

**Academic Standards  
Policy and Procedures**

BOT Approved: 2/17/2016  
 Revised: 3/3/2016  
 Revised: 5/20/2016  
 Revised: 6/6/2017  
 Revised: 7/1/2017  
 Revised: 7/2/2018  
 Revised: 10/1/2018  
 Revised: 7/1/2019  
 Revised: 10/23/19\*  
 Revised: 7/6/2020  
 Revised: 7/1/2021  
 Revised: 12/9/2022  
 Revised: 7/1/2023

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\* revision retroactively effective 7/1/2019

# Academic Standards Policy and Procedures

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## I. Philosophy and Scope

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

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

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

- A. **“Academic Catalog”** refers to an annual publication that serves as the official record of the requirements for admissions, registration, policies/procedures, and program content.
- B. **“Academic credit”** refers to the certification of a student’s successful completion of a unit of a course of study.  

Academic credit does not include credit associated with developmental education.
- C. **“Add/Drop period”** refers to the period of time in which a student can add or drop a class from their schedule. The add/drop period begins with the opening of registration and ends with the last day to add/drop for the session, as published in the schedule of classes.
- D. **“Audit”** refers to an enrollment option chosen by the student in which they may attend the class and participation must align with the course syllabus. No college credit is earned.
- E. **“Academic Clemency”** refers to the ability of returning students to expunge prior unsatisfactory academic performance (D-F grades only) from their transcript. Academic Clemency may only be approved one (1) time per student.
- F. **“Advanced Placement (AP)”** refers to a program created by College Board, which offers college-level curricula and examinations to high school students in the United States and Canada. FCC grants college credit to students who obtain high scores on selected AP examinations. Accepted AP exams and required scores are listed in the Academic Catalog.
- G. **“Articulation Agreement”** refers to officially approved agreements that allow students to apply credits they have earned in specific programs toward advanced standing, entry, or transfer into a specific program at another institution. These agreements outline the specific courses that count for transfer credit at the other institution, as well as the grades a student must earn in order to receive these

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credits. Students may also earn credit for prior learning and experience to be used toward degree completion at FCC. Students should start with their Program Manager to determine if there are approved agreements available in their program of study.

- H. **“Associate of Applied Science (A.A.S.)”** refers to programs designed for immediate employment and career advancement within a particular area of study. An A.A.S. does not preclude the student from transferring to a relevant bachelor’s degree program.
- I. **“Associate of Arts (A.A.)”** refers to a program of study with a concentration in arts, humanities, social sciences, and other disciplines not represented in the A.S., A.A.S, or A.A.T degree which parallels the first two (2) years of study toward a bachelor’s degree and is designed to transfer to four-year colleges and universities or may be used as a stand-alone degree for employment.
- J. **“Associate of Arts in Teaching (A.A.T.)”** refers to a program of study that provides the first two (2) years of courses and related qualifications needed to meet the entrance requirements to colleges of education in the state of Maryland.
- K. **“Associate of Science (A.S.)”** refers to a program of study with a concentration in science, technology, engineering, or math which parallels the first two (2) years of study toward a bachelor’s degree and is designed to transfer to four-year colleges and universities or may be used as a stand-alone degree for employment.
- L. **“Catalog Year”** begins with the summer term and continues through the spring semester. Student program requirements are based on the catalog year in effect at the time they are admitted to FCC.
- M. **“Certificate of Accomplishment”** refers to an undergraduate program of study at the freshman or sophomore level requiring a minimum of twelve (12) credits in a prescribed curriculum approved by the College. Courses required in certificate programs may be applied to the degree program in that area of study.
- N. **“Certification”** refers to a credential granted by an external entity confirming that an individual has specific skills in a certain area. FCC offers programs and/or courses that prepare students for certifications, but FCC does not directly grant these certifications.
- O. **“Class”** refers to a specific section of a course in which a student may enroll that has a beginning and ending date, a syllabus, and participation expectations.
- P. **“College Level Examination Program (CLEP)”** refers to a group of standardized tests offered by the College Board which assesses college-level knowledge in several subjects and offers students the opportunity to receive credit for certain coursework after demonstrating their proficiency. A full listing of CLEP exams and the required scores to earn credit at FCC are listed in the Academic Catalog.
- Q. **“Commencement”** refers to the ceremony each May which celebrates the conferring of the undergraduate degrees and certificates awarded that academic year.

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- R. **“Continuously Enrolled”** refers to the requirement that a student be enrolled continuously with breaks no longer than four (4) consecutive full academic semesters (fall or spring semesters).
- S. **“Course”** refers to a unit of study identified in the College catalog that is defined by a specific title, course number, and description, and for which credit may or may not be awarded.
- T. **“Credit Hour”** refers to a unit of measure applied toward the total number of hours needed for completing the requirements of a degree, certificate, or other formal award, which represents:
1. A minimum of 15 hours (50 minutes each) of lecture, seminar, or discussion class time;
  2. A minimum of 30 hours (50 minutes each) of supervised laboratory or studio time;
  3. A minimum of 45 hours (50 minutes each) of instructional situations such as practica, internships, and cooperative educational placements;
  4. A minimum of 37.5 hours of instruction per credit delivered online or by other electronic media. This may include a combination of virtual sessions, classroom instruction, student consultation with instructors, and readings, when supervision is ensured and learning is documented.
- U. **“DSST Credit-By-Exam Program (Defense Standardized Subject Tests) formerly DAN TES (Defense Activity for Non-Traditional Education Support) owned and administered by Prometric”** refers to a national credit-by examination program providing students the opportunity to receive credit for college-level achievement.
- V. **“Developmental Education”** refers to both developmental courses that prepare a student for credit level courses and developmental supplements that are embedded in a credit course.
- W. **“Digital Badge”** A digital badge is a visual representation of a skill, learning achievement, competency, or experience. Badges can be relevant to an academic objective, professional goal, area of interest, or national credential. Embedded in each badge is information about when and where the badge was earned, criteria for earning the badge, and verification that the earner met all requirements.
- X. **“Enrolled”** refers to the process by which students are added to a class roster and are officially taking the class. This is used interchangeably with registered.
- Y. **“General Education CORE Requirements”** refers to general education courses that are required for all students to earn a college degree. Based on program, there are specific general education CORE requirements.
- Z. **“Grade Point Average (GPA)”** refers to a numerical measurement of a student’s overall academic achievement which is calculated by multiplying the number value of the grade (or quality points) by the number of semester hours attempted, and then dividing the number of quality points by the number of credits attempted.

