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**Academic Standards  
Policy and Procedures**

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**Table of Contents**

**I. Philosophy and Scope ..... 1**

**II. Definitions for the Purpose of this Policy and Procedures ..... 1**

**III. Academic Standards ..... 5**

A. Awarding of Credit ..... 5

B. Change of Schedule ..... 9

C. Grading ..... 10

D. Academic Progress ..... 14

E. Change of Major ..... 17

F. Course Repetition ..... 17

G. Graduation Requirements ..... 18

H. Course Substitutions ..... 22

I. Academic Clemency ..... 23

# Academic Standards Policy and Procedures

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## I. Philosophy and Scope

Frederick Community College (“FCC” or the “College”), with teaching and learning as its primary focus, strives to promote academic excellence in preparing an increasingly diverse student body to complete their goals of workforce preparation, transfer, career development, and personal enrichment with quality, innovative lifelong learning. In support of this mission, the Provost/Vice President for Academic Affairs (Chief Academic Officer) leads the College community in implementing the educational goals of the institution, and developing and upholding the academic standards and procedures of the institution to ensure academic excellence in instruction through the awarding of credit to our student body.

The College will establish academic standards in accordance with, but not limited to, the Code of Maryland Regulations (COMAR), the Maryland Higher Education Commission (MHEC), the Middle States Commission on Higher Education (MSCHE), and other state and federal statutes or regulations.

## II. Definitions for the Purpose of this Policy and Procedures

- A. **“Academic credit”** refers to the certification of a student’s successful completion of a unit of a course of study.

Academic credit does not include credit associated with developmental education.

- B. **“Credit Hour,”** as defined by the MSCHE, refers to the amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalence that reasonably approximates not less than one (1) hour of classroom or direct faculty instruction and a minimum of two (2) hours of out-of-class student work for approximately fifteen (15) weeks for one (1) semester or the equivalent amount of work over a different amount of time. Instructional time is calculated using fifty (50) minutes as the “hour of instructional time.” For example, in a 3-credit course, students experience at least thirty-seven and one-half (37.5) hours of in-class instructional time and should invest a minimum of seventy-five (75) additional hours of time-on-task. For hybrid courses, students can expect active instructional time and “time-on-task” coursework comparable to face-to-face courses with the same format and with the same number of credits. For online courses, students can expect one hundred twelve and one-half (112.5) hours of time-on-task coursework with the same number of credits.
- C. **“Add/Drop”** refers to the process used prior to and at the beginning of the term when students need to alter (ex: add or remove a course) their schedules after they have initially registered.
- D. **“Audit”** refers to an enrollment option chosen by the student in which class attendance is required but no grade or college credit is earned. A final grade designation of “AU” will appear on the student’s academic transcript next to audited courses. AU grades may not be changed to letter grades (A, B, C, D, F, P, S) after an AU grade has been posted.

## Academic Standards Policy and Procedures

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- E. “**Academic Clemency**” refers to the ability of returning students to expunge prior unsatisfactory academic performance (D-F grades only) from their transcript. Academic Clemency may only be approved one (1) time per student per academic career.
- F. “**Advanced Placement (AP)**” refers to a program created by the College Board, which offers college-level curricula and examinations to high school students in the United States and Canada. FCC grants college credit to students who obtain high scores on selected AP examinations. Accepted AP exams and required scores are listed in the Academic Catalog. Official score reports must be submitted to FCC for review or awarding transfer credits.
- G. “**Articulation Agreement**” refers to officially approved agreements that allow students to apply credits they have earned in specific programs toward advanced standing, entry, or transfer into a specific program at another institution. These agreements outline the specific courses that count for transfer credit at the other institution, as well as the grades a student must earn in order to receive these credits.
- H. “**Associate of Applied Science (A.A.S)**” refers to programs designed for immediate employment and career advancement within a particular area of study. Some A.A.S. degrees transfer to career baccalaureate programs.
- I. “**Associate of Arts (A.A.)**” refers to a program of study with a concentration in arts and humanities which parallels the first two (2) years of study toward a bachelor’s degree and is designed to transfer to four-year colleges and universities, or may be used as a standalone degree for employment.
- J. “**Associate of Arts in Teaching (A.A.T.)**” refers to a program of study that provides the first two (2) years of courses and related qualifications needed to meet the entrance requirements to colleges of education in the state of Maryland.
- K. “**Associate of Science (A.S.)**” refers to a program of study with a concentration in science, technology, engineering, and math which parallels the first two (2) years of study toward a bachelor’s degree and is designed to transfer to four-year colleges and universities, or may be used as a standalone degree for employment.
- L. The “**Catalog Year**” begins with the summer term and continues through the spring semester. Student program requirements are based on the Catalog Year in effect at the time they are admitted to FCC and students must follow the requirements outlined in this catalog unless they: 1) have been readmitted; 2) request a change in major or program of study, current or previous, not more than five (5) years old; or 3) request an assignment to a current Catalog Year.  
<http://www.frederick.edu/class-schedules/catalogs.aspx>
- M. “**Certificate**” refers to a program of study at the freshman or sophomore level requiring a minimum of twelve (12) credits in a prescribed curriculum approved by the College. Courses required in certificate programs may be applied to the degree program in that area of study.
- N. “**Certification**” refers to a credential granted by an external entity confirming that an individual has specific skills in a certain area. FCC offers programs and/or

## Academic Standards Policy and Procedures

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courses that prepare students for certifications, but FCC does not directly grant these certifications.

