

I. ACADEMIC POLICIES AND RELATED INFORMATION

Academic Information

Students are referred to the college catalog for detailed academic information concerning degrees offered, college year, core curriculum, course load, auditing courses, grades, probation, and exclusion.

The Vice President & Dean for Academic and Student Services, the Director of Student Services and the Director of Admissions, Financial Aid, and Records are available if assistance is needed in the interpretation of academic policies.

Academic Advisement

All students admitted are assigned academic advisors who must approve registration schedules and any subsequent schedule adjustments. Withdrawal from a course or the institution should be discussed with advisors so that students may be informed of procedures and penalties. Students should keep a record of their advisor's office hours and make an appointment each term for consultation before registration.

Registration

A schedule of classes and registration procedures is available each term before registration. Students are responsible for reporting to the proper course, section and room. A student's class schedule, effective one week after Registration Day, becomes the official schedule for a student. Unless a course is officially canceled or withdrawn, a student enrolled in a course will receive a grade at the end of the term even if he/she should choose never to attend class.

Counseling/Guidance

A guidance counselor is available to assist students with academic, career, and limited personal issues. All sessions are confidential. Students who want to see a counselor should make an appointment by contacting the secretary in the Student Services (285-6133).

Testing Services

The Student Life Office administers the Institutional Scholastic Aptitude Test I, the Regents Testing Program, the COMPASS exam, and the College-Level Examination Program (CLEP). Except for the Regents, these tests are available Monday thru Friday from 8:00a.m. to 1:00p.m in the Student Life Office (no Friday testing during the summer).

• Institutional SAT I

The Institutional SAT I is administered to entering students seeking admission to Waycross College. The scores from this test are not mailed to any other institution for the purpose of admissions.

• Regents Testing Program

The Regents' Testing program assesses the reading and writing competencies of students in the University System of Georgia. Students in programs leading to the baccalaureate degree must pass both components of the Regents' Test as a requirement for graduation. While under the semester system, students are encouraged to take the Regents' Test during English 1102 (English 1101 for pre-Associate Degree in Nursing students). Students should take and pass the Regents' Test prior to accumulating 45 semester hours or they must enroll in Regents' Prep Class(es).

Transfer students who completed English 1101 and 1102 at another institution will be required to take the Diagnostic Exam prior to enrollment in order to determine readiness to sit for the Regents' Test. RTP classes are required for failed portions of the Diagnostic Exam.

For details and answers to questions regarding the Regents' Testing Program, please contact the Student Life Office, check the University System Web Site at <http://www.usg.edu> or refer to the [Waycross College Catalog](#).

• **COMPASS**

The Placement Testing Program is designed to evaluate certain language, comprehension, and mathematical skills. The individual tests indicate the level of readiness that a student has reached in relationship to pre-determined proficiencies in English, reading and mathematics. The objective of this testing program is to assess the levels of competency in English, Reading, and Mathematics for beginning college students to assist in determining when students are ready for college-level course work.

The results of the placement exam for each student will be discussed with the individual during the advisement session prior to registration. RESULTS OF THIS TEST CANNOT BE GIVEN OUT OR DISCUSSED OVER THE TELEPHONE. This is to assure that the results are given to the proper person.

• **College-Level Examination Program (CLEP)**

The CLEP is offered through Student Life and allows students to receive credit by examination (See the [Waycross College Catalog](#).)

College Preparatory Curriculum Requirements

By University System of Georgia policy, students graduating from high school in the spring of 1988 or later who plan to attend a public-supported college in Georgia must have completed the proper college preparatory curriculum (CPC). Students may refer to the *Waycross College Catalog* for further details.

Core Curriculum

The Core Curriculum is a comprehensive academic program that enables transferability of freshman and sophomore credits among all of the two-year colleges, four-year colleges and universities, regional universities, and research universities of the University System of Georgia. Programs of study and the Core Curriculum are detailed in the *Waycross College Catalog*. Students planning on transferring to a University System of Georgia school should review the appropriate college's catalog in the Director of Admissions office in order to assure smooth transition.

Transfer Rights and Responsibilities

For students who plan to complete an associate degree (A.A., A.S. or A.A.S.)