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- AA. **“Graduation”** refers to the receiving or conferring of an academic degree or certificate. Degrees and certificates are conferred three (3) times per year.
- BB. **“Graduation Application”** refers to the formal application process for all students planning to receive a certificate or degree. Students must complete and submit a graduation application by the designated deadlines published by the College for a certificate or degree. Letters of Recognition will be conferred automatically.
- CC. **“Institutional Departmental Exam”** refers to a comprehensive departmental examination which allows students to earn credit by examination in subject areas where no CLEP exam is available. Students pay an assessment fee for the exam to be scored prior to taking the exam. Upon successful completion of the departmental exam, credit is awarded.
- DD. **“International Baccalaureate (IB)”** refers to an international educational foundation providing education to primary, middle and high school students. Award of credit by FCC for IB participation is not automatic.
- EE. **“Letter(s) of Recognition”** refers to a program of study available in selected programs and requiring fewer, more specialized courses than a Certificate.
- FF. **“Major”** refers to a student’s chosen field of study, which requires the successful completion of a specified number of credit hours and coursework requirements as defined in the Academic Catalog.
- GG. **“Placement tests”** refers to a series of computer-based assessments that measure the reading, writing, and math skills needed for college-level coursework. Placement test scores help to determine what courses are appropriate for students. Placement test scores expire after 2 years.
- HH. **“Portfolio Assessment”** refers to a process that enables students to effectively document prior learning acquired through employment, training, self-study, volunteer work, civic activities, etc. Students must demonstrate that they have acquired college-level skills directly related to the core learning outcomes of their program of study.
- II. **“Program”** refers to a structured and coherent course of study with clearly defined objectives and intended student learning outcomes, requiring the completion of a specified number of course credits from among a prescribed group of courses, which leads to the award of a certificate or degree. All programs must be approved by MHEC.
- JJ. **“Quality Points”** refers to the numerical designation assigned to each grade. Quality points are used to generate a grade point average (GPA).
- KK. **“Registered”** refers to the process by which students are added to a class roster and are officially taking the class. This is used interchangeably with enrolled.
- LL. **“Reverse Transfer”** refers to when students who attended FCC and transferred to another institution prior to earning a credential may transfer courses earned back to FCC in order to complete that credential.
- MM. **“Satisfactory Academic Progress”** refers to the Federal Student Aid Requirement that students are making progress in their academic pursuit. Progress is measured

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by GPA and rate of completion of courses. FCC measures and tracks academic progress, as well as Satisfactory Academic Progress for students receiving Federal Student Aid.

- NN. **“Student”** refers to an individual who is registered at the College, either full or part-time, in a credit or continuing education class or classes who has either paid or made arrangement for payment of tuition and/or fees.
- OO. **“Transcript”** refers to a student’s academic record.
- PP. **“Transfer Credit”** refers to coursework completed at another college or university, provided that the other institution is accredited or recognized by the U.S. Department of Education, for which FCC awards credit. Transfer credit is also awarded through other FCC approved non-college programs, education, and training.
- QQ. **“Withdrawal Period”** refers to the period of time in which students can withdraw from a course which occurs after the Add/Drop period and concludes on a specific date as published in the schedule of classes. When a student withdraws from a course, a designation of “W” will appear on their academic transcript.
- RR. **“Workforce Training Certificate”** refers to a non-credit course or series of courses that qualifies individuals for identifiable occupations, or that provides a comprehensive body of knowledge leading to career advancement. These specialized courses may not be substituted,

Other FCC course related definitions can be found on FCC’s website [here](#).

### **III. Responsible Senior Leader and Responsible Office**

Provost and Vice President for Teaching, Learning, and Student Success  
Office of the Provost

### **IV. Entities Affected by this Policy and Procedures**

Students, prospective students, faculty, staff and administrators

### **V. Procedures**

#### **A. Awarding of Credit**

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

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Students who have earned an associate degree or higher from an accredited and U.S. Department of Education approved college or university may be deemed to have met the general education core in their new program of study. This provision does not relieve students of the obligation to complete specific academic program requirements or course prerequisites.

### 1. Transfer Credits

- a. No more than forty-five (45) credits (or 75% of the total credits needed in program) in transfer may be awarded toward an Associate Degree through any combination of items listed in Section V. Procedures, A. Awarding of Credit. If the previous institution was under the quarter system, credits must be converted to semester hours; quarter hours are multiplied by two-thirds (2/3) to equal semester credit hours. If a previous institution operated in clock hours, FCC divides the total number of clock hours by 37.5 (37.5 clock hours= 1 semester hour credit).
- b. Courses and credits are transferred into the College but corresponding grades are not calculated into the GPA. Students submitting a grade of Pass from another institution must show that the equivalent of a grade of “C” or better was attained to have transfer credit awarded. Spring 2020 exception due to global pandemic, grades of P (Pass) equivalent to a D or higher accepted.
- c. Program requirements satisfied by either transfer or institutional credit may not be removed within the degree audit.

### 2. College and University Credit

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

The College follows the MHEC General Education and Transfer Policies. In general, courses will be evaluated to determine equivalency to FCC courses. Courses not equivalent to FCC coursework may be transferred as elective credit. If a course has no FCC equivalency but is a General Education course at the sending institution, FCC will honor the General Education status and apply to the major’s requirements where applicable. Credits will be awarded based on the following standards:

- a. **University System of Maryland College & University Credit** – For students transferring from any University System of Maryland (USM) college, all transferable coursework with a grade of “D” or above will be accepted in transfer. Grades of “D,” however, will not be accepted for any course within a program of study that requires a grade of “C” or higher. A grade of “D” can be used to fulfill a prerequisite unless the prerequisite requires a grade of “C” or higher. Transfers from private Maryland and out-of-state institutions will be handled in the same manner.
- b. **International College and University Credit** – Credit may be granted for coursework completed at foreign colleges and universities based upon

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evaluation by credentialing services. The College recommends the use of WES (World Education Services) and SpanTran for credentialing but does accept evaluations from other credentialing services provided that the credentialing service is a member of the National Association of Credentialing Evaluation Services (NACES). In addition, the College will accept evaluations from the American Association of Collegiate Registrars and Admissions Officer's (AACRAO). The only exception to this is for students earning the CPA Exam Qualification Certificates. For this program, The College will only accept transcript evaluation from NASBA (National Association of State Boards of Accountancy), as the CPA exam requires applicants to provide evaluations done by NASBA only.