- O. **“Class”** refers to a specific section of a course in which a student may enroll that has a beginning and ending date, a syllabus, and participation expectations.
- P. **“College Level Examination Program (CLEP)”** refers to a group of standardized tests offered by the College Board which assesses college-level knowledge in several subjects and offers students the opportunity to receive credit for certain coursework after demonstrating their proficiency. A full listing of CLEP exams and the required scores to earn credit at FCC are listed in the Academic Catalog. Official score reports must be submitted to FCC in order for credit to be awarded.
- Q. **“Course”** refers to a unit of study identified in the College catalog that is defined by a specific title, course number, and description, and for which credit may or may not be awarded.
- R. **“Defense Activity for Non-Traditional Education Support (DANTES)”** refers to a national credit-by examination program providing students the opportunity to receive credit for college-level **achievement**. Official score reports must be submitted to FCC in order for credit to be awarded.
- S. **“Departmental Exam”** refers to a comprehensive departmental examination which allows students to earn credit by examination in subject areas where no CLEP exam is available. Students pay an assessment fee for the exam to be scored prior to taking the exam. Upon successful completion of the departmental exam, credit is awarded.
- T. **“Elective Courses”** refers to optional courses that students may choose to take as part of their degree/certificate program, which may count toward graduation requirements.
- U. **“FCC General Education CORE Requirements”** refers to core courses that are required for all students in order to earn a college degree. Based on program, there are specific general education CORE requirements.
- V. **“Grade Point Average (GPA)”** refers to a numerical measurement of a student’s overall academic achievement which is calculated by multiplying the number value of the grade (or quality points) by the number of semester hours attempted, and then dividing the number of quality points by the number of credits attempted.
- W. **“Graduation”** refers to the receiving or conferring of an academic degree or certificate. Degrees and certificates are conferred four (4) times per year. Commencement is the ceremony each May which celebrates the conferring of the degrees and certificates awarded that academic year. Students completing degree requirements and graduation at other times of the year may participate in the May Commencement Ceremony.
- X. **“Graduation Application”** refers to the formal application process for all students planning to receive a certificate, degree, or Letter of Recognition. Students must complete and submit a graduation application by the designated deadlines published by the College.

## Academic Standards Policy and Procedures

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- Y. **“Hybrid Course”** refers to a course that combines online and on-campus classroom instruction.
- Z. **“Independent Study”** refers to a course which permits students to follow individual interests beyond the limits of a more formalized course.
- AA. **“International Baccalaureate (IB)”** refers to an international educational foundation providing education to primary, middle and high school students. Award of credit by FCC for IB participation is not automatic. Students must have official candidate score results sent to FCC for evaluation.
- BB. **“Letter(s) of Recognition”** refers to a program of study available in selected career programs and requiring fewer, more specialized courses than a Certificate. These specialized courses may not be substituted, and students must submit a graduation application in order to be awarded a Letter of Recognition.
- CC. **“Major”** refers to a student’s chosen field of study, which requires the successful completion of a specified number of credit hours.
- DD. **“Online course”** refers to a course taught entirely online. Instructor-student communication is facilitated by electronic technologies. Online classes require one (1) proctored exam with student picture ID. Not all FCC courses are offered online.
- EE. **“Placement tests”** refers to a series of computer-based assessments that measure the reading, writing, and math skills needed for college-level coursework. Placement test scores help to determine what courses are appropriate for students.
- FF. **“Portfolio Assessment”** refers to a process that enables students to effectively document prior learning acquired through employment, training, self-study, volunteer work, civic activities, etc. Students must demonstrate that they have acquired college-level skills directly related to the core learning outcomes of their program of study. Students pay an assessment fee for the portfolio to be reviewed. Upon successful completion of the portfolio review, credit is awarded.
- GG. **“Program”** refers to a structured and coherent course of study with clearly defined objectives and intended student learning outcomes, requiring the completion of a specified number of course credits from among a prescribed group of courses, which leads to the award of a certificate or degree. All programs must be approved by MHEC.
- HH. **“Student”** refers to an individual who is registered at the College, either full or part-time, in a credit or continuing education class or classes who has either paid or made arrangement for payment of tuition and/or fees.
- II. **“Transcript”** refers to a student’s academic record.
- JJ. **“Transfer Credit”** refers to coursework completed at another college or university, provided that the other institution is accredited or recognized by the U.S. Department of Education. Transfer credit is also awarded through other FCC approved non-college programs, education and training.
- KK. **“Withdrawal Period”** refers to the period of time in which students can withdraw from a course which occurs after the Add/Drop period and concludes on a specific

## Academic Standards Policy and Procedures

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date as published in the schedule of classes. When a student withdraws from a course, a designation of “W” will appear on his/her academic transcript.

### III. Academic Standards

#### A. Awarding of Credit

FCC believes that learning is a lifelong process and knowledge is acquired in many different ways. FCC awards credits for coursework completed at accredited colleges and universities as recognized by the U. S. Department of Education. In addition to the traditional classroom setting, FCC recognizes that mastery of college-level knowledge and skills may occur as a result of non-credit training and non-traditional learning experiences such as employment, military training and experience, non-collegiate training programs, and advanced high school courses.

##### 1. Transfer Credits

- a. No more than forty-five (45) credits in transfer may be awarded toward an Associate Degree. If the previous institution was under the quarter system, credits must be converted to semester hours; quarter hours are multiplied by two-thirds ( $2/3$ ) to equal semester credit hours.
- b. Transfer credit awarded is based on the major a student has declared. Not all credits may be accepted depending on the student’s declared major. If a student changes his/her major after the transfer evaluation, the student may request that his/her transfer record be reevaluated.
- c. Credits, not grades, are transferred into the College; therefore, grades from transfer courses are not calculated into the GPA at the College. Students submitting a grade of Pass from another institution must show that the equivalent of a grade of “C” or better was attained to have transfer credit awarded.

##### 2. College and University Credit

Credits may be granted for coursework completed at accredited colleges and universities as recognized by the U.S. Department of Education. Students must have submitted an admissions application to the College along with official transcripts from previously attended institutions to have credits evaluated.

The College follows the MHEC General Education and Transfer Policies. In general, courses will be evaluated to determine equivalency to FCC courses. Courses not equivalent to FCC coursework can be transferred as elective credit assuming that the student’s chosen major allows for elective credit. Credits will be awarded based on the following standards:

- a. **University System of Maryland College & University Credit** – for students transferring from any University System of Maryland (USM) college, all applicable general education coursework with a grade of “D” or above will be accepted in transfer. For non-general education coursework from a USM college, grades of “D” will be accepted only if the calculated GPA for the block of non-general education transfer courses is 2.000 or higher. Grades of

## Academic Standards Policy and Procedures

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“D,” however, will not be accepted for any course within a program of study that requires a grade of “C” or higher. A grade of “D” can be used to fulfill a prerequisite unless the prerequisite requires a grade of “C” or higher.

