

## A. CLASS LOAD AND ATTENDANCE

Although a normal class load is 15 semester hours, students carrying a class load of 12 hours of academic work are considered "full-time" and those carrying 6 - 11 hours are considered "part-time." The maximum normal academic load that students may carry is 19 semester hours including physical education and music courses. Enrollment in courses taken for audit is included in the computation of student class load. In such cases, the credit in semester hours provides the basis for computing that portion of the student class load. (See also [Darton College Fees and Cost](#).)

Faculty advisors will help students in planning their class load each semester. (Also see [Programs of Study, Section B](#) - Advising for more information about the role of the faculty advisor.)

**Semester Credit Hours** - Darton College calculates semester credit hours for both college degree credit courses and institutional credit courses. In general, college degree courses are numbered 1000 or higher, and institutional credit courses are numbered less than 1000, are developmental in purpose, and are offered by the Learning Support Division. A semester credit hour is the unit of measure of academic work. In general one semester credit hour is assigned for each class period the course meets per week. For example, a 3-semester hour class would meet three 50-minute class periods per week for the semester. Some exceptions to this rule are laboratory, clinic, studio, activity, and music courses which meet 2 to 3 hours per week to equal one semester credit hour.

**Students Taking An Overload** - Students who desire to take more than the maximum normal load, 19 semester hours, and who have demonstrated exceptional academic achievement, such as minimum GPA 3.0 or the Dean's List for the preceding semester, may apply to the Vice President for Academic Affairs for approval of an "overload."

**Students in Academic Difficulty** - The College reserves the right to limit the class load of students doing poor academic work. (See [Academic Regulations, Section H – Academic Standing](#).)

**Students Employed** - Students who work are advised to reduce their class load in proportion to their work load. Full-time students should not plan to be employed on a regular basis but should devote their time to academic endeavors. The following work/class load ratio is suggested:

### WORK LOAD

45 hours  
30 hours  
15 hours

### CLASS LOAD

6 semester hours  
12 semester hours  
15-17 semester hours

**Student Class Attendance** - It is the policy of this college that students are expected to attend all of their scheduled classes, laboratories, or clinic sessions when reasonably possible. Some justified and unavoidable absences are expected. Absences in excess of 10% of the sessions scheduled may reduce the grade for the course. A student is expected to account for absences, preferably in advance, to the instructor of the course and, at the discretion of the instructor, to promptly make up the work missed.

Beginning Summer 2010, Darton College will be implementing a No Show/Faculty Withdrawal Policy. The policy states:

During the one-week period immediately following the first day of class, each faculty

member notifies the Office of Registrar of those students on the class roster who have never attended class or logged onto their online course. The students will be dropped and the course will not appear on the students' permanent academic records.

Up until midterm or "last day to drop without academic penalty", the faculty member may withdraw any student who has ceased to attend and the student will receive a grade of "W" on their academic record. After midterm or "last day to drop without academic penalty", faculty can continue to withdraw any student who has ceased to attend; however, the student will receive a grade of "WF" on their academic record.

The Office of the Registrar notifies students of faculty/withdrawal actions. The Office of Financial Aid is also notified.

The student is responsible for understanding that withdrawal or faculty withdrawal may result in loss of financial aid and that failing to properly withdraw from a course may result in receiving a failing grade of F for that course.

**Online Attendance** – Attendance in online classes may be verified in terms of log-in and log-out times, time spent in a particular unit or other part of online courseware, time spent in chats and online discussion, quality and quantity of chat and online discussion content, quality and quantity of e-mail, quality and quantity of course work, test participation, and other considerations. Distance learning courses at Darton College are instructor-led classes, not independent study or correspondence courses. Students are expected to engage actively in the course content, participate in student-teacher and student-student communications, and complete assignments and tests according to the requirements and schedule of the course instructor. Failure to participate, communicate, or meet course requirements within the time frame required by the instructor may reduce the grade for the course.

Divisions or departments may have class attendance policies of a more specific nature within this general policy statement. Each instructor shall provide detailed policies and procedures in writing to each student at the beginning of the course. Students who miss classes while serving as jurors will not be penalized for such absences but will be required to make up classwork missed as a result of jury service. [See the Student Handbook for details.](#)

## **B. COURSE CHANGE, WITHDRAWAL**

**Course Change** - Following registration, students may change their schedule, that is, drop or add a course, by conferring with their faculty advisor and processing a Drop/Add Notice. Deadlines for changing schedules are as follows:

1. A course may be dropped anytime before 5:00 p.m. of the day indicated in the College Calendar as the last day to drop a course without penalty. Students dropping a course by this date will be assigned a symbol of W. Students dropping a course after this date will receive a grade of WF. The only exceptions are cases of hardship as determined by the Vice President for Academic Affairs or his/her designated representative. Verification of hardship will be required.
2. A course may be added only on Late Registration Day. ([See College calendar for date/time.](#))

