

## INSTRUCTIONAL STANDARDS & REGULATIONS

### ❖ Academic Advising

Faculty advisors are assigned to students to assist them with the proper courses to fulfill their program objectives. Anyone desiring to establish or to change advisors should contact the Registrar's Office in the Student Services building on the Niceville campus or registration personnel at the Fort Walton Beach Campus. Students may find out who their advisors are and how to contact them by checking the following locations where advisor listings are maintained.

Counseling Office (Student Services Building), Niceville

OWCC Fort Walton Beach Campus (Student Services)  
Martin Luther King, Jr. Boulevard

OWCC Eglin Center, Bldg. 251

OWCC Hurlburt Field Center

OWCC Chautauqua Center, DeFuniak Springs

OWCC Robert L.F. Sikes Education Center, Crestview

Vice President for Instruction (Administration Building, Niceville Campus)

Faculty advisors are assigned based upon the student's declared program objective. These advisors, other faculty members, or any counselor have advising materials and will assist students to prepare a program plan which may be used as a guide in the selection of courses each semester. Students who have not selected a program objective are assigned among the various departments.

A computerized advising program is also available to aid department heads, faculty, counselors and students in understanding program requirements and progress toward graduation.

### ❖ Registration

Registration is the process of enrolling in courses and obtaining your schedule for the next term. Registration is required before a student can attend classes. Specific information about registration for a particular term is given in the Schedule of Classes which is available about four weeks prior to the beginning of the term.

**Returning Student:** If you are a returning student you may register by telephone, by computer via the OWCC web site or in person. A returning student is a student who has taken a class within the last aca-

ademic year at the college. Returning students are assigned an appointment for early registration through telephone and web registration. Appointments are assigned on a priority basis as determined by the number of credit hours a student has earned. Any student who has previously attended OWCC, and who has not been in attendance within one academic year, may need to submit a Change of Status Form to the Office of Enrollment Services to update personal data, verify education goals, and will need to contact the Admissions Office to obtain a registration appointment.

**New Student:** As a new student you may be authorized access to telephone or computer registration after participating in a New Student Orientation Advisement session. For more information about New Student Orientation Advisement sessions contact Student Services at 729-OWCC (6922).

**Telephone Registration:** Returning students may register for OWCC courses from a touch-tone telephone during the advertised registration times through RAIDERNET by calling 729-1100. Detailed instructions are provided in the Schedule of Classes or in a flyer found at each campus or center.

**Web/Computer Registration:** Returning students may register for OWCC courses either from a home computer or by using computer terminals available at each campus or center via the OWCC Web site <http://www.owcc.cc.fl.us> during the advertised registration times. A flyer is available with specific locations for the self-operated terminals at each campus or center with detailed instructions.

**Payment of Fees:** The payment of fees is subject to a "due date". When a student's registration has been completed, a student is given a date by which to pay fees. Fees may be paid immediately, or by the date shown on the student's fee and schedule slip. Failure to do so results in cancellation of the schedule. Although the student is free to re-register, the student may not be automatically reinstated in the canceled classes. In some instances, scheduled classes may be canceled due to the lack of adequate enrollment, or may be full. Students with certain obligations, such as overdue library materials or parking fines, may be "blocked" from registration until the outstanding obligation is satisfied. Likewise, students with unmet pre/co-requisites courses may be restricted from registering for courses for which they are academically ineligible. If a student is already preregistered for next term, and fails a pre-requisite course, the student will be disenrolled for the course(s) for which the pre-requisite is required.

### ❖ Full-Time and Part-Time Status

Students are considered to be full-time or part-time according to the course load at the time of registration. A student enrolled in twelve (12) or more college, vocational, or college prep credits during the term is considered a full-time student. For adult basic education, ESL, and GED students, full-time is defined as enrolled in twenty-four (24) or more contact hours per week. Full-time and part-time status for students attending special condensed sessions, block-time programs, or off-term classes will be determined by the Director of Enrollment Services.