### 3. Non-collegiate Programs

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

### 4. Military Education and Training

Credits may be granted for a variety of formal military and educational programs. Training reflected on a Joint Services Transcript (JST) must be described with credit recommendations in the ACE Guide to the Evaluation of Educational Experience in the Armed Services. Copies of the official Community College of the Air Force transcripts, JST, and/or the DD214 must be submitted to Registration and Records. No more than forty-five (45) credits may be earned through non-collegiate training and/or other types of prior learning.

### 5. National Examinations

The standards for awarding credit by examination are reviewed annually by the College to determine equivalencies.

Official score reports or transcripts should be sent to Registration and Records for evaluation.

FCC is in compliance with HB 966 and as of March 2023 all applicable credit under the bill has been retroactively posted to student records as the regulation dictates.

No more than forty-five (45) credits may be earned through non-collegiate training and/or other types of prior learning. Lists of approved exams, scores required, and FCC credit awards are listed in the Academic Catalog. Those planning to transfer need to consult with potential transfer institutions regarding



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each institution's policy on required scores and credits awarded. The national examination programs for which the College awards credit are:

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

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

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

IB exams are subject-matter examinations administered in high school international baccalaureate programs. Students must have official results sent to Registration and Records. Students may be awarded up to thirty (30) credits toward the associate degree.

c. **Cambridge Credit**

The Cambridge Advanced International Certificate of Education (AICE) Diploma is an international curriculum and examination system that emphasizes the value of broad and balanced study. Send official transcripts to Registration and Records for review.

d. **College-Level Examination Program (CLEP)**

CLEP are national credit-by-examination programs providing individuals the opportunity to earn credit for college-level achievement acquired in a wide variety of ways. Examinations are available in many different disciplines. Official score reports should be sent to Registration and Records for evaluation.

FCC also administers CLEP examinations to current and prospective students by appointment in the FCC Testing Center. Additional information can be obtained by contacting the FCC Testing Center.

e. **DSST formerly DANTES Subject Standardized Tests**

DSST are national credit-by-examination programs providing individuals the opportunity to earn credit for college-level achievement acquired in a wide variety of ways. Examinations are available in many different disciplines. Official score reports should be sent to Registration and Records for evaluation.

FCC also administers DSST examinations to current and prospective students by appointment in the FCC Testing Center. Additional information can be obtained by contacting the FCC Testing Center.

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### 6. Institutional Departmental Examination

If a CLEP or DSST exam is not available for a subject in which a student is knowledgeable or skilled, the student may contact the Department Chair or Program Manager overseeing the equivalent course at FCC for permission to receive credit for the course by examination. Courses for which an examination is not appropriate (laboratory, experiential, or interactive courses) are excluded. A departmental examination may be taken only once. Students pay an assessment fee before taking the exam. Students who pass a departmental examination with a grade of “C” or better, will earn the stipulated number of credits for the course. A transcript will show credit for the specific courses that were taken on a credit-by-examination basis; however, no grade will be recorded. No more than fifteen (15) credits total may be earned through departmental examinations. Contact the Prior Learning Coordinator for more information.

### 7. Credit through Credential Assessment

Credits through credential assessment may be awarded for national and/or state certification or licensure. To earn credit through this option, the student must contact the program manager for that area. Credentials must be current and demonstrate that the student is in good standing with the certification and/or licensing agency. No more than forty-five (45) credits may be earned through non-collegiate training and/or other types of prior learning.

### 8. High School Articulation Credit

FCC may develop articulation agreements with secondary school systems to award college credit for selected secondary coursework. To receive credit for these courses, students may be required to earn a specific grade and/or provide evidence of other supporting materials as stipulated in the agreement. No more than forty-five (45) credits may be earned through non-collegiate training and/or other types of prior learning. Articulation agreements are reviewed and updated annually by the Provost and Vice President for Teaching, Learning, and Student Success

To request articulated high school credit, students must initiate the request for credit within two (2) years of their graduation from high school. Students must be degree or certificate seeking at FCC, enrolled in an academic FCC class, and submit an official high school transcript documenting the date of high school graduation and the stipulated grade in the articulated course and any other required supporting materials to Registration and Records.

### 9. Portfolio Assessment

The portfolio development process provides students an opportunity to document college-level knowledge acquired from work, independent reading, training programs, volunteer activities, and other life experiences. The portfolio documents student-generated evidence of learning that satisfies an FCC degree requirement. Students pay an assessment fee for the portfolio to be reviewed by faculty or staff trained in prior learning assessment. No more than fifteen (15) credits total may be earned through portfolio assessment. Students must enroll in Prior Learning Assessment Course (PLAC 101) and pay an assessment fee for the

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portfolio to be reviewed. Upon successful completion of the portfolio review, credit may be awarded.

### 10. Reverse Transfer

Through reverse transfer, students who attended FCC and transferred to another institution prior to completing a credential may transfer courses/credits earned back to FCC in order to complete that credential. To be eligible for reverse transfer, students must have completed a minimum of fifteen (15) credits at FCC, and have a cumulative 2.000 GPA. For reverse transfer consideration, students must submit an official transcript from the institution attended, as well as an FCC graduation application.

Students applying for reverse transfer within two years of their last semester of attendance may stay under their original catalog year. Students applying for reverse transfer after two years will be advised on a case-by-case basis.

### B. Registration Procedures

#### 1. Credit Registration

Students may register for classes beginning the day registration opens until the last day to add.

