due to a documented exceptional circumstance. The faculty member is also responsible for ensuring the proper enrollment of the student.
5. A copy of the parallel course syllabus must be submitted to the faculty member, the Department Chair in which the course will be offered, the major Department Chair, and the Provost and Vice President of Academic Affairs along with the Request for an Independent Study Form.
6. All Independent Study Courses must be approved in writing by the faculty member, the Department Chair in which the course will be offered, the major Department Chair, and the Provost and Vice President of Academic Affairs prior to or during the registration period. Please refer to the Request for Independent Study Form for additional information regarding approval guidelines.

6.1.6.4 Honors Program

The Paine College Honors Program provides an enriched academic curriculum and learning environment for highly motivated and especially well-qualified students. It offers opportunities to honorize courses within the Common Curriculum as well as offer Honors Seminars. Additional honors courses may be offered throughout any given semester as special topics courses. The Paine College Honors Program will focus on faculty working with small groups of dedicated and accomplished students; an emphasis on independent learning; students entering into dialogue with peers, teachers, and facilitators; a demanding program of study in major, minor and concentration fields; and engagement in external experiential learning activities.

6.1.6.4.1 Admissions to the Honors Program

Admission to the program is determined by the Associate Vice President of Academic Affairs and Director of the Paine College Honors Program in consultation with the Honors Council. A typical student enters the program as a sophomore and remains throughout their matriculation at Paine College. Students who earn a grade point average (GPA) of 3.0 or higher after completing a minimum of 24 credit hours may be invited to apply for membership in the Paine College Honors Program. The student must display that s/he is on track to complete the Sophomore Proficiency in English Examination (SPEE) and all other common curriculum requirements. Students are required to discuss their interest in Honors Program courses with their major academic advisor.

6.1.6.4.2 Courses

Typically the Paine College Honors Program courses fulfill Common Curriculum and major requirements or serve as general electives. To “honorize” a course, a student must enter into a contract with the professor of record with approval from the Department

Chair and acquire permission from the Associate Vice President of Academic Affairs and Director of the Honors Program. In addition to courses, Paine College Honors Scholars will also engage in research germane to their respective discipline and reflect on contemporary topics and socially significant service through the Honors Seminars Series. Graduating seniors in the Honors Program must submit their theses during the Honors Symposium on Undergraduate Research to fulfill program requirements. Honors Program students will upload their abstracts and papers to the dedicated symposium website and meet abstract guidelines. Students meeting the criteria of the Honors Program will graduate from Paine College with special recognition for academic honors at baccalaureate convocation and commencement exercises and will be listed as Honors Program graduates on their transcripts.

6.1.6.4.3 Courses Required and Hours

Courses	Hours
HON 101 Honors Seminar.....	1
HON 102 Honors Seminar.....	1
HON 201 Honors Seminar.....	1
HON 202 Honors Seminar.....	1
HON 301 Honors Seminar.....	1
HON 302 Honors Seminar.....	1
HON 401 Honors Seminar.....	1
HON 402 Honors Seminar.....	1

6.1.6.4.4 Participation in the Honors Program

Student participation in the Honors Program for initial coursework and to continue in the program is predicated upon satisfactory grades and an overall and continuous satisfactory grade point average of 3.0. The Honors Program is open to students who have applied for participation in the program and met with a satisfactory review of application materials.

6.1.6.4.5 Honors Program Graduation Requirements

Paine College Honors Program students must complete fifteen (15) hours of honors courses with a grade of “B” or better and possess a cumulative grade point average of 3.0 and a cumulative average of 3.0 in Honors Program courses. Additionally, all Paine College Honors Program graduates must defend and publish the results of original scholarship based on the criteria of the discipline for which they are earning a degree. Students meeting these criteria will graduate from Paine College with special recognition for academic honors at commencement exercises and will be listed as Honors Program graduates on their transcripts.

6.1.6.5 Internship

An Internship is an assignment in which a student will work under supervision in a professional environment. The assignment duties and responsibilities MUST be related to the academic major. It provides an opportunity for students to apply theory to a specific work assignment. A request to participate in an internship must be approved in writing by the student’s Department Chair who shall ensure that the student has the requisite course work and academic experience to successfully represent Paine College in the professional environment.

6.1.6.5.1 Internship Guidelines

1. The specific guidelines governing internships are established by the respective program and academic department. Students must obtain the syllabus, internship guidelines, etc. from the program area in charge of the internship.
2. The placement of students, the assignment of supervisors and monitoring and evaluation are the responsibility of the program.
3. Internships outside of the Paine College community (area) may or may not be allowed pending an academic departmental review of the requirements and content of the experiential educational experience and outcomes.
4. One-time curriculum and major-related work assignments are the internships that are offered as experiential-based learning experiences. The internship sites are negotiated on behalf of the College through the academic departments and Office of Academic Affairs. A comprehensive list of approved internship sites will be maintained annually by the Office of Academic Affairs and the respective academic departments. All internships will comply with the U.S. Fair Labor Standards Act. An agreement form and evaluation will be required for credit-bearing internships. A signed agreement between the student and the employer who is hosting the internship will be on file in the academic department to document mutually agreed upon learning outcomes, ensure appropriate experiential learning conditions, and the collection of documented evidence of student deliverables and what the student learned and/or is expected to learn during the internship. The directory of internship sites will, at a minimum, have the organization name (with division, department, company), position title, supervisor to whom the intern will report, responsibilities, required qualifications, onboarding of the intern, orientation, student learning objectives, supervision and mentoring parameters, timeframe within a semester (fall or spring), sample learning agreement, and resultant portfolio of work expectations.

6.1.6.7 Summer Session

Paine College offers, at a minimum, one summer session that immediately follows spring semester. The College reserves the right to offer accelerated terms, as planned and feasible, that would result in two accelerated summer sessions. Students enrolling in summer school may take a maximum of 15 credit hours if the schedule of classes allows such. To receive financial aid, a student must be enrolled in a minimum of six (6) semester credit hours for summer term.

Only students who are enrolled in laboratory science courses may be permitted to take 12 semester hours when approved by the faculty advisor and the Provost and Vice President of Academic Affairs. Such permission will be granted only in special cases and if the schedule of classes allows the registration of such courses.

6.1.6.7.1 Attendance Policy for Summer School

Students must attend all classes during the summer term due to the compact nature of the classes. Consistent with the overall attendance policy, students should understand that missing a day of classes equates to missing more than one “50 minute” class period and, thus, the lengthy class sessions will not allow for absenteeism.

6.1.7 Academic Calendar

See the current College Catalog and website.

6.2 Academic Regulations

6.2.1 The Semester System

The academic year is divided into two periods of sixteen weeks each, Fall and Spring Semesters. There is also a Summer Session that consists of eight (8) weeks of instruction. Students may enter the College at the beginning of either semester or the Summer Session.

Credit for courses is recorded in semester credit hours. Most of the courses offered by the College meet three times per week or two times per week for one semester with time attributable to appropriate clock hours and carry three semester credit hours for the majority of courses offered. Many laboratory science courses carry four semester credit hours.

6.2.2 Academic Load Regulation

To be considered a full-time student, the minimum of 12 semester credit hours per semester is required. The ~~normal~~ recommended course load for full-time students is 15 credit hours per semester. However, students may enroll in up to 18 credit hours without additional costs. These credits include all Paine College credits, credits for hybrid/blended courses, transient credits, and co-enrollment credits. To receive full financial aid, a student must be enrolled in a minimum of 12 semester credit hours. In the summer, to be eligible for financial aid, a student must be enrolled for six credit hours of instruction at a minimum ~~may be awarded for six credits~~.

Students who have a minimum cumulative grade point average (CGPA) of 3.0 may be permitted to take additional semester credit hours for a total 19-21 when approved by the faculty advisor, department chair, and the Provost and Vice President of Academic Affairs. If the student's record permits the taking of 19 to 21 hours, the required cost for each additional hour must be paid. A strong written justification and recommendation by the advisor, the Department Chair, and the Provost and Vice President of Academic Affairs is required for enrollment in more than 21 credits including all Paine College credits, transient credits, or co-enrollment credits during a single semester. All Paine College courses shall be counted in the regular total for campus credits. A student is capped at taking 21 semester credit hours in a single semester.

6.2.3 Student Classification

Students are expected to complete an average of 31 semester credit hours per academic year. To allow for reasonable variations, classifications are determined on the following basis:

Freshman	0 – 27 hours
Sophomore	28 – 59 hours
Junior	60 – 93 hours
Senior	94 hours and above

6.2.4 Degree Requirements

The College offers major programs in fields leading to two degrees: Bachelor of Arts and Bachelor of Science. (For a list of majors, see the current Catalog.)

Candidates for a degree must have completed all the academic requirements of the College as defined in the Paine College Catalog for the year and term of their first enrollment. Students

who separated from the College and returned are subject to the most current Academic Catalog requirements upon readmission to the College. However, students should be aware that programs, through the decisions of program faculty, may require that students, with a break in enrollment and attempting to meet graduation requirements may be asked to move to a more current curriculum due to the discontinuation of some courses or the determination of an outdated program detrimental to the integrity of Paine College. Students should also be aware that some programs (ex. Elementary Education, Business Administration) are governed by requirements of external agencies and, thus, these programs must remain current with state, regional, or national regulations in order to make recommendations for graduation, licensure, accreditation, etc. Students should check with their advisor for content requirements. The College will, however, make every effort to hold necessary changes to a minimum so as not to disadvantage the student or jeopardize programs.

6.2.5 Graduation Requirements

Candidates for degrees must file an application for candidacy no later than the specified deadlines in the Academic Calendar and have an official degree audit completed before the final examination period in the semester prior to the one in which all requirements for graduation will be met.

Students should be aware that:

1. Advising errors do not exempt students from the responsibility of meeting all degree requirements for graduation;
2. All requirements must be met to participate in the graduation ceremonies and;
3. Students should maintain a copy of their Program Advisement Sheet and Monitoring Program Sheet which is to be updated with each contact with the advisor, and further, use it to monitor progress toward graduation.

Graduation requirements include a minimum of 56 semester credit hours of the Common Curriculum, designated semester hours for the major, and/or electives for a minimum total of 124 semester credit hours.

Students must complete the following requirements for graduation:

- Common Curriculum, major requirements, and electives to bring the total semester credit hours for graduation to a minimum of 124 semester credit hours;
- Submission of all official transcripts of work completed at other institutions by the deadline as specified by the Office of Academic Affairs to ensure credit towards a degree
- A major in one of the fields (the specified sequence of course work);
- A minimum of 31 semester credit hours (not including Common Curriculum hours) of academic study to count toward a degree **MUST** be completed at Paine College with the final transcript for auditing purposes serving as the official record for verification purposes.

