

Enrollment Information

Admission

General Admission to the College Any person who has a high school diploma, its equivalent, or who is 18 years of age, and is able to benefit from a program at Southside Virginia Community College may be admitted to the college as a curricular student or non-curricular student when required items have been received by the Office of Admissions. The college reserves the right to evaluate special cases and to refuse admission to applicants if such refusal is considered to be in the best interest of the college.

Social Security Disclosure Disclosure of your social security number is not required at this time, but it is highly recommended. Disclosure ultimately will be required for most students at the time of enrollment, per § 6050S of the Restructuring and Reform Act of 1998, or at the time of disbursement of federal financial aid, per 34 *Code of Federal Regulations* Part 668.36. Section 23-2.2:1 of the *Code of Virginia* also authorizes the Virginia Community College System to collect student social security numbers and other personally identifiable information prior to student's enrollment, and requires it to electronically transmit enrollment data to the State Police. However, the VCCS will only use your social security number in accordance with federal and state reporting requirements, and for identification purposes within the VCCS. It shall not permit further disclosure unless required or authorized by the Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g, or pursuant to your obtained consent.

Curricular Students (full-time or part-time) who wish to be admitted to a specific degree, diploma or certificate program should:

1. Submit a completed Application for Admission, or apply online through the college's website at www.southside.edu.
2. Submit a completed Application for Virginia In-State Tuition Rates if claiming entitlement to in-state rates.
3. Have high school or GED and previous college transcripts sent to the college. High school transcript is optional if record is 10 or more years old or is determined by the college to be unnecessary.
4. Complete SVCC placement testing.
5. After Items 1 through 4 are complete, have an admissions interview with a college counselor for final acceptance into a curriculum.

Non-curricular Students (part-time or full-time) not working toward completion of a degree, diploma, or certificate should complete only Items 1 and 2 above. After non-curricular students complete 9 credits, their grades are assessed. Students not making satisfactory progress are scheduled at that time for placement testing. Placement testing is also required for non-curricular students wishing to take English or mathematics courses.

Before students are admitted into a curriculum, they will be scheduled to meet with one of the college counselors to discuss their educational interest, to determine curriculum needs and to plan admission to a specific curriculum or program at the college. Additional information may be required by the college for admission to a specific program or curriculum. Students may be denied admission to the college if there is sufficient reason to believe that they present a danger to themselves or to other members of the college community.

For a non-credit community service course, a person should apply to the Continuing Education and Workforce Development Office on the campus where the course is being offered.

It is the policy of Southside Virginia Community College to maintain and promote equal employment and educational opportunities without regard to race, color, sex, or age (except where sex or age is a bona fide occupational qualification), religion, handicap, national origin, or any other non-merit factors.

It is the intent of the college that all courses of study be fully accessible to all qualified students. In order to accomplish this, the college would appreciate an advance notice of approximately one semester from the person with the disability planning to attend the institution. Inquiries concerning the affirmative actions policy should be addressed to Southside Virginia Community College's Affirmative Action Officer, Peter Hunt, whose office is located on the Christanna Campus at 109 Campus Drive, Alberta, Virginia 23821 (434) 949-1000 or on the John H. Daniel Campus at 200 Daniel Road, Keysville, Virginia 23947 (434) 736-2000.

Ability to Benefit Students For a student admitted under Ability to Benefit guidelines to progress from a certificate to a degree program, the student

must complete all developmental requirements for the certificate program and achieve at least a 2.5 GPA for a minimum of 12 credits in the certificate program. Ability to benefit students should always be encouraged to work toward the GED. For nursing, practical nursing, and other allied health curricula, high school graduation or the equivalent (GED) is required for admission.

Admission to Specific Curricula

In addition to the general admission requirements listed above, specific additional requirements for certain curricula of the college are listed in the “Programs of Study” section of this catalog. Persons who do not meet the academic requirements for a specific curriculum may become eligible academically to enter the curriculum by completing a developmental studies program prescribed by the college.

The Admissions and Records Office will officially notify students of their admission to the curriculum. Any deficiencies noted may be resolved through developmental studies.

The college reserves the right not to offer a program of study in the event that a sufficient number of students do not enroll in the curriculum. Once a student begins a course of study, however, all specialized courses normally will be made available. When a decision is made not to offer a program, the interested student will receive adequate notice and assistance in developing alternative plans.

Persons applying to enter one of the associate degree programs (Associate of Arts and Science or Associate of Applied Science) must be high school graduates or the equivalent, have completed an approved developmental studies program, or otherwise be considered eligible by the college.

Admission to Courses

Admission to a specific course is possible when students meet the prerequisite requirements for the course. Each course is offered on the condition of adequate enrollment, and the college reserves the right to cancel or discontinue any course either because of small enrollment or for other reasons deemed sufficient by the college. The college also reserves the right to close registration in a course after maximum effective enrollment has been reached.

