

## **CHAPTER II**

### **THE ACADEMIC CODE**



Schenectady County Community College  
2009-10 Academic Code

CHAPTER II ACADEMIC CODE

Page

CHAPTER II ACADEMIC CODE - TABLE OF CONTENTS

|     |   | <u>Page</u> |
|-----|---|-------------|
|     | Preamble . . . . .  | v           |
| 1.0 | Admissions Policies.. . . . .                                       | 1           |
|     | 1.1 Full Opportunity . . . . .                                      | 1           |
|     | 1.2 Admissions Requirements . . . . .                               | 1           |
|     | 1.3 Early Admissions . . . . .                                      | 1           |
| 2.0 | Student Classification . . . . .                                    | 2           |
|     | 2.1 Matriculated .. . . . .   | 2           |
|     | 2.2 Non-Matriculated . . . . .                                      | 3           |
|     | 2.3 Full-Time and Part-Time . . . . .                               | 4           |
|     | 2.4 Academic Leave . . . . .  | 4           |
| 3.0 | Registration/Advisement . . . . .                                   | 4           |
|     | 3.1 Academic Advisement . . . . .                                   | 4           |
|     | 3.2 Registration for Classes . . . . .                              | 5           |
|     | 3.3 Cross Registration . . . . .                                    | 5           |
|     | 3.4 Late Registration, Registration Modifications . . . . .         | 6           |
|     | 3.5 Limitations on Course Loads . . . . .                           | 7           |
|     | 3.6 Auditing . . . . .  | 7           |
|     | 3.7 Waiver of Program Requirement .. . . . .                        | 8           |
|     | 3.8 Incomplete Courses . . . . .                                    | 8           |
|     | 3.9 Repeating a Course . . . . .                                    | 8           |
|     | 3.10 Withdrawal . . . . .   | 8           |
|     | 3.11 Certification of Status . . . . .                              | 9           |
| 4.0 | Residence Credits . . . . .   | 9           |
|     | 4.1 Residence Requirements - Associate Degree/Certificate . . . . . | 10          |
|     | 4.2 Change of Program/Matriculation Status . . . . .                | 10          |
| 5.0 | Non-residence Credit. . . . .                                       | 10          |
|     | 5.1 External Transfer. . . . .                                      | 10          |
|     | 5.2 Credit by Examination . . . . .                                 | 11          |
|     | 5.3 Credit for Previous Experience .. . . . .                       | 12          |
| 6.0 | Classroom Expectations . . . . .                                    | 12          |

**Schenectady County Community College  
2009-10 Academic Code**

**CHAPTER II ACADEMIC CODE**

|     |  | <u>Page</u> |
|-----|--|-------------|
| 6.1 | Course Requirements . . . . .  | 14          |
| 6.2 | Academic Integrity. . . . .  | 14          |
|     | Violations of Academic Integrity. . . . .  | 15          |
|     | Consequences of Violating Academic Integrity. . . . .  | 16          |
| 6.3 | Attendance Policy . . . . .  | 16          |
| 6.4 | Changes in Schedule . . . . .  | 16          |
| 6.5 | Mid-Term Warnings . . . . .  | 16          |
| 6.6 | Field Trips . . . . .  | 16          |
| 6.7 | Independent Study . . . . .  | 17          |
| 6.8 | Final Examinations . . . . .   | 18          |
| 6.9 | Experimental Course . . . . .  | 18          |
| 7.0 | Academic Status . . . . .  | 19          |
| 7.1 | Grading System . . . . .   | 19          |
| 7.2 | Grade-Point Average . . . . .  | 20          |
| 7.3 | Graduation Honors and Awards . . . . .   | 20          |
| 7.4 | Term Honors . . . . .  | 20          |
| 7.5 | Academic Review . . . . .  | 21          |
| 7.6 | Good Academic Standing . . . . .   | 22          |
|     | Satisfactory Progress . . . . .  | 22          |
|     | Pursuit of Program . . . . .   | 22          |
|     | Academic Probation . . . . .   | 23          |
| 7.7 | Readmission . . . . .  | 23          |
| 8.0 | Graduation Requirements . . . . .  | 24          |
| 8.1 | Application for Graduation . . . . .   | 24          |
| 8.2 | Degree Programs . . . . .  | 24          |
| 8.3 | Posthumous Award of Degree or Certificate. . . . .   | 25          |
| 8.4 | Certificate Programs . . . . .   | 25          |
| 8.5 | Discounting Grade Policy . . . . .   | 26          |
| 8.6 | Attendance at Graduation . . . . .   | 26          |
| 8.7 | Additional Degree or Certificate . . . . .   | 27          |
|     | Appendix A : Synopses of State University of New York<br>and University of the State of New York Policies and<br>Guidelines Cited in the Academic Code, and Other<br>Supplemental Information. . . . . | 28          |

Schenectady County Community College  
2009-10 Academic Code

**THE ACADEMIC CODE OF  
SCHENECTADY COUNTY COMMUNITY COLLEGE**

**PREAMBLE**

The Academic Code expresses those requirements and procedures established by action of the Faculty to implement the educational programs of the College.

Statements of policy and definitions within the main body of this Code shall appear with the same wording when used in those sections of the College Catalog or the Student Handbook where Academic Policies are officially stated. In cases where supplemental statements are made to introduce a policy, the official policy statement shall be clearly distinguished from the commentary.

Individuals may petition the Dean of Academic Affairs when they believe a provision of the Academic Code should be put aside in their particular circumstance.



**Schenectady County Community College  
2009-10 Academic Code**

**1.0 ADMISSIONS POLICIES**

**1.1 Full Opportunity**

Committed to the State University of New York policy on Full Opportunity for all county residents, Schenectady County Community College guarantees open admission to all high school graduates of the previous June and all veterans returning from service in the previous year. Additionally, the College admits high school graduates from previous years and other counties who can profit from its programs and services, to the limits of the College's capacity and subject to compliance with any deadlines established by the College in its admission procedures.

**1.2 Admissions Requirements**

Applicants for degree or certificate programs must:

- a) Possess a high school diploma or its equivalent and meet any additional requirements specified in the college catalog.

OR

- b) Apply for admission under the 24 Credit Hour Program<sup>1</sup> and meet any additional requirements specified in the College Catalog. The admission decision for this program will be based on the satisfactory results of a standardized examination and an assessment of the student's "ability to benefit" by the Director of Admissions in consultation with the Department Chairperson responsible for administering the corresponding or certificate program. Students must be 18 years of age or older on the first day of the semester in which they begin studies as a matriculated 24 Credit Hour student.

