

## **2008 – 2010 Catalogue Academic Section**

### **ACADEMIC INFORMATION**

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#### **FULL-TIME STATUS**

A full-time student at Briarwood College is one who has been accepted into a degree or certificate program and who carries a minimum of 12 credits per semester.

**First Semester Requirements.** Students who are required to take transitional courses must enroll in them during their first semester and complete them in subsequent semesters. An academic advisor will assist students in the selection of any courses to supplement their transitional studies requirements.

**Excess Credits.** A student wishing to carry more than 18 credits in a semester and whose program does not specifically call for 18 credits or more for that semester may request permission from their academic advisor to schedule the additional credits. An excess credit fee is charged. ***See section on Fees and Charges.***

#### **PART-TIME STATUS**

Part-time students may register for up to eleven credit hours per semester at a per credit rate (see Tuition and Fees). Part-time students may register for and complete up to eight credits before formally applying for matriculation in a program of study. Completion of the application and matriculation process is required prior to registering for an internship or practicum.

#### **ACADEMIC ADVISING AND REGISTRATION**

Program directors, curriculum coordinators and faculty all assist students with selection of courses. Although college officials assist a student in selecting courses, ultimate responsibility for fulfilling program and graduation requirements rests with the individual student.

It is recommended that students register as early as possible once open registration is available or as soon as a student knows their preference for classes and times. Classes can fill up quickly and leave late registering students with fewer choices and limited flexibility to meet their lifestyle needs.

The College reserves the right to change the schedule at any time without prior notification to the students.

#### **TRANSFER CREDIT**

Briarwood College accepts transfer credits from educational institutions accredited by an accrediting body recognized by the Secretary of Education through the U.S. Department of Education or in approved Tech-Prep programs. Each applicant's transcript will be reviewed upon receipt of an official transcript. Only courses appropriate to the student's program completed with a grade of C or better and within an acceptable

time frame will be considered. Accepted transfer courses are recorded with a grade of P (Pass) and are not included in the cumulative point average calculation.

Students who are considering transferring to another institution should determine whether the receiving institution will accept Briarwood College credits and what particular credits may be accepted through transfer. We encourage each student to make this determination as early as possible. Briarwood College does not imply, promise, or guarantee transferability of its credits to any other institution.

All transfer credit should be presented to Briarwood College for review prior to matriculation. Coursework done at other institutions once a student enrolls at Briarwood College will not be accepted for transfer credit. Transcripts will be evaluated once an application is completed and the non-refundable application fee has been paid. The College will use official and non-official transcripts for initial evaluation. Official transcripts must be subsequently received by the College in order for the transfer of credit to be permanently documented. See the transfer-in credit procedure section below.

### **Transfer-In Credit Procedures**

1. Applicants who have attended accredited postsecondary institutions prior to enrolling at Briarwood College may apply for transfer of credits. All transfer of credit should be applied for and awarded before the end of the Add/Drop period in the student's first semester of attendance. In no instance will transfer of credit be awarded after the first semester of attendance. Students must submit official transcripts from the institution(s) attended.
2. Briarwood College program directors, curriculum coordinators or faculty will award transfer of credit based on an evaluation of the submitted transcripts. The school reserves the right to request additional information such as course descriptions, English language translations, and academic catalogs prior to rendering the evaluation. If requested, additional documentation must be submitted prior to the end of the Add/Drop period of the student's first semester. If official transcripts have not been received by Briarwood College prior to the end of the first semester of study, any transfer credit awarded will be removed from College records and the course requirement will be fulfilled by the student at Briarwood College.
3. Only college-level (100-level or equivalent) courses taken at a U. S. nationally or regionally accredited institution of higher education (or a non-U.S. equivalent) will be considered for transfer. No transitional (non-credit) courses will be considered for transfer.
4. Only courses with grades of "C" or better will be transferable. Pass and Satisfactory grades will be considered for transfer only if accompanied by an

official statement from the awarding college or university that the “P” or “S” is equivalent to a “C” or better grade.

5. The scope of any transfer coursework must be comparable to the equivalent course taught at Briarwood College.
6. Students may transfer in up to 49% of the program credit requirements.
7. If a student has earned a Bachelor degree from a nationally or regionally accredited postsecondary institution within the 50 United States or the District of Columbia, the student will be deemed to have satisfied all general education requirements upon matriculation into either an Associate or Bachelor program at Briarwood College. All other transfer credits (including those from postsecondary institutions that are not accredited by a U.S. national or regional accrediting association as well as those from postsecondary institutions that are not within the 50 United States and the District of Columbia) will be evaluated on a course-by-course basis.
8. Transfer course credit is not calculated in the 150% completion or satisfactory-completion-rate requirements, but transfer credits do reduce the total number of credits that must be attempted within the program. Grades for credits transferred from another institution do not affect the student’s CGPA. Grades from transfer credits are not calculated in the CGPA, except in the case of grades transferred from other Briarwood College programs. For more information about the relationship between transfer of credit and academic progress, please refer to the Academic Progress Policy.
9. Grades earned prior to changing majors (grades earned in another major) before graduation will be computed in the CPGA.
10. Transfer credit will not be awarded a student from another institution once they commence study in a program at Briarwood College. Due to certain hardships, the Chief Academic Officer or designee may approve in writing a written request by the student to take a particular course at another institution for transfer back to the college. No more than two classes will be approved for transfer after matriculation. The last 15 credits of graduation requirements must be completed with Briarwood College coursework.
11. To earn a degree or a certificate from Briarwood College, at least 51 percent of the program credits must be completed at Briarwood College. In addition, the last 15 credits posted to the student's transcript must be completed through Briarwood College.
12. To qualify for transfer credit to any Allied Health related program or Mortuary Science, all science courses must have been completed within the last five years. Students who are currently employed in an Allied Health or related field

may be allowed to transfer science courses older than five years. Evidence may be required of practice, employment, certifications and continuing education.