- The final course must be taken at Paine College.
- A cumulative grade point average of 2.0 in all courses taken at the College (2.5 for the Education Preparation program) and 2.5 in all courses in the major with no grade less than a “C” in any course designated (*) as a major course (designated by each major);
- A passing score on the Sophomore Proficiency Examination in English (SPEE);
- A passing score on the Senior Comprehensive Major Field Examination; (to be completed during the sophomore year and/or before graduation; check with the major academic department for the date, time and administration of the exam)
- Completion of all course requirements by the date the semester ends as stipulated by the academic calendar;
- Note: While the sequence of courses of individual programs of study for established majors is intended to guide student matriculants for the said major, the student must be aware that s/he must complete all common curriculum requirements, the declared major program of study, and satisfy all requirements for graduation.
- Completion of a senior project/field paper or thesis;
- Clearance of all financial obligations to the College;
- Approval by the faculty and Board of Trustees.

The academic Department Chairs compile and verify graduation lists after senior students have completed graduation audits. The Registrar’s Office presents candidates for graduation to the Department Chairs to verify that graduation requirements have been met and then to the Provost and Vice President of Academic Affairs. The Provost and Vice President of Academic Affairs then presents the candidates to the faculty for certification that each candidate will have met all academic requirements for the degree prior to graduation. The President shall present the candidates to the Board of Trustees for approval. A student who fails to receive approval for graduation has the right to appeal, in writing, to the Office of Academic Affairs.

6.2.6 Awarding of Degrees

Degrees for all students will be awarded during the annual graduation ceremony held in May after students have met all requirements for graduation as given in the College Catalog. Degrees for students who have completed requirements and who do not choose to participate in the ceremony will be mailed upon request.

If, due to circumstances, a graduate finds it necessary to request a copy of a previously awarded degree, the copy may not bear the same signatures as the original degree and will be marked as

“Re-issued.”

6.2.7 Common Curriculum

The Paine College Common Curriculum defines the purpose and method of the College’s requirement for basic education. In terms of structure, the course work is organized into five thematic categories with specified outcomes:

- 1. Communication (Literacy – Written, Oral, Technology, 12 credit hours)**
 - a. Oral Communication: Students will be able to prepare (macrostructure) and deliver (microstructure) audience-centered speeches/presentations using effective verbal and non-verbal skills.
 - b. Written Communication: Students will be able to produce writing that responds appropriately to a variety of rhetorical contexts, which flows logically, has relevant supporting details, ethically incorporates credible sources, and uses the correct structures of composition (grammar, syntax, vocabular, punctuation, etc.).
 - c. Computer Literacy: Students will be able to use different operating systems and the appropriate software applications (MS Word, Excel, PowerPoint, Access) to complete tasks and produce information.
- 2. Critical Thinking & Quantitative Reasoning (14 credit hours)**
 - a. Students will be able to apply the steps of the scientific method to research (data collection, data analysis/interpretation and making decisions) and clearly represent the problem and its solution visually.
 - b. Students will be able to solve problems using mathematical models, algebraic formulas, and statistical methods.
- 3. Spiritual & Philosophy (7 credit hours)**
 - a. Students will be able to create a moral argument based on a global perspective, considering the varying structure of systems.
 - b. Students will be able to discuss the scope of religion and faith in social relationships.
- 4. Global Awareness (Culture, History, Diversity, Foreign Language, Citizenship, Heritage, Community, and Health and Wellness) & Social Values (23 credit hours)**
 - a. Students will be able to analyze the similarities and differences between cultures and heritages by including customs, practices, historic relevance, diversity, artistic expression and values through written and oral communication.
 - b. Students will be able to develop registers within a foreign language to present in writing and orally.
 - c. Students will be able to apply principles of ethics, social development, and health and wellness in their daily attitudes, behaviors, and interactions while participating in a local/community-based project using a theoretical framework.
- 5. Financial Literacy (0 credit hours) [The thematic category is covered within the existing course, EDU 101 – Preparing for Excellence.]**

Students will be able to apply core financial management principles and procedures in their personal lives or various contexts. Students will be able to apply core financial

management principles and procedures in their personal lives or various contexts. Note: The thematic category content is presented within an existing course in another category; the credit hour is accounted for in the Global Awareness & Social Values thematic category within the course, EDU 101 – Preparing for Excellence.

This thematization is designed to create coherence, emphasize the value-based nature of the curriculum, and make the College’s conception of its mission highly visible. The course requirements are listed in the current Catalog.

6.2.7.1 Sophomore Proficiency Examination in English (SPEE)

Paine College requires students to pass all English courses in the Common Curriculum with a grade of “C” or better and, further, that students pass the Sophomore Proficiency Examination in English (SPEE), a writing competency test, at the completion of the English course sequence. The student is reminded that passing the SPEE is a requirement for graduation as well as participation in graduation ceremonies. Students who have not completed the SPEE will not be allowed to graduate and will not be permitted to participate in the graduation ceremonies. While the SPEE must have been passed in order to graduate, students are expected to pass the SPEE as sophomores.

All students who were enrolled at Paine in the Fall of 1981-1982 and thereafter are required to pass the Sophomore Proficiency Examination in English as a criterion for graduation. The examination is offered during the Fall and Spring semesters and the summer term. Students are urged to attend the proficiency examination review sessions in the semester in which they plan to take the examination. Students may take the examination as often as needed to pass.

6.2.7.1.1 SPEE Appeal Policy

A student may file an appeal in response to a failing SPEE result in the following situation: the student’s exam was failed by a third reader after the original two readers did not agree on the assessment during the negotiation process. In other words, one reader passed the exam and the other reader failed the exam. No other situation permits an appeal.

The appeal procedure shall be as follows:

1. The student must initiate the appeal process by the last day of instruction during the semester in which the exam was failed. In most instances, the reason for the failing exam grade becomes apparent during the conference. The student must initiate the appeal through the SPEE Committee in the following manner:
 - a. Meet in person with the SPEE director to examine the SPEE and discuss its strengths and weaknesses. The student shall contact the SPEE Committee to schedule a meeting.
 - b. Complete the “Request for Appeal of SPEE Exam” form.
2. Upon receipt of the completed “Request for Appeal of SPEE Exam” form, the SPEE Committee shall first ensure that the student’s exam is eligible for appeal as described in Paragraph 1 above. If the exam does not meet grounds for appeal, the SPEE Committee shall

notify the student of that finding, thus terminating the entire process. If the exam does meet grounds for appeal, the process will continue as follows. The SPEE Committee shall secure two (2) SPEE readers, faculty who have participated in reading, reviewing, scoring, and final assessment of SPEE examinations, other than those who originally scored the exam in question. The readers shall score the exam abiding by scoring procedures and rubrics. The exam passes if both readers assign a passing grade. The decision of the readers shall be final, and there is no appeal of their decision. The student shall be notified of the appeal panel's decision by the SPEE Director, thus ending the appeal process.

3. Each appeal shall be completed within five (5) weeks from the date the SPEE Committee receives the completed "Request for Appeal of SPEE Essay" Form.

6.2.7.2 Senior Comprehensive Major Field Examination

To ensure that all graduates possess an appropriate level of competence in the major field, and to gather data relative to the preparation of majors, and curriculum and program strength, Paine College requires all students to pass a written comprehensive assessment in the major field as a requirement for graduation and for participation in the graduation ceremonies. The comprehensive assessment encourages students to synthesize material in the discipline. The major field examinations are given only once per semester at a time determined by the department.

6.2.7.3 Major Field Paper/Senior Thesis

To ensure that all graduates possess the skills to conduct critical inquiry in the major field, and to gather data relative to the preparation of majors, and curriculum and program strength, Paine College requires all students to prepare and pass a written study guided by a faculty member in the major along with an oral defense of the project. The major field paper/senior thesis requirement must be passed as a requirement for graduation and for participation in the graduation ceremonies. The structured inquiry encourages students to synthesize and apply material in the discipline.

6.2.8 ~~Assessment and Placement Programs~~

New freshman students are required to participate in ALL assessment activities offered during new student orientation, during the first week of each semester, during the fall assessment day, or prior to completing the registration process in the first semester of their matriculation. Transfer students may also need to participate in assessment as determined by the evaluation of a student's transcript. The assessment is of basic skills in English (writing sample), reading and mathematics. The purpose of these tests is to determine the appropriate level of support services needed to enhance the student's chances of academic success.

6.2.9 Grading Policies

6.2.9.1 Grading System/Quality Points

Grade Description	Quality Points
A Excellent (90 – 100%)	4.0
B Good (80 – 89%)	3.0

C	Satisfactory (70 – 79%)	2.0
D	Poor (60 – 69%)	1.0
F	Failure (59% and below)	0.0
NF	Failure due to unsatisfactory class attendance	0.0
WF	Withdrew – failing	0.0
W	Withdrew – without penalty	0.0
WP	Withdrew – passing, no penalty	0.0
NC	Non-credit	0.0
S	Satisfactory	0.0
U	Unsatisfactory	0.0
I	Incomplete	0.0
V	Audit – no credit	0.0
K	Credit by examination	0.0
CP	Continued in Program	0.0

Course credit is awarded for earned semester credit hours only.

6.2.9.2 Incomplete Grades

If, for an extenuating circumstance (e.g., illness, death in the family), a student is unable to complete the work of the course by the end of the semester, a grade of “I” may be given. This work must be completed by two weeks after mid-term of the subsequent semester or the “I” will be changed to a grade of “F” automatically at the end of the semester.

6.2.9.3 Cumulative Grade Point Average (GPA)

The cumulative grade point average is calculated by dividing the total number of quality points earned by the total number of hours attempted (include only hours for grades of A, B, C, D, F, WF, or NF), **(See special rule on W/WP under Withdrawal from a Course).**

In computing the ratio of quality points to semester credit hours, the hours for a repeated course will be counted only once. The highest grade earned in a repeated course during or after the Fall 1982 semester will determine the number of quality points if the course has been or is repeated and a higher grade was or is earned. In the case of electives required to complete a major, if the student takes an elective, (e.g., English elective required) and fails that elective course that grade will be counted as an “F” in computing the major GPA unless the same course is repeated, and a higher grade is earned. The student may take another elective but passing a different course will not allow the previous failing grade to be dropped.

6.2.9.4 Grade Changes

A terminal grade will be changed only if an error in computation or an error in recording has been discovered. Such changes must be made prior to mid-term of the following semester. Faculty must exhaust extreme care in grade computations and in entering students’ grades. These errors adversely impact students and will be monitored by Department Chairs, and the Office of Academic Affairs. Students wishing to file an academic related grievance should follow the procedures outlined in Subsection 6.2.15.