- 1.2.1 Those applicants who have been accepted and have not met the admission prerequisites of the program for which they have applied will be notified as to the effect this will have on their prescribed program of study.

**1.3 Early Admissions**

High School students may be admitted to the college under the college's established Early Admission Program that is in accordance with the State Education Department Guidelines specified in the College Catalog.

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<sup>1</sup>See Appendix A2

**Schenectady County Community College  
2009-10 Academic Code**

**2.0 STUDENT CLASSIFICATION**

**2.1 Matriculated**

Individuals who have formally admitted to a degree or certificate program of the College under standard College and State University of New York admissions procedures, who have completed the placement tests in basic skills administered by the College, and who continue to pursue their program successfully, have matriculated status in that program.

- 2.1.1 Individuals are eligible for matriculation if they are at least eighteen years of age or if they hold a high school diploma or its equivalent. High school students are eligible for matriculation subject to the limitations of the Early Admission Program.
- 2.1.2 Individuals matriculated in a degree program who do not hold a high school diploma or its equivalent must present such a diploma to the Director of Academic Services prior to the end of the add/drop period in their final semester of study if they wish to be eligible for graduation at the completion of that semester.<sup>2</sup>
- 2.1.3 Only matriculated students are eligible for a degree or certificate from the College.
- 2.1.4 The College is committed to providing academic advisement to all matriculated students.
- 2.1.5 The placement tests in basic skills must be completed prior to the first day of classes of the term in which the student is matriculated. The results will determine appropriate placement into developmental reading, writing, mathematics, and/or study skills courses which serve as prerequisites to the corresponding program requirements. Exceptions to the placement testing requirement for reading, writing, and mathematics are granted to a student who
  - 1) has passed the English 11R Regents exam with a grade of 75 or better and has also passed any of the following mathematics Regents exams: Course I, Course II, Course A, Algebra, Geometry, or Advanced Algebra and Trigonometry with a grade of 75 or better, or

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<sup>2</sup>See Appendix A2

**Schenectady County Community College  
2009-10 Academic Code**

- 2) has presented evidence of transferable credit for both College Composition and for Algebra I or higher, or
- 3) has presented evidence of transferable credit for College Composition and also passed the math Regents courses listed in item 1), or
- 4) who has scored 450 on all three sections of the SAT (Scholastic Aptitude Test) Reasoning Test: Critical Thinking, Writing, and Math, or
- 5) who has comparable scores of 18 verbal and 18 mathematics on the ACT (American College Testing).

An individual may submit a written request for a re-test on the placement test (for the current semester) within 14 days of the original testing based on any one of the following criteria:

- 1) Illness or injury made known to the test administrator during the test.
- 2) Previously undisclosed documented disability (re-test in the Office of Disabled Student Services).
- 3) Irregularity in test situation (e.g. no clock, interruption, missing pages in test booklet) made known to the test administrator at the time of the test.

The request will be reviewed by the chairperson of the Developmental Studies Department and the NSR administrator. The individual will be notified in writing of the decision within seven days.

Any individual may re-test for admission during scheduled testing for any subsequent semester. Otherwise, placement test scores of high school graduates and GED recipients are valid for three years from the date of testing. However, placement test scores of students who apply for admission under the 24-Credit Hour Program are valid for only one year.

## 2.2 Non-Matriculated

Individuals enrolled in a course or courses who have not been formally accepted in a degree or certificate program, or who have had their matriculation terminated for any reason are non-matriculated students.

**Schenectady County Community College  
2009-10 Academic Code**

2.2.1 Non-matriculated students should be aware of the necessity to matriculate in time to meet the graduation requirements of degree and certificate programs. (See Section 8.)

**2.3 Full-Time and Part-Time**

A student is considered to be a full-time student if enrolled in a minimum of 12 semester credit hours in day or evening courses, including any taken through cross-registration agreements during a semester. A student is considered to be a part-time student if enrolled in less than 12 semester credit hours during a semester.

2.3.1 Students are classified as having full-time or part-time status on the basis of their current load.

2.3.2 Distance learning courses taken at SCCC are counted toward a student's full- or part-time enrollment status. Students registered for distance learning courses are subject to all regulations of the Academic Code.

**2.4 Academic Leave**

Matriculated students in good academic standing who find it necessary to interrupt their program of study at the College are automatically granted an Academic Leave for a period not to exceed two semesters. Such students maintain their matriculated status and, upon return, may choose to pursue program requirements in effect at the time of their matriculation provided that the College continues to offer those courses and/or that program.

2.4.1 Course work completed while on Academic Leave is subject to the policies and procedures governing non-residence credit. (See Section 5.)

2.4.2 Students who fail to register for the first semester after the Academic Leave has expired will have their matriculation suspended. Such students will, on return, be required to apply for readmission to the College. (See Section 7.7.)

**3.0 REGISTRATION/ADVISEMENT**

**3.1 Academic Advisement**

The goal of the academic advisement system is to assist students in planning academic programs consistent with their degree and/or career objectives. The advisement system is responsible to each student for providing adequate information and for being

**Schenectady County Community College  
2009-10 Academic Code**

accessible; however, the individual student is responsible for decisions related to implementation and for satisfying institutional requirements.

- 3.1.1 During general and new student registration sessions, academic advisement is provided by faculty and professional staff serving as members of academic department/special services teams.
- 3.1.2 Following initial matriculation (admission, assessment, advisement, registration), each full-time student will be assigned to a member of the faculty as academic advisor. Advisor assignments will be made in accordance with the student's program of study and are intended to be continuous throughout the student's college career, unless a program change dictates modification of the assignment. It is expected that each student will arrange to meet with his/her academic advisor at least once each semester for individual consultation and program planning.
- 3.1.3 General advisement services will be provided on a continuous basis throughout the academic year as a service to part-time students, non-matriculated students, and as a supplement to individual advisor assignments. These services will be provided by professional staff members in the Academic Advisement Center in conjunction with the academic departments and the Office of Academic Services.
- 3.1.4 All students must have their planned schedules reviewed and signed by an academic advisor prior to registration. Exceptions to this review are granted to non-matriculated students who may opt for self-advisement.