Enrollment of Home School Students

Southside Virginia Community College admission policies address students who have high school diplomas or the equivalent or who are at least 18 years of age and able to benefit from the college experience. The policies also address students who are less than 18 years of age and who are currently enrolled in a secondary school. The college will also consider the admission of students who are less than 18 years of age and do not have a high school diploma, who are not attending a public or private school, and who are documented as “home school students” at the secondary school level. These students may be accepted at Southside Virginia Community College as described below. The program of studies for such admitted students is considered an enrichment to their home school program. It is not intended to substitute for the home school experience. Therefore, the college reserves the right to limit the number of credits for which the student may enroll.

The following policies and procedures will apply to the enrollment of home school students:

1. An applicant for admission who does not have a high school diploma and is not at least 18 years of age may be required to demonstrate, prior to enrollment, appropriate basic skills equal to those expected of other entering students.
2. All enrolled students are subject to all the rules, policies, and procedures of the college pertaining to attendance, confidentiality of records, conduct, etc., as described in the SVCC Catalog.
3. Students who are home schooled must provide a current copy of a signed Home School Agreement between the appropriate school system and the authorizing parent or guardian to the Office of Admissions and Records prior to admission to the college.
4. The home school student must meet with a college counselor to discuss enrollment prior to registration.
5. The college counselor will make a recommendation to the Dean of Enrollment Management concerning approval of the student’s request for course enrollment. All subsequent registrations as a “home school student” will require the approval of a college counselor.
6. The home school student is subject to the same basic skills assessment requirements as are other enrolling students and may be required to complete appropriate developmental courses before taking the requested courses.

Developmental Courses

On the basis of placement tests, high school grades, or other means, a student may be required to take one or more developmental courses. The purpose of developmental courses is to develop the basic skills and understanding necessary for success in college-level courses. Developmental courses should be taken in the first semesters of a program, so students can establish good foundations for the rest of their coursework.

Developmental courses are those numbered 01 to 09 in the catalog.

Since developmental courses do not normally count toward meeting program requirements, it may take longer to complete a program than the time given in the catalog.

Students must take developmental courses until their exit requirements are completed. Students with particular learning needs may have to repeat the same developmental class.

Although traditional grades are not awarded for developmental classes, it is to the student's advantage to take them seriously and complete them as soon as possible.

In order to complete developmental courses in a timely fashion, developmental students should seriously consider limiting the number of other courses in which they enroll. Discuss this with advisors.

Taking developmental courses may create some scheduling difficulties, since developmental work is offered in addition to the typical schedule described in the catalog. Students need to work closely with advisors to overcome any difficulties.

Attendance and work outside of class are very important. No amount of instruction can benefit students without their time and effort. Failure to satisfactorily complete developmental courses can prevent a student from receiving financial aid payments.

A student who receives a "U" (unsatisfactory) in a developmental class must have a conference with the instructor who awarded that U before re-enrolling in any section of the course. Students

with questions about developmental placement should speak with a counselor, advisor, or developmental instructor.

Special Admission Requirements for International Students

In addition to the general admission requirements of the college, an international student must demonstrate proficiency in both written and oral English based on the mean score of the Test of English as a Foreign Language (TOEFL). International applicants must comply with established college admissions policies specifically related to those requiring issuance of an I-20 Form. International students are also required to file a financial statement and a responsibility statement from a local sponsor. International students should contact the Admissions Office for further information.

Residency Requirements

Resident tuition charges for a Virginia resident are available only to a person who has been domiciled in and is and has been an actual bona fide legal resident of Virginia for a period of at least one year prior to the commencement of the term for which any such resident tuition charge is sought. (Refer to Code of Virginia, Section 23-7). Applicants claiming entitlement to in-state tuition rates must submit a completed Application for Virginia In-State Tuition Rates and may also be required to submit further information for determining residency eligibility for tuition purposes.

When enrollments must be limited to any curriculum or course, first priority must be given to all qualified applicants who are residents of the political subdivisions supporting the college (except in the case of approved state and regional specialized programs), provided such students apply for admission to the program prior to April 1. The priority list is as follows: (1) residents of the political subdivisions supporting the college, (2) other Virginia residents, (3) out-of-state, and (4) international students with student (F-1 or F-2) and diplomatic (A-1 and A-2) visas.

Waiver of Requirements or Credit Through Advanced Standing by Experiential Learning

Students who feel that previous educational studies, training programs, or work experience may entitle them to an adjustment in the coursework

required in a particular curriculum should contact the Admissions Office to obtain a copy of the College Policy on Advanced Standing by Experiential Learning.

The advanced placement function of the college is the administrative placement of a student beyond the basic or first courses(s) in a curriculum, allowing waiver of credit or college credit for subject matter and/or other appropriate training or experience. Advanced standing may be considered upon the submission of documentation on: (1) College Level Examination Programs (CLEP), (2) Advanced Placement Program (AP), (3) Subject Standardized Tests (SST) through DANTES/USAFI, (4) transfer credits from other regionally accredited post-secondary institutions, (5) equated occupational experience, (6) assessment of coursework with external agencies, (7) institutional credit by exam, (8) assessment of coursework with vocational technical schools, (9) military and non-traditional learning experiences, (10) waiver of physical education requirements for veterans, and (11) waiver of foreign language requirements.

In transferring to a senior institution, it is the student's responsibility to contact the institution concerning the acceptability of credit awarded by advanced placement.