- You have the responsibility to take core courses appropriate to the degree at the institution to which you intend to transfer.
- You have the right to know that the Core Curriculum you complete for an associate degree will fulfill the Core Curriculum at any USG institution.
- You have the responsibility to provide an official transcript, which verifies completion of an associate degree to the institution to which you transfer.
- If individual courses within the associate degree are not accepted as completing the Core Curriculum requirement at the institution to which you transfer, you have the responsibility to report problems to the registrar at the institution from which you graduated. The Vice President and Dean or other administrator will work with the institution to which you are transferring to resolve the problem.
- If you change your major at the time you transfer, you may be required to take additional courses at the institution to which you transfer to meet all baccalaureate degree requirements.
- For A.A.S. degrees, selected courses included in these programs may be used for transfer credit.
- The Vice President and Dean is the ombuds person at Waycross College regarding problems with transfers.

For students who plan to transfer without completing an associate degree

- You have the responsibility to take core classes appropriate to the degree at the institution to which you intend to transfer.
- You have the responsibility to provide an official transcript to the institution to which you apply.
- You have the right to have courses reviewed for acceptance toward the degree you select at the institution to which you transfer.
- If courses are not accepted to meet requirements, which you believe they should meet, you have the responsibility to question or to appeal that judgment. The institution to which you transfer will explain their appeal process at your request. Please inform the registrar or Vice President and Dean at the institution from which you transferred that you believe there is a problem with transfer of courses.

Class Attendance

Regular class attendance is a student's responsibility and he/she is accountable for the material presented in all classes. Attendance policy is listed in the [Wavcross College Catalog](#).

Dropping and Adding Classes/Withdrawal from College

The procedure for dropping or adding a class and the procedure for withdrawing from college are found in the [Wavcross College Catalog](#).

Grades and Final Exams

Grades are based on performance by the student in classroom and laboratory as shown through tests, oral responses, other class work, outside assignments, experiments, term papers, other acceptable academic procedures, and final examinations. The grade is intended to reflect student progress toward objectives of the course.

All students, including candidates for graduation, are required to take final examinations each term in their courses according to the published final exam schedule. No instructor shall deviate from the published schedule of final exams for a class or individual student without the written approval of the division chairperson and the Vice President and Dean of Academic and Student Services.

Cumulative Grade Point Average

The cumulative grade point average in each institution of the University System of Georgia will be calculated by dividing the number of hours scheduled for all courses attempted in which a grade of A, B, C, D, F, or WF has been received into the number of grade points earned on those hours scheduled. Institutional credit shall not affect the Academic cumulative grade point average unless the student is receiving a HOPE Scholarship. Courses numbered below 1000 at WC carry institutional credit. Other averages may be computed by the institution for internal uses.

• Institutional Credits

Institutional credits are not bound by the Uniform Grading System. The main difference is that a grade of "IP" may be assigned if a student shows considerable progress but not sufficient for a "C". An "F" is given if the student fails to put forth sufficient effort through lack of class attendance and poor performance.

Grade Reports

Grade reports are mailed to students at the end of each term.

Student Appeal for Change of Grade

A student who thinks that the grade he/she received in a course does not reflect his/her efforts and achievements should follow the procedure prescribed below.

The first step is for the student to confer with his/her instructor to find out the basis for the grade received. If an instructor's error is detected, the instructor files a change of grade form, following the procedures described under "Grade and Grade Reports."

If no error is detected, and the grade remains in dispute, the student may petition (in writing) the Division Chairperson to review the situation. The petition should give relevant information regarding the course title, number and section, instructor's name, grade received, and grade anticipated. The petition must be filed with the Division Chairperson within three weeks after the term has ended.

If, after conferring with the student and instructor, the Division Chairperson has not resolved the issue to the student's satisfaction, the student may appeal the case to the Academic Policies Committee, who shall hear the case and make its recommendation to the Vice President & Dean of Academic and Student Services before the end of the term.

Academic Progress

There are minimum expectations of academic progress required. (Please refer to the [Waycross College Catalog](#).) Students whose grade point average falls below the required minimum are placed on academic probation. Students are removed from probation when the GPA equals or exceeds the minimum. Students who fail to achieve the minimum GPA but who earn a 2.0 GPA during the probationary term remain on academic probation.

Students on probation who are suspended because of failure to meet the conditions described above are ineligible for financial aid benefits during the first term after readmission. In addition to meeting the requirements above, students receiving financial aid and/or veteran's educational assistance must show they are making progress in alleviating academic deficiencies and fulfilling degree requirements.

Satisfactory completion is, or means, a grade of D or better, except in those courses where a D must be repeated (English 1101 and English 1102). A grade of I, IP, F, WF, and W is considered unsatisfactory except that a W will be discounted if the student repays the aid to the appropriate account(s). Courses previously passed, audited courses and courses that do not count toward program completion or graduation (except Learning Support courses and required prerequisite courses) are not considered eligible courses for financial aid purposes.