**Withdrawal** - To withdraw from all courses, that is, resign from college, students must report either to their faculty academic advisor, their major division Dean/Chairperson, or the Registrar's Office and process a withdrawal request. One part of the process is an exit interview with the faculty advisor or the major division Dean/Chairperson. If circumstances make it impossible for students to present themselves on the campus, a written request to withdraw will suffice. Students who fail to withdraw officially will receive the grade of "F" in all courses for which they are registered. ([See Darton College Refund Policy.](#))

**Late Withdrawal/Drop - The WF Penalty** - Students who drop a course or withdraw from the College after the date published in the Catalog as the last day to drop a course or withdraw from the College without penalty will receive a grade of WF for all courses involved. The only exceptions are in cases of hardship as determined by the Vice President for Academic Affairs or his/her designated representative. Verification of hardship will be required.

### **C. TRANSIENT AUTHORIZATION**

A Darton College student who wishes to enroll temporarily in another college or university must obtain prior permission to do so and should request that a letter of authorization be sent to the Director of Admissions of that college or university. The Darton College Registrar or Vice President for Academic Affairs may grant the permission and issue the letter of authorization. Students requesting transient permission must have at least a 2.0 GPA. Credit earned while in a transient status may be transferred back to Darton College provided such credit carries a grade of "C" or better and satisfies curricular requirements. It is the student's responsibility to request that a transcript of credits be sent back to Darton College.

### **D. CLASSIFICATION OF STUDENTS**

At the beginning of each semester, students are classified as follows: Learning Support, freshman, sophomore, provisional, joint enrollment (Accel), transient, non-degree seeking, and audit. All students who are required to take any Learning Support courses because of their COMPASS or comparable college placement scores are classified Learning Support. Students who have exempted or completed all Learning Support requirements but have completed fewer than 30 semester hours of college credit are classified as freshmen. To be admitted to sophomore standing, a student must have successfully completed 30 semester hours of college credit. Credit for physical education is not considered when determining freshman or sophomore standing. JET students are those jointly enrolled in high school and college. Transient students are visitors to the campus with the intent of transferring the courses taken back to their home institutions. Non-degree seeking students are those who wish to enroll in credit courses for credit but who do not seek a degree. Auditors are those who wish to enroll in courses but do not seek credit. For further classifications or further information [see Section Three, Admissions](#).

### **E. EXAMINATIONS**

Within the accepted bounds of academic freedom and sound educational practice, faculty members are free to present their subject matter as they deem best. This includes the number and types of tests and examinations. Faculty are expected, however, to give sufficient evaluation opportunities to arrive at a fair assessment of the students' command of the subject. The College designates the final four days of each semester for final examinations. Most courses will have a final examination.

The College also gives the Regents' Test, CLEP Examinations, COMPASS tests, and Residual ACT exams through the Testing Center. Licensing boards in the health fields require graduates of these programs to pass an examination before receiving the appropriate license.

### **F. GRADING SYSTEM**

The grading system used by Darton College, in conformity with the University System of Georgia, is as follows:

<b>LETTER GRADE</b>	<b>NATURE OF WORK</b>	<b>GRADE POINTS</b>
A	Excellent	4.0
B	Good	3.0
C	Satisfactory	2.0

D	*Passing	1.0
F	Failure	0.0
WF	Withdrew, Failing	0.0

\*Except as indicated in course description.

**The following symbols may be used as indicated but will not be included in the determination of the grade point average.**

- I** - "I" indicates that the student was doing satisfactory work but for non-academic reasons beyond the student's control, was unable to meet the full requirements of the course. An "I" must be removed prior to the last day to drop a class or withdraw from the College during the next semester of enrollment or if the student is not enrolled, within the next twelve months, whichever comes first. The "I" may be changed by completing the incomplete work as prescribed by the instructor or by re-enrolling in the course and completing all the requirements. A Grade of "I" which is not satisfactorily removed will be changed to the grade of "F" by the Registrar and will be computed in the grade point average.
- W** - This symbol will be assigned to students withdrawing from any class or the College after the last day to add a class, but before the end of the last day to drop a course without penalty.
- S** - This symbol will be assigned to indicate that credit has been earned in certain learning activities graded satisfactory or unsatisfactory.
- U** - This symbol will be assigned for unsatisfactory performance in a learning activity graded satisfactory or unsatisfactory.
- V** - This symbol will be assigned to students who audit a course. During the semester, students may not transfer from audit to credit status or vice versa.
- K** - This symbol will be assigned to students who receive credit by examination.
- NR** - This symbol is temporarily posted on a student's transcript when a professor fails to turn in grades on time. It will be removed when the actual grade is posted.