### ❖ Academic Load

The maximum load that may be carried by a student each term is eighteen (18) credit hours. Students seeking to enroll in more than eighteen (18) college prep, vocational, and/or college credits in a single term must have the prior approval of an advisor, department head, division director, or appropriate program coordinator. Factors to weigh in granting approval include the following: student's GPA and past record, nature and level of courses, total course time requirements, student's work schedule and/or other outside commitments.

### ❖ Audit Status

A student registering in a college-credit course on a "not-for-credit" basis will be enrolled in an audit status. Upon completion of the course, an "X" grade will be awarded with no impact on the student's GPA. Students auditing a class are not required to complete examinations but are expected to attend classes and participate in other activities and requirements on the same basis as students seeking credit. Excessive absences for audit students are treated the same as for credit students; the instructor may recommend to the Vice President for Instruction that the student be dropped from the course with a "W" grade.

Audit students must meet the same admission standards as credit students and must pay the same fees. Some occupational courses may not be available on an audit basis. A student wishing to audit an occupational course must obtain permission *in advance* from the appropriate department head or division director. Students whose placement scores require enrollment in college preparatory instruction may not enroll for audit status in any required college preparatory course. Only students voluntarily enrolling in college preparatory courses for personal enrichment or review may enroll with

audit status provided declaration deadlines and approvals have been satisfied.

Students may register or declare audit status at any time during regular registration, as well as through the end of the Drop/Add period. After close of the Drop/Add period, students may not change from audit status to credit status or from credit status to audit status unless they obtain both the written permission of the instructor and the approval of the Vice President for Instruction.

**If a student declares audit status prior to the close of the Drop/Add period, the enrollment will not be counted as an attempt for purposes of full cost or repeat course regulations. If a student changes to audit status after the close of the Drop/Add period, the enrollment will be considered an attempt under such regulations.**

Students receiving financial aid or veterans benefits should consult with a financial aid advisor prior to enrolling in a course as audit status.

### ❖ Schedule Changes

Changes in courses or sections may be made during the drop/add period specified in the college calendar and/or in the Schedule of Classes each semester. Any such change can be accomplished either in person, by completing and processing the required forms through the registration area at any one of the OWCC campuses or centers, by telephone through RAIDERNET, 729-1100, or the OWCC Web site at <http://www.owcc.cc.fl.us>.

### ❖ Withdrawing From Courses

#### **Student Initiated Withdrawal (Drop) during the Drop/Add Period**

If a student withdraws from a course within the established Drop/Add Period, the transaction is considered dropping a course and no record of the enrollment will appear on the student's transcript, nor will the enrollment count as an attempt for purposes of full cost and repeat rules. Requests to drop a course must be either submitted in writing on the appropriate form, signed, presented at the registration desk at any OWCC campus or center, OR through the RAIDERNET telephone registration, OR through the OWCC WEB site, by the established deadline for the term of enrollment.

Students who are required by Florida Statute and college policy to enroll in college preparatory courses are not permitted to drop such courses without prior approval of the Vice President for Instruction or the Director of Enrollment Services.

### **Student Initiated Withdrawal after the Drop/Add Period**

Students are permitted a maximum of two withdrawals per course in college credit, vocational credit, or college preparatory courses; upon the third attempt in such a course, the student will not be permitted to withdraw and will receive a grade for the course (A,B,C,D,F,or P).

A student-initiated withdrawal must be submitted in writing on the appropriate form, signed, and presented at the registration desk at any OWCC campus or center by the established deadline for the term of enrollment. If these conditions are met and the student has not exceeded the approved number of withdrawals, the student will receive a grade of "W" on his/her final grade report and transcript.

Students unable to withdraw under one of the three conditions above must contact the Director of Enrollment Services on the Niceville Campus to officially notify the college of their intent to withdraw. A withdrawal form will be mailed to the student to collect the appropriate signatures.

Withdrawals after the established deadline may be approved only under extraordinary circumstances; normally, late withdrawals will not be processed after the end of the current term. A written request, including justification and appropriate documentation, must be submitted to the Office of the Vice President for Instruction. If approved, a grade of "W" will appear on the student's transcript. Student initiated withdrawals are considered "attempts" for purposes of full cost and repeat course regulations.