- b. **Non-University System of Maryland Colleges** – for students transferring from outside of the University System of Maryland, grades of “D” will be accepted only if the cumulative grade point average from that institution is 2.000 or higher. Grades of “D,” however, will not be accepted for any course within a program of study that requires a “C” or higher. A grade of “D” can be used to fulfill a prerequisite unless the prerequisite requires a grade of “C” or higher.
  - c. **International College and University Credit** – Credit may be granted for coursework completed at foreign colleges and universities based upon evaluation by credentialing services. The College recommends the use of American Association of Collegiate Registrars and Admissions Officer’s (AACRAO) International Education Services or WES (World Education Services) for credentialing but does accept evaluations from other credentialing services provided that the credentialing service is a member of the National Association of Credentialing Evaluation Services.
3. Non-collegiate Programs

Credit may be granted for educational programs which apply to the student’s FCC program of study successfully completed at non-collegiate organizations. The College uses *A Guide to Education Programs in Non-Collegiate Organizations*, compiled by the Commission of Education Credit of the American Council on Education (ACE) or the National College Credit Recommendation Service (formerly PONSI) as guidelines in awarding such credits. Other options to document prior learning may be available as described below. Official transcripts or supporting documentation for such credits must be submitted to the Welcome Center at FCC. No more than forty-five (45) credits may be earned through non-collegiate training.

4. Military Education and Training

Credits may be granted for a variety of formal military and educational programs. Programs must be described with credit recommendations in the ACE Guide to the Evaluation of Educational Experience in the Armed Services Official Community College of the Air Force transcripts, Joint Services Transcript (JST), or other military transcripts must be submitted to the Welcome Center. No more than forty-five (45) credits may be earned through military training and education.

5. National Examinations

Previous credit by examination is evaluated based upon the major chosen by the student on the admissions application. Only credits that are applicable to that major will be awarded in transfer. Therefore, if a student changes his/her major while attending FCC, he/she must request a re-evaluation based upon the new major.

## **Academic Standards Policy and Procedures**

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Credits awarded through national examination are posted at the top of the official FCC transcripts under the heading “Transfer Credits.” No more than a total of forty-five (45) credits by examination may be applied toward an associate degree. The national examination programs for which the College awards credit are:

a. **Advanced Placement (AP) Exams**

AP exams are subject matter examinations sponsored by the Educational Testing Services (ETS) and generally administered through high schools at the culmination of AP course offerings. The program provides an opportunity for high school students to receive advanced standing credit in college for college-level courses completed in high schools. Applicants for admission who have taken AP examinations should have an official scores report sent to the Welcome Center for evaluation and awarding of credit. A list of AP examinations accepted by the College and required scores is published in the Academic Catalog.

The awarding of AP credit is evaluated annually by the College.

b. **International Baccalaureate (IB) Exams**

IB exams are subject-matter examinations administered in high school international baccalaureate programs. The College will evaluate International Baccalaureate (IB) subject examinations with scores of 5, 6, or 7. A list of IB examinations accepted by the College and required scores is published in the Academic Catalog. Students must have official results sent to the FCC Welcome Center. Students may be awarded up to thirty (30) credits toward the associate degree. However, those planning to transfer need to consult with potential transfer institutions regarding each institution’s policy on required scores and credits awarded. In order to receive credit for EN101, the student must have completed the IB diploma at his/her high school.

c. **College-Level Examination Program (CLEP) and/or DANTES Subject Standardized Tests (DSST)**

CLEP and DSST are national credit-by-examination programs providing individuals the opportunity to receive credit for college-level achievement acquired in a wide variety of ways. General and subject examinations are available in many different areas. FCC administers CLEP and DSST examinations to current and prospective students by appointment in the FCC Testing Center. Additional information can be obtained by contacting the FCC Testing Center. The Testing Center serves as the point of contact for CLEP and DSST.

6. **Departmental Examination**

If a CLEP exam is not available for a subject in which a student is knowledgeable or skilled, the student may contact the Department Chair or Program Manager overseeing the equivalent course at FCC for permission to receive credit for the course by examination. Courses for which an examination is not appropriate (laboratory, experiential, or interactive courses) are excluded. A departmental examination may be taken only once. Students pay an assessment fee before



## **Academic Standards Policy and Procedures**

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taking the exam. Students who pass a departmental examination with a grade of “C” or better, will earn the stipulated number of credits for the course. A transcript will show credit for the specific courses that were taken on a credit-by-examination basis; however, no grade will be recorded. Forms are available in the academic departments. No more than fifteen (15) credits total may be earned through departmental examinations.

### 7. Credit through Credential Assessment

Credits through credential assessment may be awarded for national and/or state certification or licensure. To earn credit through this option, the student must contact the program manager for that area. Credentials must be current and demonstrate that the student is in good standing with the certification and/or licensing agency.

A detailed explanation of the method used to determine credits for credential assessment must be included in the assessment and submitted by the program manager to the appropriate Associate Vice President for Academic Affairs, the Provost/Vice President for Academic Affairs, and the Registrar for approval.

### 8. High School Articulation Credit

FCC may develop articulation agreements with secondary school systems to award college credit for selected secondary coursework. To receive credit for these courses, students may be required to earn a specific grade and/or provide evidence of other supporting materials as stipulated in the agreement.

Articulation agreements are reviewed and updated annually by the Provost/Vice President for Academic Affairs.

To request articulated high school credit, students must initiate the request for credit within two (2) years of his/her graduation from high school. Students must be enrolled in an FCC class, and submit an official high school transcript documenting the date of high school graduation and the stipulated grade in the articulated course and any other required supporting materials to the FCC Welcome Center.

### 9. Portfolio Assessment

The portfolio development process provides students an opportunity to document college-level knowledge acquired from work, independent reading, training programs, volunteer activities, and other life experiences. The portfolio documents student-generated evidence of learning that satisfies an FCC degree requirement. Students pay an assessment fee for the portfolio to be reviewed by faculty or staff trained in prior learning assessment. No more than thirty (30) credits total may be earned through portfolio assessment.