**The following symbols are used only in Learning Support or other institutional credit courses.**

- IP** - This symbol indicates that the student is making progress in the course but needs additional work to complete the course requirements and must re-enroll in the course.
- P** - This symbol indicates that credit has been earned in certain activities graded "pass" or "fail."

**Grade Point Average (GPA) Computation** - The formula for computing a student's GPA is as follows: Total Grade Points Earned ÷ Total Semester Hours Attempted = GPA. Grade points are calculated on college degree credit courses, not institutional credit courses.

To arrive at grade points, multiply semester hour value of college level courses (all courses numbered 1000 or higher) by point value of grade earned. The point values of grades are A = 4, B = 3, C = 2, D = 1, F and WF = 0. A sample computation of one semester's academic record by a student is as follows:

COURSE	Semester HOURS	GRADE EARNED	GRADE POINTS
ENGL 0099	*4	B	0
MATH 1111	3	C	6
HIST 2111	3	A	12
BUSA 2106	3	B	9
POLS 1105	2	A	8
PHED 1115	<u>1</u>	B	<u>3</u>
	12		38

$$38 \div 12 = 3.16 \text{ Grade Point Average}$$

## \*Institutional Credit

A sample computation of a cumulative GPA is shown below:

	<b>Grade Point Average</b>	<b>Hours Carried</b>	<b>Hours Credit Earned</b>	<b>Grade Points</b>
Current	2.87	16	16	46
Previous Cumulative	1.94	17	12	33
Current Cumulative	2.39	33	28	79

It should be noted that the current cumulative grade point average is the quotient of the hours carried and grade points and is not the arithmetic average of prior grade point averages. For graduation GPA, the higher grade is used.

**Repetition of Courses** - A student may repeat a previously attempted course if required by academic regulations and/or upon the approval of his academic advisor. When a course is repeated, both the original grade and the grade in the repeated course will be used in determining the student's cumulative grade point average.

When a course is taken which is similar to a course previously taken, credit cannot be received for both. Credit will be given for the course most recently taken, even if the most recent grade is lower than the previous grade.

**Dean's List** - The Dean's List for each semester will include those full-time students who earn a 3.40 or higher grade point average. Learning Support and First Year Experience classes are institutional credit only and not included in the calculations for Dean's List.

**Merit List** - The Merit List each semester will include those part-time students who are taking at least 5 semester hours of college credit work but less than 12. A student must earn a 3.40 grade point average or higher on college credit work. Learning Support and First Year Experience classes are institutional credit only and not included in the calculations for the Merit List.

## G. REPORTING GRADES

Darton College makes students' grades available on-line through each student's individual account with secure access. All possible efforts are taken to expedite processing of grades. Copies of grades will only be mailed to those persons or agencies specifically designated in writing by the student. Students can fill out a grade mailer request form in the Registrar's Office. It is the student's responsibility to keep the Registrar's Office notified of any name and/or address change. Unless notified to the contrary, requested grade reports will be addressed as shown on the student's application for admission. It is also the student's responsibility to report any grade errors to the Registrar's Office within 15 days of receipt.

## H. ACADEMIC STANDING

The purpose of probation and suspension is to assure the wisest and most beneficial use of the time and resources of both the student and the institution. It is the general requirement of most four-year institutions that transfer students seeking admission have a minimum overall average of 2.0 (C) for all previous academic work attempted. Darton College probation and suspension policies must not be construed as being congruent with such policies of all other colleges.

**Academic Warning** - A student will be placed on academic warning if their cumulative GPA drops below the good standing requirement (please see Degree Credit Hours Attempted/Minimum GPA required chart found under Academic Probation.) Following an academic warning, if the student does not meet the specified Credit Hours/GPA requirements, he/she will be placed on academic probation.

**Academic Probation** - Two factors affect a student's academic status. One is the cumulative grade point average (GPA). This is computed by dividing the grade points earned at Darton by the degree credit hours attempted at Darton. Courses which carry no credit or "institutional credit" are not used in the GPA computation. The other factor which affects a student's academic status is the number of degree credit hours attempted at Darton. Only degree credit hours are used to determine a student's academic status. (See also "[Semester Credit Hours](#)," and "[Grade Point Average Computation](#)")

Students will be placed on academic probation when they have attempted degree credit hours shown in the left column in the following table and have not earned at least the grade point average shown in the right column. For example, students who have attempted 31 credit hours and have a GPA of 1.79 or below will be placed on probation.

DEGREE CREDIT HOURS ATTEMPTED	MINIMUM GPA REQUIRED
0-30	Not Classified
31-40	1.80
41-50	1.90
51 or more	2.00

**Removal of Academic Probation** - Students will be removed from academic probation when their grade point average is raised to the level specified in the table above.