**3.2 Registration for Classes**

Registration for classes (general registration, new student registration, advance registration for continuing/returning students) is conducted prior to the Fall Semester, Spring Semester, and Summer Session as indicated in the official College Calendar. Additional registration opportunities (advance registration for new students, "walk-in/mail-in" registration) are published during the academic year.

**3.3 Cross Registration**

Through SCCC's Office of Academic Services, full-time matriculated students may cross register for courses offered at any member institution of the former Hudson-Mohawk Association of Colleges and Universities.

**Schenectady County Community College  
2009-10 Academic Code**

- 1) Approval in writing must be given on the cross registration form from the student's academic advisor and the Director of Academic Services.
- 2) Students must take at least half of their courseload each semester at SCCC.
- 3) Students may cross register only during the Fall and Spring semesters.
- 4) Cross registered courses are considered resident credit and are entered as such on the student's permanent record.
- 5) The student is responsible for notifying both campuses when dropping/withdrawing from a cross registered course. Failure to do so may result in an academic F grade from the host institution.

**3.4 Late Registration, Registration Modifications**

Late registration and registration modifications for matriculated students must be reviewed and signed by an academic advisor.

- 3.4.1 The Late Registration, Drop/Add period, will not exceed one week from the first day of classes in a semester (refer to official college calendar). During this period students may register for courses (upon payment of the late registration fee) and may modify a previous registration by adding or deleting courses.
- 3.4.2 During the second week of a semester, a student may have a course(s) deleted from his/her schedule. The student is encouraged to discuss this action with the course instructor(s). During this period a student may apply for a partial tuition refund (refer to official college calendar).
- 3.4.3 During the second week of a semester, a student may have a course(s) added to his/her schedule with the approval of the course instructor(s). This approval is based on an assessment of the student's ability and acceptance of responsibility to complete course requirements.
- 3.4.4 For courses offered in a summer session or in any special time frame, an equivalent late registration and registration modification period will be determined by the Office of Academic Services.
- 3.4.5 Any other registration modifications for a student will be considered individually and will be based on extenuating circumstances, certification requirements, and maintenance of academic standards. Such modifications

**Schenectady County Community College**  
**2009-10 Academic Code**

require the approval of the Dean of Academic Affairs and will be based on the recommendation of a department chairperson in conjunction with the course instructor(s).

**3.5 Limitations on Course Loads**

A student may register for no more than a total of 19 semester credit hours (including day, evening and/or cross-registered courses) during either the Fall or the Spring Semester.

**3.5.1 Summer/Special Sessions**

During summer/special sessions of 12 weeks or less in duration, a student shall be limited to enrollment in courses generating credits at the rate of 1.3 credit hours per week of the session.

**3.5.2 Exceptions**

A matriculated student, who has completed 12 or more semester credit hours in residence with a cumulative grade point average of 2.0 or higher, may request a one-course exception to the above limitation. The request must include: (1) confirmation by the Office of Academic Services regarding the student record requirements, and (2) approval by an academic advisor.

**3.6 Auditing**

**3.6.1 Registration**

A student may register as a paid auditor during any scheduled registration period, as indicated in the college calendar. Distance learning courses are available for audit only with the permission of the instructor.

State and County residents 60 years or older may register for a "Senior Citizen Audit," without a fee or tuition, only during the late registration period, on a space available basis. Distance learning courses are not available for "Senior Citizen Audit."

**3.6.2 Participation**

An auditor need not participate in class activities, take tests, or submit homework assignments. The degree to which the auditor may do these things is to be determined by the instructor.

**Schenectady County Community College  
2009-10 Academic Code**

3.6.3 Recording of Grades

All courses audited will be recorded on a student's transcript as audits. However, if an auditor ceases to attend class without withdrawing from the class, the instructor may indicate that a grade of NR be recorded.

3.7 Waiver of Program Requirement

The waiver of a specific program requirement will be considered on an individual basis by the academic department responsible for the degree or certificate program. Such a waiver must maintain the goals of the program as well as the policies/requirements of the institution, SUNY, and SED.

3.7.1 The waiver of a course requirement does not decrease the number of credit hours required for graduation from a program, and a substitute course is subject to written approval by the corresponding department chairperson.

3.8 Incomplete Courses

Course requirements are expected to be met within the time limits established for the term. An instructor may grant a student an extension not to exceed 60 days from the last day that final grades for the term are due. The temporary grade of I implies that the student has successfully completed a significant portion of the course and that extenuating circumstances have prohibited completion within the established time limits.

3.8.1 A temporary grade of I is automatically converted to a grade of F after 60 days from the date that final grades were due for the term in which the course was offered, if not otherwise changed by the instructor.

3.9 Repeating a Course

A student may repeat a course twice, with no additional credit earned. Only the highest grade will be used in all future cumulative grade point average computations; however, all grades will be retained on the transcript. Once the highest possible grade has been achieved, a student may not repeat the course.

3.10 Withdrawal

The withdrawal period begins with the third week of classes and extends through the end of the **eleventh week** of classes (specific dates identified in the College

**Schenectady County Community College  
2009-10 Academic Code**

Calendar). A student may withdraw from a course(s) during this period and a grade of "W" will be assigned.

3.10.1 The student is responsible for completing the withdrawal process within the stated period; meeting with the course instructor to discuss the impact of such action and submitting a completed withdrawal form, signed by the instructor, to the Office of Academic Services. The student is encouraged to discuss this action with his or her academic advisor.

3.10.2 For courses offered in a summer session or in any special time frame, an equivalent withdrawal period will be determined by the Office of Academic Services.

3.10.3 A student who does not withdraw from a course will receive the academic grade earned at the completion of that term.

3.10.4 A student who intends to withdraw from all courses and is unable to complete the process in person may submit a withdrawal request in writing to the Office of Academic Services within the withdrawal period.

**3.11 Certification of Status**

The Director of Academic Services shall certify a student's status to external agencies in terms of the definitions established by those agencies.

3.11.1 External agencies which do not establish their own definitions of student status shall have the definitions reported in terms established by vote of the Faculty. Such definitions will be consistent with other College policies and definitions.

**4.0 RESIDENCE CREDIT**

4.0.1 Residence credit is obtained by registering for and successfully completing credit-bearing courses offered by the College.

4.0.2 Residence credit may also be obtained through participation in the College's cross registration program as outlined in Section 3.3.

4.0.3 Residence credit may also be obtained by registering for and successfully completing distance learning courses offered by SCCC.