Transfer

Transfer from Other Colleges Courses accepted for transfer must have been completed at a regionally accredited institution. Usually, a student transferring from another college who is eligible for reentry to the last college attended shall be eligible for admission to Southside Virginia Community College.

If a transfer student is ineligible to return to a particular curriculum in a previous college, generally the transfer student will not be allowed to enroll in the same curriculum at Southside Virginia Community College until one semester elapses or until completion of an approved preparatory program. The Academic Review Committee shall decide on each case and can impose special conditions for the admittance of such students.

Students transferring from another college should consult the Dean of Enrollment Management at SVCC for assessment of credit in order to determine their standing before registering for classes.

Generally, no credit will be given courses with grades lower than "C". Transfer students may be advised to repeat courses if it is clearly to their advantage to do so in order to make satisfactory progress in their curriculum.

Transfer Between Curricula As students proceed in their studies, they may decide that they wish to change their program or curriculum. In such cases, the student should make an appointment with the counseling department for assistance. No changes in program or curriculum can be made without the recommendation of the counseling department and the approval of the Dean of Enrollment Management.

Transfer to Four-Year Institutions of Higher Education

State Policy on Transfer - According to the statewide policy on transfer, students who have earned an associate degree based on a baccalaureate-oriented sequence of courses should be considered to have met lower-division general-education requirements of senior institutions. This may still leave specific degree requirements based upon the selection of a major at the senior institution.

As students implement their transfer plans, it is their responsibility to become familiar with the departmental requirements at the institution(s) they are considering. On each campus of the institution, faculty advisors and counselors are available to assist students with the transfer process. It is recommended that this process begin early in the students' enrollment at the community college. Associate of Applied Science Degree Programs are designed by the college as two-year terminal programs. The State Policy on Transfer states that applied degree programs often have counterparts at senior institutions. Increasingly, community colleges and senior institutions are developing agreements to encourage student transfer into these programs. It is the responsibility of students in applied programs planning to transfer to work closely with faculty advisors and counselors to identify senior institutions that will accept these credits and to enroll in transferable general education courses.

Guaranteed Admission Agreements Through system-wide agreements, students who graduate from one of Virginia's 23 community colleges with an associate's degree and a minimum grade point aver-

age may obtain guaranteed admission to more than 20 of the commonwealth's colleges and universities.

The most current listing of Guaranteed Admissions Agreements between Virginia's community colleges and four-year colleges and universities is available at <http://www.vccs.edu/transfer>.

Saint Paul's College Direct Transfer Program

Students who complete the Associate of Arts and Sciences (AA&S) degree or the Associate of Applied Science (AAS) degree in Administration of Justice or Human Services at Southside Virginia Community College are guaranteed admission as juniors at Saint Paul's College.

James Madison University Guaranteed Admission Agreement

Students who complete the Associate of Arts and Science (AA&S) degree at Southside Virginia Community College with a 3.00 or above cumulative GPA are guaranteed admission into JMU. Acceptance in some colleges and departments is competitive and acceptance into JMU does not imply admission to these programs without further acceptance by the college or department offering the program. Students interested in this program should contact Student Development Services for more specific information.

Classification

Classification of Students by Home Campus

All students are assigned a home campus at the time of application.

All student records will be maintained on the home campus, and procedures such as shifting from credit to audit, senior citizens course approval, and the like, must be accomplished on that campus.

General Classification

Curricular Student A student shall be classified as a curricular student if the following three conditions are satisfied: (1) the student holds a high school diploma, a GED or its equivalent, or is otherwise determined qualified for admission; (2) the required documents for general admission to a curricular program are received by the Office of Admissions; and (3) the student has been admitted to one of the college's curricula.

Non-curricular Student Students who are not formally admitted to one of the regular curricula but who are classified according to the following

student goals or conditions are considered non-curricular students. International students requiring issuance of an I-20 or students receiving Federal or State aid are not eligible for these categories:

1. Upgrading employment skills for present job
2. Developing skills for new job
3. Career exploration
4. Personal satisfaction and general knowledge
5. Transient student
6. Non-degree transfer student
7. High school student (with college and high school approval only)
8. General or curricular requirements pending (with college approval only)
9. Restricted enrollment (with college approval only)
10. Auditing a course (with college approval only)

Student Level

Freshman Students are classified as freshmen until 30 semester credits of study have been completed.

Sophomore Students are classified as sophomores after 30 or more semester credits have been completed.

Student Status

Full-Time Student A student enrolled for 12 or more credits in a semester is a full-time student.

Part-Time Student A student enrolled for fewer than 12 credit hours in a semester is a part-time student.

Expenses

Tuition and fees are due upon registration and may be paid by cash, check, money order, VISA, MasterCard, or Discover. Checks or money orders must be made payable to Southside Virginia Community College for the exact amount owed. Cash should not be sent by mail.

Tuition and fees are not considered paid until check or money order payment is honored by paying agent. The college charges a \$20.00 processing fee for all dishonored (returned) checks and will not accept future payments by check from an offending party. Failure to make good a dishonored check will result in administrative withdrawal from classes.