6.2.9.5 Substitution of Courses

Substitutions in courses are made only in cases where the same credit hours and type can be demonstrated and the specified outcomes for the course can also be gained by the substitution course.

It is the responsibility of students to follow the curriculum requirements of the selected major.

Course substitutions will be allowed for courses taken at Paine and repeated at another institution only if a higher grade is earned. For courses completed at other institutions, no quality points are earned towards the calculation of the cumulative or major field grade point averages.

All requests for course substitutions must be submitted on the Request for Substitution of Course Form and include a strong justification which addresses the type of course and prescribed outcomes of the course. The request must receive approval from the faculty advisor, the respective Department Chair, and the Provost and Vice President of Academic Affairs. Please refer to the Request for Substitution of Course Form for additional information regarding approval guidelines.

6.2.9.6 Repetition of Courses

Courses in which students have earned a “C” or better and courses numbered above 100 can be repeated no more than once.

6.2.9.7 Auditing Courses

Classes may be audited on one of two levels: formal or informal. Regularly enrolled students and persons not regularly enrolled at Paine may formally audit courses by paying a fee for each semester credit hour, provided permission is obtained from the Provost and Vice President of Academic Affairs and the faculty person teaching the course. The names of those auditing a course will be recorded on the rolls and the letter “V” (Audit, no credit) will be placed on the transcript as a grade if expectations of the course are met. These expectations shall be spelled out upon entering the course.

Regularly enrolled students may audit a class on an informal basis, provided permission is obtained from the faculty person teaching the course. The names will not be recorded on rolls and they will not be permitted to change status from informal audit to formal audit or enrollment for credit.

Students or other persons may not change status from credit to audit or vice versa during or after the start of a course. If credit is desired for a course which has been audited, one must re-enroll for credit and complete the course with a satisfactory grade. Students auditing a course who have formally enrolled are expected to attend class regularly and to complete assignments. Those auditing who do not attend class regularly will be dropped from the class with a grade of “W”.

Zero credit will be given for audited courses.

6.2.9.8 Final Examinations

Final examinations in all courses are on scheduled days at the end of each semester. Copies of these examinations are filed with Department Chairs and the Office of Academic Affairs and grades are filed with the Registrar. Students **MUST** take final examinations during the final examination period as scheduled.

6.2.10 Credit by Examination and Evaluation

6.2.10.1 Course Credit by Examination

Students who have acquired knowledge in informal and non-traditional ways may be awarded college credits based on performance on advanced placement or other examinations. This policy permits a student to request an examination in selected courses listed in the Paine College Catalog and related to the student's educational program. Credit by examination will be listed as such on the transcript, along with the course number, title, and semester hours of credit. The grade assigned is not included in computing the grade point average.

Students may not take examinations for courses in which they have previously enrolled or others in their planned educational program. Students who feel that they have sufficient knowledge in a specific course to pass it by examination should follow the guidelines below.

6.2.10.1.1 Guidelines for Credit by Examination

1. Students must make a formal application to the faculty advisor. The application should include:
 - a. Title of course for which the examination is to be given;
 - b. Reason for request; and
 - c. Prior experience which subsumes course content (documentation required).
2. Approval must be given by the appropriate Advisor, Department Chair, and the Provost and Vice President of Academic Affairs prior to the administration of an examination.
3. Examinations will be administered only once.
4. Students must score at least 70 percent.
5. Date of examination will be decided by the department.

A department may use any one of the following tests:

- College Level Examination Program (CLEP);
- Examinations produced by professional societies with published national norms;
- Tests developed by a department and deemed equivalent to published test (must be approved by the Office of Academic Affairs prior to administering the test)

Applicable tuition and fees for the course in addition to a fee of \$75 will be charged for each examination. A copy of the examination, the receipt of payment of all fees, the student's examination papers, and the number of semester credit hours **MUST** be submitted by the Department Chair to the Provost and Vice President of Academic Affairs.

A copy of the examination, the student's examination papers, and the number of semester credit hours must be submitted by the Department to the Office of Academic Affairs.

6.2.10.2 Advanced Placement

Students who enter the College with advanced placement credits earned while in high school may receive college credit if they present scores of at least "3" on the tests that were taken following the completion of the courses. Additional details regarding advanced placement may be obtained by contacting the Registrar. Scores of 5, 6, and 7 on Higher Level IB exams will be considered for college credit. A maximum of four exams will be accepted for course credit.

6.2.11 Academic Honesty

Paine College recognizes honesty and integrity as necessary to the academic purpose and function of the Institution. The College, therefore, expects a high standard of individual honesty and integrity in all academic endeavors from each student.

Academic dishonesty includes cheating on examinations, plagiarism, forgery, collusion, and credential misrepresentation, inclusive of Internet documents and sources. Students found guilty of academic dishonesty are subject to disciplinary action including loss of credit (F for the course), suspension, or immediate dismissal from the College at any time.

6.2.11.1 Definitions

Cheating on examinations or assignments includes giving, receiving, offering or soliciting information on tests or written assignments and using notes or books other than those explicitly permitted by the faculty person during an examination.

Plagiarism is the failure to acknowledge the author of a passage one is quoting or paraphrasing; failure to give credit to the source when one borrows information not considered to be public knowledge; using or quoting from the work of another student or other sources including the Internet without proper acknowledgement.

Forgery is willfully misrepresenting or altering a document with intent to defraud. It is a crime punishable by law. Its most common occurrence among students includes, but is not limited to, falsification of degree, the misrepresentation of signatures (especially those of academic advisors) on official documents of the College or the attempt to cash checks that are not lawfully their own.

Collusion includes cooperation of student(s) with staff personnel in securing confidential information/material (tests, examinations, etc.); bribery by student(s) or staff personnel to change examination grades and/or grade point average(s); cooperative efforts by student(s) and student assistant(s) to gain access to examinations or answers to examinations for distribution; resubmission of term papers and/or reports that have been previously submitted by oneself and/or peers; and cooperation of students and faculty/staff to obtain credit, financial aid, etc. for courses they did not take or did not complete.

Credential Misrepresentation involves, but is not limited to, the use of untrue written statements regarding matters of fact in order to gain admission to or employment at Paine and conduct manifestly intended to deceive or mislead; using falsified statements and distributing false

printed materials. Additionally, conduct manifestly intended to deceive or mislead involves credential misrepresentation.

6.2.11.2 Disciplinary Action Procedures

When a faculty or staff member has substantial evidence that a student has engaged in dishonest conduct which requires action within the bounds of the faculty or staff member's jurisdiction, the faculty or staff member shall notify the student in writing of the violation and the action taken within twenty-four (24) hours. A copy of such notification shall be submitted to the Provost and Vice President of Academic Affairs and the Dean of Student Affairs and Enrollment Management. If the conduct requires disciplinary action beyond the bounds (numbers 3 through 6) of the faculty or staff member (see list further below), a written report shall be made to the Provost and Vice President of Academic Affairs within twenty-four (24) hours with a copy to the student. The Provost and Vice President of Academic Affairs will determine the penalty(ies) in discussion with the faculty person for violations within forty-eight (48) hours of receipt of the report based on the number and severity of the violation(s) committed by the individual student.

The Provost and Vice President of Academic Affairs will send a copy of the notification of the decision to the student and faculty or staff member. Penalties may include (but are not limited to) the following:

1. Failing grade on work for which the violation was committed;¹
2. Dropping grade earned in a course by one letter grade;²
3. Failure of the course;
4. Suspension from the course;
5. Suspension from Paine College;
6. Permanent dismissal from Paine College.

¹May be applied by faculty only.

² May be applied by faculty only.

6.2.11.3 Appeals

A student has the right to appeal the decision for disciplinary action assigned by a faculty person, staff member, or the Provost and Vice President of Academic Affairs. In the case where the decision is made by a faculty or staff member, the appeal should be made to the Provost and Vice President of Academic Affairs.

Decisions of the Provost and Vice President of Academic Affairs may be appealed to the Academic Affairs Appeal Board which consists of a designee of the President, two faculty members (one appointed by the Provost and Vice President of Academic Affairs and one elected by the faculty), and two students appointed by the Student Government Association. A student who is dissatisfied with the decision of the Academic Affairs Appeal Board may appeal through the Provost and Vice President of Academic Affairs to the President.

All appeals must be made by the deadline stated in the letter of notification.

6.2.12 Good Standing and Academic Progress

All students permitted to register each semester are considered in good standing with the College. The expected institutional cumulative grade point norm is 2.0; however, students are considered to be making satisfactory progress if they maintain the minimum cumulative grade point average as indicated below:

Attempted Hours of Regular CR Work Hours	Cumulative Grade Point Average Required
20 – 27 hours	1.7
28 – 59 hours	1.8
60 – 93 hours	2.0
94 hours and above	2.0

Students enrolled in General Education Support Services Programs are making satisfactory progress if they maintain the minimum standards set by those programs.

The total number of hours will include those attempted at Paine College and those accepted from another institution as transfer credit. To be eligible for graduation, students must have a cumulative grade point average of 2.0 (2.5 for Education majors) and a cumulative average of 2.5 in the major field with no grade lower than a “C”.

A student’s eligibility for financial aid may be affected for failure to remain in good academic standing (see the Financial Aid section in the current Catalog).

6.2.12.1 Warning

1. Students will be sent scholastic warning letters if the grade point average for any semester is less than 2.0.
2. Students will be sent scholastic warning letters if the cumulative grade point average at the end of any semester is less than 2.0.
3. A maximum course load of 13 semester credit hours and reduced involvement in extra-curricular activities are recommended.

6.2.12.2 Probation

Satisfactory academic progress is determined after a student has attempted 20 hours of regular credit work. If a student’s cumulative grade point average (CGPA) is not satisfactory at the end of the semester thereafter, the student is automatically placed on academic probation. Students who are on academic probation are restricted to a maximum of 13 credit hours per semester. Extra-curricular activities may also be restricted.

6.2.12.3 Academic Suspension

Students who fail to earn the minimum CGPA at the end of the probationary semester will be placed on academic suspension for the next academic semester. When suspended, the student is not permitted to enroll for a minimum of one regular academic semester (not including the summer term). The suspended student must apply for reinstatement. If reinstated, the student must earn a semester GPA of 2.0 for classes taken during re-enrollment or raise the student’s

CGPA to the minimum cumulative grade point average for the attempted hour of regular credit work (see Good Standing and Academic Progress).

6.2.12.4 Academic Dismissal

After being reinstated following suspension, a student is subject to dismissal actions if the student fails to achieve the minimum cumulative GPA for the number of hours attempted or earn a term GPA which reflects progress toward the minimum cumulative GPA leading to academic good standing. The initial period of dismissal is for one year. After a second academic dismissal, a student may not apply for re-admission until a five-year period has elapsed. Any student who has been dismissed for academic deficiencies for the second time may petition in writing the Enrollment Management Committee for permission to re-enroll. After a third dismissal, the student will be ineligible to reapply to Paine College.