**Schenectady County Community College  
2009-10 Academic Code**

**4.1 Residence Requirements - Associate Degree**

At least 30 semester credit hours in residence applied to the degree program must be successfully completed in order to be eligible for an Associate Degree.

**4.1.1 Residence Requirements - Certificate**

At least 15 semester credit hours in residence applied to the degree program must be successfully completed in order to be eligible for a certificate.

**4.2 Change of Program/Matriculation Status**

When students change a program, establish matriculation after having taken courses while non-matriculated, or reestablish matriculation through readmission, all credits (both residence and non-residence) are reevaluated by the Department Chairperson in accordance with the requirements of the new program. This reevaluation will not change the student's grade-point average.

**5.0 NON-RESIDENCE CREDIT**

5.0.1 Non-residence credit is defined as credit earned at other academic institutions or certain non-collegiate organizations (see Section 5.2.3), and as credit earned by examination or for previous experience.

5.0.2 Non-residence credit does not generate grade-points for the purpose of calculating grade-point averages.

5.0.3 The total amount of non-residence credit awarded cannot exceed the limits established under Sections 4.1.

**5.1 External Transfer**

Transfer credits may be accepted for course work taken at other academic institutions, by correspondence or through distance learning, if approved by the Department Chairperson.

5.1.1 Courses of equivalent quality and content taken at recognized institutions of higher learning accredited by one of the Regional Accrediting Bodies (e.g., Middle States) shall be accepted if passed with a grade of C (2.00) or better, if such courses are applicable to the student's degree program. Such courses passed with a C-, D+, D, or D- may be approved at the discretion of the Department Chairperson.

**Schenectady County Community College  
2009-10 Academic Code**

- 5.1.2 Courses taken at institutions of higher learning lacking such regional accreditation (including degree-granting proprietary institutions) may be accepted if passed with a grade of C (2.00) or better if such courses are applicable to the student's degree program and are equivalent content and quality as determined by the Department Chairperson.
- 5.1.3 Transfer credits may be awarded by the Dean of Academic Affairs upon recommendation of the Department Chairperson for course work taken in certain non-collegiate organizations (including non-degree granting proprietary institutions) when published guides are available to evaluate such course work, and the Faculty has approved the use of the guides.<sup>3</sup>

5.2 Credit by Examination

Matriculated students may earn credit by examination for individual courses required in their program of study. Credit by examination may be awarded for a passing grade on an externally published proficiency examination or an internally developed challenge examination.

- 5.2.1 Credit related to externally published proficiency examinations is subject to the approval of the department chairperson, and is based on the examination covering the content of the course offered by the College, applicability to the student's program of study, and a passing grade as reported by the external agency. A passing grade is defined as a C (2.00) or better on the CPE examination, a 3 or better on an AP examination, and the American Council on Education recommended score or higher on a CLEP examination. The applicable exams and minimum acceptable scores are listed in the Advisement Guide section of the SCCC Faculty handbook.
- 5.2.2 The availability of internally developed challenge examinations for selected courses is determined by individual academic departments. The challenge examination is representative in content and emphasis of the course outline, and normally is prepared and graded by the faculty member(s) normally responsible for teaching the course. A passing grade is the equivalent of a C (2.00) or better. The challenge examination request, including a justification statement, must be submitted prior to the end of the seventh week of the student's final semester preceding graduation. The request must be approved by the faculty member, the department chairperson, and the Academic Dean (application available from the Office of Academic Services), and the test administration fee paid prior to the administration of the challenge examinations. The results of the examination

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<sup>3</sup>See Appendix A5

**Schenectady County Community College  
2009-10 Academic Code**

indicating the basis for the awarding of credit are reported to the Office of Academic Services by the faculty member.

5.2.3 Credit earned by examination is not considered as earned in residence (see Residence Requirements - Associate Degree/Certificate). Credit earned by examination will be recorded as "credit" (CR) on transcripts, and will have no effect on a student's grade-point average. Students must accumulate 12 or more semester hours of residence credit before credit by examination is noted on transcripts.

**5.3 Credit for Previous Experience**

Matriculated students may earn credit based on previous experience for individual courses required in their program of study. To initiate the process, the student should petition the department responsible for the specific course(s), listing each course and a brief statement justifying its consideration. A faculty review committee, appointed by the department chairperson, will evaluate the student's proficiencies and make recommendations for credit. The student will be expected to demonstrate proficiencies equal to the performance standards of the course outline. The committee may recommend credit, no credit, or recommend credit contingent upon further demonstration of student proficiencies. The recommendation for credit must be approved by the department chairperson and the Dean of Academic Affairs.

Credit earned for previous experience is not considered as earned in residence (see Residence Requirements - Associate Degree/Certificate). Credit earned for previous experience will be recorded as "credit" (CR) on transcripts, and will have no effect on a student's grade-point average. Students must accumulate 12 or more semester hours of residence credit and pay a processing fee before credit for experience is noted on transcripts.

**6.0 CLASSROOM EXPECTATIONS**

**The Right to Learn**

The professor in the classroom and in conference will encourage free discussion, inquiry and expression. Student performance will be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards.

**Course Expectations**

**Schenectady County Community College  
2009-10 Academic Code**

The instructor is responsible for distributing a written summary of course content expectations with regard to examinations, special projects, field trips, grading practices, attendance, etc., to each student on the first day of class.

**Academic Complaint Procedures**

A student wishing to file a complaint regarding an academic matter should begin the following process within six months after the end of the semester in which the grade for the course was issued.

Consult with the instructor of the course in question. If an understanding or resolution is not achieved, or if this step is not feasible, the student may then:

Consult with the appropriate department chairperson. The chairperson will consult with the involved faculty member and with the student and attempt to reach a mutually agreeable resolution. If an understanding or resolution is not achieved, the student may then:

Appeal in writing to the Dean of Academic Affairs. The written appeal, detailing both the complaint and the results of their consultations with the instructor and with the department chairperson, should be delivered to the office of the Dean of Academic Affairs. An appointment for consultation with the Dean may be scheduled at that time. The faculty member involved will be notified that the student has appealed to the Dean of Academic Affairs, and be given a copy of the student's written appeal.

Within 15 days of notification via memo from the Dean, the faculty member may choose to provide a written reply which shall be considered in the disposition of the complaint. The faculty member may also schedule an appointment to consult with the Academic Dean.

Determinations and dispositions of complaints will be made by the Dean of Academic Affairs of Schenectady County Community College within 30 days of receipt of the written complaint. The Dean will consult with and notify the President of determinations and dispositions. The student will be notified in writing of the decision.