Tuition rates are established annually by the State Board for Community Colleges. Current rates can be verified by contacting the Admissions and

Records Office. Tuition rates as of July 2010*:

- Current Virginia Resident \$110 per credit
- Out of state resident \$303.60 per credit
- Out of state business \$177 per credit
- Out of state military \$110 per credit
- EE rate in state \$110 per credit
- E rate out of state \$209 per credit

*Subject to change

Payment of tuition also enables the student to use the library, bookstore, parking lot, student lounge and other facilities of the college. There are no special laboratory or library fees, but students are expected to pay charges for any school property (such as laboratory equipment, supplies, library books and materials) that they damage or lose.

Student Fee All students are charged a student fee of \$1.25 per credit to assist in social and cultural activities.

Technology Fee A technology fee of \$6.50 per credit is applicable to all students in all terms.

Capital Fee Out-of-State students are charged a \$15.00 capital fee per credit.

Service Fee All students are charged a \$1.25 per credit service fee to assist in campus maintenance.

Books and Materials

Students are required to obtain their own books, supplies and consumable materials needed in their studies. The estimated cost of these items will be \$600 per semester for the average full-time student. Costs for programs such as nursing will be much higher.

Waived Tuition and Fees

Senior Citizens Under provisions of the Virginia Senior Citizens Higher Education Act of 1974 and subsequent amendments, a person who has been legally domiciled in Virginia for one year and has reached 60 years of age before the beginning of a semester may enroll in a state institution of higher learning at no cost (tuition and applicable required fees waived) provided all tuition-paying students are given first priority for class spaces. Senior citizens whose taxable income for federal income tax purposes does not exceed \$15,000 for the year preceding the year in which enrollment is sought may register and receive full credit for coursework successfully completed, tuition- and fee-free. The senior citizen whose income exceeds this figure

may only audit, tuition- and fee-free, courses offered for credit or enroll in non-credit courses.

Children of Deceased Law Enforcement/Fire Fighter/Rescue Squad Personnel Any child between the ages of 16 and 25 whose parent has been killed in the line of duty while employed or serving as a law-enforcement officer, fire fighter, or rescue squad member in Virginia is entitled to free tuition and required fees if the deceased parent was domiciled in Virginia at the time of death and certification of employment is provided.

Children of Permanently Disabled or Deceased Veterans Section 23-7.1 of the Code of Virginia says that free tuition and college fees shall be given to children of qualified permanently 100 percent disabled or deceased veterans of the armed forces of the United States who attend state-supported schools of secondary grade or college level. Eligibility for such children shall be determined by the Division of War Veterans' Claims, who shall state in writing to the admitting school that tuition should be waived according to the provisions of Section 23-7.1. For further information, contact the SVCC Veterans Affairs Office.

Graduation Expenses

A formal graduation exercise is held at the end of the spring term. An Application for Graduation must be completed by all graduating students and turned in to the Admissions and Records Office three months preceding the expected graduation date. Disposable caps and gowns must also be ordered and paid for at that time. The charge for disposable caps and gowns will be determined each year by the state bidding process. There is no charge for diplomas; however, students who need to obtain a duplicate diploma will be charged a \$10 fee.

Transcripts

A transcript is a copy of the student's permanent academic record at Southside Virginia Community College. An official transcript carries the college seal and is mailed to other educational institutions and agencies. Unofficial student transcripts are available by logging in to MySVCC at <http://www.southside.edu>. In accordance with the Family Educational Rights and Privacy Act of 1974, transcripts are released only with the written consent of the student. A request for a transcript should be made either on a transcript request form

or by letter or FAX to the Admissions and Records Office, where the transcript will generally be produced within one week. You may also request an official transcript through the college's website at <http://www.southside.edu>. There is no fee for transcripts.

Refunds

Students shall be eligible for a refund for those credit hours dropped during the add/drop period for the session. The refund will be at the full credit rate. After the add/drop period has passed, there will be no refunds. This deadline should not be confused with the last day to withdraw without academic penalty. For the standard semester, the last day to drop with refund is published in the college calendar. Refunds are issued to the registrant only. In order to be eligible for refund under any of the circumstances set forth in the foregoing paragraph, a student must execute an official drop form. Full refunds will be made when a course is canceled by the college.

Official resignation for a student shall become effective on the date that written notification of intent to resign is received by the Office of Admissions and Records and not the date of the last class attended unless the two dates coincide. Resignations and course withdrawals should be presented in person or by the student's authorized representative. The college cannot undertake to accomplish contact with the student's instructors except for the most serious of reasons. If you have questions about the refund policy, contact the Admissions and Records Office. Students receiving any type of federal financial aid should also see the Title IV Refund Policy in the Financial Aid section of this catalog.

Encumbrance of Records

All services will be withheld from a student who owes money to the college for any reason or who has books or materials outstanding from the Learning Resource Center. This means that no transcripts will be issued, the student will not be permitted to register, and no recommendations will be written nor other services provided.

Suspension of Students for Non-Payment of Tuition and Fees, College Loans, College Fines, or Other Debts Owed the College

A student's continued attendance at the college is dependent upon proper settlement of all debts

owed the institution. Should the student fail to satisfy all due and payable amounts for tuition and fees, college loans, college fines, or other debts owed the college, the student may be suspended. No student shall be allowed to register in any succeeding semester until all current debts owed to the college have been satisfied.