6.2.12.5 Appeal

A student who is suspended or dismissed from the College may appeal, in writing, to the Enrollment Management Committee through the Provost and Vice President of Academic Affairs within 10 business days of the date on the letter of dismissal. The student with the letter of appeal must provide documentation stating specific reason(s) for appealing.

6.2.12.6 Re-admission after Academic Dismissal

Dismissed students requesting re-admission to the College must petition, in writing, the Committee on Enrollment Management at least one month before the beginning of the semester they plan to attend. Students who are re-admitted will be on academic probation and will have two semesters to reach the required minimum cumulative grade point average, provided they maintain the average necessary for satisfactory progress as defined under the probation section. Students who fail to achieve cumulative minimum GPA within two semesters may be allowed to continue if term GPA's are above 2.0 and the student is making substantial progress.

6.2.13 College Assembly/Convocation

The purpose of the assembly/convocation is to disseminate information of mutual concern to the Paine College family and to present educational, cultural, campus information, and other programs to students.

Each student is expected to attend all assembly/convocation programs as these programs are an integral part of the College experience with the exception of working adult students classified as CAPS (Center for Advanced Professional Studies) who are not available during the scheduled day assembly hours. (College Assembly represents the affective component of the curriculum.) A

Paine College working adult students classified under CAPS, a matriculation program for working and returning adults, provides educational opportunities such that these students are eligible for exemption from the College Assembly requirement. In order to be exempt, a CAPS student must provide written document to the Office of Student Affairs and Enrollment Management each Fall and Spring semester. The documentation should include the name of the student, LION ID number, place of employment and work schedule. The student will receive notification of exemption approval via email within seven (7) days of document submission. Completion of the exemption process is the responsibility of the student and is not automatically granted because a

student is enrolled as a CAPS student and taking evening and/or night courses. A copy of the approval will be forwarded to the Office of Academic Affairs.

6.2.14 Veterans Affairs

Veterans Affairs are coordinated through the Office of the Registrar. The Veterans Administration Certifying Official can assist veterans and enrolled spouses and dependents of veterans with questions and problems. See Subsection 6.4.13 for specific admission requirements pertaining to Veterans.

6.2.15 Academic Grievance Policy

The following Academic Grievance Policy was designed by Paine College to afford students an opportunity to formally grieve academic related complaints. A student who wishes to file a grievance of a non-academic nature should follow the Grievance Policy outlined in Volume VII.

6.2.15.1 Grade and Attendance Records Appeals

Good communication between faculty and students will make disputes between them infrequent, but if disagreements occur, it is College policy to provide a mechanism whereby a student may formally appeal faculty decisions. When a student uses the appeals procedure, all parties should endeavor to resolve the dispute amicably at as early a stage as possible. If the Department Chair or the Provost and Vice President of Academic Affairs finds that the faculty member's disputed action conflicts with federal or state laws/regulations, College or Department policy, or with the instructor's own stated policy, then a decision should be made to adhere to the appropriate laws, regulations or policies. If the dispute is determined to be based upon a faculty member's professional judgment, such as the evaluation of a test, a thesis, or performance in class, the student is entitled to have, in turn, the Department Chair-or Provost and Vice President form an opinion about the dispute and advise the instructor of their opinion, but the faculty member, after considering the advice of the administrators, shall retain complete academic freedom, making the final determination on the matter.

In the event of course-related complaints or disputes, the student must first appeal to the faculty member involved for a resolution to the matter and must do so no later than 30 days after the first-class day of the next semester/session. Exceptions will be granted in which appeals may be considered after this time period given extenuating circumstances.

If a complaint or dispute is not satisfactorily resolved, the student may appeal to the department chair of the academic department in which the complaint or dispute is centered. If a formal complaint is to be registered, it should be made in writing stating the specific issues. The faculty member will respond with a written statement to the department chair.

If the complaint or dispute is still unresolved after appeal to the Department Chair of the academic department, the student or faculty member may appeal in writing to the Provost and Vice President of Academic Affairs.

The Department Chair's written recommendation in addition to all previous materials will be submitted to the Provost and Vice President of Academic Affairs. The Provost and Vice President of Academic Affairs will review all previous materials and any additional oral

presentations for the student and faculty member in order to render a decision and notify both the student and faculty member of the decision. The student may appeal the Provost's decision to the Academic Affairs Appeals Board.

In the case of an appeal by the student, the Provost and Vice President of Academic Affairs will forward all materials and any additional oral presentations for the student and faculty member along with her/his rendering to the Academic Affairs Appeals Board.

After a thorough review, the Academic Affairs Appeals Board makes a recommendation to the Provost and Vice President of Academic Affairs who will inform the student and all persons involved in the appeal process of the final disposition of the matter within five business days.

The decision of the Provost and Vice President of Academic Affairs is final.

6.3 Registrar's Office and Policies

6.3.1 Registrar's Office

The Registrar's Office has the primary responsibility for maintaining and certifying all academic records of students, coordinating registration procedures, evaluating students' progress toward a degree (degree audit), compiling the list of students who qualify for graduation after completion of degree audits, and providing transcripts to employers, graduate schools and other institutions. Students who intend to withdraw from a class or school must secure the appropriate form from the Office of the Registrar.

6.3.2 Registration

Registration involves academic department student advisement and course selection with academic advisors or department chairs, application for available student financial aid and business office clearance. Students are able to select courses via the online registration system, referred to as Paine Net. Once courses have been selected students are encouraged to apply for available financial aid using the Free Application for Federal Student Aid (FAFSA). Students are considered to have officially registered when all financial obligations have been satisfactorily met and Business Office/Cashier clearance is granted. The registration dates are noted in the College's Academic Calendar. Advisement takes place within respective academic departments throughout the semester. Currently enrolled Paine College students should pre-register ~~in~~ each semester preceding the semester for which they are to be enrolled to retain priority in classes.

Registered students are not considered officially enrolled until they have completed all the necessary admissions documentation, have completed all financial obligations associated with financial aid, tuition, and fees, and have verified attendance by attending class and completing the enrollment certification, and ~~or~~ are engaging in academic activities related to the courses for which they have registered. Resident students who do not complete the registration process by the last day of registration will be required to move out of the residence halls within the deadline provided. Notice of movement out of the residence hall is provided by the Office of Student Affairs, Residence Life, and the Assistant Dean of Students. Any charges incurred during the period of residence on campus may be billed to the student.

6.3.2.1 Immunization

All Paine College students must have the following immunizations prior to enrollment: Measles, Mumps and Rubella, Tetanus-Diphtheria, Hepatitis B, Varicella, and Tuberculosis. The immunizations must be on file with the Office of Student Affairs.

6.3.2.2 Late Registration

Any student who does not complete registration, including the payment of bills before the deadline, will be required to pay a late registration fee.

6.3.2.3 Class Load

Students registering for more than 18 semester hours in a semester must secure recommendations and approval from their advisor, department chair, and Provost and Vice President of Academic Affairs. To be considered a full-time student, 12 semester credit hours is the threshold for credit-bearing instruction within an individual semester. The recommended course load for full-time students is 15 credit hours per semester. However, students may enroll in up to 18 credit hours without additional costs.

6.3.2.4 Immunization and Health Records

The Immunization Record Form and Medical History Forms must be submitted to the Office of Student Affairs and Enrollment Management prior to enrollment. All students must ensure that these documents are kept current. Any changes should be submitted as soon as possible. The Immunization Record Form and Medical History Forms are provided in the Counseling and Wellness Center.

6.3.3 Adding and Dropping Classes

The last day for adding/dropping a course will be a date specified in the College Academic Calendar as the last day for class changes and is the official end of the drop/add period. Students can add and drop courses via the online registration system, referred to as Paine Net. (Also see Withdrawals from a Course.) It is strongly recommended that students discuss the addition or dropping of courses with their academic advisor.

6.3.4 Withdrawal Policies

6.3.4.1 Withdrawal from Course

To withdraw from a course a student must obtain a withdrawal from course form from the Registrar's Office, complete it and return the withdrawal form to the Registrar's Office after all signatures have been obtained. A student is considered officially withdrawn from a course only when the required form has been returned to the Registrar's Office.

A student who withdraws by the non-punitive deadline as specified in the academic calendar will receive a grade of "W". The grade of "W" will not be used in computing the grade point average. A student that withdraws after the non-punitive deadline as specified in the academic calendar will receive a grade of "WP" or "WF". If the student is passing at the time of withdrawal, the grade

assigned will be “WP”, and if failing, “WF”. The “WF” is computed in the grade point-average until the course is repeated and a higher grade is earned.

6.3.4.2 Withdrawal from College

To withdraw from the College the student must obtain a Withdrawal from College form from the Registrar’s Office, obtain the necessary signatures and return the form to the Registrar’s Office. The penalty for failure to comply with the regulations is an “F” in all courses and forfeiture of an approved dismissal. A student is considered officially withdrawn from the College only when the required form has been returned to the Registrar’s Office. Students who officially withdraw from the college receive grades of “W”.

The penalty for failure to officially withdraw is an “NF” in all courses with the last date of class attendance. Additionally, students receiving combinations of grades of NF, W, WF, and WP in all courses are also considered unofficially withdrawn. The date of withdrawal from the college will be the most recent date of class attendance of all classes.

Students receiving financial aid should confer with a representative from the Financial Aid Office to discuss the potential financial ramifications of withdrawing from the College.

6.3.4.2.1 Returning to Paine College

Students who wish to return to Paine College after withdrawing must complete the necessary re-admission application and procedures obtained from/through the Admissions Office (see Re-admission in Subsection 6.3.5 below) and processed through the Admissions Process. The student will follow the current Catalog in place at the time of re-admission and enrollment.

If the student is dismissed from the College, the student must meet the re-admission guidelines as stipulated in the college’s Good Standing and Academic Progress Policy in Subsection 6.2.12.

6.3.5 Re-Admission

Students whose attendance has been interrupted for one semester or more and who wish to return must apply for re-admission. Applications must be submitted to the Office of Admissions thirty (30) days prior to the beginning of the semester in which enrollment is desired. Applications for re-admission should be picked up from and returned to the Admissions Office upon completion. If the student has attended another institution as a transfer student (not transient) since enrollment at Paine College, official transcripts from the other colleges and universities must be submitted for evaluation. Students who have been suspended or dismissed for academic reasons should refer to the College’s Academic Suspension and Academic Dismissal policies in Subsection 6.2.11 above.