13. Dental Hygiene and Nuclear Medicine applicants will need a grade of “C+” or it’s equivalent from the transferring institution.

### **Transfer of Credit from International/Non-U.S. Schools**

Transfer credits from international/non-U.S. schools generally follow the same guidelines as transfer credits from U. S. postsecondary institutions. Briarwood College does not allow transfer credit from non-native English-speaking countries for the following subjects:

1. English composition or writing courses
2. English literature courses

International students who desire to have credits transferred to Briarwood College must follow the procedures outlined above. Official transcripts in a language other than English must be accompanied by a certified English translation. Certified translations must accompany the original documents. Please remember to send the original and the certified translation to the Admissions office.

### **Credit for Military Service**

Briarwood College encourages veterans and active-duty service personnel to apply for admission. Credit for military schooling and training may be given for successfully completing certain service schools. The credit awarded may be determined by utilizing the recommendations in “A Guide to the Evaluation of Educational Experiences in the Armed Services” (published by The American Council on Education). The Admissions staff should be notified prior to matriculation if credit for military training may be applicable to particular programs of study. The amount of credit awarded will vary with the type of courses successfully completed. The Admissions Office must receive an official transcript and/or official military records for the purpose of reviewing experience.

### **CLEP/AP Policy**

Students accepted to Briarwood College may acquire credit for a limited number of selected courses, according to the current College Board criteria, through the College-Level Examination Program (CLEP) and/or Advanced Placement (AP) examinations. A minimum score of 3 on any AP examination, or a minimum score of 50 on any CLEP examination, is required for credit toward a course to be awarded. All credit awards will be considered on a case-by-case basis and awarded as Pass. In the event that a prospective student presents an AP score of 3 or higher or a CLEP score of 50 or higher for non–General Education coursework, Briarwood College may request that the student also present a portfolio demonstrating proficiency.

For CLEP and AP examinations covering the same course material, credit for only one examination will be awarded, and credit will be granted as “P” (Pass). Minimum score requirements are subject to change at any time. Prospective students requesting CLEP/AP credit must order the test scores directly from the testing center, to be sent to the admissions office at Briarwood College prior to matriculation.

### **Credit for Prior Learning or Non-Collegiate Sponsored Credit**

Prospective students seeking admission to Briarwood College may acquire credit for coursework successfully completed at non-collegiate organizations such as business, industry, professional, and voluntary organizations; government agencies; labor unions; hospitals; and other non-degree-granting organizations. Briarwood College will award credit based on the recommendations established by the State of Connecticut Department of Higher Education regulations.

Upon request prospective students will be advised about credit for prior learning during the admissions process.

Such credit will be recorded as “P” on the student’s transcript and will not affect the student’s CGPA.

### **CANCELLATION OF OR CHANGES IN ACADEMIC OFFERINGS**

Briarwood College reserves the right to make any such changes in course and program offerings as considered necessary without prior notification.

### **WAIVED COURSES**

Credits equaling or exceeding those of any courses waived (for any reason) must be replaced.

### **COURSE ADDITION**

Students whose approved schedule revisions result in an increased number of academic credits attempted may incur additional tuition charges based on the actual credits already billed for that semester.

### **REPEATING COURSES AND CGPA CALCULATIONS**

A course in which a grade of D, F, I, or W has been received may be repeated. The higher grade will be included in the computation of the cumulative grade-point average. Prerequisite and co-requisite courses as well as specified program courses in which a student has received a D, F, I or W must be repeated. Some program areas have more stringent grade requirements that will require students to pass certain courses with a “C” or a “C+.”

Students will only be allowed three attempts at successfully completing transitional coursework. In certain program courses, students will only be allowed to attempt a course two times. See the Academic Progress Policy (APP) for details.

## **PREREQUISITE AND COREQUISITE COURSES**

A minimum grade of C- in prerequisite and co-requisite courses is required. Some program areas have stricter requirements. Some courses have a higher grade requirement. See the APP.

**Prerequisite Courses** - Prerequisite courses identified in the course description must be successfully completed *prior to* enrollment in the next sequential course. A student who does not successfully complete a prerequisite course must drop the subsequent course prior to the end of the add/drop period in the following semester.

**Co-requisite Courses** - Co-requisite courses identified in the course description may be taken *either prior to or concurrently with* the related course.

## **Semester Enrollment & Attendance Policies**

In order to maintain current enrollment, students must abide by the following policies each semester. The policies are listed by priority.

### **1. Semester Enrollment & Class Clearance Policy**

All students must complete any outstanding business (examples include but are not limited to financial, educational, & student services business) with the college before attending class. Students who have not been cleared by the college will not be permitted to attend classes for the semester. Students missing class(es) because they are not cleared will be marked absent. (Please refer to the Course Absenteeism Policy.)

Each student must be cleared and attend classes within the first seven academic days [including Saturday] of each semester in order to maintain enrollment as a student. Failure to do so may result in the termination of enrollment for the semester. A dorm student whose enrollment is terminated for the semester will have his/her dorm residency terminated.