If any debts are referred for collection to an attorney or to a collection agency, the debtor will be liable for additional collection fees of the unpaid balance. Requesting goods or services will be deemed to be acceptance of these terms.

Registration

Registration is held prior to the beginning of each semester or term. Specific registration dates are listed in the Academic Calendar in this catalog and in the class schedule published each semester or term.

In addition to on-campus day and evening registration, off-campus registration is conducted at various sites. For specific times and dates, consult the class schedule or call either Admissions Office.

Students should plan to register for courses during the regular registration period each semester. Students may not enter a class after the official add/drop date. Admission into a class after that time may be permitted in cases of extenuating circumstances and must be approved by the student's advisor, the instructor of the class and the Provost. Non-standard courses should be registered for at the announced times and dates.

On-Line Registration To register for classes online visit our website at <http://www.southside.edu>.

Mail Registration All curricular students except those approved for self-advisement should confer with their advisor before registering for classes. To register for credit classes by mail, simply follow the procedure outlined in the class schedule.

Telephone Registration Non-curricular students and approved self-advised students may register for classes by telephone if they are returning students or have a current application on file in the Admissions Office. The hours are from 9 a.m. - 4 p.m., Monday through Friday. Either VISA, MasterCard or Discover is accepted for tuition payments.

Self-Advisement

Curricular students who have completed 15 or more credit hours plus all required developmental courses, with a cumulative GPA of 2.5 or better, may become self-advised by completing a Self-Advising Waiver Form in either Admissions and Records Office.

Credits

A credit is equivalent to one collegiate semester-hour credit or one and one-half collegiate quarter hours credit.

Each semester hour of credit given for a course is based on approximately one academic hour (50 minutes) of formalized, structured instructional time in a particular course weekly for 15 weeks by each student. This may consist of lectures, out-of-class study, laboratory and shop study or combinations thereof as follows: (1) One hour of lecture (including lecture, seminar, discussion or other similar experiences) per week for 15 weeks plus an examination period equals one collegiate semester-hour credit; (2) Two to five hours, depending on the academic discipline, of laboratory (including laboratory, shop clinical training, supervised work experience, coordinated internship, or other similar experiences) per week for 15 weeks plus an examination period (one hour) equals one collegiate semester-hour credit; (3) One to five credits with variable hours for the general usage courses: Coordinated Internship, Cooperative Education, Seminar and Project, and Supervised Study (see SDV section).

Continuing Education Unit

The continuing education unit (c.e.u.) is defined as ten (10) contact hours in an organized continuing education (adult or extension) experience under responsible sponsorship, capable direction, and qualified instruction. (A decimal fraction of a unit may be awarded for an offering of shorter duration.)

Repeating a Course

A student should normally be limited to two (2) enrollments in the same credit or developmental course. Should the student request to enroll in the same course more than twice, the need should be documented and approved by the Provost or designee. This limitation does not apply to the courses in the Curriculum Guide identified as General Usage Courses: 090-190-290, 095-195-295, 096-196-296, 097-197-297, 098-198-298, 099-

199-299, or to fine arts studio courses in band, choir, ensemble, etc.

Academic Renewal

Students who return to the college after a separation of five years or more may petition for academic renewal. The request must be in writing on a form available from and submitted to the Admissions and Records Office.

If a student is determined to be eligible for academic renewal, D and F grades earned prior to re-enrollment will be deleted from the cumulative and curriculum grade point average (GPA), subject to the following conditions:

- Prior to petitioning for academic renewal the student must demonstrate a renewed academic interest and effort by earning at least a 2.5 GPA in the first 12 semester hours completed after re-enrollment;
- All grades received at the college will be a part of the student's official transcript;
- Students will receive degree credit only for courses in which grades of C or better were earned prior to academic renewal, providing that such courses meet current curriculum requirements;
- Total hours for graduation will be based on all course work taken at the college after readmission, as well as former course work for which a grade of C or better was earned, and credits transferred from other colleges or universities; and
- The academic renewal policy may be used only once and cannot be revoked once approved.

Normal Academic Load

The normal academic load for students is 15-17 credits. The minimum full-time load is 12 credits and the normal maximum full-time load is 18 credits, 12 credits for summer (excluding Orientation [SDV 100]). Students wishing to carry an academic load of more than 18 credits (12 credits for summer) should have a minimum 3.0 GPA, and must have the approval of the Provost or designee. If the student does not have a 3.0 academic average, the credits in excess of maximum credit hours allowed must fall in one of the following categories: (1) developmental studies, (2) 198 and 199 type courses, (3) activity type courses, e.g., chorus, drama, physical education, etc., (4) courses needed to graduate during the semester immediately preceding graduation, or (5) special elective courses

taught on a one-time basis. In order to fully document the overload, the reason for the overload must be noted on the registration form and be approved by the faculty advisor and the appropriate Provost. Students placed on academic warning or academic probation may be required to take less than the normal course load.