Student receiving financial aid or veterans benefits should consult a financial aid advisor before withdrawing from a class.

### **Withdrawals for Non-Attendance**

A student with excessive absences under OWCC attendance policy may be withdrawn from class for non-attendance. Withdrawal for non-attendance prior to the established withdrawal deadline will appear as "W" on the student's transcript. If the student incurs excessive absences beyond that date, he or she will be withdrawn from the class and the grade appearing on the transcript will be determined by the instructor according to the grading policies of the course normally the grade will be "F". Withdrawals under these circumstances will be counted as "attempts" for purposes of full cost and repeat course rules.

### **❖ Directed Independent Study**

Directed independent study provides opportunities for students to earn college credits in standard courses by working with an OWCC instructor on an independent basis. Students enrolling for courses under Directed Independent Study (DIS) are expected to accomplish the goals and objectives as specified in the course syllabus and are expected to attend such class meetings, group sessions, and working conferences as specified by the instructor. Courses are scheduled on a flexible basis as approved by the instructor, the department chair, and by the Vice President for Instruction with the understanding that final exams will be taken and grades awarded during the term in which they begin.

DIS course enrollments are authorized under the following conditions: (1) a documented need exists for the student(s) to enroll for the course immediately rather than taking an alternate course or waiting until the next semester in which the desired course would be offered; (2) the student is able to identify an instructor who is willing to teach the course as DIS; (3) the student understands the extensive burden which he or she is undertaking; (4) the student agrees to pay any applicable fee; (5) enrollment is approved by the Department Chair and Vice President for Instruction, and (6) when it is not feasible for the course/section to be scheduled concurrently and taught at the same time and locations as another course/section.

All regular fees apply to DIS courses in addition to the established DIS special fee.

### **❖ Class Attendance**

Students are expected to attend all of their scheduled classes. The effect of absences upon grades is determined by the instructor. Excessive absences incurred before the established withdrawal date may result in a "W" grade on the transcript. Excessive absences incurred after the established withdrawal date may result in a grade of "F" on the transcript. Arranging to make up work missed because of legitimate class absence is the responsibility of the student in cooperation with the instructor(s). Instructors shall not, however, authorize major blocks of class absences (e.g., 25% or more of the total class hours) without approval of the Department Chair and the Vice President for Instruction.

**Attendance is recorded by the instructor who will report immediately to the Office of Enrollment Services each student who has accumulated three consecutive day class absences or two (2) consecutive evening absences from class or three absences in a**

month. Further, each time a student has been tardy three times in a class, it will count as one absence. Each set of consecutive absences will be reported. Veterans are subject to the same attendance requirements as all other students (see page 35).

### ❖ Incomplete Grades

At the instructor's discretion, a grade of "I" may be given when a student is unable to complete the required work because of clearly documented extenuating circumstances and if the student has a reasonable chance of making a passing grade. The instructor files with the department chair and with the student concerned an outline of the work that must be completed, including an estimate of the student's grade standing for work already completed during the term. Work for the removal of the "I" must be completed prior to the LAST CLASS DAY in the next 16-week term immediately following. The grade will revert to an "F" on the official transcript if not removed by that time. A student will not be permitted to re-enroll in a course for which he/she has an outstanding grade of "I".

A deferred incomplete grade of "V" may be assigned by the teacher when approved absences preclude satisfactory course completion by the end of the next 16-week term of enrollment.

### ❖ Final Examinations

Final examinations for both traditional and distance learning classes are held at the end of each term and must be taken at the scheduled time unless other arrangements are *approved in advance* by the appropriate division director or department head. Final exam schedules are printed in the Schedule of Classes and on the OWCC web site for each term. If a student is absent from a final examination because of an emergency, substantive illness, or other compelling reason, a late examination may be given.

### ❖ Grades

Grades are awarded in all college, vocational, and college prep courses, as well as in certain non-credit courses. OWCC maintains permanent records for all students registering for courses; grade reports are provided approximately five days following the published date that grades are due in the Office of Enrollment Services for each term. A cumulative record of the student's grades appears on the transcript. Letter grades are assigned according to the following Grades Table.