A student whose enrollment is terminated for the semester for not attending during the first seven academic days [including Saturday] of the semester may be permitted to apply for readmission into a subsequent semester.

### **2. Consecutive Days Absent Policy**

After clearing and starting each semester, any student who does not attend class for 10 consecutive calendar days may have his/her enrollment terminated for the semester.

A student whose enrollment is terminated for the semester for failure to attend any days within a consecutive 10-calendar-day period may be permitted to apply for readmission into a subsequent semester. A student whose enrollment is terminated should refer to the appeal process within the Academic Progress Policy.

### **3. Course Absenteeism Policy**

Regular class attendance and participation is the best way of assuring that a student obtains the most from the educational experience. Students are expected to attend all classes.

Accumulated absenteeism in any one course will affect class performance and grades. Absenteeism can be accumulated through missing the class meeting entirely or by being tardy or leaving class early. Instructors may record late arrivals and early exits in increments of 20 minutes. Excessive tardiness and leaving early accumulate toward full-day absences.

Excessive absenteeism (i.e., more than 14 class hours for a 45-contact-hour course) may result in course failure. Excessive absenteeism is defined as one-third the total contact hours for any class. The faculty member has full authority to fail a student for excessive absenteeism. The "F" grade will be recorded and submitted by the faculty member on the final grade sheet. The following chart reflects the maximum absenteeism for various types of courses. For the specific requirements in individual courses, refer to the course syllabus provided by the instructor.

*Examples:*

<u>Contact Hours Per semester</u>	<u>Excessive absenteeism at:</u>
45	14 hours
28	9 hours
14	4 hours

**Absences should be explained to the faculty member whose class is missed.** For routine excuses, it is not necessary to notify anyone except the instructor.

For **excessive absences** (one week or more), the student may be requested to provide verification/documentation to the instructor, college counselor or the College Nurse.

The College Nurse will not notify faculty of any absences **unless** a physician's verification/documentation for excessive absences is necessary. If this is the case, the Nurse will notify faculty **after** the documentation has been received.

Federal regulations state that the College may not release any academic or attendance information over the phone. Students who need information regarding their attendance or grades must request it in person, from either their instructor or the Registrar's Office. A photo ID will be required. It is the student's responsibility to remain current on his/her attendance status.

#### **4. Add/Drop Period**

The first seven academic days [including Saturday and excluding holidays] of each semester are designated the Add/Drop period. During this time, students may make registration adjustments (adding, dropping, or changing sections) without financial penalty. Students who drop all courses will have their enrollment terminated and should refer to the college Refund Policy for further information.

## 5. Course Withdrawal Period

Through their academic advisor, a student may withdraw from a course during the specified add/drop period at the beginning of each semester without academic penalty or notation on student records. Requests for course withdrawal must be signed by the student and academic advisor before the normal close of business the last day of the withdrawal period. For student's enrolled in a full semester, the last day to withdraw is the Friday on the ninth week of the semester. Please refer to the official college calendar for official dates and deadlines. Students opting to withdraw from any courses by the deadline will receive a "W" on their transcript. Please note that no tuition refunds or partial refunds are given for course withdrawals.

Students withdrawing after the allowable add/drop period and before 10 days after mid-term exams will incur no penalty in relation to their Cumulative Point Average, but a notation of "W" will be recorded as a grade.

***Withdrawal from a course is not official until the appropriate form, complete with required signatures, has been received and validated by the Registrar.*** Students must obtain the signatures of their academic advisors and the course instructors and submit the completed form to the Registrar or academic advisor **prior to the specified deadline.**

Withdrawal from a course after the add/drop deadline is not permitted. A student who discontinues attendance but does not officially withdraw from a course is issued a final grade based on the course requirements, including all complete and incomplete tests and assignments. The resulting grade is used in computing the student's Cumulative Point Average.

## GRADING SYSTEM

<u>Letter Grade</u>	<u>Quality Points</u>	<u>Description</u>
A+	4.0	Outstanding Performance
A	3.9	Outstanding Performance
A-	3.7	Outstanding Performance
B+	3.3	Good Performance
B	3.0	Good Performance
B-	2.7	Good Performance
C+	2.3	Satisfactory Performance
C	2.0	Satisfactory Performance
C-	1.7	Minimally Passing Credit
D+	1.3	Minimally Passing Credit
D	1.0	Minimally Passing Credit
D-	0.7	Minimally Passing Credit
F	0.0	Unsatisfactory Performance

P	0	Pass credit (not included in GPA)
NP	0	No Pass credit

I\* = Incomplete

W = Withdrawn

N = Audit

WA = Administrative Withdrawal

\*A grade of "I" (Incomplete) will be registered as a failure (F) if the work is not made up within three (3) weeks from the last day of scheduled classes. A change of grade may be later accepted if there are documented extenuating circumstances approved by the Program Director or an Academic Dean. Responsibility for removing a grade of I (Incomplete) within this time period rests with the student. Withdrawal from a course is not official until the appropriate form, complete with required signatures has been received and validated by the Registrar.

Students must obtain the signatures of their academic advisors and the course faculty and submit the completed form to the Registrar or academic advisor prior to the specified deadline for withdrawing. Withdrawal from a class after the first full week of classes and up to the tenth day following midterm examinations day will result in a grade of "W." Withdrawal from a class after the tenth day following midterm examinations will result in a grade of "F."

When one course is a prerequisite for a more advanced course, the student will not be admitted to the second level with less than a "C" in the first course. In addition, certain programs have established core courses in which the student must achieve a "C" or better to complete graduation requirements.