- a. Students wishing to register for a fully enrolled class should meet with an academic advisor within Student Affairs to discuss options available to the student.
- b. In order for a student to be added to a fully enrolled class, the Department Chair must approve the addition.
- c. Students who wish to enroll in a class after the last day to add may do so with permission from the instructor. Approval may only be granted for a late addition up until the 20% date of the session (the date at which 20% of the class has taken place). These dates are available from Registration and Records.
- d. Students who wish to enroll in a class with a prerequisite and/or corequisite they have not met require the permission of their program manager or department chair to enroll. Waiving a prerequisite for a particular course does not mean a requirement has been met.
- e. Veterans and Military Priority Registration

Veterans and military members may be eligible for priority registration. If students miss the priority registration date, students are still able to register past that date.

Those eligible for priority registration include:

- i. Active duty, Reservists, and National Guard members; and
- ii. Veterans who have received an honorable discharge or a certificate of satisfactory completion of military service (eligibility applies only within 15 years after last active-duty date).

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- f. To participate in priority registration students must provide documentation of their service.
  - i. Active duty, Reservists, and National Guard students may provide a copy of their military ID or a copy of their current orders.
  - ii. Veterans may provide a copy of their DD214 showing an honorable discharge or a certificate of satisfactory completion.
2. Continuing Education & Workforce Development Registration (non-credit)

Students may register for classes beginning the day registration opens until the Registration Close date indicated on the Continuing Education and Workforce Development registration website located at [frederick.edu/QuickEnroll](http://frederick.edu/QuickEnroll).

Students wishing to register for fully enrolled classes or classes in which the registration close date has passed should contact program managers or the Continuing Education Registration team to request permission to enroll.

Students who have not met a class prerequisite should discuss options with the CE Registration team. Students who wish to have the prerequisite waived should reach out to the program manager. A program manager may waive a prerequisite or corequisite, but this does not mean that credit will be granted for the waived course.

### C. Classification of Undergraduate Students

1. Fall Semester: A course load of at least twelve (12) credit hours in the fall semester constitutes full-time status at FCC. Students wishing to carry more than eighteen (18) credit hours in the fall must receive approval from an assigned academic advisor within Student Affairs.
2. Spring Semester: A course load of at least twelve (12) credit hours in the spring semester constitutes full-time status at FCC. Students wishing to carry more than eighteen (18) credit hours in the spring must receive approval from an assigned academic advisor within Student Affairs. Students are limited to 5 credits in the January 3 week session, 6 credits in the January 5 week session, or 8 credits between the two. Students wishing to exceed the January session credit limits must receive approval from an assigned academic advisor within Student Affairs. January session classes count towards the spring full-time status.
3. Summer Term: A course load of twelve (12) credit hours in the summer term constitutes full-time status at FCC. Students carrying more than twelve (12) credit hours in the summer term are required to obtain approval from an assigned academic advisor within Student Affairs.

Most Associate Degree programs require students to enroll in a minimum of fifteen (15) credits per semester in order to graduate in two years. Audited courses do not count toward status.

### D. Change of Schedule

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

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### 1. Adding a Course

Students may add a course(s) to their schedule during the Add/Drop period for each session. Students should submit a completed Credit Registration form to Credit Registration or they may add online via [PeopleSoft](#).

### 2. Dropping a Course

Students may drop a course(s) during the Add/Drop period for each session. The dropped course will not appear on the student's transcript. Students should submit a completed Credit Registration form to Credit Registration, or they may drop online via [PeopleSoft](#).

### 3. Withdrawal

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

### 4. Co-listed Credit/Continuing Education and Workforce Development (CEWD)

A student in a co-listed Credit/CEWD class may change from Credit to CEWD or CEWD to Credit during the session's Add/Drop period. Students changing from CEWD to Credit must do so during the session's Add/Drop period and must meet all prerequisites. To complete this process students must visit the Enrollment Center on the first floor of Jefferson Hall or contact Credit Registration [online](#).

## E. Attendance Reporting

### 1. Attendance Reporting

The Federal Government mandates that institutions identify students who are receiving financial aid and are not attending class. Students whose attendance is not confirmed are not eligible for Federal Student Aid

Faculty members are required to report the student's attendance at the beginning of the session and report no later than the day after the published 100% refund date. This is required for all course formats. FCC does not disburse federal funds to students until attendance is confirmed by the instructor. Faculty who do not report attendance on time, will cause a delay in students receiving their financial aid awards.

The Federal Department of Education definition of "Attendance," which should be used for both the initial attendance reporting by faculty and for the "Last Date Attended (LDA)" with unsuccessful grade postings, is as follows:

"Academic Attendance" is determined by a student's "academically-related activity." Academically-related activities include but are not limited to the following:

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- a. attending a class where there is an opportunity for direct interaction between the instructor and students;
- b. submitting an academic assignment;
- c. taking an exam, an interactive tutorial, or computer-assisted instruction;
- d. attending a study group that is assigned by the school;
- e. participating in an online discussion about academic matters;
- f. initiating contact with a faculty member to ask a question about the academic subject studied in the course.

NOTE: If a student has only logged into the online course by the date that attendance is due, then faculty should report this student as “never attending.”

Faculty must also report the last date of attendance for students assigned “F,” “FNA,” “AU,” “W,” and “I” grades. When submitting final grades for a student who has never attended a student should be given an FNA grade and faculty should indicate the Last Date Attended as one day before the start of the course session.

### F. Grading

1. Assessment methods resulting in the assignment of a grade are determined by the Core Learning Outcomes of the course, learner characteristics, and setting. The number and types of assessments and the value assigned to each and grading scale must be included on the course syllabus. Faculty members are required to assign a letter grade to each student according to the following table and adhere to the final grade submission deadline for each session.