Approved Elective Course

An approved elective course is one that is approved for registration by an advisor, promotes a proper mix and balance of electives in a curriculum of study and meets requirements for transfer to another institution or meets particular job requirements.

Auditing a Course

Students desiring to attend a course without taking the examination or receiving credit for the course may do so by registering to audit that course. Students desiring to audit a course will register in the regular manner and pay the regular tuition. Permission of the Provost is required to audit a course.

Audited courses carry no credit and do not count as a part of the student's course load. Students desiring to change status in a course from audit to credit must do so within the add/drop period for the session. Changes from credit to audit must be made by the official last day for students to withdraw from a class without penalty. After this day, the audit grade "X" is invalid for students enrolled for credit.

Change of Registration

Students must execute an official Student Registration Change Form to make changes in their schedule of classes after the last day to add day classes. Failure to do so may place their college records in jeopardy.

Withdrawal From a Course A student may withdraw from a course without academic penalty during the first 60 percent of the session. The actual last day of attendance must be recorded on the Student Registration Change Form. For purposes of enrollment reporting, the following procedures will apply:

1. If a student withdraws from a class prior to the termination of the add/drop period for the session, the student is removed from the class roll and no grade is awarded.

2. After the add/drop period, but prior to completion of 60 percent of a session, a student who withdraws or is withdrawn from a course will be assigned a grade of "W".
3. After that time, if a student withdraws or is withdrawn from a course, a grade of "F" will be assigned. Exceptions to this policy may be made under mitigating circumstances only if the student is passing at the time of the withdrawal. Such circumstances must be documented and a copy of the documentation placed in the student's academic file. Mitigating circumstances are defined as instances in which the student was unable to complete the course due to serious illness, death in immediate family, full-time employment or shift change, move from area, or instructor or clerical error. The reason for mitigating circumstances must be listed on the Student Registration Change Form.

Addition of a Course The last day to add or change classes is announced in the class schedule each semester. Any request for entry after that period must be approved by the student's advisor, the instructor concerned and the Provost.

Withdrawal from the College Students who wish to withdraw from the college must contact their academic advisor and a counselor to complete the appropriate procedure and form. Failure to follow established procedure could place the student's college record in doubt and prejudice his return to this or another college. The actual last day of attendance must be recorded on the Student Registration Change Form.

Grading System - Credit

The grades of A, B, C, D, P, and S are passing grades. Grades F and U are failing grades. R and I are interim grades. Grades of W and X are final grades carrying no credit. Usually, if a student transfers to a four-year college or university, only grades of A, B, and C will be accepted for credit in courses equivalent to those offered at the four-year college or university. Students are urged to consult the college or university to which they desire to transfer. It is the responsibility of the student to access grades at the end of each semester through the college's website at www.southside.edu. Students should report any discrepancies to the Admissions and Records Office within two weeks after the official end of the semester.

Explanation of Grades

The quality of performance in any academic course is reported by a letter grade, the assignment of which is the responsibility of the instructor. These grades denote the character of study and are assigned quality points as follows:

A	Excellent	4 grade points per credit
B	Good	3 grade points per credit
C	Average	2 grade points per credit
D	Poor	1 grade point per credit
F	Failure	0 grade points per credit
I	Incomplete	No credit; used for verifiable unavoidable reasons. Since the "Incomplete" extends enrollment in the course, requirements for satisfactory completion will be established through student-faculty consultation. The student must request an Incomplete grade and no Incomplete requests will be processed without the signatures of the student, the instructor, and the Provost. Courses for which the grade of "I" (Incomplete) has been awarded must be completed before the end of the subsequent semester or another grade (A,B,C,D,F,W) must be awarded by the instructor based upon course work which has been completed. In the case of "I" grades earned at the end of Spring Semester, students shall complete the requirements before the end of the subsequent Fall Semester. In exceptional cases, extensions of time needed to complete course work for "I" grades may be granted beyond the subsequent semester, with the written approval of the Provost. A "W" grade should be awarded only under mitigating circumstances which must be approved by the Provost and documented. A copy of this documentation must be placed in the student's academic file. The

P	Pass	No grade point credit; applies only to non-developmental courses. A maximum of seven (7) semester credit hours from courses for which the "P" grade has been awarded may be applied toward completion of a degree, diploma, or certificate.
R	Re-enroll	The "R" grade may be used as a grade option, interim in nature, in those courses which employ a mode of instruction characterized by explicit terminal objectives covering the various content areas in such a way that specific determination of student progress toward total course completion can be made. Examples of this mode are (1) individualized, self-paced instruction or (2) modularized group-paced instruction. The "R" grade may be given only in courses which will be offered in any semester and which will employ a mode of instruction described in (1) and/or (2) above. Students making satisfactory progress but not completing all of the instructional objectives for courses in Developmental Studies (numbered 01-09) or an ESL course (numbered 11-29) shall be graded an "R" (re-enroll) and re-enrolled to complete the instructional objectives. An "R" will be evaluated as acceptable for financial aid course completion requirements. The courses in which the methodology will be used will be designated by their applicability to the established procedures for the "R" grade and will be identified by the Provost.
S	Satisfactory	No grade point credit. Used only for satisfactory completion of a developmental studies course (numbered 01-09) or an ESL course (numbered 11-29).