Students may utilize financial aid for a limited number of terms. Those receiving financial aid should check with the Financial Aid Office to verify eligibility.

Further detail regarding financial aid may be found in the [Waycross College Catalog](#).

Classification of Students

Students are classified as freshmen or sophomores based on work successfully completed, as follows:

FRESHMAN: A student who has less than 30 hours of semester credit is classified as a freshman.

SOPHOMORE: A student who has 30 hours or more of semester credit (Arts & Sciences) is classified as a sophomore.

LEARNING SUPPORT: A student who is required to take Learning Support course(s) is classified as a Learning Support student until all requirements are satisfied.

FULL-TIME: A student enrolled in 12 or more semester credit hours is considered a full-time student for payment of fees.

PART-TIME: A student enrolled in less than 12 semester hours of course work is considered a part-time student for payment of fees.

Graduation Requirements

Information regarding academic requirements for graduation will be available in the Student Records Office and the Office of the Vice President and Dean of Academic and Student Services. It is the responsibility of each student to keep himself or herself informed of current graduation requirements for a degree program in which he or she is enrolled. Further information may be found in the [Waycross College Catalog](#).

• Regents' Testing Program: The Regents' Testing Program is a requirement of the University System of Georgia. In order to graduate students must successfully pass all sections of the Regents' Test. The Office of Student Life administers the Regents' Test at a predetermined time during each semester. (For details and answers to questions regarding the Regents' Testing Program please refer to the section "Regents' Testing Program" in this Handbook, or contact the Student Life Office, or check the [University System Web Site](#), or refer to the [Waycross College Catalog](#).)

Changes in Student Records

It is the student's responsibility to notify the Student Records Office of any name and/or address change. Unless notified to the contrary, grade reports and other correspondence will be mailed to the address shown on the application for admission. It is also the student's responsibility to notify Student Records of any program or degree change.

Transcripts

Students may have transcripts (copies of their academic work at Waycross College) sent to any other institution, employer, etc., by submitting a Transcript Request Form to the Student Records Office. The first transcript is free, and each transcript after that is \$2.00.

Access to Student Records

Any student, regardless of age, who is or has been attending Waycross College has the right to inspect and review his or her education records within a reasonable period (not to exceed 3 days) after making the request. However, the student shall not have access to:

1. Financial records of parents.
2. Confidential letters of recommendation placed in record before January 1, 1975.
3. Letters of recommendation concerning admissions, application for employment, or honors for which the student has voluntarily signed a waiver.

When the student or Records personnel under the Office of Admissions, Financial Aid, and Student Records are unable to resolve questions as to the accuracy of information contained therein, the student shall have the opportunity to challenge the content of the record as follows:

The student may appeal to the Vice President and Dean for a review of the case. If the issue is still not resolved, then the student may appeal to the President of the College for final determination as far as the institution is concerned.

If the records are found inaccurate, misleading or otherwise violating the privacy or other rights of the student, he or she shall have the opportunity to have the Registrar or appropriate official correct or delete such material. Each student shall also have the right to insert into his/her record a written explanation of the contents thereof. Educational records@ means generally any record maintained by or for Waycross College, which contains information directly related to the student. However, the following items are excluded:

- Records kept by education personnel which remain the sole possession of the maker.
- Law enforcement records maintained by campus police.
- Employment records which relate exclusively to employment.

- Records of professionals providing medical or psychological treatment to the student. However, the student may have an appropriate professional review such records.
- Directory information, unless a student requests that such information which relates to him or her not be released.

Release of personally identifiable information without student consent will be allowed to:

- Institution personnel who have a legitimate educational interest.
- Officials of other schools where the student seeks to enroll. The student will be notified of the release of such information and will be provided the copy of the records if requested.
- Representatives of Federal agencies authorized by law to have access to education records and members of staff of the Board of Regents of the University System of Georgia.
- Appropriate persons in connection with a student’s application for or receipt of financial aid.
- State and local officials to whom information must be released pursuant to a state statute adopted prior to November 19, 1974.
- Organizations conducting studies for the institution.
- Accrediting organization.
- Parents of a dependent student, as defined by the Internal Revenue Code of 1954, as amended.
- Necessary persons in emergency, health & safety-related situations.
- Persons designated in subpoenas or court orders.

When written consent by a student is required for release of personally identifiable information, such consent shall:

- Specify records to be released.
- Include reasons for such release.
- Specify to whom records are to be released.
- Be dated.
- Be signed by the student.