### 10. Independent Study

The independent study process permits students to follow individual interests beyond the limits of a more formalized course. It also encourages self-discipline and scholarly development.

## **Academic Standards Policy and Procedures**

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Students interested in independent study classes can apply by obtaining an independent study application from the Provost/Vice President for Academic Affairs or appropriate Department Chair and contacting a faculty member who is willing to supervise the independent study. Completed independent study forms must be submitted to the Welcome Center. Students must adhere to the add/drop dates in the schedule of classes.

Permission and faculty guidance is required to register for an independent study course.

### **11. Internships**

Internships allow students to gain experience in a workplace as well as earn academic credit for structured learning that occurs through employment related to their academic majors.

To be eligible, students must meet the following guidelines:

- a. Earned a minimum grade point average of 2.000 and
- b. Be in an eligible FCC program and
- c. Be within the last fifteen (15) credits in their college program

Requirements: Internship credits can be earned through either part-time or full-time employment. Part-time employment is normally carried on concurrently with part-time or full-time school enrollment. Hours of employment may vary according to the type of position. After receiving permission from the Internship Coordinator, students are able to register for either a 1, 2, or 3 credit internship course.

Details related to the internship experience are articulated online (<http://www.frederick.edu/current-students/internship-program.aspx>).

### **12. Reverse Transfer**

Through reverse transfer, students who attended FCC and transferred to another institution prior to earning an associate degree may transfer credits earned back to FCC in order to complete an associate degree. To be eligible for reverse transfer, students must have completed a minimum of 25% of college-level credits at FCC and earned a 2.000 GPA while attending FCC. For reverse transfer consideration, students must submit an official transcript from the institution attended, as well as an FCC graduation application.

### **B. Change of Schedule**

Students who wish to add or drop a course(s) may do so during the defined change of schedule and withdrawal period, respectively for each session. These dates are published in the schedule of classes.

#### **1. Adding a Course**

Students may add a course(s) to their schedule during the Add/Drop period for each session. Students must submit a completed Add/Drop form to the Welcome Center or they may add online via PeopleSoft. Students requesting to add a course after the change of schedule period must meet with the instructor who will make a

## **Academic Standards Policy and Procedures**

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recommendation to the Registrar. Students seeking late admission to an online course must contact the Office of Distributed Learning for approval to add a course after the change of schedule period.

### **2. Dropping a Course**

Students may drop a course(s) with 100% refund during the drop period for each session. The dropped course will not appear on the student's transcript. Students must submit a completed Add/Drop form to the Welcome Center, or they may drop online via PeopleSoft.

### **3. Withdrawal**

Students may withdraw from a credit course(s) after the defined Add/Drop period but before the published deadline in the Schedule of Classes. Students who withdraw from a credit course(s) will receive a grade of "W." The withdrawn credit course and the grade of "W" will appear on the student's transcript; however, no credit or quality points will be assigned. Students must submit a completed Add/Drop form to the Welcome Center or they may withdraw online via PeopleSoft. For further details, see the Student Withdrawal Policy and Procedures.

### **4. Co-listed Credit/Continuing Education**

A student in a co-listed Credit/Continuing Education class may change from credit to Continuing Education or Continuing Education to credit during the session's add period. Students changing from Continuing Education to credit must meet all prerequisites.

## **C. Grading**

### **1. Grading**

- a. Assessment methods resulting in the assignment of a grade, are determined by the Core Learning Outcomes of the course, learner characteristics, and setting. All Core Learning Outcomes should be assessed. The instructor should use a variety of assessment tools so that students with different learning styles will have an opportunity to demonstrate their mastery of the Core Learning Outcomes. Typical assessment methods include: objective quizzes and tests, essay (short and long answer) tests, papers and reports, journals, presentations, posters, projects, group work, case studies, portfolios, work sheets and lab reports. Course attendance or participation may be included in the course assessment methods. The number and types of assessments and the value assigned to each and grading scale must be included on the course syllabus. Faculty members are required to assign a letter grade to each student according to the following table and adhere to the final grade submission deadline for each session.

## Academic Standards Policy and Procedures

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Grade	Evaluation	Quality Points
A	Excellent	4
B	Good	3
C	Average	2
D	Passing	1
F	Failing	0
I	Incomplete	0
W	Withdrawal	0
AU	Audit	0
S	Satisfactory	0
U	Unsatisfactory	0
Z	In Progress	0
P	Pass (Equivalent to a grade of "C" or better)	0
DX	Clemency/Passing	0
FX	Clemency/Failing	0

- b. Developmental courses in Math, English, and English as a Second Language (ESL) are assigned letter grades. Letter grades or grades of "S," "U," and "Z" used previously in developmental courses will not carry quality points.
- c. A grade of "W" is recorded for students who withdraw from a class during the defined withdrawal period for each session. These dates are published in the schedule of classes.
- d. A grade of "I" may be issued in the case of extenuating circumstances at the discretion of the instructor. This grade is issued only to the student whose work has been satisfactory but because of circumstances beyond the student's control, full requirements of the course remain unfulfilled at the time of grading.
  - i. Student should complete course requirements within the period of time prescribed by the instructor but no later than
    - (a) Eight (8) weeks following the fall or spring semesters
    - (b) Four (4) weeks following the summer term
    - (c) Two (2) weeks following the J-term

## **Academic Standards Policy and Procedures**

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- ii. In the event that the incomplete grade has not been changed by the instructor in the allotted time frame in section i. above, the Incomplete will automatically become an “F.”
- iii. In case of extreme hardship preventing a student from completing the course requirements within the prescribed period, the student may request more time from the faculty member. If more time is denied by the faculty member, the student may appeal to the appropriate Associate Vice President for additional time to complete the requirements.
- e. P – A grade of “P” is equivalent to a grade of “C” or better. A few select courses are offered on a pass/fail basis. Students taking courses on a pass/fail basis are allowed a maximum of nine (9) such credits to be counted toward their degrees. Pass/fail course credits are not computed in the student’s overall GPA.
- f. DX – A grade of “DX” is recorded for a student who has been granted academic clemency for a “D” grade. The grade carries no quality points and is not included in the GPA calculation.
- g. FX – A grade of “FX” is recorded for a student who has been granted academic clemency for an “F” grade. The grade carries no quality points and is not included in the GPA calculation.
- h. AU – Courses taken for audit do not satisfy course or program prerequisites or graduation requirements. Regular tuition and fees are charged when auditing a course. A student registering as an audit student must meet all the required prerequisites. Audited courses do not count towards a student’s enrollment status. A student may change from audit to grade basis (credit) through the last day to add courses for that session. A change from grade basis (credit) to audit may be made through the last day to withdraw for each session. Students registered as audit participate in the course; however, are not required to take part in assessments.