### Grade Point Average (GPA)

The student's permanent record also contains grade point average (GPA) calculations. The student's GPA is used in determining academic standing, graduation readiness, eligibility for the President's and Dean's Lists, and in other academically related decisions. In general, a GPA is computed as follows.

$$\frac{\text{Total Grade Quality Points Earned}}{\div \text{Total Hours Pursued}}$$

Grade quality points are awarded as follows.

<u>Grade</u>	<u>Grade Quality Points</u>
A	4
B	3
C	2
D	1
F	0

Credit hours pursued is defined as those credits in which a grade of A-F has been awarded. Grades of S, P, U, I, V, N, W, and X, do not carry grade quality points. In general, credits for these grades do not count in hours pursued. However, in certain other circumstances, such as determination of repeat enrollments, and in computation of certain specialized GPA's, credits which carry these grades may be included in the GPA computation. An information sheet on calculating grade point average is available from the Office of Enrollment Services.



*Instructional labs and classrooms at OWCC utilize the latest in computer technology to aid student learning.*

# GRADES TABLE

Grade <sup>1</sup>	General Meaning	How Grade Appears On Roster/ Grade Mailer	How Grade Appears On Transcript	Grade Points Assigned Per Credit (Quality Points) <sup>2</sup>	Credit Count Toward Graduation <sup>3</sup>	Does Credit Transfer? <sup>3</sup>	Can Be Repeated To Improve GPA For Graduation? <sup>4</sup>	Does It Affect Cumulative GPA?	Does It Count As "Attempted Credits" For Students Academic Progress?
				Yes	Yes	No	No	Yes	Yes
A	Excellent	A	A	4.0	Yes	Yes	No	Yes	Yes
AW <sup>5</sup>	Administrative Withdrawal	AW	W	0.0	No	No	Yes	No	Yes
B	Good	B	B	3.0	Yes	Yes	No	Yes	Yes
C	Average	C	C	2.0	Yes	Yes	No	Yes	Yes
D	Poor/Passing	D	D	1.0	Yes <sup>6</sup>	Sometimes	Yes	Yes	Yes
F <sup>7</sup>	Failure	F	F	0.0	No	No	Yes	Yes	Yes
I <sup>8</sup>	Incomplete	I	I	0.0	No	No	No	No	No
IW <sup>9</sup>	Instructor Withdrawal	IW	W	0.0	No	No	Yes	No	Yes
N	No Grade	N	N	0.0	No	No	Yes	No	No
S <sup>10 11</sup>	Satisfactory	S	S	0.0	Yes	Yes	No	No	No
U <sup>11</sup>	Unsatisfactory	U	U	0.0	No	No	No	No	No
V <sup>12</sup>	Deferred Incomplete	V	V	0.0	No	No	No	No	No
W <sup>13</sup>	Withdraw	W	W	0.0	No	No	Yes	No	Yes
WF <sup>14</sup>	Withdraw Failing	WF	F	0.0	No	No	Yes	Yes	Yes
X <sup>15</sup>	Audit	X	X	0.0	No	No	Yes	No	No