**Schenectady County Community College  
2009-10 Academic Code**

**6.1 Course Requirements**

Students will be provided a written statement of all course requirements by their individual instructors during the first class session. This statement shall include a grading policy stating the relative weighting of the course requirements and attendance-related policies used in determining the student's final grade. If an instructor will not be using the full range of letter grades provided in section 7.1 this shall be put in writing in the statement of the course requirements.

- 6.1.1 Students are responsible for meeting course prerequisites and for promptly equipping themselves with such texts or materials as may be required for the course.
- 6.1.2 Instructors shall adhere to the course content as approved by the Faculty and reflected in the course outline supplied by the department responsible for the course.
- 6.1.3 All students must do their own work; cheating, plagiarism and other forms of academic dishonesty can result in a failing grade or another penalty as set forth in the code of conduct. Plagiarism is representing another person's work or ideas from any source as one's own without attributing credit.

**6.2 Academic Integrity**

Academic integrity is the foundation of institutions of higher learning, and students will act in accordance with the academic integrity guidelines of the College. The following guidelines apply to all courses offered by the College.

Each student's work will be her/his own work.

Each student will appropriately identify the work of others when it is incorporated into the writing of her/his papers, examinations, or oral presentations. This includes both direct quotations and paraphrased opinions and ideas.

Each student will follow the directions of the instructor with regard to permissible materials in a room at the times of tests and examinations.

Each student will proceed during examinations without any assistance whatsoever and without communicating in any way with another student while an examination is being conducted.

**Schenectady County Community College**  
**2009-10 Academic Code**

Each student will refrain from obtaining or disseminating the content of any examination prior to distribution by the instructor.

Except as directed by the instructor, students enrolled in laboratory sections will complete all observations and reports based solely on their own processing of the experiment or demonstration.

Each student will submit her/his work to only one instructor, unless she/he has the prior approval of all instructors involved.

Students will represent data and sources appropriately and honestly.

**Violations of Academic Integrity**

Violations of academic integrity include, but are not limited to:

**Plagiarism:** The intentional or unintentional representation of another person's work as one's own. Examples include, but are not limited to:

- a) Quoting, paraphrasing, or summarizing another's work without appropriately acknowledging the source.
- b) Using another's research without acknowledging the source.
- c) Submitting another's paper, purchased or otherwise obtained, as one's own.

**Cheating on Examinations:** Looking at another's work, using or bringing materials not permitted by the instructor during the exam, communicating with another student, receiving any kind of assistance including but not limited to assistance from electronic devices, during an examination, and obtaining or disseminating the content of an examination prior to its distribution by the instructor.

**Multiple Submission:** Submitting any work, even one's own, to more than one instructor, without the permission of those instructors.

**Facilitating Academic Dishonesty:** Knowingly allowing another student to use one's work or cheat from one's exam.

**Fabrication:** Falsifying or inventing information in any situation, including but not limited to data for lab or researched project.

**Schenectady County Community College**  
**2009-10 Academic Code**

Consequences of Violating Academic Integrity:

The following are the College's guidelines for consequences for violating academic integrity, but the student must consult the course syllabus, since the instructor will determine the consequences for each course. Consequences may include, but are not limited to, one or a combination of the following penalties:

Oral or written warning

Deduction of points, grade of "F" or "O" for the assignment, project, or exam.

Failure of the course.

Disciplinary action by the Student Affairs Office. Results of disciplinary actions are outlined in the *Student Code of Conduct*.

6.3 Attendance Policy

Students are responsible for maintaining prompt and continuous attendance in all classes and continue to be responsible for any assignments or materials presented in their absence.

6.3.1 The degree to which absences and lateness affect a student's final grade will be determined by the individual instructor and stated in his/her course syllabus.

6.3.2 A grade of FX, attendance-related failure, may be issued to a student who has missed more than 20% of the class hours a course meets in one semester.

6.4 Changes in Schedule

Department Chairpersons may approve changes in class schedules after the end of the add drop period in any term provided that all members of the class desire the change and the College has facilities to permit the change.

6.5 Mid-Term Warnings

At the end of the seventh week of classes in a regular semester, warning grades are submitted to the office of Academic Services by all teaching faculty for students performing below the C (2.00) level.

6.6 Field Trips (*Credit and Non-credit*)

Faculty are encouraged to make the most effective possible use of the resources in the community and neighboring areas of the State which supplement the facilities of the College and contribute directly to the instructional program. All field trips must be directly related to the academic program or course-work of the course(s) sponsoring the

**Schenectady County Community College**  
**2009-10 Academic Code**

trip. Since field trips are excursions of the students away from campus for intervals of time which may be in excess of the normal laboratory period, certain side-effects may be incurred such as conflicts with schedules of other courses, use of vehicles and services of other members of the faculty, administrative expense, etc. It is essential, therefore, that such excursions or field trips be carefully planned and supervised by the faculty members/professional staff involved.

- 6.6.1 Field trips may be taken only as approved in advance by the Dean of Academic Affairs or the Dean of Continuing Education.
- 6.6.2 Unless made within the confines of a regular laboratory period, field trips may not be made during the first or last week of a semester.
- 6.6.3 Notification of the field trip, including a roster of students, must be given to all concerned faculty members and administration one weeks in advance (two weeks in advance whenever possible).
- 6.6.4 Students should make provision to make up lost time in other courses.

6.7 Independent Study

An independent study project is an organized experience independently pursued by a student under the direction of a faculty member.

- 6.7.1 Matriculated students with a cumulative grade-point average of at least 2.50 are eligible to request an independent study course through a faculty member willing and able to supervise the project. An independent study proposal must be recommended by the appropriate department chairperson and subsequently approved by the Dean of Academic Affairs prior to registration for the course by the student.
- 6.7.2 Independent study may be used to earn credit for a course in the College Curriculum. In such cases, the independent study will utilize the current course outlines, and the existing course number and title will be used when the study is documented on the student's transcript. The study will carry the same number of credits as are assigned to the course in the curriculum. The independent study proposal must include the justification of the student's need to pursue the course on an independent study basis for the term in which the study is to be undertaken.
- 6.7.3 Independent study may also be used to earn credit for a course not included in the College curriculum. In such cases a complete course outline must be developed with the supervising faculty member recommending an appropriate credit value (one to four credit hours) for the study. The independent study proposal will include the course outline and will be added to the master file and to the student's record. The course number will be 299, the three-letter alpha

**Schenectady County Community College**  
**2009-10 Academic Code**

prefix will indicate the discipline, and the course title will be the name of the independent study project.