### **2. Computation of Grade Point Averages (GPA)**

#### **a. Semester Grade Point Average**

The semester GPA is determined by multiplying the number of credit hours in each course attempted by the number of points corresponding to the final grade for the course. The total is then divided by the number of credit hours attempted during that semester. The semester GPA is computed only on college-level courses attempted at FCC. The grades of “I,” “AU,” “S,” “U,” “P,” “Z,” “DX,” “FX,” and “W” are not used in calculating the GPA.

In the case of repeated courses, courses with the “RP” designation are excluded from the semester GPA calculation; courses with the “RI” designation are included in the semester GPA calculation.

#### **b. Cumulative Grade Point Average**

The cumulative GPA includes all college-level courses and grades attempted at FCC and is determined in the same manner as the semester GPA.

## Academic Standards Policy and Procedures

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In the case of repeated courses, courses with the “RP” designation are excluded from the cumulative GPA calculation; courses with the “RI” designation are included in the cumulative GPA calculation. Only the highest grade earned will be used in cumulative GPA calculations. The course included in GPA calculations is indicated on the student’s transcript with the “RI” (Repeat Grade Included) designation. All repeated courses excluded from GPA calculations remain on the transcript indicated as “RP” (Repeat Grade Excluded). If the two (2) grades are the same, the most recent grade will be used in GPA calculations.

A student who successfully repeats a course for which transfer credit has been granted will have the transfer credits removed from the transcript.

Students may receive transfer credits for an FCC equivalent course for which they have received an “F” grade at FCC. However, the “F” grade will remain on the transcript and will be included in GPA calculations.

### c. Hours Attempted and Earned

Hours attempted are the total number of credit hours in all college-level courses for which a student receives one of the letter grades listed under Grades and Quality Points.

Hours earned are the total number of credit hours in college-level courses for which a student receives a letter grade of “A,” “B,” “C,” “D,” or “P.”

### 3. Grades and Quality Points

Quality Points per course credit hour are assigned to each letter grade. Quality points are a numerical equivalent of grades. Grades received in developmental courses are not assigned quality points and are not calculated in the grade point average. The numerical equivalency and impact on GPA are as follows:

<b>Grade</b>	<b>Quality Point value</b>	<b>Included in GPA</b>
A	4	Yes
B	3	Yes
C	2	Yes
D	1	Yes
F	0	Yes
W	0	No
Z	0	No
P	0	No
S	0	No
U	0	No
I	0	No

## Academic Standards Policy and Procedures

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Grade	Quality Point value	Included in GPA
AU	0	No
DX	0	No
FX	0	No

#### 4. Posting of Grades

Final grades for an academic session are due from the faculty within three (3) calendar days after the end of the session.

#### 5. Attendance Reporting

The Federal Government mandates that institutions identify students who are receiving financial aid and are not attending class, and return those aid dollars to the federal government. Instructors are key in identifying these students and assisting the College with complying with Federal Title IV Financial Aid regulations.

Faculty members are required to report the student's attendance at the beginning of the session and report no later than the dates provided by the Financial Aid Office. FCC does not disperse federal funds to students until attendance is confirmed by the instructor. Faculty who do not report attendance by the established attendance due dates, will cause a delay to students receiving their financial aid awards. Faculty must also report the last date of attendance for students assigned "F," "W," and "I" grades.

### D. Academic Progress

FCC is committed to assisting students in the pursuit of their academic goals. While students at the College are expected to take responsibility for their own progress, the College periodically reviews the academic progress students are making and identifies their appropriate academic standing.

#### 1. Academic Progress Review

- a. Students are expected to maintain minimum standards of academic achievement as indicated by both GPA and percentage of successfully completed credits.
- b. Students will be subject to Academic Progress Review after attempting a total of twelve (12) cumulative credits.
- c. All students enrolled as degree seeking, certificate seeking, and Open Campus are subject to Academic Progress Review. Students who are enrolled under the admission classification of Courses of Interest are not subject to Academic Progress Review.

#### 2. Definitions

- a. Successfully completed credits – The following grades represent successful completion of credit: "A," "B," "C," "D," "S," "P."

## Academic Standards Policy and Procedures

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- b. Unsuccessfully completed credits – The following grades represent unsuccessful completion of credit: “W,” “F,” “AU,” “I,” “Z,” or “U.”
  - c. Credits attempted – Includes all credits attempted (including developmental courses) and courses in which a grade of withdraw, audit, incomplete, or in progress is recorded.
3. Academic Standings
- a. **Good Standing** – Students will be considered to be in good academic standing when their cumulative GPA is 2.000 or higher, and when they have successfully completed at least 50% of their cumulative credits attempted.
  - b. **Academic Alert** – Students are placed on Academic Alert when their cumulative GPA is less than 2.000, and/or they have successfully completed less than 50% of their cumulative credits attempted.
    - i. While on Academic Alert, students will be required to meet with an Academic Advisor to develop an Academic Success Plan designed to provide students with academic support to facilitate their success.
    - ii. While on Academic Alert, students will be required to have their registration approved by an Academic Advisor.
    - iii. While there is no credit restriction while on Academic Alert, students on Academic Alert at the time of pre-registration for a subsequent semester can only pre-register for six (6) credits until final grades for the current semester have been posted. Students who conclude the semester in Good Standing are then able to add additional credits to their semester schedule.
    - iv. Students who demonstrate academic progress while on Academic Alert, as evidenced by achievement of a minimum 2.000 semester GPA, and successful completion of at least 50% of semester credits attempted will be allowed to continue even though their cumulative GPA has not reached the required 2.000. Students will be assigned a standing of Academic Alert with Progress.
  - c. **Academic Alert with Progress** – Students who demonstrate academic progress while on Academic Alert, as evidenced by achievement of a minimum 2.000 semester GPA, and successful completion of at least 50% of semester credits attempted will be allowed to continue even though their cumulative GPA is less than 2.000, and/or they have successfully completed less than 50% of their cumulative credits attempted.
    - i. While on Academic Alert with Progress, students are not required to have their registration approved by an Academic Advisor.
    - ii. There is no credit restriction while on Academic Alert with Progress.
    - iii. Students on Academic Alert with Progress at the time of pre-registration for a subsequent semester can pre-register with no credit restriction.
  - d. **Academic Probation** – Students on Academic Alert or Academic Alert with Progress who fail to achieve a 2.000 semester GPA, and/or who fail to