<sup>1</sup> Final grades are based upon daily work, special reports, research papers, laboratory and fieldwork, tests, and final examinations.  
<sup>2</sup> Grade points are assigned as listed for all college credit classes. Grades earned through college preparatory courses are not used in grade point calculations.  
<sup>3</sup> Upon written request, transcripts will be furnished without charge.  
<sup>4</sup> Courses with final grades of S, or C or higher, cannot be repeated for credit or to improve one's GPA without permission of the Vice President for Instruction or if so designated as a repeatable course in the Catalog course description. Beginning Fall Semester 1997, Florida Statutes may impact the fee/tuition you will be charged for classes you repeat. (See page 37 of the Catalog for more information.)  
<sup>5</sup> AW grades appear only on the grade roster and/or student mailer and are a result of an administratively initiated or approved withdrawal (e.g. withdrawal for non-payment of fees, withdrawal for disciplinary action, or by the Vice President for Instruction approved withdrawal after the end of the "last day to withdraw with a W grade" period.) AW grades "convert" to W grades on the official transcript.  
<sup>6</sup> D grades DO NOT count towards graduation under the Associate of Arts and Associate of Science degrees for English, mathematics or humanities general education requirements.  
<sup>7</sup> F grades can either be earned, assigned by an instructor for non-attendance, or if a student withdraws past the advertised "last day to withdraw with a W grade" each semester/term an F grade will be assigned and appear on the official transcript.  
<sup>8</sup> I grades may be awarded only by mutual agreement between the student and the instructor. An I grade will become an academic F if course requirements are not completed by the end of the next sixteen-week semester.  
<sup>9</sup> IW grades appear on the grade roster and/or student mailer and are a result on an instructor withdrawal from a course after the end of the "drop/add period" and before the advertised "last day to withdraw with a W grade" period each semester/term due to excessive absences. (See page 21 of the Catalog for more information.) IW grades "convert" to W grades on the official transcript.  
<sup>10</sup> Credits earned by examination such as Advanced Placement (AP) and International Baccalaureate (IB), College Examination (CLEP), and the Institutional Course Challenge Examination Option show a grade of S. These credits or scores are not included in these calculations of grade point averages. They count as credits toward graduation and are counted as meeting certain course requirements.  
<sup>11</sup> Assigned in non-credit courses.  
<sup>12</sup> V (Deferred Incomplete) grades must be approved by the Vice President for Instruction and are assigned only for approved extended absences beyond the normal Incomplete time frame (i.e. military deployments, serious illness).  
<sup>13</sup> W grades are received if a student withdraws from a course after the end of the "drop/add period" and before the advertised "last day to withdraw with a W grade" period each semester/term.  
<sup>14</sup> WF grades appear only on the grade roster and/or student mailer and are a result of a late withdrawal by the student after the advertised "last day to withdraw with a W grade" period each semester/term. The WF grades "convert" to F grades on the official transcript.  
<sup>15</sup> Not to be assigned by instructor. A student may elect to audit a course at registration, before drop/add ends, or until the advertised deadline each semester (usually around mid-term.) If a student registers as an audit before the end of the drop/add period, the course will NOT count as an attempt toward full cost of instruction/repeat rules. If the student changes to audit status after the "drop/add period", the course WILL count as

## ❖ Repeating Courses

### Repeating a Course to Improve the Grade

If a student receives a grade of D, F, W, or U in a college credit, vocational credit, or college preparatory course, he/she may repeat the course to improve the grade. Students are permitted a maximum of three enrollment attempts in such courses. On the third attempt, the student will be awarded the letter grade earned (A, B, C, D, F, S, U, or P) and will not be allowed to withdraw from the course or to repeat the course. If a course withdrawal (drop) is processed prior to the close of the Drop/Add period, or if audit status is declared prior to the end of the Drop/Add period, the enrollment will not count as one of the three attempts. Normally, once a student has successfully completed a course (received a grade of A, B, C,) he/she will not be permitted to repeat the course. In certain special or compelling circumstances, it may be possible to re-enroll after successful completion, but advance written approval must be obtained from the Vice President for Instruction.

For any course repeated, whether at OWCC or elsewhere, only credit from the last attempt will be used in the computation of the student's grade point average and for meeting program requirements. Repeating a course results in an adjusted grade point average; however, if a course is repeated after the student has earned his/her A.A. degree, the student's grade point average will not be changed or recomputed. Students should be aware that some private colleges and universities, as well as out-of-state institutions, may not accept the revised GPA or treat the repeated course in the same manner.

In certain circumstances students may be allowed to repeat a course in which a satisfactory grade has already been earned. Such circumstances include, for example, teacher recertification, license renewal, and mandated professional development. Grades earned in this manner will not replace grades earned in prior enrollments, but will appear on the transcript. Advance permission must be obtained from the Vice President for Instruction.