The Grade Point Average (GPA) is computed by multiplying the number of credits for each course by the cumulative points earned for that course. The total number of cumulative points earned for all courses taken in the semester is then divided by the total number of credits earned to obtain the CGPA (Cumulative Grade Point Average).

### **Example of Grade Point Average Calculation**

Calculation of CGPA - The cumulative grade point average (CGPA) is the weighted mean value of all grade points earned for courses over a period of time.

A student's cumulative grade point average is calculated by:

- 1) multiplying credit hours for each course by quality points associated with the grade earned
- 2) totaling the grade points earned for all the courses
- 3) dividing the total grade points earned by the total number of credit hours

#### **Example:**

<u>Course</u>	<u>Credits</u>	<u>Quality Points</u>
ENG103 English Composition I	3 credits x B (3.0) =	9
ACC101 Financial Accounting	3 credits x B+ (3.3) =	9.9

LAW101 Introduction to Law	3 credits x C (2.0) =	6
CIS110 Computer Concepts	3 credits x B- (2.7) =	8.1
HUM100 Visual Literacy	3 credits x A (3.9) =	<u>11.7</u>
TOTALS:	15 credits	44.7

Total quality points divided by total credits in the semester:  $44.7 / 15 = 2.98$  GPA  
 Convert the 2.98 number to the closest letter grade for a letter grade. In the above example the 2.98 is closest to 3.0 to coincide with a “B” letter grade.

For example, a CGPA of 1.95 is rounded up to 2.0; a CGPA of 1.94 is rounded down to 1.9. The CGPA is calculated by rounding up to the nearest tenth if the last digit is 5 or greater. It is rounded down to the nearest tenth of the last digit if the last digit is less than 5.

## Criteria for Honors Designations

### *Degree Programs (Associate and Bachelor Degrees only)*

To promote academic excellence and to recognize exemplary academic achievement, the following system is used for honors designations on a semester basis and upon graduation.

#### Semester GPA Honors Designation

Any student who enrolls for and completes 12 credits or more and meets the following criteria may receive one of the following designations:

- 4.0 achieves placement on the President’s Honor Roll
- 3.7–3.9 achieves placement on the Dean’s Honor Roll
- 3.5–3.6 achieves placement on the College Honor Roll

#### Honors Designation at Graduation

Any student who achieves a CGPA of 3.5 or better receives one of the following honors designations upon graduation:

- 4.0 Summa Cum Laude
- 3.7–3.9 Magna Cum Laude
- 3.5–3.7 Cum Laude

(Transitional studies and transfer credits, are not considered when evaluating honors designations.)

## Academic Progress Policy (APP)

The College reserves the right to modify the academic progress policy at any time.

The Academic Progress Policy (APP) contains the following sections:

1. College-wide Minimum Standards for Academic Progress
2. Consequences for Failing to Meet the Minimum College-wide Academic

## **Progress Standards**

- 3. Academic Dismissal Appeal Procedure**
- 4. Procedure for Re-Entry after Academic Dismissal**
- 5. Program Areas Satisfactory Academic Progress Policy**

Applicable to every student enrolled in a degree program at Briarwood College, the academic progress policy (APP) ensures that students make satisfactory progress toward successful completion of an academic program. The criteria and standards are set to recognize exemplary academic achievements and to detect problems for which actions of early intervention and/or remediation may be taken. The APP complies with requirements of the accreditation and federal regulatory guidelines.

A student must demonstrate academic progress by successfully completing the classes attempted. Completing classes with "C" or better grades, unless otherwise indicated in the course description, indicates academic progress. Some programs at the College have additional academic progress requirements.

Receiving "C-" or lower grades and/or dropping classes may mean students are academically at risk. Poor academic performance may lead to academic probation and/or academic dismissal. It is very important that students attend classes and complete them successfully. Should a compelling reason arise to cease attendance, it is the student's responsibility to immediately contact his/her academic advisor or program director to discuss options.

The following criteria are used to determine whether or not a student is making academic progress:

- **Maintain a minimum acceptable cumulative grade point average (CGPA);**
- **Achieve the minimum satisfactory completion rate (SCR);**
- **Complete the program within a maximum allowable time frame (MT);**

Administrative actions will be taken when a student fails to meet the minimum standards of any of the above criteria. Under certain documented circumstances a student may be granted special dispensation after a successful appeal of an academic dismissal. If the appeal is denied, the student will be academically dismissed from the college.

### **1. College-wide Minimum Standards for Academic Progress**

To maintain academic progress, each student must meet the required minimum standards of the following criteria:

#### **A. Cumulative Grade Point Average (CGPA)**

Students must make satisfactory progress in their selected program to remain in good academic standing at the college. To continue enrollment in an academic program, a student must:

- achieve a minimum CGPA of 1.3 after attempting 11 credits

- achieve a minimum CGPA of 1.7 after attempting 12 – 30 credits
- achieve a minimum CGPA of 2.0 after attempting 30 or more credits

Consequences:

- CGPA of 1.3 – 1.94 after attempting 11 credits = Academic Warning
- CGPA of 1.7 – 1.94 after attempting 12 – 30 credits = Academic Probation
- CGPA of less than 2.0 after attempting 30 or more credits = Academic Probation  
After 30 credits are attempted, any student who is on academic probation and does not improve their CGPA to 2.0 or higher after the conclusion of a subsequent semester will be academically dismissed from the college.