## Academic Standards Policy and Procedures

successfully complete at least 50% of semester credits attempted are placed on Academic Probation.

- i. While on Academic Probation, students will be required to meet with an Academic Advisor to develop an Academic Success Plan designed to provide students with academic support to facilitate their success.
  - ii. Students who are on Academic Probation must have their registration approved by an Academic Advisor and will be limited to enrollment in six (6) credits.
  - iii. Students who are on Academic Probation will not be allowed to pre-register for the subsequent semester until final grades for the current semester are posted.
  - iv. Students who demonstrate academic progress while on Academic Probation, as evidenced by achievement of a minimum 2.000 semester GPA, and successful completion of at least 50% of semester credits attempted will be allowed to continue even though their cumulative GPA has not reached the required 2.000. Students will be assigned a standing of Academic Alert with Progress.
- e. **Academic Suspension** – Students on Academic Probation who fail to achieve a 2.000 semester GPA, and/or who fail to successfully complete at least 50% of semester credits attempted will be academically suspended for one fall or spring semester, and any preceding J-term or summer term.
- f. **Academic Dismissal** – Students who are subject to Academic Dismissal will be dismissed for a period of two (2) semesters, and any preceding J-term or summer term.

Students are subject to Academic Dismissal when:

- i. satisfactory progress is not made in the first semester upon their re-enrollment following Academic Suspension; or
- ii. the student has been placed on Academic Suspension for a second occurrence.

#### 4. Re-admission Following Academic Suspension

- a. Prior to re-enrollment, students who have been academically suspended must develop a plan to remediate their academic deficiencies and meet with an Academic Advisor. The Academic Advisor will develop an Academic Success Plan with the student identifying any academic requirements to be met including enrollment in developmental requirements, appropriate academic support courses, or use of academic support services.
- b. If satisfactory progress is not made in the first semester upon his/her return, the student will be subject to Academic Dismissal.

#### 5. Re-admission Following Academic Dismissal

- a. Prior to re-enrollment, students who have been academically dismissed must develop a plan to remediate their academic deficiencies and meet with the

## **Academic Standards Policy and Procedures**

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Associate Vice President/Dean of Students. If approved by the Associate Vice President/Dean of Students, students meet with an Academic Advisor to develop an Academic Success Plan and identify any academic conditions of re-enrollment including enrollment in developmental requirements, appropriate academic support courses, or use of academic support services.

- b. If satisfactory progress is not made in the first semester upon his/her return, the student will again be subject to Academic Dismissal.

### **6. Request for Withdrawal After the Deadline Due to Extenuating Circumstances**

Students with extenuating medical/emergency/military circumstances that they believe requires them to withdraw from a class after the deadline for withdrawal should consult with the instructor of the class to request a grade of "I."

Incompletes that are not satisfied within eight (8) weeks after the last day of fall and spring semesters, within four (4) weeks after the last day of summer term, or within two (2) weeks after the last day for J-term convert to an "F."

### **E. Change of Major**

1. Students declare their major at the time of application and may change their major any time. Only one major may be declared at a time; however, students may apply for multiple degrees and certificates.
2. Students who wish to change their major must obtain permission from an Academic Advisor or Veterans Advisor (if applicable) to help clarify their new educational goals.

Students will be advised that changing majors could result in completed courses not applying to their new major.

3. Students changing their major will be assigned to the current catalog year.
  - a. Students requesting an exception to the assignment to the current catalog year need a written recommendation signed by an Academic Advisor, faculty advisor, Department Chair, or Program Manager with written justification for the request. This request must be submitted to the Registrar. The Registrar will review the request and make a determination based on the continuous enrollment status of the student.
  - b. To ensure compliance with accreditation and licensing requirements, the student's clinical portion of an allied health program will be assigned to the current catalog year.
  - c. Students will not be assigned to a catalog more than five (5) years old.

### **F. Course Repetition**

The right to repeat courses in some programs is not automatic. Individual program requirements may limit course repeatability. Students failing to successfully complete a course in some programs may be denied the opportunity to continue in those programs.

A student should consult an Academic Advisor before attempting the course for the second time. No student may attempt the same course a third time without consulting

## Academic Standards Policy and Procedures

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the appropriate Department Chair, Program Manager, or designee. The fourth and any subsequent attempts of the same course will require the approval of the Provost/Vice President for Academic Affairs or designee.

Course repetition restrictions do not apply to courses which are identified in the FCC Academic Catalog as repeatable for additional credit. These courses may be repeated up to the maximum number specified. Some courses are exempt and are listed in the FCC Academic Catalog.

When a student repeats a course, the highest grade and corresponding credits awarded will be used in computing the GPA. If the two grades are the same, the last grade will count. All courses taken become part of the student's academic record and appear on the student's transcript. If a student receives an "F" in a course at FCC, and successfully completes the course at another institution, transfer credit may be awarded; however, the "F" grade received at FCC remains on the transcript and in the GPA calculation.

Students should be aware that federal financial aid regulations and veterans' benefits limit the number of times a student can receive federal financial aid for a graded course.