**Per Florida statute, after the second attempt in a college preparatory course, college credit or vocational credit, a student will be required to pay the full cost of instruction (approximately four times the usual matriculation fees) to repeat the course. In documented cases of financial hardship or extenuating and compelling circumstances, the full cost requirement may be appealed through the Office of the Vice President for Instruction or the Office of Enrollment Services.**

**Students receiving financial aid or veterans benefits should consult with a financial aid advisor before repeating a course; benefits and aid may not be available for certain repeat enrollments.**

### Repeating a Course for Credit toward Graduation

Certain courses, such as those in the fine and performing arts areas, physical education, and communications areas, may be repeated for credit toward graduation. The specific courses and the number of allowable repeat enrollments are provided in the course description section of this catalog. Only those courses designated as repeatable for credit fall into this category.

When a course is repeated under these circumstances, the full cost of instruction rule is not applicable until the maximum number of creditable repeats has been reached. All grades and credits associated with the allowable number of repeats will be considered in the student's GPA and will be considered in determining the credits for program completion. Once the maximum number of enrollments has been reached, additional enrollments will be treated as specified in the previous section on course repeats and may be subject to the full cost rule.

### Repeating Non-credit Courses

Courses taken through Continuing Education, PRIME TIME, the Institute for Professional Development, Kids on Campus, or other similar non-academic or self-support instructional options are generally not subject to repeat rules.

Enrollment in certain Adult Education courses, including ABE, GED, and ESL offerings, may be subject to certain restrictions.

## ❖ Recognition of Academic Achievement

When the quality of a student's work is superior, the college is pleased to honor such work through recognition as follows:

**PRESIDENT'S LIST.** Any student with nine (9) or more credits in the term and a term grade-point average of 3.80 – 4.00 in college level courses is placed on the President's List.

**DEAN'S LIST.** Any student with nine (9) or more credits in the term and a term grade-point average of 3.50 – 3.79 in college level courses is placed on the Dean's List.

At the time of graduation, a student's total academic record is reviewed to determine eligibility for recognition of outstanding academic achievement. If the student's cumulative grade point average for all college and vocational credit courses completed

at OWCC and at other prior institutions of higher education meets the standards, and if the student meets all other graduation requirements, he or she will be graduated with the appropriate level of recognition. The recognition will be posted on the diploma and the transcript. The levels of recognition include:

Highest Honors . . . . . Cumulative GPA of 4.00  
 High Honors . . . Cumulative GPA of 3.80 – 3.99  
 Honors . . . . . Cumulative GPA of 3.50 – 3.79

### ❖ Standards of Academic Progress

The college has set academic standards ranging from recognition of excellence for superior progress to discontinuance of enrollment for inadequate progress towards these standards. In determining academic progress, college credit, vocational credit, and preparatory credit are combined. The standards apply to full and part-time students. They apply to those students who are seeking a degree or award and those who are not. A student's cumulative grade-point averages (CGPA) will include all work which is transferred from any previously attended institutions of higher education and not just selected courses. For part-time college-credit students, the cumulative grade-point average will not be computed for sub-standard academic performance until the student has attempted a minimum of twelve (12) cumulative semester hours and thereafter, will be computed every term in which the student is enrolled.

**Good Standing.** A student is considered in academic good standing as long as the student maintains the appropriate cumulative grade-point average (GPA) specified in the following schedule for satisfactory academic progress. However, students who complete less than 50% of their attempted course work may be subject to additional advising requirements prior to future registration. Students on academic suspension are not considered to be in good standing:

<u>Credit Hours Attempted</u>	<u>Minimum Required CGPA</u>
12	1.50
24	1.70
36	1.80
48	1.90
60 or over	2.00

**Not in Academic Good Standing.** When students fail to achieve the schedule of credit hours with the appropriate cumulative GPA, the college may place certain restrictions on their future registrations and the courses for which they may enroll.

The college will notify the students of their standing via a statement on the grade mailer. In order to return to "Academic Good Standing", a student must increase their cumulative grade point average for all work attempted to at least the level specified for "Academic Good Standing." Students "Not in Academic Good Standing" are encouraged to take advantage of the tutorial services offered in the Academic Success Center.