Grades earned in transitional studies courses are not calculated into the CGPA, nor are withdrawals, pass/no pass, or transfer credit (from other institutions) grades.

Transitional studies courses do not count toward the CGPA credit attempt totals. “W” and “P” or “NP” grades are included in the maximum allowable credit calculation and incremental rate requirements.

Certain programs have more stringent academic progress policy requirements than the College-wide policy.

### **B. Satisfactory Completion Rate (SCR)**

To continue enrollment in an academic program, a student must successfully complete:

1. 33.33% percent of the total credit hours in which they are enrolled at the end of their second semester;
2. 50% of their total credit hours in which they have been enrolled at the end of the third semester;
3. 50% of their total credit hours in which they have been enrolled at the end of their fourth semester;
4. 66.67% of their total credit hours in which they have been enrolled at the end of their fifth semester and every subsequent semester of enrollment

Transitional studies classes and Pass/No Pass courses DO count toward the satisfactory completion rate count.

Course withdrawals, are included in the calculation of the satisfactory completion rate. While a withdrawal “W” from a course does not affect a student’s CGPA, it does affect the satisfactory completion rate and, thus, affects the student’s standing in having met the minimum academic progress standards.

For students who change their program, for purposes of SCR, courses transferred will apply to the new major. Courses that do not transfer will not be calculated. A student will only be allowed to change majors twice and may not use a major change to alleviate an

academic dismissal or probation. Student's academically dismissed may not request to change majors to alleviate their academic status.

**Following is an illustration of the calculation of SCR:**

<u>Semester - Grades</u>	<u>Credit Attempt</u>	<u>Earned Total</u>	<u>SCR %</u>
Sem. 1) A, C, W, F, W	3 x 5 = 15	3+3+0+0+0 = 6	6/15 = 40%
Sem. 2) A, C, F, F, W	3 x 5 = 15	3+3+0+0+0 = 6	12/30 = 40%
Sem. 3) W, A, B-, A, F	3 x 5 = 15	3+3+3+0+0 = 9	21/45 = 47% [Probation]
Sem. 4) D, B, B+, C+, A	3 x 5 = 15	3+3+3+3+3 = 15	36/60 = 60%
Sem. 5) C+, B, B, C, P	3 x 5 = 15	3+3+3+3+3 = 15	51/75 = 68%

**Explanation**

The satisfactory completion rate (SCR) at the end of semester three = 47%. The student will be placed on academic probation after semester three, since he/she has successfully completed only 47% of the attempted course credits at that point rather than the required 50%. See the “Consequences for Failing to Meet College Academic Standards” below. The student avoids a second academic probation at the end of semester four due to improving academic performance by successfully completing all courses attempted.

**C. Maximum Allowable Time Frame**

To be awarded the designated degree of the academic program, the student must successfully complete all the program requirements within the maximum allowable timeframe, which is 150% of the program length. The maximum allowable timeframe is calculated as a period of time during which a student attempts 1.5 times the number of credit hours required to complete the program.

For example:

- Student in a 60 credit program may attempt no more than 90 credits
- Student in a 65 credit program may attempt no more than 98 credits
- Student in a 120 credit program may attempt no more than 180 credits

*Note: The student's academic progress is evaluated at the end of each semester.*

For students who change their program the maximum allowable timeframe shall be calculated as the total number of credits in the program minus the number of credits applied to the new major times 150%.

Example 1 - If a student transfers 36 credits to a new major consisting of 60 credits, the calculation would be  $(60 - 36) = 24$ .  $(24 \times 150\%) = 36$  credits. The student can attempt no more than 36 credits in the new program.

Example 2 - If a student earned 36 credits in the original major that are applicable to the new major, but transfers 42 credits due to the inclusion of two failed classes that were repeated for passing grades, then the calculation would be  $(60 - 42) = 18$ .  $(18 \times 150\%)$

= 27 credits. The student can attempt no more than 27 credits in the new program.

## **2. Consequences for Failing to Meet the Minimum College-wide Academic Progress Standards**

A student failing to achieve any of the minimum standards of the three criteria as described in the preceding section will face the corresponding administrative or corrective actions.

### **A. Academic Warning will be applied to:**

- Any student who has a CGPA greater than or equal to 1.3 but below 2.0 at the conclusion of attempting 11 credits;
- Any student who fails to complete a transitional studies course with the required passing grade.

### **B. Academic Probation will be applied to:**

- Any student who has a CGPA less than 1.3 at the conclusion of attempting 11 credits;
- Any student who has a CGPA greater than or equal to 1.7 but below 2.0 after attempting 12 – 30 credits;
- Any student who has a CGPA below 2.0 after attempting 31 or more credits;
- Any student who fails to successfully complete at least 33.33% percent of the total credit hours in which they are enrolled at the end of their second semester;
- Any student who fails to successfully complete at least 50% of their total credit hours in which they have been enrolled at the end of the third semester;
- Any student who fails to successfully complete at least 50% of their total credit hours in which they have been enrolled at the end of the fourth semester;
- Any student who fails to successfully complete at least 66.67% of their total credit hours in which they have been enrolled at the end of their fifth semester and every subsequent semester of enrollment;
- Any student who, in a given semester, fails to enroll in, or who withdraws from a required-level transitional studies course.