**Continuation of Academic Probation** - Students who earn a 2.00 GPA during any semester in which they are on probation, but do not raise their cumulative average sufficiently to be removed from probation, will be continued on academic probation.

**Academic Suspension** - Students on academic probation will be suspended for one semester unless

1. They remove themselves from probation, or
2. They achieve a 2.00 GPA for the current semester.

After the first suspension, any subsequent suspension(s) will be for three semesters for each suspension, also called Academic Dismissal.

Credits earned at another institution during a period of suspension may not be subsequently transferred to Darton College.

Students who re-enroll after a period of suspension will re-enroll on Academic Probation.

**Learning Support Probation/Suspension** - Students must remove academic deficiencies within the specified time established by the Board of Regents. A student who has not completed requirements for exiting a Learning Support area (Reading, English, Math) after two attempts shall be placed on Learning Support probation. Receiving any of the following grades is considered an attempt: A, B, C, F, WF, S, U, I, or IP. A student who does not complete requirements for an area in twelve semester hours or three semesters, whichever occurs first, will be suspended. The student may not be considered for readmission within three years of the suspension.

Prior to suspension, the student may appeal to the Darton College Academic Appeals Committee for two additional courses. For each additional attempt, the student must have reached the limit in only one Learning Support area, be in an exit level course, and be individually evaluated and determined to have a reasonable chance of success. During the semester of the first additional attempt, the student may enroll in courses other than Learning Support. If granted the appeal for the second additional course, the student may enroll in only the Learning Support course.

**Academic or Suspension Appeals** - The normal procedure to appeal academic

matters such as grading, attendance, teacher techniques, student/teacher conflicts, or anything else associated with the academic process is: (1) to discuss the matter with the instructor concerned; (2) if the grievance has not been resolved, to discuss the matter with the Dean/Chair of the division concerned; (3) if the grievance still has not been resolved, an appeal may be made to the Vice President for Academic Affairs. The Vice President for Academic Affairs may refer the matter to the Academic Appeals Committee for assistance in rendering a decision.

Students who have been suspended for academic reasons should, if they feel there were extenuating circumstances, ask for an appointment for a hearing before the Academic Appeals Committee. For the convenience of students, the Academic Appeals Committee meets on registration day of each semester and at other times as directed by the Vice President for Academic Affairs. Students should obtain the appeals forms from the Records Office. After the return of the completed forms with supporting documentation, an appointment with the Appeals Committee will be scheduled.

## **I. SUMMER READMISSION PROGRAM**

A summer program for students on academic suspension has been developed to allow any student on academic suspension to enroll for the summer semester. All persons - regardless of academic suspension status - will be allowed to enroll. If during the summer semester, while enrolled in a minimum of a three-semester-hour academic course, a student improves his GPA to meet policy standards or makes a 2.00 for the semester, the student may enroll fall semester, and the suspension status will be lifted. However, the student may remain on probation if the minimum GPA is not met.

Students who earn less than a 2.00 GPA for the summer semester will be placed on academic suspension. First-time suspension students, that is, students who have not been away from the college on suspension, will be suspended for one semester. Second time (or more) suspension students, that is, students who have been away from the college on suspension, will be suspended for three semesters.

NOTE: Students receiving financial aid will be ineligible for aid under this program.

This program does not apply to students on Learning Support Suspension. [See Academic Regulations, Area H – Academic Standing - Learning Support Probation/Suspension.](#)

## **J. ACADEMIC RENEWAL**

The Academic Renewal program provides the opportunity for degree-seeking students within the University System of Georgia who have experienced academic difficulty to have one final opportunity to earn an associate or bachelor's degree at a system school. A student at Darton College seeking Academic Renewal status from former enrollment at Darton must have had a five-year absence from any postsecondary institution. A student may be granted Academic Renewal status only once.

Former Learning Support students may apply for Academic Renewal only if they successfully completed all Learning Support requirements prior to the commencement of the five-year period of absence.

All previous coursework and academic standing continue to be reflected on the student's official transcript. Academic credit for previously completed coursework, including transfer courses, will be retained only for courses in which an A, B, or C grade has been earned. The renewal grade point average is begun when the student resumes taking coursework following approval for Academic Renewal. Retained grades are not calculated in the Renewal GPA. The Renewal GPA begins with the semester following re-enrollment. Required courses with D or F grades must be repeated at the Academic Renewal institution. All remaining courses for the student's current degree program must be completed at the Academic Renewal institution. A student classified with Academic

Renewal cannot attend another institution as a transient student.

Re-enrolling students who have been out of school for five years and who do not request Academic Renewal status at the time of re-admission may request the status within three academic semesters or within one calendar year, whichever comes first. Suspended or dismissed students who attend another institution during the suspension/dismissal period are not eligible for Academic Renewal.