- 6.7.4 A student is limited to one independent study project per semester.
- 6.7.5 Completed independent study projects are graded "A" through "F" except for courses in the College curriculum which require a P-F grade.

**6.8 Final Examinations**

The use of a final examination will be at the discretion of the academic department involved and will be so stated in the course outline.

- 6.8.1 All final examinations must be held during the final examination period.
- 6.8.2 Students who are scheduled for more than two final exams in the same day may request that all exams in excess of two be rescheduled. Any student who seeks a rescheduling of final exams must first consult with all instructors involved in an attempt to resolve the exam overload. If the overload cannot be resolved in this manner, the instructors of the student's third and fourth exams will reschedule their exams. All requests for rescheduling must be made no later than seven calendar days prior to final exam week.
- 6.8.3 Students performing at the A (4.00) level may be exempt from the final examination if their instructor has so provided in the grading policy for the course.
- 6.8.4 Students scheduled for more than one examination in a single time period shall be liable for the examination that is listed first on the Examination Schedule. (For each period specified in the Examination Schedule, the order in which examinations are listed shall be determined by a formal randomization process, under the supervision of the Dean of Academic Affairs.) Examinations in conflict with the one listed first shall be rescheduled at a time and place mutually agreed upon by the student and instructor(s) involved. In no case may a conflict examination be rescheduled to conflict with a regularly scheduled examination; nor may a conflict examination be rescheduled for a day in which two other examinations already have been scheduled for that student, unless he/she waives the rescheduling provision of Section 6.7.2.

**6.9 Experimental Course**

An experimental course is credit bearing but is not included in the permanent College Curriculum. The course may be taught for no more than two semesters over two consecutive academic years. It enables a department to be innovative in course development, to test student interest in a specific subject area, or to provide for identified special needs.

**Schenectady County Community College  
2009-10 Academic Code**

6.9.1 A complete course outline must be approved by the department, the Curriculum Committee, and by the Dean of Academic Affairs prior to its inclusion in the schedule for the term in which it is first offered.

6.9.2 For an experimental course to become part of the permanent College Curriculum, the department must initiate the ordinary procedure for the approval of new courses at any time following the first offering of the experimental version of the course. Part of the submission to the Curriculum Committee shall be a report on the findings of any experimental offerings held until that time.

## 7.0 ACADEMIC STATUS

### 7.1 Grading System

The following grades are determined and assigned by course instructors and carry the grade points indicated:

| <u>Grade</u> | <u>Grade Meaning</u>         | <u>Grade-Points<br/>per credit hours</u> |
|--------------|------------------------------|--|
| A            | Excellent                    | 4.00                                     |
| A-           |                              | 3.67                                     |
| B+           | Good                         | 3.33                                     |
| B            |                              | 3.00                                     |
| B-           |                              | 2.67                                     |
| C+           |                              | 2.33                                     |
| C            | Average/Satisfactory         | 2.00                                     |
| C-           |                              | 1.67                                     |
| D+           |                              | 1.33                                     |
| D            | Poor                         | 1.00                                     |
| D-           |                              | 0.67                                     |
| F            | Failure                      | 0.00                                     |
| FX           | Failure - attendance related | 0.00                                     |

7.1.1 The grade of P-pass indicates that a student has successfully completed the requirements in a course offered specifically on a pass/fail basis. The grade of P-pass-- is comparable to a C (2.00) or better and has no effect on a student's grade-point average. Likewise, the grade of F-fail assigned by an instructor for a course offered specifically on a pass/fail basis has no effect on a student's grade-point average.

7.1.2 The grades of:

- I - Incomplete
- W - Withdrawal
- AU - Audit
- CR - Credit for previous experience  
or by examination
- T - External transfer

**Schenectady County Community College  
2009-10 Academic Code**

are assigned as previously defined in the Academic Code and have no effect on a student's grade-point average.

7.1.3 The grade of NC is assigned for all non-credit courses, and the grade of NR is assigned to a course for which a grade has not yet been reported. Both NC and NR have no effect on a student's grade-point average.

7.1.4 A correction to an error in a final grade assignment is the responsibility of the course instructor and must be submitted in writing by the instructor within the 60 calendar day period from the date that final grades for the term are due. Any corrections after the 60 calendar day period must be approved by the Dean of Academic Affairs. If it becomes impossible for the instructor to make such corrections to a final grade, any related decision will be based on departmental resolution and approval by the Dean of Academic Affairs.

7.2 Grade-Point Average

A student's grade-point average is determined by dividing the total grade-points earned in residence credit-bearing courses by the corresponding total credit hours attempted, with repeated courses counted only once, using the highest grade achieved.

7.3 Graduation Honors and Awards

Degree recipients with a cumulative grade-point average of 3.70 or higher graduate with high honors.

7.3.1 Degree recipients with a cumulative grade-point average from 3.20 to less than 3.70 graduate with honors.

7.3.2 A Certificate of Academic Program Achievement may be given to one graduate in each Degree and Certificate Program as selected by the faculty of each academic department. To be eligible a student must have a minimum cumulative grade-point average of 3.5. Other academic criteria may be established by the faculty of the respective department.

7.4 Term Honors

Only matriculated students are eligible for term honors. Students who receive a grade of "I" will not be considered for term honors in that semester, with the following exception: students who complete the course within three weeks of the end of the final exam period

**Schenectady County Community College  
2009-10 Academic Code**

may apply for term honors with the Director of Academic Services by the third week of the subsequent semester.

- 7.4.1 A student's name is placed on the President's List for each term in which the student has earned a grade-point average of 3.70 or higher while completing at least 12 credit hours that term.
- 7.4.2 A student's name is placed on the Dean's List each term in which the student has earned a grade-point average from 3.20 to less than 3.70 while completing at least 12 credit hours that term.
- 7.4.3 A part-time student's name will be placed on the President's List or Dean's List if the student meets the GPA requirements as stated in 7.3.1 and 7.3.2 respectively, while completing 6 to 11 credit hours that term and having a cumulative earned total of at least 12 credit hours.