*Please note: A student may not be placed on academic probation for more than two consecutive semesters; the result of not meeting academic requirements after two consecutive probations is academic dismissal. Transitional studies courses do not count toward the credits attempted when calculating CGPA consequences.*

### **C. Academic Dismissal will be applied to:**

- Any student who has a CGPA below 1.0 after attempting 12 credits or more;

- Any student who has a CGPA below 1.7 after attempting 12 – 30 credits;
- Any student who has a CGPA below 2.0 after attempting 31 or more credits;
- Any student who has a SCR below 66.67% of the cumulative attempted course credits at the end of the sixth semester of attendance and every semester thereafter;
- Any student failing to meet the College-wide minimum academic standard(s) after being placed on academic probation for two consecutive semesters;
- Any student failing to complete all program graduation requirements within the maximum allowable timeframe;
- Any student failing to successfully complete (exit) a transitional studies course after three attempts.

**A student may be dismissed for academic reasons without any previous academic action, warning, or probation.**

*Please note: Transitional studies courses do not count toward the credits attempted when calculating CGPA consequences.*

**Denial of Graduation with a Degree**

Any student failing to achieve a CGPA of 2.0 at the completion of all required program credits will not be allowed to graduate with a degree. Some programs have additional graduation requirements; please reference the graduation requirement section for program areas in this catalogue.

**3. Academic Dismissal Appeal Procedure**

Any student wishing to appeal an academic termination must do so in writing to the Chief Academic Officer and/or designee. The written appeal must state the mitigating circumstances that contributed to the dismissal. The written appeal must be supported with appropriate documentation of the mitigating circumstances, along with an explanation of how the circumstances have been remedied or changed. Written appeals must be signed and dated by the student. E-mail appeals are not accepted. Any appeals that are not accompanied by documentation will be rejected and denied.

The Chief Academic Officer or his/her designee will review the student's appeal and will determine whether the student's circumstance(s) and academic status warrant consideration for reinstatement. The student may be asked to appear in person during the review process only when deemed necessary by the reviewing official.

Examples of mitigating circumstances include death in the immediate family; hospitalization of a student; documented medical problems; and other special circumstances such as independently documented work-related transfers, natural disasters, and family emergencies. Mitigating circumstances are generally events that are outside the student's control and are unavoidable. A student whose appeal has

been accepted may be reinstated and, if otherwise eligible, receive financial aid; however, the student will be placed on probation for the returning semester and an academic action plan will be developed.

A student may present documentation from a professional counselor, certified psychologist, or medical officer stating a professional opinion that medical circumstances attributed to the academic detriment of the student during a particular time frame. Documentation should be presented on professional letterhead. If a serious medical condition occurs, the school reserves the right to request official release from a physician for the student prior to return to campus and academic activities.

#### **4. Procedure for Re-Entry after Academic Dismissal**

If a student's academic dismissal appeal is accepted, the re-entering student will be placed on probation during the semester of return. The student must meet the minimum standards of the APP to continue in the program. The student must successfully retake courses previously failed so that the recalculated CGPA and successful completion percentage meet or exceed the minimum requirements. An academic evaluation will be conducted by the appropriate College official to determine that the student has the desire and the academic ability to progress satisfactorily in the program. A student is allowed one and only one re-entry appeal after being academically dismissed.

### **5. PROGRAM AREA SATISFACTORY ACADEMIC PROGRESS POLICIES**

#### **Mortuary Science A.A.S. Academic Progress Policy**

In addition to the College-wide academic progress policy requirements, students enrolled in the Mortuary Science have the following additional academic requirements.

In compliance with the Accrediting Board of Funeral Service Education (ABFSE – [www.abfse.org](http://www.abfse.org)) standards, students must take the national board examination to fulfill one of their graduation requirements.

The Mortuary Science A.A.S. at Briarwood College is accredited by the American Board of Funeral Service Education (ABFSE) 3432 Ashland Avenue, Suite U, St. Joseph, Missouri 64506, (816)233-3747. Web: [www.abfse.org](http://www.abfse.org)

As outlined in the course listing for Mortuary Science in this catalogue, students enrolled in the Mortuary Science A.A.S. program are required to pass certain courses with a "C+." Student's who do not pass a required course with a "C+" must repeat the class. After two unsuccessful attempts in any course requiring a "C+," the student will be dismissed from the Mortuary Science program. A withdrawal is considered an unsuccessful attempt.

After the completion of 12 credits (transitional studies credits excluded), any student enrolled in the Mortuary Science program who does not maintain a CGPA of 2.5 will be dismissed from the program.

A student who is dismissed from the Mortuary Science program may request to change their major as long as they are in good academic standing with the College-wide Academic Progress Policy. Students will only be allowed to change their major twice.

A student may be allowed to appeal for re-admittance into the Mortuary Science program after evidence of academic improvement. Consideration will be on a case-by-case basis by the Program Director and Chief Academic Officer.

### **Dental Hygiene A.S.**

In addition to the College-wide academic progress policy requirements, students enrolled in the Dental Hygiene program have the following additional academic requirements.

After the second semester of enrollment, any student enrolled in the program who does not maintain a CGPA of 2.8 will be dismissed from the program.

Students enrolled in the program are required to pass many designated courses with a "C+." Student's who do not pass a designated course with a "C+" will be dismissed from the program. If a student withdraws from a Dental Hygiene course, they will be dismissed from the program and may reapply. If they are in good academic standing, they may be readmitted on a space-available basis in the next cohort.

A student who is dismissed from any these programs may request to change their major as long as they are in good academic standing with the College-wide Academic Progress Policy.