Students wishing to apply for Academic Renewal must complete an "Academic Renewal Application." Once the application is completed, the student is required to meet with the Academic Appeals Committee, which meets immediately prior to the beginning of each semester. Final approval of the Academic Renewal status is granted by the Academic Appeals Committee.

## K. ACADEMIC APPEALS PROCEDURE

1. Obtain the appropriate form from the Records office.
  - a. For Academic Renewal, two forms are needed: "Academic Renewal Application" and "Request for Academic Appeal."
  - b. For change of grade, lifting academic suspension/dismissal, or learning support fourth attempt, only the "Request for Academic Appeal" is needed.
2. Fill out the forms completely.
3. For **change of grade**, supporting documentation is required. The appeals committee will only hear appeals for grade changes from F or WF to W. ***If there is no supporting documentation, the appeal will not be heard.***
4. If you are requesting **Academic Renewal**:

Have you been absent from Darton at least 5 years?

  - a. Did you complete all learning support requirements prior to the absence?
  - b. Have you remained out of all University System schools during the absence from Darton?
  - c. Have you been back at Darton for less than one calendar year?  
If you answered "no" to any of the above questions, you do not meet the criteria for academic renewal.
5. If you are requesting an **additional attempt for a learning support class**:
  - a. Are you currently enrolled in the exit class for this area?
  - b. Did you make IP during the previous of learning support in this area?
  - c. Have you reached your final attempt in only one learning support area (Math, Reading, English)?  
If you answered "yes" to all of the above questions, you will be granted an additional attempt at your learning support class. Complete the required form and return it to the Records Office.  
If you answered "no" to question #2, complete the required form and return it to the Records Office. You will need to make an appointment to be heard by the Academic Appeals Committee. If you answered "no" to any question other than #2, you do not meet the criteria for an additional attempt for a learning support class.  
A letter of support from the instructor is strongly recommended.
6. Return the forms with any supporting documentation (including proof of extenuating circumstances) to the Records Office. **ALL SUPPORTING DOCUMENTATION MUST ACCOMPANY THE ACADEMIC APPEAL FORMS. NO DOCUMENTATION WILL BE ACCEPTED LATER!**
7. The Academic Appeals committee meets on registration day of each semester. You must be present or your appeal will not be considered. Distance Learning students will be contacted by phone on the appeals day.



## L. DEGREE REQUIREMENTS

Darton College grants the Associate of Arts, Associate of Science, and Associate of Applied Science Degrees. Although some students will satisfy degree requirements each semester, there are only two formal graduation exercises each year, one following the Fall Semester and one following the Spring Semester. General requirements for the degrees are as follows:

1. **Quantitative** - The student must complete a minimum of 60 semester hours of academic work, plus physical education requirements. A student must present 18 semester hours as residence instruction at Darton College.

2. **Qualitative** - The student must have a cumulative grade point average of 2.00 (C) on all work presented to meet graduation requirements of Darton College. In addition, students have to earn a "C" or better in English 1101 and English 1102.

3. **Curricular** - The student must satisfy the requirements of the core curriculum or complete a specific program of study. All candidates are required to satisfy the provision of the Georgia State Code 32-706 as amended by the General Assembly, which requires all candidates for a degree to pass either courses in or an appropriate examination on the history of the United States, the history of Georgia, the United States Constitution, and the Constitution of Georgia. These requirements may be met by successfully completing Georgia and United States History, HIST 2111 or HIST 2112, and American Government, POLS 1101, or taking an exemption exam as explained below:

To take an exemption exam and receive credit, the student must:

1. be currently enrolled at Darton College.
2. call (229-317-6560) and make an appointment, (three-day advance notice required).
3. score 70% or higher on the exam.
4. pass on the first attempt.

### 3a. For History and Government Taken Outside the University System of Georgia

In the library, use the appropriate book(s) on reserve:

HIST 2111 Study Kenneth Coleman's Georgia History in Outline through the Reconstruction material (pages 1-80). (32 questions, 1 hour allowed)

HIST 2112 Study Kenneth Coleman's Georgia History in Outline beginning with post Reconstruction and continuing through to the end of the book (pages 80-118). (32 questions, 1 hour allowed)

POLS 1101 Study "The Georgia Studies Book: Our State and Nation" chapters 23-30, 2<sup>nd</sup> Edition, 2004; published by The Carl Vinson Institute of Government, the University of Georgia; authors: Edwin L. Jackson, Mary E. Stokes, Lawrence R. Hepburn, Mary A. Hepburn (on reserve) and The League of Women Voters' "Guide to Georgia Government," 2000 edition (on reserve) and visit the website [www.georgia.gov](http://www.georgia.gov) and review the government sections.