6.3.6 Transcript Requests

A fee determined by the Registrar’s Office, payable in advance, is charged for each copy of a transcript issued. Requests for transcripts MUST be made online via the Paine College Website through the National Student Clearinghouse. Students can access online transcript ordering by visiting www.paine.edu, selecting “Quick Links” and clicking “Online Transcript Ordering”. Effective March 20, 2015, requests made by walk-in, mail, fax and email are not acceptable.

Transcripts and grade reports will be withheld if a student has any outstanding financial obligations to the College or has violated non-academic regulations.

Students may obtain official or unofficial copies of their Paine College transcript via Paine Net. Unofficial copies bear an ‘Unofficial’ watermark. Requests may be accepted from and transcripts released to persons other than the student (e.g., hold for pick-up requests by other than the student), only when the student has provided written, signed permission. A student must sign a request form in the Registrar’s Office or send a signed, written request to release the transcript.

6.3.7 Student Records and Release of Information

Students may have access to their own educational records during regular office hours by contacting the Registrar’s Office (there is a cost for transcripts). A student may appear in person or send a written request for a copy of the record. Students also have access to their records via the College’s website. The student identification number and password are required to access the records. Another person may not see a student’s educational record unless written permission is given by the student. A parent or guardian who is providing one-half or more of the student’s financial support may obtain the educational record if said written statement is on file with the College. Faculty and designated staff of the College may have access to student educational records in the performance of their regular duties. If an educational record contains information on more than one student, then a student desiring access may review only such parts relating to that student. Students have the right to challenge the content of their educational records to ensure that the records are not inaccurate, misleading, or in violation of any rights. Any evidence regarding an inaccurate or misleading record should be presented by the student to the Registrar. See Volume II, Subsection 2.1.9 for additional information.

The release of all student information is governed by institutional policies and the Family Educational Rights and Privacy Act of 1974 (see Volume II, Subsection 2.1.9). Paine College considers the following information to be directory-type information which may be released without permission from the student:

- Name
- Address
- Major field of study
- Department attended at Paine College
- Class level
- Major field
- Dates of attendance at Paine
- Participation in officially recognized activities and sports
- Weight and height of members of the athletic teams
- Degrees and awards received
- Previous school(s) attended, and
- Date of Graduation
- Enrollment
- Enrollment Status (full-time or part-time)

Students who desire that any or all of this information be withheld must submit a written request to prevent disclosure. This request is submitted to the Registrar within three days following the close of formal registration each semester.

6.4 Admissions Policies

6.4.1 Admissions Criteria

Students are admitted to Paine College on the basis of scholastic achievement, academic potential, educational purpose, and personal characteristics.

6.4.2 Admissions Process

Applications for admission are evaluated when all required credentials are received. The evaluation focuses on the academic history of the applicant and considers all relevant factors. Admission decisions are not based on religion, race, creed, color, gender, marital status, veteran status, or national origin. The intent of the College is to offer admission to applicants whose credentials indicate a strong likelihood for success in their selected curricula. It is not always possible to accommodate all the applicants who meet the minimum criteria. The Committee on Enrollment Management may make exceptions to the minimum criteria for applicants who are judged to have potential or talents not revealed by test scores and academic performance. Notification of the admissions decision is mailed as soon as the decision is made. Applicants must submit the "Intent to Enroll" card upon acceptance to the College. Admission to Paine College does not mean admission to a specific degree program. Applicants must meet individual degree program admission requirements as specified in the Catalog.

Applicants planning to reside on-campus who indicate their interest in housing on the application for admission will be mailed a housing application after receiving an acceptance letter from Paine College. To reserve housing, the applicant should complete the housing application and return it with the required housing deposit.

Application Procedures

The application and all supporting records should be submitted at least two weeks prior to the beginning of the semester in which the applicant expects to enter. Applicants must submit the information below.

1. Completed college application;
2. Non-refundable application fee;
3. SAT or ACT score reports;
4. Two letters of recommendation including one from a guidance counselor or other school official;
5. Proof of high school graduation with a minimum grade point average (GPA) of 2.0 on a 4.0 scale with 16 units of college preparatory courses from a school accredited by a state or regional accrediting agency (final transcript or GED).

To be fully admitted official transcripts, score reports, etc. must be received from the institution.

6.4.3.1 Application Deadlines

Fall Semester	July 1
Spring Semester	December 1
Summer Session	May 1

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Preliminary deadlines are listed first and all applications are accepted on a year-round/rolling basis within academic calendar parameters.

Fall Semester	July 1 (rolling admissions; projected target dates)
Spring Semester	December 1 (rolling admissions; projected target dates)
Summer Session	May 1 (rolling admissions; projected target dates)
CAPS	Year-round/Rolling (Paine Working Adult Students)

Failure to meet the identified deadlines may prevent the student from being admitted for the desired semester. Under demonstration of exigent or special circumstances, the Director of Admissions may accept late applications.

As soon as all documents for the admission process have been received, the application will be evaluated, and applicants will be notified of the action taken. Applicants must submit the “Intent to Enroll” card upon acceptance to the College.

6.4.3.2 Home Schooled Students

Paine College welcomes applications from home-schooled students. In addition to the application procedures outlined in Subsection 6.4.3, Paine College requires home-schooled applicants to submit transcripts that have been scrutinized and approved by their local Board of Education. The basic admission requirements for home schooled students are the same as the general requirements for all first-time freshmen.

6.4.3.3 Admission of Students with Disabilities

Paine College does not offer separate admission standards or procedures to prospective students with disabilities, and applicants are not requested or required to disclose their disability in the admission process. For applicants who do submit information about a disability voluntarily, that information may be considered only to determine whether the applicant is otherwise qualified for the academic program for which the candidate has applied. In all other respects, applications are reviewed without regard to disability. For information about services for students with disabilities, prospective students and their parents are encouraged to contact the Disability Services Office.

6.4.3.4 Reapplication

Applicants who previously applied to Paine College who did not attend the College may reapply to a future semester. For reconsideration, applicants may be asked to submit an updated application and new information (i.e., new recommendation letter, new entrance exam scores, additional coursework, evidence of improved writing skills, etc.). Reconsideration of applications without additional information will not be conducted. Decisions of Paine College are final. No explanation will be given in case of denial.

6.4.4 First Time Student (Undergraduate)

A freshman applicant is one who is about to complete or has completed an accredited secondary school within the last five years and has no previous college credit. Continuing Students are students who are first time students to Paine College but have completed fewer than 28 semester credit hours at a previous college.

Applicants are expected to have a minimum grade point average (GPA) of 2.0 on a 4.0 scale with 16 units of college preparatory courses from a school accredited by a state or regional accrediting agency.

The units must include:

English	4 units
Mathematics	3 units
Natural Sciences	3 units
Social Sciences (one history)	3 units
Electives	3 units

Electives may include work in foreign languages, fine arts, health and physical education, and other courses that are consistent with the Paine College curriculum.

The Committee on Enrollment Management may make exceptions to these requirements on a case-by-case basis.

6.4.5 Early Admission Program

Early admission may be granted to academically talented and mature students following completion of grade eleven. Applicants must have:

1. A minimum cumulative 3.0 grade point average (GPA) or better on a 4.0 scale in a college preparatory curriculum;
2. A combined minimum SAT score of 900 or more (19 or higher on the ACT);
3. Placement in the upper 10 percent of their class;
4. An interview with the Committee on Enrollment Management;
5. A short autobiographical essay (one page);
6. Three letters of recommendation including one from the secondary school guidance counselor and the principal.

These students are classified as special and their entry status is non-degree seeking. Students who qualify for the Honors Scholars Program may want to take advantage of the financial assistance available through the Post-Secondary Options Program in the State of Georgia.

6.4.6 Transfer Students

Applicants who have completed 28 semester credit hours at another regionally or nationally accredited post-secondary institution must have a minimum cumulative grade point average (CGPA) of 2.0 on a 4.0 scale and be in good academic standing at the last institution attended with the capability to return.

All transfer applicants must submit the following information:

1. Completed application;
2. Non-refundable application fee of \$25 (\$40 for international students);
3. **Official transcripts** from all post-secondary institutions previously attended; and
4. Completed **Transfer Approval form** from the last institution attended verifying good academic standing.

Notes: Applicants who have completed less than 28 semester credit hours of college work at another regionally accredited post-secondary institution must also submit an official final high school transcript or official GED score along with SAT or ACT scores.

- 1. Standardized test scores are not required for applicants who have been out of high school for five years or longer.**
2. Failure to submit information about all college work will result in academic sanctions which may include dismissal.
3. Advanced placement credits may be accepted for courses listed in the Paine College Catalog following the receipt of proof that the applicant scored at least three (3) on the advanced placement test. Scores of 5, 6, & 7 on Higher Level IB exams will be considered for college credit.

Transfer credits are limited to a maximum of 60 semester credit units. A minimum of 31 semester credit hours, not including Common Curriculum hours, must be completed at Paine College from the required courses for a single major in order to earn a degree from Paine College.

6.4.7 Transient or Exchange Students

Paine College students who take courses at another accredited college or university and wish to have these credits counted toward their degree are considered Transient Students. The contents of such courses must be equivalent to the Paine College courses. The College will accept a maximum number of nine semester credit hours in which grades of at least “C” are earned. To receive approval for transient status students must have written permission from the advisor and:

1. Be in good academic standing (2.0 minimum grade point average) and eligible to return;
2. Complete a “Transient or Exchange Student” application form;
3. Submit a copy of the course description from the other institution to their academic advisor for prior approval of course work; and
4. Submit completed and approved “Transient or Exchange Student” application form to the Office of the Registrar.

The student will also be required to gain admission/approval at the institution where the course is to be taken. No course will be accepted without prior approval.

The procedures outlined must be completed by the student prior to the end of the final examination period before the transient or exchange status is to become effective.

Students from other institutions applying for entrance as transient or exchange students must:

1. Present a letter of Good Standing from their home institution signed by the appropriate college official (academic dean or registrar) approving the course(s) to be taken and certifying that the applicant is a student in good standing eligible to return to that institution;
2. Complete an application form; and
3. Provide all required registration data.

6.4.8 Special Students

A special student is a non-degree seeking student. Special students must:

1. Complete and submit an application form, along with the application fee to the Admissions Office;
2. Submit official transcripts of all high school and college work.

When a non-degree seeking student desires to change enrollment status to degree seeking, all requirements for new freshmen or transfers must be met. Students requesting upper level courses must submit a college transcript verifying that prerequisites have been met. (See appropriate section on Application Procedures or Transfer Students).