The following table includes all grades that may be found on a student record:

<b>Grade</b>	<b>Evaluation</b>	<b>Quality Points</b>
A	Excellent	4
B	Good	3
C	Average	2
D	Passing	1
F	Failing*	0
FNA	Failure due to non-attendance/ participation*	0
I	Incomplete*	0
W	Withdrawal	0
AU	Audit*	0
S	Satisfactory	0
U	Unsatisfactory	0

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Z	In Progress	0
P	Pass (Equivalent to a grade of "C" or better)	0
DX	Clemency/Passing	0
FX	Clemency/Failing	0
TA	Transfer equivalent to an A	0
TB	Transfer equivalent to a B or higher	0
TC	Transfer equivalent to a C or higher	0
TR	Transfer equivalent to a D	0

\* Faculty are required to provide last date of attendance when assigning these grades

- a. A grade of "W" is recorded for students who withdraw from a class during the defined withdrawal period for each session. These dates are published in the schedule of classes.
- b. A grade of "I" may be issued in the case of extenuating circumstances at the discretion of the instructor. This grade is issued only to the student whose work has been satisfactory but because of circumstances beyond the student's control, full requirements of the course remain unfulfilled at the time of grading.
  - i. Student should complete course requirements within the period of time prescribed by the instructor but no later than
    - (a) Eight (8) weeks following the fall or spring semesters
    - (b) Four (4) weeks following the summer term
  - ii. In the event that the incomplete grade has not been changed by the instructor in the allotted time frame in section i. above, the Incomplete will automatically become an "F." An "F" may be changed to a grade by the faculty, even after the deadline has passed with the approval of the appropriate Associate Vice President.
  - iii. In case of extenuating circumstances preventing a student from completing the course requirements within a prescribed period, the student and/or faculty member may make a request to their appropriate Associate Vice President for additional time to complete their coursework.

## Academic Standards Policy and Procedures

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- c. P – A grade of “P” is equivalent to a grade of “C” or better. A few select courses are offered on a pass/fail basis. Students taking courses on a pass/fail basis are allowed a maximum of nine (9) such credits to be counted toward their degrees. Pass/fail course credits are not computed in the student’s overall GPA.
  - d. DX – A grade of “DX” is recorded for a student who has been granted academic clemency for a “D” grade. The grade carries no quality points and is not included in the GPA calculation.
  - e. FX – A grade of “FX” is recorded for a student who has been granted academic clemency for an “F” grade. The grade carries no quality points and is not included in the GPA calculation.
  - f. AU – Courses taken for audit do not satisfy course or program prerequisites or graduation requirements. Regular tuition and fees are charged when auditing a course. A student registering as an audit student must meet all the required prerequisites. Audited courses do not count towards a student’s enrollment status. A student may change from audit to grade basis (credit) through the last day of the Add/Drop period for that session. A change from grade basis (credit) to audit may be made through the last day to withdraw for each session. Students registered as audit participate in the course; however, are not required to take part in assessments. A final grade designation of “AU” will appear on the student’s academic transcript next to audited courses. AU grades may not be changed to letter grades (A, B, C, D, F, P, S) after an AU grade has been posted. Students can visit Registration and Records or use the Credit Registration form to change their grading status to or from audit.
  - g. FNA - The FNA grade will be given to a student whose failure to pass a class is a result of insufficient attendance and/or participation, as defined by individual faculty members. The grade would be calculated into the GPA as an F and would appear as an F on the student transcript. The FNA grade will only be used internally to document failures due to insufficient attendance and/or participation.
2. Assigning Final Grades where Last Date Attended (LDA) is Reported:

The LDA date should be based on the student’s last date of academic activity according to the student’s course records, and cannot be a date during a College break or Holiday, when no courses were in session.

If a student attended through the end of the course, then the LDA should be the last date of the session (as listed in the published course schedule).

If a student has “never attended”/did not perform any academic activity, the LDA should be listed as one day prior to the start of the course session, which will denote “never attended.”

3. Change of Grade – An instructor may change a grade for a class until the last day of the next full semester (fall or spring) by completing the change of grade form. After that, the grade change must be approved by the appropriate Associate Vice President, Executive Director, or the Provost.



## Academic Standards Policy and Procedures

3. Grading in Continuing Education & Workforce Development (CEWD) Courses
  - a. CEWD courses apply assessments and grading based on the course type. Assessment methods resulting in the assignment of a CEWD grade are determined by the learning outcomes of the course. The number and types of assessments and the value assigned to each and grading scale must be shared with students via course syllabus or topical outline. CEWD Adjuncts are required to assign a grade to each student, in applicable courses, according to the following table and adhere to the final grade submission deadline for each session. CEWD grades do not carry quality points, and are not factored into a student's grade point average (GPA).

<b>Grade Basis</b>	<b>Grade</b>	<b>Criteria</b>	<b>Outcome</b>
CEU	CC	Successful completion based upon competency (learning is assessed) and is equivalent to a Satisfactory grade of "S".	CEU awarded
CEU	AC	Successful completion based upon attendance (80% minimum attendance) This grade is equivalent to a Satisfactory grade of "S".	CEU awarded
CEGrade	SC	Successful completion based upon competency and is equivalent to a Satisfactory grade of "S".	No CEU awarded
CEGrade	SA	Successful completion based upon attendance and is equivalent to a Satisfactory grade of "S".	No CEU awarded
	UC	Unsuccessful completion based upon competency	No award given
	NA	Unsuccessful completion based upon attendance	No award given
	WD	Student withdrawn from class.	No award given

- b. A grade of WD is recorded for student who withdraw after the census date of a course as approved by the Associate Vice President for Continuing Education & Workforce Development.
4. Computation of Grade Point Averages (GPA)

- a. Semester Grade Point Average

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

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

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

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

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

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

Students may receive transfer credits for an FCC equivalent course for which they have received an “F” grade at FCC. The “F” grade will remain on the transcript, but does not factor into the GPA calculation.

### **c. Hours Attempted and Earned**

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

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

## **5. Posting of Grades**

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

## **G. Academic Progress**

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

### **1. Academic Standing Review**

- a. Students are expected to maintain minimum standards of academic achievement as indicated by both GPA and percentage of successfully completed credits.
- b. Academic standing is assessed after the student has attempted a total of twelve (12) cumulative credits.