### 3b. For Divisional Challenge Tests (complete course exempt exam)

HIST 2111 Study any American History book through 1877 *and also* Kenneth Coleman's Georgia History in Outline - through Reconstruction (pages 1-80). (232 questions, 3 hours allowed)

HIST 2112 Study any American History book after 1877 to the present *and also* Kenneth Coleman's Georgia History in Outline - post Reconstruction through the end of the book (pages 80-118). (232 questions, 3 hours allowed)

POLS 1101 Study any U.S. Government text and also study "The Georgia Studies Book: Our State and Nation" chapters 23-30, 2<sup>nd</sup> Edition, 2004; published by The Carl Vinson Institute of Government, the University of Georgia; authors: Edwin L. Jackson, Mary E. Stokes, Lawrence R. Hepburn, Mary A. Hepburn (on reserve) and the League of Women Voters' "Guide to Georgia Government," 2000 edition (on reserve) and visit the website [www.georgia.gov](http://www.georgia.gov) and review the government sections.

FOR OTHER SOCIAL SCIENCE SUBJECTS -Study an appropriate textbook (ie: from the college bookstore, local bookstore, library) on the subject.

4. **Oral Communications** - Competency in oral communications will be required of all graduates of Darton College. This requirement may be fulfilled by examination or by satisfactory completion of one of the following courses: COMM 1000 Cultural Diversity in Communication, COMM 1100 Human Communications, COMM 1110 Public Speaking, COMM 1111 Issues in Argumentation and Advocacy, COMM 2105 Introduction to Interpersonal Communication, COMM 2220 Small Group Communication, THEA 1105 Acting, THEA 2105 Oral Interpretation, or other approved courses containing oral communication components.

5. **Special** - Additional graduation requirements may be imposed on students in career programs.

6. **Regents' Testing Program** - All students must pass the University System Regents' test to receive an associate degree.

7. **Competency in Fitness/Wellness** - A competency in fitness/wellness will be required of all graduates of Darton College with the exception of those excluded by program requirements, special contracts and certificate programs.

## M. GRADUATION CEREMONY

The College awards diplomas for degree recipients and certificates for successful completion of certain programs. Graduates must participate in the formal graduation exercise or must petition the Registrar for permission to graduate in absentia.

## N. SPECIALIZED GRADUATION REQUIREMENTS

1. Accounting Recipients. In addition to College graduation requirements, Accounting students must have a minimum grade of "C" in each Accounting course.
2. Business Computer System Recipients. In addition to College graduation requirements, Business Computer System students must have a minimum grade of "C" in CISM 2201 and in each COPR course.
3. Cardiovascular Technology Recipients. In addition to College graduation requirements, Cardiovascular Technology students must have a minimum grade of "C" in each Cardiovascular Technology course.
4. Dental Hygiene Recipients. In addition to College graduation requirements, Dental Hygiene students must have a minimum grade of "C" in each Dental Hygiene course.
5. Health Information Technology Recipients. In addition to College graduation requirements, Health Information Technology students must have a minimum grade of "C" in each Health Information Technology course.
6. Human Services Technology Recipients. In addition to College graduation requirements, Human Services Technology students must have a minimum grade of "C" in each Human Services Technology course.
7. Medical Laboratory Technology Recipients. In addition to College graduation requirements, Medical Laboratory Technology students must have a minimum grade of "C" in each MLT course.
8. Nursing Recipients. In addition to College graduation requirements, Nursing students must have a minimum grade of "C" in each Nursing course and in the science courses.
9. Occupational Therapy Assistant Recipients. In addition to College graduation requirements, Occupational Therapy Assistant students must have a minimum grade of "C" in each OTA course.
10. Physical Therapist Assistant Recipients. In addition to College graduation requirements, Physical Therapist Assistant students must have a minimum grade of "C" in each Physical Therapist Assistant course.
11. Psychiatric Technician Recipients. In addition to College graduation requirements, Psychiatric Technician students must have a minimum grade of "C" in each Psychiatric Technician course.

12. Respiratory Care Recipients. In addition to College graduation requirements, Respiratory Care students must have a minimum grade of "C" in each Respiratory Care course.
13. Histologic Technology Recipients. In addition to college graduation requirements students must have a minimum grade of "C" in each required MLTS course.
14. Additional Degree Recipients. Any student seeking a second associate degree must complete an additional 18 hours beyond those presented for the first degree.
15. Honors Recipients. Special recognition is accorded students who satisfy the following conditions of scholarship based on all college work attempted at Darton College.
  - (a) Cum Laude - a grade point average of 3.40.
  - (b) Magna Cum Laude - a grade point average of 3.65.
  - (c) Summa Cum Laude - a grade point average of 3.85.