7.5 Academic Review

Student progress toward meeting graduation requirements in degree or certificate programs will be reviewed at regular intervals. The first review will occur when a student has either attempted twelve credit hours or registered for twelve credit hours. Subsequent reviews will occur at the end of each succeeding term. The cumulative GPA is computed as defined in Section 7.2. It is based on credit hours attempted, that is, credits generated by courses for which one has received a grade of A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F, FX.

7.5.1 Fresh Start Policy

The Fresh Start Policy applies to students who return to SCCC after an absence of five or more years and successfully complete 12 credits with a GPA of at least 2.00. Students may petition the Director of Academic Services to have their former academic record before the five-year absence accepted in the same manner as if the credits were transfer credits. That is, earned credits are carried forward for up to 30 hours of credit in which a grade of "C" or higher was earned. The cumulative GPA is based only on credits earned subsequent to the student's re-entry. The student's complete record, before and after academic forgiveness, remains on the transcript. This Fresh Start Policy can be made only once during a student's career at SCCC.

**Schenectady County Community College  
2009-10 Academic Code**

**7.6 Good Academic Standing**

A matriculated student is considered to be in good academic standing at the end of a term and for the subsequent term if the student maintains a level above the point of dismissal according to the criteria in Sections 76.1 and 7.6.2.

**7.6.1 Satisfactory Progress**

A student is considered to be making satisfactory progress if he/she maintains a cumulative GPA above the level of dismissal as defined in the table below:

| <u>Total Credit Hours Attempted</u> | <u>Dismissal Cumulative GPA</u> |
|-------------------------------------|---------------------------------|
| 0-11                                | 0                               |
| 12-23                               | Below 1.00                      |
| 24-35                               | Below 1.50                      |
| 36-47                               | Below 1.70                      |
| 48-59                               | Below 1.90                      |
| 60 and above                        | Below 2.00                      |

Total credit hours above include all credit hours attempted in Residence at Schenectady County Community College. In addition, applicable transfer credits are included in the Total Credit Hours Attempted, but they are not included in the calculation of the GPA.

**7.6.2 Pursuit of Program**

Students are considered to be in pursuit of program if they have successfully completed the specified minimum number of hours within each category as indicated in the table below.

Semester hours refers to credit-hours and developmental credit-equivalent hours taken in residence.

Successful completion is defined as receiving a grade of A, A-, B+, B, B-, C+, C, C-, D+, D, D-, I, or P in any course taken in residence.

**Schenectady County Community College  
2009-10 Academic Code**

| <u>Total Semester Hours<br/>Registered</u> | <u>Minimum Number of Semester<br/>Hours Required to be<br/>Successfully Completed</u> |
|--|---|
| 0-22                                       | 0   |
| 23-35                                      | 12  |
| 36-47                                      | 21  |
| 48-59                                      | 30  |
| 60-71                                      | 42  |
| 72-83                                      | 54  |
| 84 and above                               | 66  |

7.6.3 When a student has not met the requirements for Good Academic Standing, he/she will be notified by the Director of Academic Services. Registration does not become official until the College determines whether the student meets the requirements for Good Academic Standing.

7.6.4 Academic Probation

1. Since a cumulative grade-point average of 2.00 is one of the requirements for graduation from a degree or certificate program, matriculated students who fall below this level at the end of any academic term are placed on academic probation. Such students remain eligible to register for course work but lose eligibility to hold student office, participate in intercollegiate functions or serve as public representatives of the College. During the probationary period, these students may be limited to enrollment in 14 credit hours.
2. A semester or term probation is a warning given to students who earn a GPA below 2.0 for that academic period.

7.7 Readmission

Students who have lost their matriculation whether through Academic Dismissal or through interruption of their program of study as defined in section 2.4 may apply for readmission to the College.

7.7.1 Students initiate the process by completing the application form provided by the Office of Academic Services and meeting with an academic advisor in the Advisement Center to re-examine their goals. These initial steps in the application

**Schenectady County Community College  
2009-10 Academic Code**

process must be completed prior to the last day of general registration for the term in which readmission is to take place.

- 7.7.2 To become effective, all applications for readmission must be approved by the Dean of Academic Affairs. This approval is based on recommendation of an ad hoc committee (appointed by the Dean) responsible for: (1) the review of each applicant's academic progress and (2) the evaluation of each applicant's potential for successful continuation and program completion. If readmission is recommended, the committee also determines conditions (academic load/courses and grade-point average) to serve as a guide for successful continuation as well as a basis for future readmission decisions. The student is notified as to the action on the application for readmission and, if granted, the conditions to be met during the semester.
- 7.7.3 Readmitted students will be subject to the program requirements in effect at the time they are reinstated as matriculated students. Any change in program requirements resulting from the readmission process is subject to evaluation by the Department Chairperson as specified in Section 4.3.
- 7.7.4 After a decision has been made by the Readmission Committee and the Dean of Academic Affairs, a written student appeal regarding that decision may be submitted to the Dean. The Dean of Academic Affairs will review the readmission application, documentation, any other pertinent data, and an oral statement from the student and will then render a decision. The student and the Director of Academic Services will be notified of the decision. The decision of the Dean will be final.

## **8.0 GRADUATION REQUIREMENTS**

### **8.1 Application for Graduation**

In order to establish eligibility for graduation from either a certificate or degree program, each student must complete an application for graduation prior to or during registration for the spring semester immediately preceding the date of graduation.

### **8.2 Degree Programs**

Students must meet each of the following academic requirements to be eligible for an Associate Degree.

**Schenectady County Community College  
2009-10 Academic Code**

- 1) Candidates must meet the program requirements in effect at the time of their matriculation and earn a cumulative grade-point average of at least 2.00.
- 2) Candidates must hold a high school diploma or its equivalent.
- 3) Candidates must be matriculated in the program from which they wish to graduate at least one semester prior to graduation and meet the residence requirements for degree programs.
- 4) Candidates must be recommended for graduation by vote of the Faculty, or be approved by the President of the College when the faculty vote is based on incorrect information.

8.2.1 Certain requirements may have been waived as provided for elsewhere in this Code.

8.3 A student who dies prior to the completion of requirements will be eligible for a posthumous awarding of the degree or certificate if at the time of death all requirements had been met or he/she was enrolled in the appropriate courses for completion at the time of death and the overall grade point average was 2.00 or higher.