There are three states of being while "Not in Academic Good Standing" and the following regulations apply to these states:

**Academic Warning:** The first time a student fails to achieve: "Academic Good Standing" (after twelve [12] credits have been accumulated) they will be placed on "Academic Warning". They will be notified of this action and their records will be coded to reflect this status. Students who are placed into this status should meet with a counselor or academic advisor to determine what course of action will return them to "Academic Good Standing". This will probably include repeating certain courses in which the student was unsuccessful or the timely scheduling of courses so as not to overtax the student's time available for academic requirements.

**Academic Probation:** A student who is in the status of "Academic Warning" and fails to achieve "Academic Good Standing" at the end of that semester, will be placed on "Academic Probation". They will be notified and their records will be coded to reflect this status. Students who are placed into this status should meet with a counselor or academic advisor to determine what course of action will return them to "Academic Good Standing." This will probably include repeating certain courses in which the student was unsuccessful or the timely scheduling of courses so as not to overtax the student's time available for academic requirements. The student has one term to return to "Academic Good Standing." Students who during this term achieve a semester GPA of "C", will be continued in this status one more term; however, veteran students are ineligible for VA benefits beyond two consecutive terms if they are on academic warning/academic probation. Veteran students who are removed from VA benefits following the second semester of their academic warning/academic probation period may be recertified for veteran benefits only after attaining the minimum required grade point average.

**Academic Suspension.** Any student who has for one term been in the status of "Academic Probation" and has not attained a term GPA of "C" or better during that term shall be considered as not making satisfactory progress and will be suspended for a term. If the student is registered for credit courses in the next term or term, they will be administratively withdrawn from those courses and a refund

will be processed for any tuition/fees paid for term. In this status, a student is eligible to register only for non-credit continuing education courses. After the terms of the suspension have been met, upon return to the college, the student will be placed on "Academic Probation" and subject to the regulations under that state.

Students may appeal the decision of "Academic Suspension" through the Admissions Committee. Contact the Office of Enrollment Services (729-5373) for details. If approved, the student will meet with a counselor or an academic advisor to determine what course of action will return them to "Academic Good Standing", and the student will be placed on "Academic Probation" and subject to the regulations under that state.

### ❖ **Academic History: Grade Relief Option**

A student whose credits are ten or more years old may seek relief from the effect of those credits on his/her grade point average at OWCC by submitting a written request to the Vice President for Instruction. If the request is granted it will apply to *all* credits and grades earned at OWCC prior to the date specified, and the student will not be permitted to count any of those credits toward graduation or program completion. The courses and grades will remain on the student's permanent record (transcript), but will not be considered in grade point average computations at OWCC.

A student requesting this option should be aware that the relief may not be honored by other colleges and universities; other institutions may continue to consider the older credits and grades in evaluating the student's work. Relief through this process does not excuse the student from restrictions related to repeating courses or from compliance with other applicable college policies.

### ❖ **Credit by Alternative Means of Study**

OWCC will award credit for certain types of non-traditional study or credits earned through alternative means study. No more than 45 alternative study credits may be earned toward graduation in an A.A., A.A.S. or A.S. degree program; no more than 75% of the credits in a certificate program may be earned by alternate study. Alternative study methods covered under these limits include: Advanced Placement (AP), College Level Examination Program (CLEP), International Baccalaureate (IB), Military Service School Credits, Correspondence Credits, OWCC Course Challenge Exam Option, and Credits through Prior Learning Assessment.

Credits for accelerated mechanisms defined under Florida rules and regulations will be awarded in accordance with Florida Administrative Code.

**(AP) Advanced Placement Credits:** Okaloosa-Walton Community College participates in the Advanced Placement Program conducted by the College Board. Advanced Placement Tests may be taken at participating high schools or centers. Upon receipt of official score reports from the College Board, college credits will be awarded as determined by the Registrar. Scores of 3, 4, and 5 will be accepted for credit. No credit will be allowed for scores of 1 or 2.