## **O. CERTIFICATE REQUIREMENTS**

The College awards certificates upon successful completion of certain programs. The grade point average required for a student to receive a college credit program certificate is a minimum of 2.00 for all courses presented for the certificate.

## **P. REGENTS' TESTING PROGRAM**

A test required by the Board of Regents of the University System of Georgia to assess the competency level in reading and writing is administered to all students enrolled in degree programs. The Board of Regents' policy on this examination is in part as follows:

Each institution of the University System of Georgia shall assure the other institutions, and the System as a whole, that students obtaining a degree from that institution possess literacy competence, that is, certain minimum skills of reading and writing.

The Regents' Testing Program has been developed to help in the attainment of this goal. The objectives of the Testing Program are: (1) to provide System-wide information of the status of student competence in the areas of reading and writing, and (2) to provide a uniform means of identifying those students who fail to attain the minimum levels of competence in the areas of reading and writing.

In order to comply with this policy and to abide by the Board of Regents' criteria, the following guidelines are used in carrying out the Regents' Testing Program at Darton College.

1. Passing the Regents' Test is a requirement for graduation in all degree programs offered at Darton College.
2. Students who have a baccalaureate or higher degree from a regionally accredited college are exempted from taking the Regents' Test.
3. Appointments to take the Regents' Test are scheduled via the Regents' Test Registration Page at the Darton College website ([www.darton.edu](http://www.darton.edu)) beginning approximately the second week of each semester.
4. Students MUST take the Regents' Test during their first semester of enrollment. (NOTE: Certain transfer students and certain returning students have special rules that may apply. See items 4a and 4 b below.) Students who do not pass the test during this first semester MUST enroll in the appropriate workshop or class ([see table below](#)) the following semester and each semester thereafter until Regents' Test requirements are satisfied. NOTE: Students enrolled in the workshops or classes MUST satisfactorily complete the requirements of the workshop or class AND receive the referral of the instructor of the workshop/class before testing.
  - a. TRANSFER STUDENTS – Students who transfer into Darton College from non-USG schools ONLY will be given ONE semester (their initial Darton semester) to satisfy the Regents; Test requirements without remediation. If they fail to do so in their initial semester of enrollment at Darton, they will immediately fall into the

- remediation plan based on the TOTAL NUMBER OF SEMESTERS (both USG and non-USG) that they have been enrolled in college.
- b. RETURNING STUDENTS – Students previously enrolled in USG schools AND whose last semester of enrollment was prior to Fall 2007 AND have fewer than 30 earned semester hours will be given ONE semester to satisfy the Regents' Test requirements without remediation. If they fail to do so in their first semester of re-enrollment, they will immediately fall into the remediation plan based on the TOTAL NUMBER OF SEMESTERS (both pre-Fall 2007 and re-enrollment) enrolled.
  5. Students who have not satisfied the Regents' Test requirement by the start of their second semester of enrollment are subject to the Regents' Remediation Schedule ([see below](#))
  6. Students testing for the first time are required to take both parts of the Regents' Test (unless otherwise exempt - see item #7).
  7. Passing the Regents' Test is defined as scoring above the minimum levels of competence expected of college graduates in the areas of reading and writing. These minimum levels are applied statewide. Students may be able to satisfy their Regents' Test requirements with scores on standardized tests other than the University System administered Regents' Test, as specified by the Senior Vice Chancellor for Academics and Fiscal Affairs of the University System of Georgia. For additional information, contact Dr. Melanie Thornton, Dean of Learning Support and Regents' Testing Coordinator (229-317-6556) or Steve Preston, Darton College Regents' Test Advisor (C-143 – Phone 229-317-6983).
  8. Students who fail the reading portion of the Regents' Test shall not be held to a higher passing standard at a subsequent retaking of the test than was in effect at the time of their original attempt.
  9. Students who fail the writing portion of the Regents' Test will have their papers reviewed by an on-campus review panel comprised of no less than three English composition instructors from the Darton College faculty. The panel may (1) sustain, by majority opinion, the essay's failing score, thus terminating the review process, or (2) recommend, by majority opinion, the re-scoring of the essay by the Regents' Testing Program Office. The student will be notified if the results of the review result in a re-scoring of the paper. A decision by the on-campus review panel to terminate the review process is final. If the on-campus panel recommends re-scoring of the essay, that recommendation will be transmitted in writing, along with the essay, to the office of the System Director of the Regents' Testing Program. The Director will utilize the services of three experienced Regents' essay scorers other than those involved in the original scoring of the essay to review the essay, following normal scoring procedures for the Regents' Essay Test. The decision of the panel on the merits of the essay will be final, thus terminating the review process. The student will be notified through the institution concerning the results of the review.
  10. Students failing the Regents' Test MUST retest the following semester. Before being eligible to do so, however, they must enroll and actively participate in the Regents' Test Workshop or the Regents' Skills Classes as described in the schedule below. Students may retest ONLY with referrals from the instructor. To be referred, students must be attending Regents' classes regularly AND passing all course requirements.
  11. Having passed the Regents' Test shall not be a condition to transfer into a University System of Georgia institution. However, all transfer students will be subject to the University System policies, guidelines, and procedures of the Regents' Testing Program.
  12. Students who transfer to Darton College without having satisfied the Regents' Test requirements at their previous institution must take the Regents' Test in their first semester of enrollment AND enroll in the appropriate Regents' Test workshop or class from the table below. (Exception: Students transferring from institutions OUTSIDE the state of Georgia are not required to enroll in workshop or classes during their first semester at Darton; however, they MUST attempt the test during their first semester.)