### G. Graduation Requirements

FCC awards Associate degrees, certificates, and Letters of Recognition (LORs) to those students who complete a prescribed curriculum with a 2.000 grade point average or better. Students enrolled in the Associate of Arts in Teaching (A.A.T.) programs, however, are required to complete the prescribed curriculum with a 2.750 grade point average or better. Degrees, certificates, and LORs are issued four (4) times a year: August, December, January, and May.

The standard number of credits for an Associate degree from a public community college is sixty (60) credit hours.

The standard number of credits required for an Associate degree (i.e. 60) does not apply if 1) the degree program is defined as more than a two-year Associate degree; 2) professional accreditation requires a higher number of credit hours or requires coursework that cannot be completed in 60 credits; or 3) certification requirements result in a need for credit hours in excess of 60. MHEC approval is required for exceptions in excess of 60 credits.

#### 1. Associate of Arts Degree (A.A.) and Associate of Science Degree (A.S.)

To be eligible to receive the Associate of Arts or Associate of Science degree, students must:

- a. Successfully complete a prescribed curriculum as approved by the College with at least 60 credits.
- b. Complete a core of at least 31 general education credits that will include the following:
  - i. English Composition (EN101): 3 credits.
  - ii. Arts, Humanities, Communications: 9 credits, three courses, one selected from each area.

## Academic Standards Policy and Procedures

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- iii. Social and Behavioral Science: 6 credits, two courses, selected from different disciplines.
  - iv. Biological and Physical Science: 7/8 credits, two courses, one must be a lab science.
  - v. Mathematics: 3/4 credits, one course.
  - vi. Interdisciplinary or Emerging Issues is an optional category that can fulfill the open general education elective requirement.
  - vii. Open General Education Elective: 3 credits selected from any category of General Education courses above.
  - c. Cultural Competence Requirement: At least one course must be designated as meeting the College cultural competence requirement.
  - d. Health, Wellness, or Physical Education requirement: 1/3 credits.
  - e. Obtain a minimum grade point average of 2.000 (in addition, certain programs of study may require a minimum grade in designated courses).
  - f. Complete at least 25% of academic degree credits at Frederick Community College.
  - g. Complete a graduation application and submit to the Welcome Center.
2. Concentration within the Associate of Arts Degree (A.A.) or the Associate of Science Degree (A.S.)

To be eligible to receive a concentration within the Associate of Arts or Science Degrees, students must:

- a. Successfully complete a prescribed curriculum approved by the College with at least 60 credits.
  - b. Obtain a minimum grade point average of 2.000.
  - c. Complete a core of at least 31 general education credits as outlined above. Complete between 12 and 30 credits in an approved area of concentration.
  - d. Cultural Competence Requirement: At least one course must be designated as meeting the College cultural competence requirement.
  - e. Health, Wellness, or Physical Education requirement: 1/3 credits.
  - f. Obtain a minimum grade point average of 2.000 (in addition, certain programs of study may require a minimum grade in designated courses).
  - g. Complete at least 25% of academic degree credits at Frederick Community College.
  - h. Complete a graduation application and submit to the Welcome Center.
3. Associate of Applied Science Degree (A.A.S.)

To be eligible to receive the Associate of Applied Science degree, students must:

- a. Successfully complete a prescribed curriculum as approved by the College with at least 60 credits.

## Academic Standards Policy and Procedures

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- b. Complete a core of at least 20 credit hours of general education courses that will include the following:
    - i. English Composition (EN101): 3 credits.
    - ii. Arts, Humanities, Communications: 3 credits, one course.
    - iii. Social and Behavioral Sciences: 3 credits, one course.
    - iv. Biological and Physical Sciences: 3/4 credits, one course.
    - v. Mathematics: 3/4 credits, one course.
    - vi. Interdisciplinary or Emerging Issues is an optional category that can fulfill the open general education elective requirement.
    - vii. Open General Education Elective: remaining credits selected from any category of general education courses above.
  - c. Cultural Competence Requirement: At least one course must be designated as meeting the College cultural competence requirement.
  - d. Health, Wellness, or Physical Education requirement: 1/3 credits.
  - e. Obtain a minimum grade point average of 2.000. (In addition, certain programs of study may require a minimum grade in designated courses.)
  - f. Complete at least 25% of academic degree credits at Frederick Community College.
  - g. Complete a graduate application and submit to the Welcome Center.
4. Associate of Arts in Teaching (A.A.T.)
- To be eligible to receive the Associate of Arts in Teaching degree, students must:
- a. Successfully complete a prescribed curriculum as approved by the College.
  - b. Complete a core of at least 31 credit hours of general education courses as described in the program of study and meet all state requirements.
    - i. English Composition (EN101): 3 credits.
    - ii. Arts, Humanities, Communications: 9 credits, three courses, one selected from each area.
    - iii. Social and Behavioral Science: 6 credits, two courses selected from different disciplines.
    - iv. Biological and Physical Science: 7/8 credits, two courses, one must be a lab science.
    - v. Mathematics: 3/4 credits, one course.
    - vi. Interdisciplinary or Emerging Issues is an optional category that can fulfill the Open General Education elective requirement.
    - vii. Open General Education Elective: 3 credits selected from any category of General Education courses above.

## **Academic Standards Policy and Procedures**

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- c. Cultural Competence requirement: At least one course must be designated as meeting the College cultural competence requirement.
- d. Health, Wellness, or Physical Education requirement: 1/3 credits.
- e. Obtain a minimum grade point average of 2.750 and earn a “C” or better in all courses used to satisfy the A.A.T. program of study.
- f. Complete at least 25% of academic degree credits at Frederick Community College.
- g. Submit to the Welcome Center official qualifying scores from the SAT, GRE, ACT, AP, IB, Praxis 1: Pre-Professional Skills Test or Praxis Core. Students must also provide the Registrar's Office with qualifying scores on one of the state-approved basic skills tests for future teachers.
- h. Qualifying scores are established for all Maryland institutions of higher education.

Students are strongly urged to consult with an Academic Advisor at their transfer institution as early as possible and should be aware that some colleges and universities may require a higher grade point average as a condition of admission than that required to earn the A.A.T. degree.

