

ACADEMIC INFORMATION

ACADEMIC LOAD

An average of 16-18 credits per semester is necessary to complete a degree program in two years or a certificate program in one year. Because of work or other obligations, some students may prefer to take fewer credits per semester and a longer period of time to complete a program.

ACADEMIC RENEWAL

“Academic Renewal” is a process by which poor grades earned by a student during a previous enrollment at ESCC may be forgiven. Although the grades thus forgiven will appear as a part of the student’s permanent college record, they will no longer be used in the calculation of the student’s cumulative grade point average.

Students enrolled at ESCC may be eligible for “Academic Renewal” provided they satisfy the following conditions:

1. Students must have been separated from ESCC (not enrolled) for five (5) years or more. Five (5) years is interpreted as a minimum 60-month period of continuous non-enrollment at ESCC;
2. Students must earn a minimum 2.50 grade point average for the first twelve (12) credits completed after re-enrolling from the five-year separation; and
3. Students must apply for “Academic Renewal” using an Academic Renewal Petition Form available in the Student Services office.

Additional information is available in the Student Services office.

FACULTY ADVISORS AND STUDENT RESPONSIBILITIES

A student enrolled in a curriculum is assigned a faculty advisor who assists in the preparation of schedules to help ensure that degree requirements are met. Faculty advisors can also provide information regarding fields of specialization. A student has the ultimate responsibility for completing graduation requirements. The College strongly recommends curricular students take advantage of the expertise of faculty advisors.

CLASS ATTENDANCE AND EXAMINATIONS

Instructors determine attendance regulations for their classes and include these in their courses of study. It is the student’s responsibility to observe these regulations. Instructors are not obligated to give make-up tests or review material missed in class; therefore, it is the student’s responsibility to know the policies of individual instructors. The College may require instructors to record attendance when records support funds received by students.

AUDITING COURSES

A student may attend courses without taking examinations or receiving credit by registering to audit and paying full tuition. A degree candidate may audit required courses before taking them for credit; however, audited courses do not count as part of a student’s course load. A student must receive permission from the dean of instruction prior to auditing a course.

The audit option is offered to students on a space-available basis only, with credit-seeking students receiving precedence. Audit students who are in danger of losing their course registration in favor of credit-seeking students will be given the opportunity to enroll for credit before being removed from class rolls. At least 51% of class membership must be enrolled for credit.

The last date to change from audit to credit is the last day for a schedule change/refund; the last day to change from credit to audit is the last day that students can withdraw without penalty.

REGISTRATION

Regular registration for each semester begins prior to the first day of classes and continues through the fifth (5th) day of classes. Special sessions, either shorter or longer than fifteen (15) weeks, have their own registration periods.

From anywhere in the world, students can register for classes online by accessing **ESCCconnect**, ESCC's electronic student information system. **ESCCconnect** is available on the College website at www.es.vccs.edu. If a student does not have Internet access conveniently available, the student may use computers in the **ESCCconnect** Student Access Center located in the Student Services lobby. Assistance will be available.

WITHDRAWAL / CHANGE OF REGISTRATION

The procedures below must be observed in making any program changes after registration:

1. Students who enroll during the official registration period may drop courses and receive a refund during the first fourteen (14) days of a regular session.
2. Withdrawal from a course from the fifteenth (15th) calendar day to the end of the first nine (9) weeks (60%) of a session results in a grade of "W." Withdrawal after nine (9) weeks will result in a grade of "F" unless the instructor provides written justification which is approved by the dean of instruction.
3. If a student has been attending a class but has not enrolled, they may request instructor permission to register late for that class. Requests must be processed by the withdrawal-with-refund date.
4. If a student has not been attending a class and has not enrolled in that class by the last date to register, they may request permission from the instructor and dean of instruction to enroll in the class after the deadline. The request must be processed by the withdrawal-with-refund date.
5. If a student has not enrolled in a class by the withdrawal-with-refund date, they may request special approval from the instructor and dean of instruction to enroll in that class. Generally these requests are not accepted and approval will be based on their professional judgment.
6. A student who wishes to withdraw from the College must follow the proper procedures to avoid prejudicing return to this college or transfer to another college. A curricular student should first consult with their faculty advisor before withdrawing from classes. Withdrawing from class(es) can be done by dropping classes on-line via **ESCCconnect** or by going to the registrar's office.
7. If a student has special circumstances, they may make a request to the dean of instruction to withdraw from classes after the withdrawal-without-penalty date has past. Generally these requests are not accepted and approval will be based on professional judgment.