8.4 Certificate Programs

Students must meet each of the following academic requirements to be eligible for a certificate:

- 1) Candidates must meet the program requirements in effect at the time of their matriculation and earn a cumulative grade-point average of at least 2.00.
- 2) Candidates must be matriculated in the program for which they wish to graduate at least one semester prior to graduation, and meet the residence requirements for certificate programs.
- 3) A student who dies prior to the completion of requirements will be eligible for a posthumous awarding of the degree or certificate if at the time of death all requirements had been met or he/she was enrolled in the appropriate courses for completion at the time of death and the overall grade point average was 2.00 or higher.

**Schenectady County Community College  
2009-10 Academic Code**

- 4) Candidates must be recommended for graduation by vote of the Faculty, or be approved by the President of the College when the faculty vote is based on incorrect information.

#### 8.5 Discounting Grade Policy

For the purpose of meeting minimum graduation grade-point average (GPA) requirement a student may petition the Academic Dean to discount grades of C- or lower from the cumulative grade-point average. For the petition to be considered, the courses must not be required in the program in which the student is matriculated for graduation. Any courses which may serve as specific electives in the program of matriculation cannot be discounted. Petition for discount must be made in writing during the semester of graduation and requires the recommendation of the appropriate department chairperson. Petitions will be considered at the time of final graduation audit and may be granted at the sound discretion of the Dean of Academic Affairs whose decision shall be final. The student's cumulative GPA on the transcript will remain unchanged. The Director of Academic Services will report to the Faculty each year the number of proposed graduates who have been affected by the implementation of this policy.

#### 8.6 Attendance at Graduation

Candidates for degrees and certificates can participate in SCCC's Commencement ceremony if they have applied to graduate and are expected to complete their degree and/or certificate program requirements in August, December or May of the current academic year. Final clearance for degrees and certificates will be completed after Commencement when final grades are submitted. Identification of Honors candidates at the Commencement ceremony will be based on the students' cumulative grade point averages excluding the final Spring semester grades. Official honors and Academic Program Achievement winners will be determined after submission of final grades. Participation in the Commencement ceremony does not ensure the degree or certificate will actually be awarded.

- 8.6.1 Candidates will be allowed to participate in SCCC's commencement ceremony if they are within six credits of program completion, have registered for the required courses during the subsequent summer term, and can achieve a cumulative grade point average of 2.0 at the end of the summer term.

Commencement Exercises will be conducted annually after the spring semester with the actual date specified in the official College Calendar. The responsibility of preparation for the ceremony rests with the Student

**Schenectady County Community College  
2009-10 Academic Code**

Affairs Committee of the Faculty with supportive assistance by the appropriate administrative staff.

All members of the professional staff, designated as members of the Faculty, assume a professional obligation to participate in Commencement Exercises.

**8.7 Additional Degree or Certificate**

Students may earn an additional degree or certificate provided that the secondary program is essentially different from the primary program (i.e., the secondary program includes at least 15 credit hours of requirements not in common with the primary program), and that all degree or certificate requirements for both programs have been met.

8.7.1 Courses applied to the primary program may be applied to the secondary program; however, a minimum of 15 credit hours (residence credit) above the total credit hour requirements of the primary program must be completed.

8.7.2 An additional degree or certificate may be pursued in one of two ways: (1) subsequent to the completion of the primary program requiring readmission and matriculation into the secondary program, or (2) simultaneously with the primary program (in which the student is matriculated) allowing for application to graduate from both programs at the same time.

Rev. 08/13/ 2009

## Schenectady County Community College 2009-10 Academic Code

**APPENDIX A:** Synopses of State University of New York and University of the State of New York Policies and Guidelines Cited in the Academic Code, and Other Supplemental Information.

### A1. Full Opportunity

Under the State University of New York Policy on Full Opportunity, the College is obligated to provide automatic acceptance to residents of Schenectady County who, during the previous year, graduated from high school or returned from service in the armed forces. This obligation is subject to appropriate deadlines established by the College in its admissions procedures.

Applications for admission are processed in the order received with preferential selection based on previous academic performance. Space is reserved, however, only for those applicants who pay the deposit established for that purpose.

The College agrees to provide such testing and evaluation as it finds necessary to determine the academic needs of its applicants and to provide, to the best of its ability, those developmental and ancillary services necessary to give its students a full opportunity for academic success.

The Full Opportunity concept does not prevent the College from establishing programs based on special arrangements with other institutions and placing restrictions on admission to such programs based on the terms of those arrangements.

Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 requires all colleges and universities to provide appropriate academic accommodations for all qualified students with a disability.

### A2. General Equivalency Diploma

The State Education Department will grant, upon application, a general equivalency diploma to a matriculated student who successfully completes 24 college level semester credits distributed as follows:

- six credits in English language arts including writing, speaking and reading (literature)
- six credits in mathematics
- three credits in natural science
- three credits in social science
- three credits in humanities
- three credits in career and technical education and/or foreign languages

### A3. Degree Distribution Requirements

The State Education Department provides that associate degrees may be granted for the completion of 60 semester credit hours of credits. The nature of the degree awarded depends upon the distribution of courses taken in three main areas: the humanities, the natural sciences or mathematics, and the social sciences.

An associate in arts degree program must contain at least 48 semester credit hours with reasonable distribution among the three areas and depth in some.

**Schenectady County Community College  
2009-10 Academic Code**

An associate in science degree program must contain at least 30 semester credit hours in the three areas with reasonable distribution and depth in one.

An associate in applied science degree must contain at least 20 semester credit hours balanced among the three areas.

**A4. Credit Hour Definitions**

State University of New York definitions indicate that a semester credit hour of credit is awarded for the equivalent of (1) fifteen class periods with a normal expectation of two hours of outside study for each class period, or (2) forty-five practicum periods with little or no outside preparation expected, or (3) thirty practicum periods with substantial outside preparation required, or (4) forty-five 50 minute sessions of student academic activity given initial guidance, review, criticism, and final evaluation.

A class period is a fifty minute period in which a group teaching method is employed, including recitations, lectures, discussion, demonstrations, or combinations of these.

A practicum period is a fifty minute period devoted to the direction and guidance of student application and/or development of principles and concepts in a particular physical environment. Included are laboratory, studio periods, drafting work, and field trips.

Guidelines are also provided for awarding credit by examination and for experimental learning.

**A5. Approved Guides**

Guides which have been approved for evaluating transfer credits for course work taken in non-collegiate institutions include:

"A Guide to Educational Programs in Non-Collegiate Organizations" published by the State Education Department.

"A Guide to Educational Experiences in the Armed Forces" published by the American Council on Education.