U Unsatisfactory No grade point credit; applies only to developmental studies, ESL courses, non-credit courses, courses taken under the Pass/Unsatisfactory grading option, and Orientation (STD 100) courses, at the discretion of the college. The initials of the instructors from whom “U’s” were received are required to re-enroll in these developmental studies courses. A “U” denotes unsuccessful coursework.

W Withdrawal No credit. A grade of “W” is awarded to students who withdraw or are withdrawn from a course after the add/drop period but prior to the completion of 60 percent of the session. After that time, the student will receive a grade of “F” except under mitigating circumstances which must be documented and a copy of the documentation must be placed in the student’s academic file. The actual last date of attendance must be recorded on the Student Registration Change Form.

X Audit No credit. Permission of the Provost is required to audit a course. After the last day for students to withdraw from a class without penalty, the audit grade “X” is invalid for students enrolled in the course for credit.

Grading System - Non-Credit Activities

A grade of “S” demonstrates satisfactory course completion. The grade of “G” is used in unique circumstances and at the discretion of the college to recognize limited subject competency. The grade of “U” is a failing grade. “I” is an interim grade or a non-punitive final grade. Grades of “N” and “W” are non-punitive grades. “X” indicates that a course was completed (or taken) for content and no grade awarded.

No grade point credit shall be assigned to the following grades:

S Satisfactory Individual demonstrates subject competency (assignments, labs, tests, clinical, etc.) and fulfilled attendance requirements needed

to pass the course. Individual is ready to progress to higher level course. CEUs can be awarded.

G Progress Optional grade used in unique circumstances and only at the discretion of the college for courses such as ESL, in which demonstration of progression toward subject competency is desired. Individual fulfilled attendance requirements but fails to demonstrate the level of subject competency needed to earn an “S” or CEUs. Individual is not ready to progress to a higher level course but would benefit from repeating the course. CEUs cannot be awarded.

U Unsatisfactory Individual fails to demonstrate subject competency and/or fulfillment of attendance requirements needed to pass the course and to move to a higher level course. CEUs cannot be awarded.

I Incomplete Individual, due to unavoidable circumstances, attended part but not all of a course. CEUs cannot be awarded. Courses for which the grade of “I” have been awarded must be successfully completed by the end of the subsequent semester for another grade (“S”, “U”, or “G”) to be awarded by the instructor. If “S” is awarded, CEUs can be awarded. If “U” or “G” is awarded, CEUs cannot be awarded.

N No Show Individual neither attends nor formally withdraws from a course for which registered.

W Withdrawal Individual formally withdraws from a course after the refund period but prior to the start of the course.

X No Grade No grade awarded. Course taken for purpose of learning the subject matter and not for a grade. CEUs cannot be awarded.

Grade Point Average

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. Courses which do not generate grade points are not included in credits attempted. Semester GPA is determined by dividing the total number of grade points earned in courses attempted for the semester by the total number of credits attempted. The 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. A curriculum GPA, which includes only those courses applicable to the student's curriculum, is computed in order to ensure that the student satisfies the graduation requirements for that curriculum. When students repeat a course, only the last grade earned is counted in the computation of the curriculum GPA. The student's permanent record reflects all courses attempted by a student at SVCC.

President's List and Provosts' List

President's List A curricular student who has attained a cumulative GPA of 3.5 or higher, who has attempted a minimum of six credit hours during the present semester, and who has completed a minimum of 20 semester credit hours at Southside Virginia Community College will be placed on the President's List.

Provosts' List A curricular student who has attained a semester GPA of 3.2 or higher and has attempted a minimum of 12 credit hours during the semester will be placed on the Provosts' List for that semester.

Attendance

Regular attendance at classes is required. Each faculty member will make the class attendance policy known to the student at the beginning of each semester. When absence from a class becomes necessary, it is the responsibility of students to inform the instructor prior to the absence whenever possible. Students are responsible for the subsequent completion of all study missed during an absence. Absences totaling more than 20% of a course's semester class meetings will result in dismissal from the course. Instructors may impose more stringent requirements as specified in their course outlines.

Examinations

Students are expected to take their examinations at the regularly scheduled times. No exceptions will be made without the permission of the Provost and of the instructor of the class.

Academic Standing

Students are considered to be "in good academic standing" if they maintain a semester minimum GPA of 2.0, are eligible to re-enroll at the college, and are not on academic suspension or dismissal status. Students on academic warning or academic probation who are eligible to re-enroll may be considered eligible to receive financial aid assistance or other benefits requiring a "good academic standing" status.

Academic Warning

Students who fail to attain a minimum GPA of 2.0 for any semester will receive an academic warning to be printed on their grade report.

Academic Probation

Students who fail to maintain a cumulative GPA of 1.5 will be on academic probation until such time as their cumulative average is 1.5 or better, and the statement "Academic Probation" will be placed on their permanent record. A person on probation is ineligible for appointive or elective office in student organizations and usually will be required to carry less than a normal course load the following semester. Students on academic probation are required to consult with their counselor. Curricular students are cautioned that, although an average between 1.5 and 1.99 may not result in formal academic probation, a minimum of 2.0 in their curriculum is a prerequisite to the receipt of an associate degree, diploma or certificate. Students shall be placed on probation only after they have attempted 12 semester credit hours.