Paine College welcomes applications from candidates seeking admission as a special student if they intend to take courses for credit and are not degree-seeking candidates. Special students are limited to a maximum of two (2) courses per term and are eligible to take these courses on a space-available basis. Admission is granted for one (1) semester only. Students who wish to continue their study in this status must make a formal request for readmission for each consecutive term. Candidates for special admission must submit the following:

1. Complete and submit an application form, along with the application fee to the Admissions Office;
2. Submit official transcripts of all high school and college work.
3. Submit scores from all standardized tests (SAT I or ACT) if the tests have been taken;
4. An essay explaining their reasons for study in the special student category.

Admission of special students is based primarily on the student's personal situation, motivation, maturity, educational attainment, and personal goals.

6.4.9 Veterans

The following guidelines and requirements are set for students who receive Department of Veterans Affairs (VA) Benefits under Provisions of Chapter 30, 31, 32, or 35, Title 38, or Chapter 106, Title 10, U.S. Code. Failure to comply with these guidelines may result in the termination of benefits. Eligible students must have completed all college admissions requirements and must be fully admitted into a degree program before Enrollment Certification (VA form 22-1999) can be submitted to the Veterans Administration. To enable veterans to apply for formal educational programs leading to the award of a degree, Paine College is able to grant academic credit according to the recommendations listed in A Guide to the Evaluation of Educational Experiences in the Armed Services, which is published by the American Council on Education.

Any student expecting to receive VA Educational Benefits is required to enroll with the VA Certifying Official in the Registrar's Office prior to the close of registration for a given semester. VA benefits are provided for courses of study, which have been noted on VA form 22-1990 or 22-5490. Students will not be certified to receive VA Benefits for courses of study not identified on this form.

A veteran (or dependent) desiring to change their major must, for VA purposes, complete VA Form 22-1995 or 22-5490 (which may be obtained from the VA Certifying Official in the Registrar's Office) and submit it to the Veterans Administration; a copy of the form must also be filed with the VA Certifying Official on campus. If the student has received pay for the number of required elective courses, the student will not be eligible to receive VA funds for enrollment in additional elective courses except by written consent of the Department of Veterans Affairs. It is the responsibility of the students to notify the VA Certifying Official of any changes in their enrollment (e.g., degree program, credit hours, withdrawing from class or school).

Eligible veterans may receive equivalent credit for physical education activity courses upon presentation of a copy of separation papers (DD214) to the VA Certifying Official in the Registrar's Office. A veteran has the option to enroll in these activity courses without receiving equivalent credit, if desired. Once credit is awarded for these courses based on military service, they may not be taken as electives. Veterans are limited in terms of the number of hours that may be attempted in enhancement courses.

6.4.10 International Students

Students from countries other than the United States are important to the College community and are encouraged to apply. A student is considered an international student if the student is not a citizen of the United States. The College has been authorized under federal law to enroll non-immigrant alien students and to issue I-20 forms. All international students wishing to apply for admission should request application forms from the Director of Admissions.

International students applying for admission to Paine College, in addition to meeting the admissions criteria and following the application procedures, must submit the following:

1. A Paine College application and application fee in the form of an international money order in U.S. dollars; or a check from a bank in the United States;
2. A recommendation form from an individual who can verify the applicant's academic ability;

3. A brief autobiographical essay;
4. General Certificate of Education (GCE) scores and course work indicating at least 5 passes at the “Ordinary” level; one of those passes must be in English; students from non-English speaking countries must provide a certified translation of their high school certificate and transcript; the cost of translation is the applicant’s responsibility;
5. TOEFL score (500 minimum required) or ESL score (Students for whom English is not the native language are required to exhibit proficiency in the English language.) The Test of English as a Foreign Language (TOEFL) is required for all students applying from outside the United States. Applicants already in the United States may submit either the TOEFL or English Proficiency Examination (ESL) scores. Information concerning these tests and other requirements for international students are available from the Admissions Office. The TOEFL score will be waived if the student provides a sufficient SAT score. The SAT score is required for all incoming freshmen who are already in the United States. The SAT will be waived for some international students if there is evidence the test is not offered in the student’s country. However, these students will be required to take the test during the first semester they are enrolled at Paine College.
6. A statement of financial responsibility identifying the person(s) financially responsible for the applicant’s needs during the applicant’s stay in the United States; include verification of salary from the employer or funds availability statement from the appropriate financial institution. The documentation is required by United States Department of Homeland Security regulations concerning student visas (F-1).
7. An immunization form signed by a physician or health official. The form must show proof of two doses of the Mumps (MMR) vaccination and TB Screening.

Financial aid is not available for international students, so they should be prepared to finance their education at Paine College. A limited number of academic scholarships are available for international students with exceptional academic qualifications.

6.4.11 Center for Advanced Professional Studies (CAPS)

The Center for Advanced Professional Studies extends the College’s learning community beyond the core partnership of faculty and traditional degree students, furthering the educational mission of Paine College in a welcoming setting for adult learners. To be admitted to the CAPS program a student must meet ~~one~~ all of the following conditions:

- Be at least 25 years of age or older at the time of enrollment, **or**
- Have graduated from high school or received a GED at least five years prior to the date of enrollment at Paine College, **or**
- Be an active-duty military service member or spouse of an active-duty military service member
- ----- **AND** -----
- To be classified as a CAPS. student at admission as of Fall 2020, prospective students **must** have completed and documented an earned 30 to 60 semester credit hours of transferable postsecondary coursework at the undergraduate level.

6.4.12 Dual Enrollment Student

Motivated high school students may enroll in Paine College’s Dual Enrollment program and earn college credit while earning high school credit. To be admitted to the Dual Enrollment program

students should submit the following items to Paine College and establish an account and profile at GA Futures, <https://www.gafutures.org/>

“An annual application is available and may be completed by high school and home study students who are enrolled and physically attending a participating eligible public or private high school in Georgia or an eligible participating home study program in Georgia. The high school/home study and postsecondary institution must approve the student’s online application prior to the term and by the deadlines set by the school and Paine College or the last day of the term at the latest” (retrieved from the Georgia Student Finance Commission as of June 11, 2020) Students in the 11th and 12th grade are eligible to participate.

1. Admissions Application (completed, accepted, and approved)
2. Official high school transcript and a weighted 2.5 and above GPA.
3. Paine College Dual Enrollment Application with parent signature.
4. Completion of the Student Participation Agreement (SPA) with the Georgia Student Finance Commission and required test scores
5. All postsecondary coursework must be completed prior to high school graduation or home study completion in order to receive dual enrollment credit and funding.

6.4.13 Awarding Transfer Credit and Evaluating Academic Records

Courses will be accepted for transfer only from institutions that offer at least an associate degree and are accredited by an approved U. S. Department of Education agency with the accrediting agency being in good standing and also recognized by the Council for Higher Education Accreditation (CHEA). . Credit will not be accepted from institutions that are candidates for accreditation or from members of the AICS (Association of Independent Colleges and Schools).

An official evaluation (Evaluation of Transfer Credit or Academic Assessment) will be done by the Office of the Registrar when the student is given degree status providing all supporting official documents are on file. This evaluation will be provided to the program so that courses to be used to satisfy program graduation requirements can be determined and properly credited and recorded on the program sheet to be shared with the student.

6.5 Academic Advising and Support Services

6.5.1 Academic Advising

Academic Advising provides students with clear and contemporary information on any given program of study while providing them with specific discipline support to realize their academic goals. Academic Advising rests within Academic Affairs and is administered through the academic departments. Faculty advisors ensure that students understand the requirements of any given program of study, while faculty mentors provide students with guidance regarding discipline specific activities to include post baccalaureate opportunities, research, and scholarly opportunities.

Advising of non-matriculated students is handled by Academic Affairs and Student Support Services. Staff are available to help answer questions about registration, clarify learning goals, monitor academic progress, and help students apply for and transition into matriculated status.

6.5.1.1 Change of Advisor

Students may request a change of faculty advisor when they are unable to resolve communication problems with their current advisor. Students must make an effort to resolve any issues before requesting a change. Requests for changes shall be submitted by the student in writing to the chair of the student's academic department. The change is not completed until the department or chair's signed approval of the change is received in the Registrar's Office and the change is made in the student's file.

6.5.2 Academic Support Services

Paine College provides a number of academic support services to its students including, but not limited to, those services offered by the following center and programs:

1. Collins-Callaway Library;
2. Academic Advising
3. Academic Support
4. Disabilities Services
5. Leadership Development
6. The Tutorial and Enrichment Center (located in the Collins Callaway Library)

Please refer to the website for additional information.

6.6 Classroom Management Policies

6.6.1 Academic Freedom Policy for Students

Academic freedom is the right of reasonable exercise of civil liberties and responsibilities in an academic setting. It is the policy of Paine College to give its students the freedom, within the bounds of collegial behavior, to pursue what seems to them productive avenues of inquiry, to learn unhindered by external or nonacademic constraints, and to engage in full and unrestricted consideration of any opinion. All members of the College must recognize this fundamental principle and must share responsibility for supporting, safeguarding, and preserving this freedom. In order to preserve the rights and freedoms of the students, the College has a formal process for adjudication of student grievances and cases of academic dishonesty.

6.6.2 Admission to Class

Faculty members are required to admit to class only those students with appropriate documentation. The documentation consists of student names on the course class rolls, drop/add forms, or reinstatement forms.

6.6.3 Class Attendance

Students should attend ALL classes for courses in which they are registered. Faculty will begin recording student's absences from the class session immediately following the student's registration; however, students will be held responsible for all class work beginning with the first day of class.

Absences for official school business shall not be counted against the allowed absences, providing the student presents proper documentation notifying the faculty person. Email notification may also be received from the Office of Academic Affairs.

When a student has exceeded the limit of the number of allowed absences, he or she may remain in class only at faculty discretion. The faculty will consider appropriate documentation for emergencies when such documentation is presented on the day the student returns to class. Students should attempt to contact faculty via the Paine College e-mail system to request absence from a class session.

Students who stop attending a class will be issued a failing grade of 'NF' accompanied by a last date of attendance. The grade of 'NF' is computed in accordance with the grade scale of the institution.

6.6.3.1 Excused Absences

The Counseling & Wellness Center has the responsibility of providing official documentation for all class absences.

6.6.3.1.1 Documentation Procedures

All absences are determined excused or unexcused by the faculty member. The Counseling & Wellness Center merely provides documentation certifying the legitimacy of the excuse.

1. Illness: Illness must be supported by a written statement from:
 - a. A doctor; or
 - b. Medical personnel who provided treatment;

All Paine College students (off and on-campus) are required to have primary medical insurance. In the event a student becomes ill, the Counseling & Wellness Center will complete all necessary forms and provide the student with a list of local resources that offer services. If emergency care is needed, staff will assist in making necessary arrangements for the student to be transported by the Campus Police. Campus Police will only transport students to the local hospital emergency room. Mental health services are available through certified counselors who work in the Counseling & Wellness Center. Health Services are managed through the Counseling & Wellness Center. Statements from parents or other relatives acting on an unofficial basis are unacceptable. Any student who takes a family member to a doctor must show proof of such a visit (written statement from the doctor's office) and show that the student was the only member of the family who could do that at the specified time.