CREDITS

Because Eastern Shore Community College operates on a semester system, semester hour credits are granted for successful completion of credit courses. One semester hour is equivalent to 1.5 quarter hours, i.e. six (6) semester hours equal nine (9) quarter hours.

GENERAL EDUCATION

Eastern Shore Community College provides general education to develop skills in learning, computation, communication, and critical thinking requiring a core of courses in which these skills can be developed. The use of these skills in additional required and elective courses will enable students to develop interpersonal and human relations skills and an understanding of culture, society, science, technology, and personal health. See page 90.

GRADES

Grade Meaning

A	Excellent; 4 quality points per credit
B	Good; 3 quality points per credit
C	Average; 2 quality points per credit
D	Poor; 1 quality point per credit
F	Fail; 0 quality points per credit
P	Pass; No quality points. Credits not included in credits attempted or in computation of grade point average. Used for credit courses only.
I	Incomplete -- No credit; used when the majority of course requirements have been met but verifiable, unavoidable reasons prevent completion of the course. Because an "I" extends enrollment in the course, requirements for satisfactory completion will be established through student/faculty consultation. Courses for which the grade of "I" has been awarded must be completed by the end of the fourteenth (14th) week of the subsequent semester.
W	Withdrawal -- No Credit
X	Audit -- No Credit

The following grades are used primarily in Developmental Studies courses:

- S Pass -- No grade point credit; course requirements completed
- R Re-enroll -- No grade point credit; progress has been made but the student must re-enroll in order to meet course requirements
- U Unsatisfactory -- No grade point credit; performance is below an acceptable level

GRADE POINT AVERAGE (GPA)

The grade point average (GPA) is determined by dividing the total number of grade points earned in courses by the total number of credits attempted.

Example:

Course	Grade	Quality Points	Credit	Grade Points
ENG 112	C	2	3	(2x3) 6
HIS 112	B	3	3	(3x3) 9
BIO 102	A	4	4	(4x4) 16
MTH 164	C	2	3	(2x3) 6
TOTALS			13	37

Example: $GPA = 37 \div 13 = 2.846$

Cumulative GPA, which includes all courses attempted, is computed each semester and is maintained on a continuing basis as a record of the student's academic standing. When students repeat a course, only the last grade earned is counted in the computation of the cumulative GPA and for satisfying curricular requirements. Students who were enrolled prior to fall 1996 should consult the registrar to determine that the GPA calculation is correct. Students may also wish to consult the academic renewal policy.

GOOD STANDING

A student who maintains an overall grade point average of 1.50 or better is in good standing. A curricular GPA of 2.00 is required for a degree or certificate plan of study.

GRADE CHANGE POLICY

A student who has reason to believe that an error has been made in reporting a final grade should contact the Student Services office within one (1) calendar week of the date grades were made available to the student through the online student information system **ESConnect**. If the grade in question was incorrectly recorded, the mistake will be corrected.

A student who believes that the instructor has made an error must consult with the instructor within ten (10) calendar days of the date final grades were made available to the student through the online student information system, **ESConnect**. Should a student wish to appeal the final grade after this meeting with the instructor, the student must submit a written request along with supporting evidence to the dean of instruction or the dean of workforce development, as appropriate, within seven (7) calendar days of the meeting with the instructor.

The student, the instructor and the appropriate dean will then meet to discuss the disputed final grade. Within three (3) calendar days the appropriate dean will render a written decision. If the student remains dissatisfied, the student may appeal the dean's decision by submitting a written request to the president of the College within seven (7) calendar days. The president's decision will be final. Failure to observe the time limits disqualifies any further appeal.

GRADE REPORTS

Grade reports are available on-line via **ESConnect**. If the student does not have Internet access, contact the registrar's office for assistance.

GRADUATION REQUIREMENTS

To be awarded an associate degree or certificate (including career studies certificate) a student must:

1. Complete all course requirements;
2. Be recommended for graduation by the appropriate instructional authority;
3. Complete at least twenty-five percent (25%) of the requirements at Eastern Shore Community College;
4. Earn a grade point average of at least 2.00 in all courses applicable toward graduation;
5. File an application for graduation in the Student Services office by January 1 of the year in which the student expects to graduate;
6. Resolve all financial obligations to the College, including return of library materials; and
7. (For degree-seeking students only) Complete the graduation outcomes assessment tests.