## Academic Standards Policy and Procedures

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- c. All students enrolled as degree seeking, certificate seeking, and Open Campus are subject to Academic Standing Review. Students who are enrolled under the admission classification of Courses of Interest are not subject to Academic Standing Review.
2. Definitions
    - a. Successfully completed credits – The following grades represent successful completion of credit: “A,” “B,” “C,” “D,” “S,” “P.” A grade of “D” may not fulfill a discipline or course requirement.
    - b. Unsuccessfully completed credits – The following grades represent unsuccessful completion of credit: “W,” “F,” “FNA,” “AU,” “I,” “Z,” or “U.”
    - c. Credits attempted – Includes all credits attempted (including developmental courses) and courses in which a grade of withdraw, audit, incomplete, or in progress is recorded.
  3. FCC Academic Standing Definitions
    - a. **Good Standing** – Students will be considered to be in good academic standing when their cumulative GPA is 2.000 or higher, and when they have successfully completed at least 50% of their cumulative credits attempted.
    - b. **Academic Alert** – Students are placed on Academic Alert when their cumulative GPA is less than 2.000, and/or they have not successfully completed more than 50% of their cumulative credits attempted.
      - i. While on Academic Alert, students will be required to meet with an assigned academic advisor within Student Affairs to develop an Academic Success Plan designed to provide students with academic support to facilitate their success.
      - ii. While on Academic Alert, students will be required to have their registration approved by an assigned academic advisor within Student Affairs
      - iii. Students who demonstrate academic progress while on Academic Alert, as evidenced by achievement of a minimum 2.000 semester GPA, and successful completion of at least 50% of semester credits attempted will be allowed to continue even if their cumulative GPA has not reached the required 2.000 and/or they have not completed 50% of their attempted cumulative credits. Students will be assigned a standing of Academic Alert with Progress.
      - iv. While there is no credit restriction while on Academic Alert, students on Academic Alert at the time of pre-registration for a subsequent semester can only pre-register for six (6) credits or two courses until final grades for the current semester have been posted. Students who make academic progress are then able to add additional credits to their semester schedule.
    - c. **Academic Alert with Progress** – Students who demonstrate academic progress while on Academic Alert, as evidenced by achievement of a

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minimum 2.000 semester GPA, and successful completion of at least 50% of semester credits attempted will be allowed to continue even though their cumulative GPA is less than 2.000, and/or they have successfully completed less than 50% of their cumulative credits attempted.

- i. While on Academic Alert with Progress, students are not required to have their registration approved by an assigned academic advisor within Student Affairs.
  - ii. There is no credit restriction while on Academic Alert with Progress.
  - iii. Students on Academic Alert with Progress at the time of pre-registration for a subsequent semester can pre-register with no credit restriction.
- d. **Academic Probation** – Students on Academic Alert or Academic Alert with Progress who fail to achieve a 2.000 semester GPA, and/or who fail to successfully complete at least 50% of semester credits attempted are placed on Academic Probation.
- i. While on Academic Probation, students will be required to meet with an assigned academic advisor within Student Affairs to develop an Academic Success Plan designed to provide students with academic support to facilitate their success.
  - ii. Students who are on Academic Probation must have their registration approved by an assigned academic advisor within Student Affairs and will be limited to enrollment in six (6) credits or two classes.
  - iii. Students who are on Academic Probation will require a signature to pre-register for the subsequent semester. Students are required to meet with their assigned academic advisor for approval prior to registration. Once final grades for the current semester are posted, if a student has not been academically successful, they will be administratively dropped from some or all of their pre-registered classes.
  - iv. Students who demonstrate academic progress while on Academic Probation, as evidenced by achievement of a minimum 2.000 semester GPA, and successful completion of at least 50% of semester credits attempted will be allowed to continue even if their cumulative GPA has not reached the required 2.000 and/or they have not completed 50% their attempted cumulative credits. Students will be assigned a standing of Academic Alert with Progress.
- e. **Academic Suspension** – Students on Academic Probation who fail to achieve a 2.000 semester GPA, and/or who fail to successfully complete at least 50% of semester credits attempted will be academically suspended for one fall or spring semester, and any preceding summer term. Students who have compelling circumstances may appeal the enrollment restrictions by contacting the Associate Vice President of Student Success or their designee.
- f. **Academic Dismissal** – Students who are subject to Academic Dismissal will be dismissed for a period of two (2) semesters, and any preceding summer term. Students who have compelling circumstances may appeal the enrollment

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restrictions by contacting the Associate Vice President of Student Success or their designee.

Students are subject to Academic Dismissal when:

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

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

- a. Prior to re-enrollment, students who have been academically suspended must meet with their assigned academic advisor within Student Affairs to develop an Academic Success Plan. This plan will identify any academic requirements to be met which may include enrollment in developmental courses, appropriate academic support courses, registration options, or use of academic support services.
- b. If satisfactory progress is not made in the first semester upon their return, the student will be subject to Academic Dismissal.
- c. Students who are subject to suspension can appeal the enrollment restrictions. Appeals must be based on recent and extenuating circumstances that were beyond the control of the student. Appeals must be made in writing by contacting the Associate Vice President of Student Success or their designee. Students will receive notification of this process in their suspension notification.

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

- a. Prior to re-enrollment, students who have been academically dismissed must develop a plan to remediate their academic deficiencies and meet with the Associate Vice President of Student Success or their designee. If approved, students meet with an assigned academic advisor within Student Affairs to develop an Academic Success Plan and identify any academic conditions of re-enrollment including enrollment in developmental requirements, appropriate academic support courses, or use of academic support services.
- b. If satisfactory progress is not made in the first semester upon their return, the student will again be subject to Academic Dismissal.
- c. Students who are subject to suspension can appeal the enrollment restrictions. Appeals must be based on recent and extenuating circumstances that were beyond the control of the student. Appeals must be made in writing by contacting the Associate Vice President of Student Success or their designee. Students will receive notification of this process in their suspension notification.

#### 6. Satisfactory Academic Progress (SAP) Definitions for Federal Student Aid

FCC adheres to the Title IV Federal Student Aid regulations as defined by the Department of Education.