2. **Death in the Immediate Family:** Excuses will be given for deaths in the immediate family, specifically parents, grandparents, siblings, and guardians. If the student must leave campus before the death is verified, upon the student's return an obituary notice must be presented to the Counseling & Wellness Center in order to receive an excuse.

3. **Circumstances Beyond Student's Control, Other Emergencies:** Only official or written statements of fact will be acceptable.

4. **Official College Business:** The student should obtain an official statement from the office responsible for the College business in which the student is involved. In all circumstances, the student has the responsibility of informing all the student's instructors of the day(s) of absence. If the faculty member is unavailable, the student should either transmit an e-mail message via the Paine College e-mail system in a timely manner to the faculty member of record for the course or inform the Counseling & Wellness Center.

5. **Religious Observances:** Students, upon prior notification to their instructors, shall be excused from class or other scheduled academic activity to observe a religious holy day of their faith. Ideally, students should attempt to notify the faculty instructor of record at least one to two weeks in advance of the absence with an e-mail message via the Paine College e-mail system.

Students are advised to obtain an absence report from the Counseling & Wellness Center for each class absence as soon as the student returns to school. Students must obtain an absence report within two (2) days of returning to class. All students must present an absence report to the faculty member within three (3) days after their return. However, students are encouraged to present an absence report to the faculty member before they return to class, or the first day of returning to the class (in order to prevent being dropped from class for excessive absences).

6.6.4 Course Syllabi Policy

Department Chairs are charged with the responsibility of seeing that all faculty prepare a syllabus and course outline for each course. The syllabus shall clearly specify all course requirements and should include course goals, objectives, program learning outcomes (PLOs), student learning outcomes (SLOs), required readings, evaluation criterion, the institution's American with Disabilities Act (ADA) statement, a statement regarding the

College's policy on academic honesty, and other course expectations. Copies of these syllabi/outlines are to be distributed to students at the first class or within the first two weeks of the semester. Course syllabi are to be posted in the course syllabus section of the Paine College learning management system, Blackboard, prior to the first day of class, ideally a week in advance.

6.6.5 Guidelines for Handling Disruptive Students

Paine College students are expected to conduct themselves at all times in accord with good taste and observe the regulations of the College and the laws of the city, state and national government. All College community members - faculty, staff, employees, students - have the right and obligation to report violations of civil or College regulations to the Dean of Student Affairs and Enrollment Management utilizing the procedures outlined in Volume VII, Section 7.5.

Should a College community member encounter a disruptive student, the student shall be asked politely, but firmly, to leave the classroom (or wherever the locus of the disruption). A College community member has the authority to do this if the student is acting in a disruptive manner. If the student refuses, Campus Safety and Security and the Provost and Vice President of Academic Affairs shall be notified.

6.7 Financial Aid

Paine College offers scholarships, grants, loans, and part-time employment from various funding sources to assist eligible students in meeting their educational expenses. The largest sum of support comes from the Federal Government through Title IV. Financial Aid is determined by the information the applicant and his or her family provide on the Free Application for Federal Student Aid (FAFSA) form, which must be filed annually. Paine College recommends that students complete financial aid applications early, but definitely by March 1 of the year in which the funds are needed. To be considered for federal financial aid at Paine College, a student must meet the following criteria:

- A. have a high school diploma, GED, or high school education in a home school setting;
- B. be a United States citizen or eligible non-citizen;
- C. have a valid Social Security Number;
- D. be admitted and enrolled as a regular student in a degree-seeking program of study;
- E. register with Selective Service, if you are a male between 18 and 25 years of age and living in the United States;
- F. not have been convicted of a drug offense
- G. not have been in default on any federal educational loan or owe a refund on any federal grant
- H. establish and maintain eligibility for programs for which aid is received
- I. demonstrate satisfactory academic progress (SAP), as follows:

6.7.1 Satisfactory Academic Progress for the Disbursement of Financial Aid

Federal regulations (34CFR 668.16 (e)) require schools to have a Satisfactory Academic Progress Policy to carry out the statutory requirement that a student must be making satisfactory progress to be eligible for financial aid under the Student Financial Aid Programs. The policy must be cumulative, and it must include any periods of enrollment which the student did not receive aid from the Student Financial Aid Programs. Students applying for aid are subject to these regulations.

- Qualitative Measure – grade point average (GPA)

- Pace – maximum time-frame in which a student is expected to complete his or her program of study

6.7.1.1 Qualitative Measure

A financial aid recipient is required to meet the grade point average standards as stated below:

CUMULATIVE HOURS ATTEMPTED	MINIMUM CUMULATIVE GPA REQUIRED
0 – 27 hours	1.7
28 – 59 hours	1.8
60 – 93 hours	2.0
94 hours and above	2.0

6.7.1.2 Pace

The maximum time frame for a student to complete his or her four-year program of study is:

ENROLLMENT STATUS	MAXIMUM NUMBER OF ACADEMIC YEARS	MAXIMUM NUMBER OF SEMESTERS
Full-Time	6	12
Three Quarter-Time	7	14
Half-Time	11	22
Less Than Half-Time	31	62

CUMULATIVE HOURS CUMULATIVE ATTEMPTED	MINIMUM GPA REQUIRED
0 – 27 hours	1.7
28 – 59 hours	1.8
60 – 93 hours	2.0
94 hours and above	2.0

To maintain Satisfactory Academic Progress, a student must:

- earn 67% of the cumulative hours attempted during the academic year;
- earn the minimum cumulative grade point average required per cumulative hours attempted;
- not exceed the 150% maximum time frame extended for degree completion

The Satisfactory Academic Progress Policy reflects the institution’s academic regulations as they relate to the following:

6.7.1.3 Course Repeats, Incompletes, and Withdrawals

Course repeats, incompletes, and withdrawals will be counted as hours attempted. Cumulative hours attempted is defined as all credit hours attempted at Paine College with a grade assignment of A, B, C, D, F, NF, WF, WP, W, NC, S, U, I, or K. Audited courses are not counted towards hours attempted or hours completed. Course Credit by Examination will be counted towards overall hours attempted. Cumulative hours earned is defined as credit hours successfully completed with grade assignments of A, B, C, or D and will count towards hours attempted and earned. Transfer hours earned must be reflected on the Paine College transcript and will be counted towards hours attempted and earned.

6.7.1.4 Monitoring Progress

Satisfactory Academic Progress is evaluated at the end of each semester.

6.7.1.5 Financial Aid Probation

Students are placed on Financial Aid Probation if they fail to meet the minimum SAP standards and have appealed successfully a determination of ineligibility. While on probation, students must adhere to the specific terms and conditions of an academic plan. Students may continue to receive Financial Aid in the probation period as long as they are otherwise eligible. At the conclusion of the probationary period, students must meet the qualitative and quantitative standards in order to avoid being placed on financial suspension.

6.7.1.6 Appeals Process

Students placed on Financial Aid Probation may appeal to the Committee on Financial Aid Satisfactory Academic Progress for the reinstatement of financial aid. To appeal for reinstatement of financial aid, students must submit typed written explanations along with supporting official documentation detailing the mitigating circumstances which resulted in the noncompliance of the SAP standards, and list what has changed that will allow the students to demonstrate SAP progress at the end of the next evaluation period. Incomplete appeals will not be considered. Each appeal will be considered on its own merit. Students will receive written notification of the Committee's decisions. All decisions made by the Committee are final.

Students approved for reinstatement of financial aid will be placed on probation for one semester and must complete an academic plan. Students not approved for reinstatement are financially responsible for all charges incurred.

6.7.2 Financial Aid for Hybrid/Blended Courses

Financial aid is available to degree-seeking, academically eligible, qualified students enrolled in hybrid/blended courses. The hybrid/blended courses must be approved by an Advisor and the student may not accumulate any more than 48 credits of hybrid/blended courses. No more than 40% of the required hours of major courses can be taken via distance education delivery methods.

6.7.3 Application Procedures

1. A Free Application for Federal Student Aid (FAFSA) must be completed online at www.fafsa.ed.gov each year. On the application, Paine College should be designated as the college to receive the federal needs analysis report. The Paine College school code is 001587.

2. If selected for verification, the verification process must be completed.
3. Financial aid award letters will be prepared after all documents have been received in and approved by the Financial Aid Office.

6.7.4 Financial Aid Verification

A random number of financial aid applications are selected for verification each academic year. When a student is notified by the Paine College Financial Aid Office that he or she has been selected for verification, a signed copy of the parents', student's, and/or spouse's federal income tax return, a verification worksheet, and other requested documentation must be submitted. If untaxed income is received, a statement of those benefits from the issuing agency must be submitted to the Financial Aid Office. Federal regulation 34 CFR 668.16(f) requires a school to identify and resolve discrepant information before disbursing Federal Student Aid funds. In regard to conflicts in taxable income, the following are examples of issues that must be resolved:

- whether a person was required to file a tax return
- what the correct filing status for a person should be
- married filing separately, both claimed "Head of Household"
- student claimed self as exemption, but so did parent
- net assets = \$0 but income generated from assets on return

Resolution requires approved written documentation. Federal regulation 34 CFR 668.16(g) requires an institution to refer to the Office of the Inspector General any credible information indicating that an applicant for Title IV aid may have engaged in fraud or other criminal misconduct in connection with his or her application. Examples include false claims of independent student status, false claims of citizenship, use of false identities, forgery of signatures of certifications, and false statements of income. If an applicant uses the IRS Data Retrieval Tool to transfer federal income tax return data to the FAFSA without modification, the unmodified data elements are less likely to be selected for verification.

The Paine College Financial Aid Office will not make an offer of financial assistance until all discrepant information is resolved.

Financial aid awards are not finalized until the application and verification processes have been completed.

6.7.5 Types of Financial Aid

Major sources of financial aid are listed below; however, students are encouraged to contact the Financial Aid Office for possible alternative sources. The Free Application for Federal Student Aid should be used to apply for the Federal Pell Grant, the Federal Supplemental Educational Opportunity Grant, the Federal Work Study Program, and for Federal Direct Loans.

6.7.5.1 The Federal Pell Grant Program

An entitlement program providing grants to eligible students.

6.7.5.2 The Federal Supplemental Educational Opportunity Grant (SEOG) Program

A program that awards grants up to \$4,000 per academic year to eligible students. Preference will be given to those students who qualify for the Pell Grant.