A copy of the information released will be provided to the student upon request. Records will be released in compliance with a judicial order or lawfully issued subpoena. However, every reasonable effort will be made to notify the student in advance of compliance.

The following types of educational records are maintained on students by Waycross College (the official responsible for such records is listed beside each).

<u>Type of record</u>	<u>Official Responsible</u>
Academic	Director of Student Records
Financial Aid	Director of Financial Aid
Personal Counseling	Assistant Director of Student Life

Faculty and other college personnel shall have access to student educational records only when such persons have a legitimate educational interest and demonstrate a need to know the content of such educational records.

Students have the right to obtain copies of information contained in their educational records. The first copy of a certified transcript is issued without charge; a fee of \$2.00 is charged for each additional transcript. Copies of other information in the student’s education records will be provided based on the actual cost to the college.

STUDENT FINANCIAL AID

Purpose of Student Financial Aid

The Financial Aid Office at Waycross College assists students in determining the amount of money they will require to attend college and, after analysis of resources, tries to provide the funds necessary to meet the remaining financial need. All application forms are available in the Financial Aid Office.

Students receiving financial aid under any federally funded program must maintain sufficient academic progress to remain eligible for continued assistance. Students receiving financial aid must familiarize themselves with the financial aid guidelines furnished with their award notice. All students wishing to receive aid must complete a Waycross College Institutional Request for Student Financial Aid.

College Fees and Expenses

Fees are assessed according to the policies of the University System of Georgia. Fees are subject to change at the end of any semester. A complete listing of fees and expenses may be found in the [Waycross College Catalog](#).

Financial Responsibility to the College

Students are required to meet all financial obligations to the College promptly. A student who is delinquent in his/her financial obligations to the College will not be allowed to register for the next term, to transfer credit to another school, or to graduate from the College.

Vocational Rehabilitation

If a student's fees are paid by the Georgia Department of Human Resources, Division of Vocational Rehabilitation, then he/she must request each term that the Student Records Office send copies of his/her grades to the Vocational Rehabilitation Office. The Business Office must receive written authorization from the Vocational Rehabilitation Office before the student's registration each term.

Veterans Educational Benefits and Services

Waycross College welcomes the opportunity to assist students who are eligible for education benefits under the Veterans Administration. The Director of Financial Aid can provide information concerning veterans' educational benefits and will assist in applying for those benefits. The office telephone number is 285-6035.

Application Procedures for Financial Aid

1. Complete and a Free Application for Federal Student Aid (**FAFSA**) or Renewal Application with the Federal Student Aid Program, and mail it to the processing center or file the application electronically (<http://www.fafsa.ed.gov>). You must have a PIN# to file a Renewal Application electronically. Log on to [http://www.pin.ed.gov/](http://www.pin.ed.gov) to request a PIN# for students and parents. FAFSA forms are available from any high school counselor or the Financial Aid Office and are required for all financial aid programs.
2. Complete a Waycross College Institutional Application and submit it to the Financial Aid Office.
3. Contact the College Financial Aid office for additional information on how to apply for a federally subsidized and/or unsubsidized student loan.
4. Once the College receives all the documentation to complete the financial aid file, the student will receive an Award Letter from the College. If the student receives a correct and valid Student Aid Report (SAR) but does not hear from the College, the student should contact the College immediately.
5. Financial aid will be paid only to those students accepted and enrolled at Waycross College. More detailed information and applications for all programs are available from the Financial Aid Office.

Priority Date: June 1 of each year for fall term registration. Accurate documents should be submitted to the Financial Aid Office by this date. Applications will continue to be processed after this date. However, there is a possibility that late applications will not be ready for registration.

SATISFACTORY ACADEMIC PROGRESS

(Financial Aid Recipients)

A student is expected to achieve satisfactory academic progress toward completion of course requirements. Progress toward the course requirements is measured both quantitatively and qualitatively. Satisfactory academic progress will be checked at the end of each semester.

Qualitative Standard:

Each financial aid recipient is expected to maintain the same minimum grade point average as any other student enrolled at Waycross College. The grade point average (GPA) is cumulative and includes all transfer work accepted by Waycross College. A student is in good standing if his/her grade point average falls within the acceptable range for the number of hours attempted. The (GPA) is calculated by dividing the number of credit hours attempted into the number of grade points earned on the attempted hours.