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- a. Appeal refers to a process by which a student who is not meeting SAP standards petitions the FCC Financial Aid Office for reconsideration of eligibility for Federal Student Aid (FSA) funds.
  - b. Financial aid probation refers to a status assigned to a student who is failing to make satisfactory academic progress as defined by federal regulation and who successfully appeals. Eligibility for aid may be reinstated for one semester.
  - c. Financial aid warning refers to a status assigned to a student who is failing to make satisfactory progress as defined by federal regulation. The student is eligible to receive aid for one semester and may do so without a student appeal.
  - d. Maximum timeframe for receiving Federal Student Aid may be no longer than 150% of the published number of degree credits for the declared program; however, an appeal for this timeframe is possible.
7. Request for Withdrawal After the Deadline Due to Extenuating Circumstances

Students with extenuating medical/emergency/military circumstances which prevent them from withdrawing before the published deadline or that arise after the last day to withdraw and prevent them from being able to successfully complete a class may request a retroactive withdrawal. Students who wish to request a retroactive withdrawal for extenuating circumstances should follow the procedure outlined in the [Student Withdrawal Policy and Procedures](#).

### H. Change of Major

1. Students declare their major at the time of application and may change their major any time. Only one major may be declared at a time; however, students may apply to be awarded multiple degrees and certificates using the online Graduation Application Form.
2. Students who wish to change their major must obtain permission from and submit the [Change of Major Form](#) to an assigned academic advisor within Student Affairs or Veteran & Military Services Advisor (if applicable) to help clarify their new educational goals.

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

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

# Academic Standards Policy and Procedures

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## I. Course Repetition

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

A student should consult with an assigned academic advisor within Student Affairs before attempting the course for the second time. No student may attempt the same course a third time without the approval of the appropriate Department Chair, Program Manager, or designee. The fourth and any subsequent attempts of the same course will require the approval of the Provost and Vice President of Teaching, Learning, and Student Successor designee. If it has been identified that a student has enrolled in a course without getting the necessary approval, they will be required to meet with an assigned academic advisor or may be removed from the course.

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

When a student repeats a course, the highest grade and corresponding credits awarded will be used in computing the GPA. If the two grades are the same, the last grade will count. All courses taken become part of the student's academic record and appear on the student's transcript. If a student receives an "F" in a course at FCC, and successfully completes the course at another institution, transfer credit may be awarded; however, the "F" grade received at FCC remains on the transcript but does not factor into the GPA calculation.

Students should be aware that Federal Student Aid regulations limit the number of times a student can receive Federal Student Aid for a graded course.

## J. Graduation Requirements

FCC awards Associate degrees, certificates, and Letters of Recognition (LORs) to those students who complete a prescribed curriculum with a 2.000 grade point average or better. Students enrolled in the Associate of Arts in Teaching (A.A.T.) programs, however, are required to complete the prescribed curriculum with a 2.750 grade point average or better. Degrees, certificates, and LORs are awarded or conferred three (3) times a year: August, December, and May.

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

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

1. Associate of Arts Degree (A.A.), Associate of Science Degree (A.S.) and Area of Concentration within the Associate of Arts Degree (A.A.) or the Associate of Science Degree (A.S.)

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To be eligible to receive the Associate of Arts degree, Associate of Science degree, or an area of concentration within it, students must:

- a. Successfully complete a prescribed curriculum as approved by the College with at least 60 credits.
  - b. Complete a core of at least 31 general education credits that will include the following:
    - i. English Composition (ENGL101): 3 credits.
      - Beginning in Summer 2017, students who are degree-seeking and have taken ENGL101 must have a C grade or better to receive their degree. Students who are degree-seeking, have been *continuously enrolled*, and have taken ENGL101 prior to Summer 2017 will be allowed to graduate with a D in ENGL101. Although the D grade will enable a student to complete the Associate degree at FCC, it does not guarantee that English composition will transfer to another institution.
    - ii. Arts, Humanities, Communications: 9 credits, three courses, one selected from each area.
    - iii. Social and Behavioral Science: 6 credits, two courses, selected from different disciplines.
    - iv. Biological and Physical Science: 7-8 credits, two courses, one must be a lab science.
    - v. Mathematics: 3-4 credits, one course.
    - vi. Interdisciplinary or Emerging Issues is an optional category that can fulfill an open general education elective requirement.
    - vii. Open General Education Elective: 3 credits selected from any category of General Education courses above.
  - c. Complete the Cultural Competence Requirement: At least one course must be designated as meeting the College cultural competence requirement.
  - d. Complete the Physical Education, Health, or Nutrition requirement, if required by the program: 1-3 credits.
  - e. Obtain a minimum grade point average of 2.000 (in addition, certain programs of study may require a minimum grade in designated courses).
  - f. Complete at least 25% of academic degree credits at Frederick Community College.
  - g. Complete a graduation application and submit to Registration and Records.
2. Associate of Applied Science Degree (A.A.S.) and Area of Concentration within the Associate of Applied Science Degree (AAS)

To be eligible to receive the Associate of Applied Science degree, or an area of concentration within it, students must:



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- a. Successfully complete a prescribed curriculum as approved by the College with at least 60 credits.
  - b. Complete a core of at least 20 credit hours of general education courses that will include the following:
    - i. English Composition (ENGL101): 3 credits.
      - Beginning in Summer 2017, students who are degree-seeking and have taken ENGL101 must have a C grade or better to receive their degree. Students who are degree-seeking, have been *continuously enrolled*, and have taken ENGL101 prior to Summer 2017 will be allowed to graduate with a D in ENGL101. Although the D grade will enable a student to complete the Associate degree at FCC, it does not guarantee that English composition will transfer to another institution.
    - ii. Arts, Humanities, Communications: 3 credits, one course.
    - iii. Social and Behavioral Sciences: 3 credits, one course.
    - iv. Biological and Physical Sciences: 3-4 credits, one course.
    - v. Mathematics: 3-4 credits, one course.
    - vi. Interdisciplinary or Emerging Issues is an optional category that can fulfill an open general education elective requirement.
    - vii. Open General Education Elective: remaining credits selected from any category of general education courses above.
  - c. Complete the Cultural Competence Requirement: At least one course must be designated as meeting the College cultural competence requirement.
  - d. Obtain a minimum grade point average of 2.000. (In addition, certain programs of study may require a minimum grade in designated courses.)
  - e. Complete at least 25% of academic degree credits at Frederick Community College.
  - f. Complete a graduate application and submit to Registration and Records.
3. Associate of Arts in Teaching (A.A.T.)
- To be eligible to receive the Associate of Arts in Teaching degree, students must:
- a. Successfully complete a prescribed curriculum as approved by the College.
  - b. Complete a core of at least 31 credit hours of general education courses as described in the program of study and meet all state requirements.
    - i. English Composition (ENGL101): 3 credits.
    - ii. Students who are degree-seeking and have taken ENGL101 must have a C grade or better to receive their degree.
    - iii. Arts, Humanities, Communications: 9 credits, three courses, one selected from each area.

