

TITLE: Academic Policies of the College

DATE ADOPTED: May 18, 2021

EFFECTIVE DATE: July 1, 2021

SUPERSEDES: June 16, 2020 (effective August 28, 2020),
formerly retired Policies 209, 211, 213 and 214

PURPOSE:

This policy establishes the criteria for academic expectations for all Rowan College at Burlington County (RCBC) students.

POLICY:Definitions:

- Student: A student, for purposes of this policy, is defined as a person enrolled for a college level or developmental course at Rowan College at Burlington County.
- Full-time: For purposes of this policy, a full-time student shall be defined as an individual enrolled in 12 or more college level credits during a semester, inclusive of credits taken in any offered term during the scheduled semester time frame.

Standards for Academic Standing:

The office of Advising and Retention will determine each registered student's academic standing at the end of the fall and spring semesters. Only college level coursework attempted will be evaluated. The student's academic standing will be noted on the student record and considered to determine the best course of action for the upcoming academic term.

A. Academic Standing

A student is considered to be in good academic standing if she/he/they meet the following two criteria:

- Has a grade point average (GPA) of 2.0 or higher;
- Has completed a minimum of 66.7% of all credits attempted.

Students will be notified of their academic standing in accordance with procedures approved by the chief Student Services officer of the College.

The levels of academic standing and the semester framework for probation and dismissal are published in the College catalog. Students who fail to meet the academic standards for consecutive semesters, as defined in the College catalog, will be academically dismissed from the College.

In addition to departmental procedures and published content for academic standing, students receiving Financial Aid or any Veteran's benefits must comply with the departmental procedures and/or regulations associated with the aid. Departmental procedures and published content are reviewed annually, and all edits must have approval by the chief Student Services officer of the College.

B. Petition to Re-Enroll in Courses that Carry Academic Credit

Academically dismissed students will have an opportunity to re-enroll in the College after meeting the requirements established by the Academic Standards Committee outlined in the College catalog. The Academic Standards Committee procedures outline the limits and options for approval for a student's return to College coursework.

C. Grading System

The College utilizes a grading system for all credit courses, maintained in standard operating procedure, through the Office of the Registrar. The grades are used on the student's permanent record (transcript) for all courses in which the student is registered past the published drop deadline for a term/semester.

Procedures and description of the grade system are evaluated annually for publication in the College catalog. Any recommended changes must be approved by both the chief Academic Affairs officer and the chief Student Services officer.

D. Declaring Courses Non-Applicable

The College recognizes that there are times in a student's academic career, such as a change of major, where courses are no longer applicable towards a student's current program.

This process provides a means by which a student may have certain grades removed from the calculation of her/his/their GPA as a result of a change of her/his/their program of study. The initial courses and grades remain visible as a permanent part of the student's academic record; however, their weight is removed from the cumulative GPA calculation.

Credits earned in courses declared non-applicable are not considered as credits completed toward graduation. This policy may be applied for a student only one time. This policy and accompanying processes are overseen and approved by the chief Student Services officer or designee.

E. Repeating a Course

Any course may be taken two times. Students may be prevented from enrolling in subsequent course attempts. Permission to exceed this limit may be requested through the student's academic advisor and approved in accordance with procedures as established by the College.

The grade of each attempt is entered on the permanent record of the student. However, only the highest grade is computed into the cumulative GPA. The credit hours assigned to the course will be counted only once toward meeting graduation requirements, regardless of the number of times the course is repeated.

Updates to this policy and accompanying processes are overseen and must be approved by the chief Student Services officer or designee.

F. Withdrawal from Courses

After the specified Add/Drop period, students who do not intend, or, are unable to complete any course for which they are officially registered must officially request to withdraw from the course on or before the published withdrawal deadline for each academic term as listed on the academic calendar.

Withdrawing from a class will result in a “W” grade on the official College transcript. “W” grades do not contribute to a student’s GPA, but may affect a student’s satisfactory academic progress as it relates to financial aid awarding and academic progress towards a degree or certificate.

Any student who wishes to withdraw after the withdrawal deadline for the applicable term may pursue an Administrative Withdrawal and must follow the procedures defined in the College catalog for that purpose.

G. Dean's List

The Dean’s List is an official recognition by the College of outstanding academic achievement. Students with a declared major are awarded this recognition during the fall and spring semesters. A break in enrollment of two or more semesters/terms results in a restart of the Dean’s List calculation. The new calculation will be based on the most recent enrollment.

- College Acceleration Program (CAP) courses are not considered for the Dean’s List.
- A student must complete a minimum of 12 college level credits with no grade lower than a “C” in any given semester and achieved a semester GPA of 3.50 or higher, to qualify for this honor.

Full-Time Students:

1. For purposes of this policy, a full-time student shall be defined as an individual enrolled in 12 or more college level credits during a semester.

Part-Time Students:

1. Students enrolled in fewer than 12 college level credits in a semester are eligible for this honor upon the completion of 12 college level credits and thereafter for each additional 12 college level credit interval which they complete.
2. If a student completes an increment of 12 college level credits during a semester/term, the whole semester/term will be counted. The next increment of 12 credits will start with the following semester/term.
3. Criteria for recognition on the Dean’s List is a grade of “C” or better in 12 credit intervals. The GPA for each 12-credit interval must be 3.50 or higher.