## Regents' Test Remediation Schedule

Semester of enrollment after LS ENG/LS Read with unsatisfied Regents' Requirements	Student Must Enroll In
1	None
2	Workshop RGTW 0197
3	Class RGTR 0198 (Reading) RGTE 0199 (Essay)
4	Class RGTR 0198 (Reading) RGTE 0199 (Essay)
5 and higher	Class AND student must meet with Student Success Director (Carol Ann Ham – C-222 Ph 229-317-6734 for an individualized plan)

### Q. POLICY FOR WRITING ACROSS THE CURRICULUM

Writing is an integral skill that is required for all careers and professions. Because students need to be proficient writers, Darton College is committed to ensuring that students who attend Darton College have the competencies and skills necessary to properly and effectively communicate with the written word. One way to ensure that students are exposed to writing throughout their college experience is to incorporate **Writing Across the Curriculum** as a required component in each course. Every syllabus for each course taught, including online courses, must have a writing assignment. Instructors are free to choose how the writing component will be incorporated and are also free to make individual decisions about how the assignment will be graded and what percentage the assignment(s) will count with regard to the final grade of a student. One of the annual surveys conducted by the General Education Assessment Committee will address the familiarity of faculty with the writing across the curriculum policy. Examples of ways to incorporate writing across the curriculum include, but are not limited to, summaries of articles, essays, responses to discussions, speech outlines, lab reports, research papers, character analysis, and behavioral observations.

## **R. BACKGROUND CHECK**

To meet the requirements of clinical affiliates in response to JCAHO, most Allied Health, Human Services, and nursing students are required to undergo a criminal background check. Darton College has contracted with Pre-Check for providing these services. The cost for this background check is \$48.50 and students will be assessed this amount coded into their registration for an individual program determined course. Students must follow-through with the procedures to complete this process in a timely manner, as this is program requirement. The completed background check will be accessed by the designated personnel at the clinical site to determine whether or not a student will be allowed to participate in an affiliation at the particular setting. Results of the check released to the program are limited to informing the program if the applicant is "Clear." Students will submit release forms allowing Pre-Check to conduct the required background screening. In the event that the background check report is not "clear" the student will be able to access the report from Pre-Check and may be able to correct any inaccuracies in the record. Clinical facilities alone will make the determination of whether or not a student is accepted with prior convictions. The decision of the clinical facility is final.

Background Checks completed through Pre-Check are required for the following Allied Health programs: Cardiovascular Technology, Diagnostic Medical Sonography, Emergency Medical Services, Health Information Technology, Histotechnology, Medical Laboratory Technology, Occupational Therapy Assistant, Physical Therapist Assistant, Respiratory Care, Phlebotomy, Polysomnographic Technologist; Human Services and Nursing.

## **S. DRUG SCREENING**

Some clinical affiliates may require random drug screens during clinical rotations. In order to participate in this clinical environment, the student must complete this requirement following the mechanism determined by the facility. The results of such screenings (if required) are submitted directly from the student to the clinical affiliate. The student may be responsible for the cost of this requirement. The clinical affiliate determines whether or not a student can participate in the clinical rotation based upon the results of this drug screen.

## **T. ALLIED HEALTH STUDENT TRAVEL POLICY**

Depending upon the particular allied health program that the student is attending, students may be required to participate in clinical affiliations and educational experiences that necessitate travel. If clinical education is a component part of the program attended, all aspects of this requirement must be successfully completed. Students may be required to travel significant distances to fulfill clinical obligations. Students are responsible for their own transportation, food and lodging expenses during clinical affiliations, rotations or experiences.

## **U. PREVIOUS ACADEMIC HISTORY IMPACTING ALLIED HEALTH PROGRAM ADMISSION**

Previous unsuccessful participation in Allied Health programs will be considered in the admission process for students attempting to return to a program and those seeking enrollment in a different ALHE program. Also, any student's academic history, including a record of excessive withdrawal or unsuccessful attempts in general education course work, may result in the denial of admission to an Allied Health program.