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- iv. Social and Behavioral Science: 6 credits, two courses selected from different disciplines.
  - v. Biological and Physical Science: ELEM/SPED and ECE/SPED, 12 credits of lab science. For all other AATs, 7-8 credits, two courses, one must be a lab science.
  - vi. Mathematics: 3-4 credits, one course.
  - vii. Interdisciplinary or Emerging Issues is an optional category that can fulfill the Open General Education elective requirement.
  - viii. Open General Education Elective: 3 credits selected from any category of General Education courses above.
- c. Complete the Cultural Competence requirement: At least one course must be designated as meeting the College cultural competence requirement.
  - d. Complete a Wellness course, if required by the program: 3 credits.
  - e. Obtain a minimum grade point average of 2.750, submit to Registration and Records official qualifying scores on any MSDE approved basic skills test, such as the SAT/ACT/ Praxis Core and earn a “C” or better in all courses used to satisfy the A.A.T. program of study. OR, obtain a minimum grade point average of 3.0 at the time of graduation, and earn a “C” or better in all courses used to satisfy the A.A.T. program of study.
  - f. Qualifying scores are established by Maryland State Department of Education for all Maryland institutions of higher education.
  - g. Complete at least 25% of academic degree credits at Frederick Community College.  
  
Students are strongly urged to consult with the Education Program Coordinator and/or their assigned academic advisor as early as possible and should be aware that some transfer colleges and universities may require a higher grade point average as a condition of admission than that required to earn the A.A.T. degree.
  - h. Complete a graduation application and submit to Registration and Records.

#### 4. Certificate of Accomplishment

To be eligible to receive a certificate, students must:

- a. Complete a prescribed curriculum of at least twelve (12) credits as approved by the College.
- b. Obtain a minimum grade point average of 2.000.
- c. Complete at least 25% of the certificate credits at FCC. For the CPA Exam Qualification Certificate, only one (1) course required for the certificate must be taken at FCC.
- d. Complete an application for graduation and submit to Registration and Records.

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### 5. Letter of Recognition

The following are the requirements to be eligible to receive a letter of recognition:

- a. Complete a prescribed curriculum of at least six (6) credits as approved by the College.
- b. Obtain a minimum grade point average of 2.000 in the courses required by the Letter of Recognition.
- c. Complete at least 25% of the LOR credits at FCC.
- d. No course substitutions are allowed.
- e. Students must be currently enrolled.
- f. Grandfather clause: Students who are eligible for the LOR between spring 2020 to fall 2022 will automatically be issued the Letter of Recognition.
- g. Students will receive a Digital Badge on completion of approved LORs.

### 6. Workforce Training Certificate

To be eligible to receive a Workforce Training Certificate, students must:

- a. Complete a course or series of courses identified as a Workforce Training Certificate, as approved by the College.
- b. Complete courses on the basis of competency.

Please note:

- No course substitutions are allowed.
- Students can request approval to transfer up to 25% of total Certificate contact hours of prior learning from an accredited institution for some Workforce Training Certificates.
- Workforce Training Certificates are issued each month.
- Workforce Training Certificates recipients do not take part in commencement ceremonies, unless they have also completed a degree or certificate.

### 7. Digital Badge

To be eligible to receive a Digital Badge students must:

- a. Complete a course or series of courses identified as a Digital Badge Course, as approved by the College.
- b. Successfully complete all required competencies outline in the course/ series of courses.
- c. Set up a free account in the Credly system.
- d. Claim the Digital Badge in Credly.

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### 8. Program Discontinuance

Following the discontinuation of a degree or certificate program, application to graduate under that degree or certificate program will be honored for five (5) years. Students must be continuously enrolled during the five-year teach-out period.

### 9. Additional Associate Degree or Certificate

Students wishing to earn more than one associate degree or certificate must fulfill all program requirements for each degree or certificate in accordance with college requirements. At the time of application for graduation, students must declare the catalog year under which they are requesting to be evaluated for degree completion. Students must select a catalog of an academic year during which they were registered and attended classes at the College and have had no break of four full semesters. Students who have not been in attendance in the last four full semesters will be evaluated based on the current catalog year.

### 10. Dean's List

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

### 11. Graduate with Honors

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

### 12. Honors College

Students who complete twelve (12) honors credits with an overall grade point average GPA of 3.250 or higher are eligible to graduate from the Honors College. Graduates receive a notation on their transcripts recognizing this achievement.

### 13. Commencement

Commencement is conducted each year in the month of May, but credentials are awarded with confer dates of August, December, and May. Credentials may also be awarded at additional times for special programs at the discretion of the Registrar. Students completing degree and graduation requirements within the academic calendar year may participate in the Ceremony.

## K. Course Substitutions

1. Substitutions of course requirements within degree and certificate programs may be considered under special circumstances; however, no substitutions of course requirements within letters of recognition are allowed.

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

### L. Academic Clemency

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

1. The following are conditions for requesting Academic Clemency:
  - a. A student may be granted Academic Clemency only once.

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

### **VI. Related Policies and Procedures**

[Academic Assessment and Placement](#)

[Admissions](#)

[Behavioral Evaluation and Response Team](#)

[Code of Student Conduct](#)

[College Travel and Transportation Policy and Procedures](#)

[Complaint Policy and Procedures for Students](#)

## **Academic Standards Policy and Procedures**

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[International Travel](#)

[Non-Discrimination](#)

[Privacy and Access to Education Records](#)

[Protection of Personally Identifiable Information](#)

[Records Retention](#)

[Satisfactory Academic Progress Policy](#)

[Student Withdrawal](#)

[Technology Use](#)

[Title IX Sexual Harassment](#)

[Use of Facilities](#)