HONORS – GRADUATION

A student who has earned less than fifty percent (50%) of the credits needed for graduation at the College (or in a college cooperative program) will not be included in the ranking list. Graduation honors for degree recipients, based on curricular grade point averages, are as follows:

With Honors	3.20 to 3.499
With High Honor	3.50 to 3.799
With Highest Honor	3.80 or higher

Special graduation awards, in addition to degrees and certificates, will be made only to graduates who participate in commencement.

HONORS – SEMESTER

It is a practice of Eastern Shore Community College to recognize student achievement. Such recognition is granted on a semester basis to students enrolled in six or more credits.

A student enrolled in a certificate or an associate degree program receives recognition as follows:

Honor	Required Grade Point Average
President's List	3.80 or higher
Dean's List	3.50 to 3.799
Merit List	3.20 to 3.499

Recognition for achievement includes notice to the student by letter and notation on the student's permanent record. The names of students earning honors are published in local newspapers.

MULTIPLE MAJORS

A student who completes the requirements for multiple majors will receive only one degree at graduation. Upon request to the Records Office, the student will have all of his completed majors recognized on his official college transcript with the major of choice and the appropriate degree appearing on his diploma.

MULTIPLE DEGREES

A student who wishes to receive more than one degree must, in the process of completing the requirements for a second degree, complete a minimum of an additional fifteen (15) hours of ESCC course work beyond the requirements of the first degree. These requirements also apply to receiving more than one certificate.

A student in a program that awards a certificate and/or diploma in addition to a degree will have only the highest level of academic completion announced at graduation and listed in the graduation program; however, the student, upon request to the Registrar's Office, will receive appropriate documents reflecting all levels of completion.

OUTCOMES ASSESSMENT REQUIREMENT

Degree students will be required to take a battery of tests designed to measure general education achievement and/or achievement in selected major areas prior to graduation for the purpose of evaluation of the academic

division and its programs. No minimum score or level of achievement is required for graduation. Individual test results will remain confidential. Group scores will be used for accountability to the state and for improvement of academic programs.

REPEATING A COURSE

A student is normally limited to two (2) enrollments in the same credit class. Under special circumstances, with approval of the dean of instruction, a third enrollment may be permitted. When students repeat a course, only the last grade earned is counted in the computation of the cumulative GPA and for satisfying curricular requirements.

STUDENT RIGHTS AND RESPONSIBILITIES

Because the value of the College's degrees and certificates depends upon the absolute integrity of the work done by each student, a student must maintain a high standard of individual honor in academic work. A student must refrain from conduct which serves the student's own benefit but violates the trust of peers. Simply stated, any form of dishonest behavior is wrong.

A student is expected to be familiar with the Statement on Student Rights and Responsibilities, including specific statements concerning student conduct, disciplinary procedures, and sanctions. The entire text of the Student Rights and Responsibilities appears at the end of this catalog.

TRANSCRIPT REQUESTS

A transcript is a copy of your permanent academic record. To obtain an unofficial transcript, the student can obtain and print a copy by accessing **ESCCconnect**.

An official transcript carries the College seal. To request an official transcript, the student can either request an official transcript on-line via **ESCCconnect**, can complete and return to the registrar a Request for Transcript Form, or can send to the registrar a signed letter requesting the transcript and providing student name, social security number, and the specific address to which the transcript is to be mailed. Transcripts will not be sent in response to a telephone call. Fax requests and e-mailed requests from a VCCS e-mail account are accepted if they contain the information required above. There is no charge for transcripts. Allow two weeks for processing.

Multiple copies of transcripts may be sent to employers or universities but only one copy may be directly sent to the student per semester. Contact the registrar with any special circumstances.

TRANSFER TO OTHER COLLEGES

Students planning to transfer to a four-year college or university are ultimately responsible for determining the transfer admissions policies and requirements of the department or program at the intended institution. Faculty advisors and counselors will assist you in this process making sure that you are choosing a course of study and appropriate electives at ESCC.

Because of the changing academic requirements of many Virginia schools, students are encouraged to have direct contact with the institution to which they plan to transfer. Students should also refer to the College's transfer guide and the College's website for the latest transfer information. Also students can use the SCHEV Transfer Tool (www.schev.edu/students/xfr.asp) which shows students how individual ESCC courses will transfer to four year Virginia colleges and universities.