- i. Complete a graduation application and submit to the Welcome Center.

### 5. Certificate

To be eligible to receive a certificate, students must:

- a. Complete a prescribed curriculum of at least twelve (12) credits as approved by the College.
- b. Obtain a minimum grade point average of 2.000.
- c. Complete at least 25% of the certificate credits at FCC.
- d. Complete an application for graduation and submit to the Welcome Center.

### 6. Letter of Recognition

To be eligible to receive a letter of recognition, students must:

- a. Complete a prescribed curriculum of at least six (6) credits as approved by the College.
- b. No course substitutions are allowed.
- c. Obtain a minimum grade point average of 2.000 in the courses required by the Letter of Recognition.
- d. Complete at least 25% of the LOR credits at FCC.
- e. Complete an application for graduation and submit to the Welcome Center.

### 7. Program Discontinuance

Following the discontinuation of a degree or certificate program, application to graduate under that degree or certificate program will be honored for five (5)

## Academic Standards Policy and Procedures

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years. Students must be continuously enrolled during the five-year teach-out period.

### 8. Additional Associate Degree or Certificate

- a. Students wishing to earn more than one associate degree or certificate must fulfill all program requirements for each degree or certificate in accordance with college requirements. At the time of application for graduation, students must declare the catalog year under which they are requesting to be evaluated for degree completion. Students must select a catalog of an academic year during which they were registered and attended classes at the College.
- b. Once a degree has been earned, a certificate in the same major will not be awarded.

### 9. Dean's List

Students who have earned twelve (12) or more credits at the College are eligible to be considered for the Dean's List. At the end of the fall and spring semesters, the Provost/Vice President for Academic Affairs will publish a list of those full-time and part-time students who have completed at least six credits during the semester and have earned a semester grade point average of 3.500 or better.

### 10. Graduate with Honors

Students who have accumulated a grade point average of 3.500-3.7490 are awarded a degree with "Honors." A degree with "High Honors" is awarded to those students who have accumulated a grade point average of 3.750 or better. A Certificate will be awarded with "Distinction" to those students with a grade point average of 3.750 or higher.

### 11. Honors College

Students who complete twelve (12) honors credits (3 honors credits must be at the 200-level with an honors research project or completion of an honors independent study project) with an overall grade point average GPA of 3.250 or higher are eligible to graduate from the Honors College. Graduates receive a notation on their transcripts recognizing this achievement.

### 12. Commencement

Commencement is conducted each year in the month of May, but diplomas are awarded in August, December, January, and May. Diplomas may also be awarded at additional times for special programs at the discretion of the Registrar.

## H. Course Substitutions

1. Substitutions of course requirements within degree and certificate programs may be considered under special circumstances; however, no substitutions of course requirements within letters of recognition are allowed.
2. Examples of circumstances which may warrant a course substitution include those instances when:

## Academic Standards Policy and Procedures

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- a. a required course is no longer offered at the College;
  - b. a student has taken a course so similar to a required course that completing the required course would be redundant; or
  - c. a required course has been cancelled or is not scheduled to be offered soon enough that a student's ability to graduate in a timely manner is compromised.
3. A non-general education course may not be approved as a course substitute for a general education requirement. In all cases, students must meet the minimum requirements for graduation as determined by the MHEC and as approved by the College in the catalog year in which the student was assigned his/her major.
  4. The number of course substitutions should be limited in order to maintain the academic integrity of the program. In no case may course substitutions constitute more than 33% of the program as this constitutes a substantial change in the curriculum as defined by MHEC.
  5. Program Managers and/or Department Chairs must complete a Course Substitution form identifying the recommended course substitution which is submitted to the Registrar for review and final approval. In the event that the recommended substitution does not fall within the course substitution guidelines, the Registrar will consult with the appropriate Department Chair.
  6. Students requesting a course substitution based on the presence of a disability may do so through the Services for Students with Disabilities (SSD) program. Information on the course substitution protocol is available from the SSD department.
  7. Approved course substitutions are stored in students' PeopleSoft records and are reflected in the appropriate curricular requirement in students' degree audits.
  8. Course substitutions should be requested, approved, and recorded prior to the last date to apply for graduation.

### I. Academic Clemency

Academic Clemency provides students returning to the College an opportunity to address prior unsatisfactory academic performance. Academic Clemency expunges a limited number of "D" and "F" grades previously earned at FCC. Students will be made aware of the Academic Clemency procedure through the re-admission letter provided to them upon re-application to the College. Students who wish to apply for Academic Clemency will meet with a member of Counseling and Advising to discuss the procedure.

1. The following are conditions for requesting Academic Clemency:
  - a. A student may only request Academic Clemency once.
  - b. A student must have not attended FCC for two (2) years before he/she is eligible to request Academic Clemency.



## Academic Standards Policy and Procedures

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- c. A student must demonstrate that he/she has the ability to benefit from college. Therefore, upon re-admission to the College, a student must achieve a minimum 2.000 GPA in all courses attempted by the end of the semester in which the student reaches at least twelve (12) attempted credits (6 of which must be general education credits) before being eligible to apply for Academic Clemency. Exceptions to this provision may be granted by the College Registrar.
  - d. Only courses in which a grade of “D” or “F” has been earned will be considered for Academic Clemency.
  - e. Developmental courses will not be considered for Academic Clemency.
  - f. Courses that are required for the student’s major are not eligible for consideration under the Academic Clemency procedure, therefore, students must repeat those courses. In accordance with the College procedure on repeating courses, the higher grade will be used in the calculation of GPA.
2. When a student has met the conditions of Academic Clemency, he/she will meet with a member of Counseling and Advising to develop an Academic Clemency plan and complete the Request for Academic Clemency form.
    - a. The number of credits that may be considered for Academic Clemency will be determined on a case by case basis by a Counseling and Advising staff member working with the student. In no case can the number of credits exceed twenty-four (24) credits.
    - b. The Counseling and Advising staff member will sign the completed Request for Academic Clemency form and forward it to the Registrar for final approval and recording.
    - c. All course attempts will remain on the transcript. Courses that have been approved for Academic Clemency will be designated with the grade of “FX” or “DX.”