Semester Hours Transferred into and Attempted at WC	Minimum Grade Point Average
00—09	No Minimum
10—15	1.7
16—30	1.8
31—45	1.9
46 or More	2.0

Quantitative Standard:

To remain eligible for financial aid, a student must successfully complete two thirds (67%) of the hours for which he/she enrolls. A student who fails to meet this requirement will have financial aid terminated. A student will regain eligibility when he/she is again meeting satisfactory progress standards. Successful completion is defined as a grade of D or better, except in those courses where a D must be repeated (ENGL 1101 and 1102). **Grades of I, IP, F, WF, and W are considered unsatisfactory.** Up to thirty hours of non-credit remedial coursework may be excluded from satisfactory academic progress determination.

Right to Appeal:

A student who is denied financial aid as a result of unsatisfactory academic progress may appeal the decision to the Financial Aid Committee by taking the following steps:

- Obtain an “Appeal Form” from the Financial Aid Office.
- Complete all areas of the Appeal Form. Attach documents showing resolution of the situations leading to unsatisfactory progress.
- Mail or deliver the Appeal and supporting documents to the Financial Aid Office, 2001 South Georgia Parkway, Waycross, GA 31503

The Financial Aid Committee will consider student appeals for waiver of Satisfactory Academic Progress Policies when the student:

- Can document having had a serious injury or illness during the period of enrollment for which satisfactory academic progress was not maintained; or
- Has suffered the death of an immediate family member during the period of enrollment for which satisfactory academic progress was not maintained; or
- Has suffered undue hardship as a result of special circumstances, as determined by the Financial Aid Committee, during the period for determined by the Financial Aid Committee, during the period for which satisfactory progress was not maintained.

Refund Policy

Students who officially withdraw from the College on or before the first day of class are entitled to a refund of 100% of the tuition and fees paid for that period of enrollment. It is the responsibility of the student to withdraw according to procedures outlined in the [Waycross College Catalog](#).

The refund amount for students withdrawing from the institution shall be based on a pro rata percentage determined by dividing the number of calendar days in the semester that the student completed by the total calendar days in the semester. The total calendar days in a semester includes weekends, but excludes scheduled breaks of five or more days and days that a student was on an

approved leave of absence.

The unearned portion shall be refunded up to the point in time that the amount earned equals 60%. Students who withdraw from the institution when the calculated percentage of completion is greater than 60% are not entitled to a refund of any portion of institutional charges.

A refund of all out-of-state tuition, in-state tuition, and other mandatory fees shall be made in the event of the death of a student at any time during the academic session.

Students who do not formally withdraw, who are suspended for disciplinary reasons, or who leave the College when disciplinary action is pending are not eligible for any refund of any portion of any fee.

No refunds are allowed for reduction in hours unless such is the fault of the College.

Refunds may not be mailed until the end of the semester in which a student is enrolled. See the Semester Schedule of Classes for refund information on accelerated classes.

CONTINUING EDUCATION REFUND POLICY

If there are insufficient participants to warrant offering a continuing education class, the class will be canceled. Persons enrolled in continuing education classes canceled by the College will receive full refunds. Eighty percent (80%) refunds may be granted if a refund request is received in writing before the second class meeting. No refunds will be granted after the second scheduled class meeting. No fees may be transferred to another class or quarter. Failure of registrants to attend the first class session does not qualify a registrant for any refund.

U.S. DEPARTMENT OF EDUCATION WITHDRAWAL/ REPAYMENT POLICY

When a student withdraws from all classes in which he/she is enrolled, federal regulations require the institution to determine the amount of Pell Grant, SEOG, and Loan funds the student earned based on the percent of days the student completed on the date of withdrawal. The portion of the federal funds that the student received that were not earned may have to be repaid. Once the student completes more than 60 percent of the enrollment period, the student has earned 100% of the federal funds.

If a repayment occurs, student has 45 days from withdrawal date:

- To repay in full the unearned funds to Waycross College Business Office or
- To establish a repayment plan with the Waycross College Business Office to repay the unearned funds. A repayment plan may not exceed two (2) years.

If a student fails to comply with the above requirements, federal law requires Waycross College to:

- Report to the National Student Loan Data System (NSLDS) that the student is currently in overpayment status on a federal grant, and
- Refer the overpayment to the U.S. Department of Education (ED) for collection. A repayment plan may be established with the U.S. Department of Education. A repayment plan may not exceed two (2) years.

Please note that a student is not eligible to receive federal or state educational assistance until this debt has been paid or repayment arrangements have been made. When this debt has been paid in full or a repayment plan established, the student will be eligible to receive federal and state educational assistance. For more information about financial aid, see the [Waycross College Catalog](#).