Academic Suspension

Students on academic probation who fail to attain a GPA of 1.5 for the next semester for which they are in attendance will be subject to academic suspension. Academic suspension normally will be for one semester unless the student reapplies and is accepted for readmission to another curriculum of the college. The statement "Academic Suspension" will be placed on the student's permanent record. Students who have been informed that they are on academic suspension may submit an appeal in writing to the Academic Review Committee for

reconsideration of their case. Suspended students may be readmitted after termination of the suspension period and upon formal written petition to the Academic Review Committee. Students will be placed on suspension only after they have attempted 24 semester credit hours.

Academic Dismissal

Students who do not maintain at least a 2.0 GPA for the semester of reinstatement to the college after academic suspension will be academically dismissed. Students who have been placed on academic suspension and achieve a 2.0 GPA for the semester of their reinstatement must maintain at least a 1.5 GPA in each subsequent semester of attendance. Students remain on probation until their cumulative GPA is raised to a minimum of 1.5. Failure to attain a 1.5 GPA in each subsequent semester until the cumulative GPA reaches 1.5 will result in academic dismissal. Academic dismissal normally is permanent unless, with good cause, students reapply and are accepted under special consideration for readmission by the Academic Review Committee. The statement "Academic Dismissal" will be placed on the student's permanent record.

Graduation

All students who are initially placed in a program are placed in a catalog year at the same time. The catalog year to which a student is assigned determines the program requirements for graduation.

Students who have been attending in a non-curricular status will be placed in the catalog year corresponding to their program placement, not the catalog year corresponding to the year they became a non-curricular student. Students, who were previously in a program and dropped out of college for at least one year or changed programs and then ask to be readmitted to the original program after one year, will be placed in the program in existence at the time of their readmittance. Students who drop out for less than one year or request readmittance to a program within a year after dropping out of it, will be readmitted under the original catalog, unless there have been significant changes to the program requirements. The Dean of Enrollment Management will determine the catalog year when there is a question.

It is the responsibility of each student to be certain that all graduation requirements are fulfilled.

Though the student's advisor can help, the final responsibility rests with the student.

To be eligible for graduation with an associate degree, diploma, or certificate from the college, a student must (1) have fulfilled all of the course and credit-hour requirements of the degree, diploma, or certificate curriculum as specified in the college catalog with at least 25 percent of the credits acquired at the college, (2) have been certified for graduation by his/her advisor, the Provost, and the Dean of Admissions and Records, (3) have earned a GPA of at least 2.0 in all studies attempted which are applicable towards graduation in his/her curriculum, (4) have filed an application for graduation in the Office of Admissions and Records, (5) have resolved all financial obligations to the college and returned all library and other college materials, and (6) have completed any required tests or other student assessments.

Additionally, upon recommendation of the instructional division and the Provost, students who pursue a degree or diploma program but are unable to complete the degree or diploma requirements may be issued a certificate provided the portion of study completed is equivalent to an approved certificate program offered at the college. If an approved certificate in the student's area of study is not offered at the college, an Award of Completion may be granted which specifies instructional hours completed.

Students who are within eight (8) hours of meeting graduation requirements and intend to complete those requirements by the following summer semester, will be allowed to participate in the spring graduation ceremony. Degrees, however, will not be conferred until course work is completed with a passing grade. Students who plan to "walk" in spring exercises must complete applications for graduation through their advisors.

Second Degree, Diploma or Certificate

In awarding students an additional degree, diploma or certificate, the college may grant credit for all previously completed applicable courses which are requirements of the additional degree, diploma or certificate. Courses used to satisfy curricular requirements in one program may **not** be used to satisfy **different** curricular requirements in another program. For example: if a psychology course is used to meet a specific course requirement in one

program, it may not be used to satisfy an elective requirement in another program. Courses common to two programs (ENG 111, for example) may be used to satisfy this specific requirement in both programs. If you are planning on graduating in more than one certificate, degree or diploma program, please discuss this with your faculty advisor well in advance of your desired graduation date. When in doubt, discuss your plans with the Dean of Instruction or Dean of Enrollment Management to ensure that you will meet all of the requirements in each of your programs. It is not, however, the intent of this policy to award career studies or other certificates to students who have concurrently completed a related degree, diploma, or certificate program. There must be a sequential progression through the different program levels.

Graduation With Honors

Students who have fulfilled the graduation requirements as applicable to their program are eligible for graduation with honors. Graduation honors are not applicable to Career Studies Certificates. All graduates will have earned at least one-half of the credits for their curriculum in Southside Virginia Community College classes.

Graduation with honors is based upon scholastic achievements are recorded on the student's permanent record as follows:

Cumulative Grade Point Average	Honors
3.2	Cum laude (with honors)
3.5	Magna cum laude (with high honors)
3.8	Summa cum laude (with highest honors)

Changes in Regulations

Southside Virginia Community College reserves the right to make changes in regulations, courses, fees and other matters of policy and procedure as and when deemed necessary.