6.7.5.3 The Federal Work Study Program

Offers part-time employment to eligible students. Students may work a maximum of 20 hours per week on or off campus. (Procedures for the administration of the Federal Work Study Program can be found in Policy Manual VII – Student Policies, 7.9 Federal Work Study Policies, page 60-62.

6.7.5.4 The Federal Direct Loan Program

Provides variable interest rate, long-term, deferred payment loans to eligible students. The maximum loan amount for a dependent student per year is \$5,500 for freshmen with no more than \$3,500 of this amount in subsidized loans; \$6,500 for sophomores with no more than \$4,500 of this amount in subsidized loans; and \$7,500 for juniors and seniors with no more than \$5,500 of this amount in subsidized loans. The maximum loan amount for an independent student and a dependent student whose parents have applied for and were denied a PLUS loan due to adverse credit, per year is \$9,500 for freshmen with no more than \$3,500 of this amount in subsidized loans; \$10,500 for sophomores with no more than \$4,500 of this amount in subsidized loans; and \$12,500 for juniors and seniors with no more than \$5,500 of this amount in subsidized loans.

6.7.5.5 The Federal Direct PLUS Loan Program

Provides variable interest rate loans to parents of dependent students.

Program Details as of June 26, 2018:

For parents of dependent undergraduate students who are borrowing money to pay for their child’s education, and for graduate or professional degree students; financial need is not required.

For loans first disbursed on or after July 1, 2017, and before July 1, 2018, interest rate is 7%

Borrower must not have adverse credit**

ED is the lender; payment is owed to ED

Maximum annual award: Maximum amount is cost of attendance minus any other financial aid student receives

Federal Direct PLUS Loan Program (reference URL: <https://studentaid.gov/understand-aid/types/loans/interest-rates>)

Loan Fees for Direct PLUS Loans	
First Disbursement Date	Loan Fee
On or after Oct. 1, 2018, and before Oct. 1, 2019	4.248%
On or after Oct. 1, 2019, and before Oct. 1, 2020	4.236%

Loans first disbursed before Oct. 1, 2018, have different loan fees.

NOTE: Dissatisfaction with, or non-receipt of the educational service being offered at this institution does not excuse the student from repayment of any loan made through the federal family education loan program/federal direct loan program.

6.7.6 State Assistance Programs

6.7.6.1 The Georgia HOPE Scholarship Program

Provides grant assistance to qualified full-time and part-time students who are attending accredited institutions within the state. Recipients are expected to maintain a 3.0 HOPE grade point average in college in order to renew.

6.7.6.2 The Georgia Tuition Equalization Grant Program

Provides grant assistance to legal residents of Georgia that are enrolled full-time at eligible accredited private colleges and universities in the State of Georgia.

6.7.7 Paine College Scholastic Scholarships Grants and Tuition Waivers

Recipients of a Paine College Scholastic Scholarship, Grant, or Tuition Waiver must complete the FAFSA annually, meet satisfactory academic standards and apply for all external resources for which they are eligible. Paine College Scholastic Scholarships, Grants and Tuition Waivers are not convertible to cash, cannot be used towards a book voucher, are subject to availability of funds, and will be applied only after all external resources have been exhausted.

6.7.8 Scholarship Selection and Renewal Criteria

6.7.8.1 Selection Criteria for Incoming Students

Scholastic scholarships are granted annually to eligible freshmen and transfer students through the Admissions Office. The amount of the scholarship will be based on the ACT or SAT score and cumulative high school grade point average in a college preparatory curriculum. Once the initial scholarship award is made, a student cannot apply to upgrade a scholastic scholarship. Scholastic scholarships are extended for a period of eight consecutive semesters for four-year programs of study and ten consecutive semesters for five-year programs of study. Summer semesters are excluded. Renewal is only to confirm continued eligibility for the existing scholarship.

6.7.8.1.1 Presidential Scholarships

Presidential Scholarships cover tuition, comprehensive fees, room, and board. The awards are based on high academic achievement and a standardized test score. Students receiving a Presidential Scholarship must earn at least 30 credit hours each academic year with a minimum cumulative grade point average of 3.3 in order to maintain eligibility. Deficiencies may be cleared during the summer term at the expense of the recipient.

6.7.8.1.2 Academic Scholarships

Academic Scholarships ranging from \$500 to \$5,000 are available. Awards are based on the cumulative high school grade point average and a standardized test score. Students receiving an Academic Scholarship must earn at least 30 credit hours each academic year with a minimum cumulative grade point average of 3.0 in order to maintain eligibility. Deficiencies may be cleared during the summer term at the expense of the recipient.

6.7.8.1.3 Transfer Scholarships

Students entering Paine with at least 24 hours of transferable credit and a cumulative grade point average of at least 3.0 in all college work may be eligible for a transfer scholarship. The Transfer Scholarship cannot exceed one-half the total cost of tuition. Students receiving a Transfer Scholarship must earn at least 30 credit hours each academic year with a minimum cumulative grade point average of 3.0 in order to maintain eligibility. Deficiencies may be cleared during the summer term at the expense of the recipient.

6.7.8.1.4 Central Savannah River Area (CSRA) Tuition Scholarship

A CSRA high school student graduating in the top 10 percent of his or her class with a 3.0 grade point average in a college preparatory curriculum is eligible for a full tuition scholarship. Students receiving a CSRA Scholarship must earn at least 30 credit hours each academic year with a minimum cumulative grade point average of 3.0 to maintain eligibility. Deficiencies may be cleared during the summer term at the expense of the recipient.

6.7.8.1.5 Music Scholarship

Music Scholarships are awarded to full-time students at Paine College. A student must perform in music-related activities, must maintain a minimum 2.5 grade point average, and complete a minimum of 15 credit hours each semester. The renewal requirements are:

- The recipient must be enrolled as a full-time student every academic semester.
- The recipient must maintain a minimum cumulative GPA of 2.0 each academic year.
- The recipient must be making satisfactory progress towards completion of a degree program.
- The recipient must apply for all external funding identified by any college personnel.
- The recipient must actively participate in all College sponsored programs identified to promote the development of culture, leadership, and spirituality.

6.7.9 Church-Related Grants

6.7.9.1 United Methodist/Christian Methodist Episcopal Grant

Each student of either denomination is eligible for a grant of \$1,500 per academic year.

6.7.9.2 United Methodist/Christian Methodist Episcopal Minister's Grant

A minister of either denomination is eligible for a grant of \$800 per academic year.

6.7.9.3 United Methodist/Christian Methodist Episcopal Minister's Dependent Grant

A dependent of a minister of either denomination is eligible for a grant of \$1,000 per academic year.

6.7.10 Other Grants

6.7.10.1 Alumni Dependent Grant

Dependents of alumni of Paine College are eligible to receive a grant of \$500 per academic year.

6.7.10.2 Athletic Grant

A student must meet the minimum requirements of the College as established for satisfactory progress in order to receive financial aid. In addition, the student must meet the minimum requirements established by NCAA for Division II institutions to receive an athletic grant.

6.7.10.3 The College Fund/UNCF Remission Grant

The dependent of a President of a College Fund/UNCF college is eligible for a full tuition grant.

6.7.10.4 Sibling Grant

The first dependent student from a household will pay full tuition; a second or subsequent student from the same household is eligible for one-fourth of total tuition in a grant. All students must be dependent and enrolled full time.

6.7.11 Tuition Waivers

6.7.11.1 Dependent Tuition Waiver

Paine College will provide fully paid tuition to academically qualified biological or adoptive dependents of regular, full-time employees, employed for one full year (12 months), when verification of dependent status is presented and approved. The waiver is contingent on the student maintaining satisfactory academic progress, and approval by the Vice President of Administrative and Fiscal Affairs. The waiver is not valid for tuition overloads or student fees.

6.7.11.2 Spousal Tuition Waiver

Paine College will provide fully paid tuition to an academically qualified spouse of regular, full-time employees, employed for one full year (12 months), when verification of spousal status is presented and approved. The waiver is contingent on the student maintaining satisfactory academic progress, and approval by the Vice President of Administrative and Fiscal Affairs. The waiver is not valid for tuition overloads or student fees.

6.7.11.3 Staff Tuition Waiver

Permanent full-time employees who qualify for admission to the College may take one course per semester at no cost, after being employed by the College for one full year (12 months). The Staff Tuition Waiver is contingent on the approval of the employee's immediate supervisor and the Vice President of Administrative and Fiscal Affairs. The Staff Tuition Waiver is valid on a "space available" basis. Tuition paying students have preference for final class assignments.

A student may qualify for only one Paine College grant, scholarship, or tuition waiver during any enrollment period.

Recipients of the Church-Related and Other Grants must be enrolled full time and must maintain satisfactory academic progress.

The information contained in this section on financial aid is subject to change to reflect current institutional policies and changing federal and state regulations. Check with the Financial Aid Office for current practices reflecting changes.

6.8 Student Accounts

6.8.1 Disbursements

Financial aid disbursements (excluding Work Study) are processed weekly (with the exception of holidays). Per federal regulations, refunds are released no later than 14 calendar days after a student's financial aid disbursement posts to their account and all applicable college charges have been paid. The Office of Student Financial Services will disburse refunds to students after the Office of Financial Aid in conjunction with the Office of the Registrar, determines eligibility and authorizes disbursement.

6.8.2 Eligibility Before Disbursement

Before disbursing Federal Student Aid funds, the Office of Financial Aid will make sure that you have completed all necessary steps in the financial aid process and any other steps required by the lender of any loan you have accepted. Disbursements are based on the number of credit hours in which a student is enrolled at the time disbursement is processed. For loan programs, students must be enrolled at least half-time at the time of disbursement. A student's Pell Grant will be prorated based on their enrollment at the time of disbursement.

6.8.3 Credit Balances

A financial aid credit balance occurs after the college charges are paid in full. Refunds that can be used for other costs associated with a student's education will be generated through the Office of Student Financial Services.

6.8.4 Aid Disbursement

All financial aid is disbursed in two installments. One half of the total is disbursed each semester and applied toward charges on the student's account (tuition and fees, room and board, and/or other college charges). Any transaction in which a financial aid credit exceeds charges for the term will generate net loan proceeds.

6.8.5 Checking Account Balances

All student balances are managed through Paine College's student information system (SIS). Students may check account balances by logging in to www.paine.edu, click Academics, select PaineNet, enter username, password and follow instructions to check your student account. Students may also visit the Office of Student Financial Services, Haygood-Holsey Hall, Room 110 on the campus of Paine College. Students must present a valid picture ID prior to being given information about their account. The Federal Family Educational Rights and Privacy Act (FERPA) prohibits Paine College personnel from disclosing a student's financial status to a third party without the student's written consent.