ESCC has transfer and guaranteed admissions agreements with many colleges and universities throughout Virginia and other states. Contact the dean of instruction for details or go to www.vccs.edu/vccsagr/agreements

PROBATION, SUSPENSION, DISMISSAL AND RE-ADMISSION - CREDIT AND CURRICULAR STUDENTS

Academic Probation

Failure to maintain a cumulative grade point average of 1.50 after twelve (12) credits have been attempted results in academic probation, which will be noted on the student's permanent record. In addition, a student on academic probation must consult with a counselor and usually will be required to carry less than the normal academic load.

Suspension

A student who is on academic probation, has attempted twenty-four (24) credits and does not attain a grade point average of at least 1.50 for the next semester attended will be subject to academic suspension, which will be recorded on the student's permanent record. The period of academic suspension is normally one semester and a student must apply for re-admission after that time.

Dismissal

When returning from academic suspension, a student must maintain a grade point average of at least 2.00 for the semester after re-admission and a minimum grade point average of 1.50 each semester thereafter to avoid academic dismissal. Failure to maintain the required average will result in academic dismissal. Academic dismissal normally is permanent unless, with good cause, a student reapplies and is accepted under special consideration by the Admissions Committee.

Re-Admission

A credit or curricular student who has been either suspended or dismissed may apply for re-admission to a career studies certificate program of under 24 credit hours if the following conditions have been met:

1. The suspension period has expired;
2. The student has petitioned to have the dismissal rescinded, the Admissions Committee and Admissions Office agree to the rescission of the dismissal, and the College president provides final approval to the Admissions Committee and admissions office decision;
3. The student otherwise meets the admission requirements of the career studies certificate program of under 24 credit hours; and,
4. Both the Admissions Committee and Admissions Office agree the student should be re-admitted.

For the credit or curricular student who has been either suspended or dismissed, the admission to a particular Career Studies Certificate Program under 24 credit hours is restricted to the courses required by the certificate program. The admission to a Career Studies Certificate program is not an admission to other courses offered by the College. If a student who has been granted admission to a particular certificate program desires to enroll in additional college courses, the student must re-apply to the Admissions Committee and Admissions Office for this privilege.

If a student desires admission to another program, the student must re-apply for admission and meet the criteria for admission to that new program. Successful completion of a Career Studies Certificate Program does not automatically provide re-admission to all college programs.

PROBATION, SUSPENSION, DISMISSAL AND RE-ADMISSION – DEVELOPMENTAL STUDENTS

Initial Enrollment

Any student who began developmental studies in the fall semester 1990 or after is limited to two enrollments in the same developmental course unless the student appeals and is granted a third enrollment. A "W" grade will not be counted as an enrollment. Failure to receive an "S" grade on the second attempt will result in developmental suspension.

Developmental suspension lasts for a minimum of one full semester. After the semester has passed, the student may re-take the placement tests (not more than once a semester). Suspension will continue until the student places into credit level courses or higher-level developmental courses.

A student may appeal developmental suspension by completing an appeal form available in the Student Services office. Appeals will be heard by the Admissions Committee. Decisions of the Admissions Committee may be appealed to the dean of instruction. The decision of the dean will be final.

A student who is granted a third enrollment will remain on developmental probation. Failure to earn an "S" grade will result in developmental dismissal. There is no appeal when developmental suspension occurs after a third enrollment in the same course, and student will be placed on developmental dismissal.

Re-enrollment

1. Student not on Suspension or Dismissal

A student enrolled in developmental courses prior to 1990 who was not suspended or dismissed will be

considered to have had one enrollment. If re-enrollment is in the same course(s), the student will be placed on developmental probation. Failure to attain an "S" grade will result in developmental suspension. The student may appeal to the Admissions Committee. Decisions of the Admissions Committee may be appealed to the dean of instruction.

2. Student on Suspension

A student on developmental suspension may not re-enroll until such time as the student tests into credit courses or required higher-level developmental courses. Developmental suspension will last for a minimum of one regular semester. After the semester has passed, the student may re-take the placement test once per semester.

3. Student on Dismissal

A student on developmental dismissal may not re-enroll until such time as the student tests into credit courses or required higher-level developmental courses.