In the Dental Hygiene program, students will be required to be enrolled full-time in the program after the second semester of the program. Clinical and practicum coursework require a full-time commitment.

### **Nuclear Medicine Technology A.A.S. & Certificate**

In addition to the College-wide academic progress policy requirements, students enrolled in the Nuclear Medicine Technology (NMT) programs have the following additional academic requirements.

After the second semester of enrollment, any student enrolled in the NMT programs who does not maintain a CGPA of 2.8 will be dismissed from the program.

Students enrolled in the program are required to pass many designated courses with a "C+." Student's who do not pass a designated course with a "C+" will be dismissed from the program. If a student withdraws from a NMT course, they will be dismissed from the program and may reapply. If they are in good academic standing, they may be readmitted on a space-available basis in the next cohort.

A student who is dismissed from any these programs may request to change their major as long as they are in good academic standing with the College-wide Academic

Progress Policy.

In the NMT programs, students will be required to be enrolled full-time in the program after the second semester of the program. Clinical and practicum coursework require a full-time commitment.

### **Occupational Therapy Assistant and Executive Medical Assistant A.A.S.**

In addition to the College-wide academic progress policy requirements, students enrolled in the listed programs have the following additional academic requirements. Students enrolled in the listed programs are required to pass designated courses with a "C+." Student's who do not pass a designated course with a "C+" will be required to repeat the class. After three unsuccessful attempts in any course requiring a "C+," the student will be dismissed from their program.

After the second semester of enrollment, any student enrolled in these listed programs who does not maintain a CGPA of 2.5 will be dismissed from the program.

A student who is dismissed from any if these programs may request to change their major as long as they are in good academic standing with the College-wide Academic Progress Policy.

### **DEFINITION OF A CREDIT HOUR**

Briarwood College operates on a semester system with each semester having approximately 15 -16 weeks. One week is a final exam schedule. Credit is awarded on the basis of hours student spend in a lecture or lab based learning environment. Fifteen contact hours of lecture based study is one credit. Thirty contact hours of lab focused study is one credit. Sixty contact hours for a practicum or internship focused study is one credit hour. Contact to credit hour definitions may be different for some programs as dictated by professional licensing organizations.

### **ACADEMIC GRIEVANCE PROCEDURES**

The purpose of the grievance procedure is conflict resolution. The procedure should not inhibit informal discussions between a student and a member of the faculty.

If a student believes that a personal conflict with an instructor exists, including concern about a course grade, the student should approach the instructor to discuss the situation as soon as the concern is realized. If this initial step does not result in satisfaction, the student should arrange an appointment with the instructor's direct supervisor (a Program Director or Curriculum Coordinator) to discuss the situation.

Every effort will be made to explore the problem and to develop options for successful resolution. If satisfaction is not reached, the student may appeal the grievance to the Chief Academic Officer whose decision is final.

Course grade appeals will not be reviewed more than one full semester after the final grade is recorded. Grade appeals should be submitted the semester immediately following the one in which the class work was completed.

## **REQUIREMENTS FOR GRADUATION**

A student fulfills graduation requirements for his/her major by successfully completing the course of study in an entire program, including the total credits indicated for that program, and by earning a cumulative point average (CPA) of 2.0 or better. In addition, students whose placement examination scores were not satisfactory must successfully complete ENG098 Developmental Reading and Language Arts, ENG099 English Fundamentals, and/or MTH095 Basic Mathematics.

To earn a degree or a certificate, **at least 51 percent of the program credits must be completed at Briarwood College.** Credits posted to the transcript through transfer, challenge exam, CLEP exam, or for experience are not considered as having been completed at this college; the sum of these credits may not exceed 49% of any completed program of study.

In addition, **the last 15 credits posted to the student's transcript must be completed at Briarwood College.**

A graduating student must file an Application to Graduate in the Office of the Registrar. Students anticipating completing a degree or certificate requirement in May or June must file by mid-November; students anticipating completing in December must file by mid-April.

Student must have fulfilled ALL obligations to Briarwood College in order to officially graduate. A student's involvement in commencement exercises does not confer completion of degree or certificate. Official graduation is conferred when all graduation requirements are fulfilled and the college releases the student status to graduate.

A student may have a desire to graduate at a particular time or in a particular semester, but many factors can contribute to completion of graduation requirements. Transitional courses, courses failed, courses taken out of recommended sequence, prerequisite requirements, transfer credits, courses completed with a grade below the required grade (C or C+), various academic progress policy issues, courses closed or cancelled, late registration, can all contribute to the delay of an expected graduation date. There are no guarantees, written or implied that a student will graduate.

## **Mortuary Science A.A.S. Graduation Requirements**

In addition to the College-wide graduation requirements, the Mortuary Science students have additional requirements of the Accrediting Board of Funeral Service Education (ABFSE – [www.abfse.org](http://www.abfse.org)) to meet for graduation. Mortuary Science A.A.S. students must take both sections of the national board exam as a requirement for conferring of the degree. Students will be released by the College to take the exam only after all of their academic graduation requirements have been successfully passed and completed.

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A student will be released to take the national board examination after the preponderance of their requirements in the Seminar in Funeral Service MOS299 class have been successfully completed and after final grades for all other course requirements have been recorded showing evidence of successful completion.

Once a student is released to take the national board examination as part of the fulfillment of the Seminar in Funeral Science MOS299 class requirements, they will have only 30 days to take the exam. Once 30 days elapses, if the student has not taken the exam, the student will receive an "F" in the class.

A student will need a 2.5 CGPA to graduate from the Mortuary Science program. Students who do not have the necessary CGPA at the completion of their program requirements will be required to repeat coursework to meet the CGPA. Students who must remediate their CGPA in order to meet graduation requirements will be required to repeat courses in subject areas where their grades are the weakest and in the classes that prepare them for licensing exam material. Course selection must be approved by the MOS program director. All general APP policies will apply.

#### **Dental Hygiene A.S. and Nuclear Medicine Technology programs Graduation Requirements**

A student will need a 2.8 CGPA to graduate from these programs.

#### **Occupational Therapy A.A.S. and Executive Medical Assisting programs Graduation Requirements**

A student will need a 2.5 CGPA to graduate from these programs.

#### **DROP & RETURN**

Students who leave the College for two subsequent semesters or more and then request to return will be under the auspices of the program requirements of the current catalogue. Changes in curriculum requirements may require a returning student to take additional coursework or repeat classes toward their graduation requirements if the program requirements or APP policies have been changed.

A student must re-apply to the college after a two semester or longer hiatus from their last matriculation and will be treated as a transfer student. Please refer to the transfer credit section in the catalogue for explanation of the procedures involved.

A student must have left the College in good academic standing to be considered for re-admittance. A student who leaves the College in an academic probation status or academically dismissed must appeal first (see the Academic Dismissal Appeal

Procedure section). If a student is re-admitted, they may be under an academic probation status.

Students who do not complete their degree program at Briarwood and have a long break from their academic pursuit and subsequently request to return to the College may have to repeat science courses that are over five years old. Students may also need to repeat particular program courses or give evidence of currency in certain competencies if the Program Director considers the length of time between course completion and re-admittance detrimental to career preparation. See the transfer credit policy for details.

It is the expectation of the College that students who enroll in a program and commence matriculation will continue their academic pursuit toward completion of the degree without a break in attendance.

### **TRANSCRIPTS**

Upon written request by the student (present or past), an official transcript bearing the Briarwood College Seal will be mailed directly to other educational institutions or prospective employers. Telephone and fax requests cannot be honored. Requests for transcripts should be directed to the Registrar. An administrative fee is assessed for each transcript issued.

### **TRANSFER AFTER GRADUATION**

A substantial number of Briarwood College graduates continue their education while employed in their careers, and others enroll directly into four-year programs. While the decision for or against acceptance of transfer courses rests entirely with the receiving institution, our accreditation by the New England Association of Schools and Colleges through its Commission on Institutions of Higher Education, and national accrediting bodies for many of our programs may ease the transfer process. A student looking to transfer after graduation should become familiar with the curriculum and transfer procedures of the institution they are planning to attend upon completion of their studies at Briarwood College.

**Articulation Agreements:** Articulation agreements have been developed with a selected number of four-year colleges and universities to maximize the number of acceptable transfer credits for Briarwood College graduates who choose to continue their education in baccalaureate programs. The transfer colleges have agreed to accept Briarwood College graduates provided specified admission and academic requirements have been met.

### **COMPUTER USE**

Briarwood College provides several computer laboratories and a wide variety of educational, word processing, productivity, and specialty software for academic purposes. Many of the software programs are copyrighted or proprietary and have been purchased and licensed exclusively for classroom use at this site. Authorized computer use is limited to personal and academic purposes, and computers may not be

utilized for monetary gain. Copying or modifying software is strictly prohibited. Violators are subject to appropriate disciplinary or legal action.

### **ONLINE CLASS DEFINITION**

An online course may not require meeting in a physical classroom. The online class may complete all of its work through the utilization of any combination of the following methods: group websites; group chat rooms; rich-media (podcasts; video; audio; slideshows, etc.); email; phone discussions through conference calls; web-based conference meetings; video chat; texting; etc. Check with the instructor for details.

### **BLENDED CLASS DEFINITION**

A blended class will meet on the campus periodically throughout the semester. The curriculum will be delivered through a combination of on-ground and online experiences. The frequency of the on-ground class meetings will be determined by the instructor. The times that are listed on the schedule for class meetings should be set aside throughout the semester for anticipated on-campus class sessions. The online sessions or online group meetings will be scheduled by the instructor. Check with the instructor for details.

### **REQUIREMENTS for ONLINE and BLENDED CLASSES**

A student will need to have access to the web and email in order to successfully complete an online or blended course. Students will need the ability to send and receive attachments via email. A student may also be required to download podcasts, audio files, view video online, or instant message, depending upon the instructor's choice of tools for delivering the curriculum. Check with the instructor for details.

If a student signed up for an online or blended class must ensure that their email address listed in the Briarwood student data system is correct and current. Check with the registrar if uncertain. The instructor will email directions and the syllabus for the class to the email address on file in the registrar's office. The syllabus may be posted on a website.

A student does not need an email address from the College to enroll in online or blended courses. If one chooses to use a private email address, they must ensure that address is part of their school record. See the registrar or an academic advisor to update and verify the email address of record. The College must have a current email address in order for the instructor to send materials and information for the online or blended classes to the students.

Online classes require a high amount of self-discipline in order to successfully complete the required tasks. Much of the work involves self-directed scheduling. The convenience of an online or blended course provides an opportunity to work from home or complete assignments during more flexible hours. The coursework is no less vigorous than an on-ground class and may be more intensive for individuals who are less prone to be successful with more self-directed study.

Discuss the differences and nuances with an academic advisor or the course instructor.

Additional fees or charges may apply for online or blended courses.