**(CLEP) College Level Examination Program:** College credits may be earned through the successful completion of general and subject level examinations. A 50th percentile score is required for credit. Upon receipt of official score reports from the College Board, specific courses in which credit may be awarded is determined by the Registrar under guidelines established by the State Board of Education. Application for CLEP exams may be made through OWCC's Testing Center, located in Student Services on the Niceville Campus.

**(IB) International Baccalaureate:** Students receiving the International Baccalaureate (IB) diploma will receive up to 30 semester hours of credit for scores of 4 or higher on both higher level and subsidiary level examinations. Students who do not receive the IB diploma will receive credit for scores of 5 or higher on higher level examinations only. Upon receipt of an official score report from the College Board, college credit will be awarded as determined by the Registrar.

**Military Credit:** A student enrolled in a recognized program and wishing to translate military service school credits into college credits should contact the Office of Enrollment Services. Active duty personnel must submit an official copy of the Department of Defense Form 295. Retired military personnel must submit a certified copy of the Department of Defense Form 214 (DD214). Students requesting credit for military schools completed in the Air Force must have an official transcript sent to the Office of Enrollment Services from the Community College of the Air Force (CCAF). Credits for military experiences will be granted according to the recommendations of the American Council on Education (ACE) as published in the latest edition of the *Guide to the Evaluation of the Educational Experience in the Armed Services*. The final determination of credit is made by the Director of Enrollment Services. Most credits earned in this manner are not transferable to upper division schools and are not applicable to the A.A. degree.



### **Course Challenge Examination Option (Comprehensive Examination for Credit)**

Eligible students may earn credit in designated vocational and college credit courses through successful completion of an OWCC Course Challenge Examination. The comprehensive examination is intended to verify skills and knowledge acquired through prior learning experiences and is available for designated courses. Normally this examination is not available for credit in courses for which a CLEP examination is available; the challenge exam option is not available for college preparatory instruction or general education courses. To be eligible for a course challenge exam, the student:

- a) must be currently or previously enrolled at OWCC;
- b) must be in good academic standing at OWCC;
- c) must be otherwise eligible for enrollment in the course (e.g. have met placement and prerequisite standards, be within the allowable number of course attempts);
- d) must not be currently enrolled in the course;
- e) must not previously have received a grade in the course (except "W");
- f) must not have been enrolled in the course for at least one full term previous to the request term;
- g) must not previously have attempted to challenge the course;
- h) must have completed the appropriate request forms, obtained the appropriate approvals, and paid the established fee.

If the student passes the examination, he/she will receive full credit for the course with a transcript grade of "S"; if the student fails the exam, no grade will be recorded on the transcript. Credits will be withheld from the transcript until or unless the student meets the OWCC residency requirement.

**Correspondence Course Credits:** Up to nine semester hours of credit for correspondence and/or extension courses may be transferred from a college or university accredited by the appropriate regional accrediting association. (This does not include Distance Learning Courses taken at OWCC.) These hours may include, but not be in addition to, the credits available through the Servicemember's Opportunity College Program.

### **❖ Articulation of Vocational Courses/Credits**

OWCC may award credit for certain types of non-traditional study such as Tech Prep, Certified Professional Secretary Exam, Child Development Associate Certification, External PSAV to PSV or Internal PSAV to PSV agreements, or other such

agreements. Credits awarded through these means will be documented on the OWCC Articulation Analysis form, which will reside in the student's permanent file in Enrollment Services. Credits received through these methods may not be transferable or applicable to the A.A. degree.

Students who complete a diploma or certificate from a vocational or technical school at less than the college level may receive credit toward partial completion of a related technical program at OWCC. Credit is awarded based upon the nature of the training, current skill levels, and relationship to OWCC program standards. The amount of credit awarded will depend upon established articulation agreements, skill assessment and departmental recommendations. Students receiving credit under this option must complete fifteen credits in residence at OWCC before the alternate credits will appear on the student's permanent record (transcript). Additional minimum grade or course requirements, as well as demonstration of competencies may also be required.

Students who complete a vocational school certificate program, which is contained in an approved articulation agreement with OWCC, will receive credit toward completion of a related technical program at the college per the details of the agreement. Credits received in this manner may not be transferable to upper division schools nor be applicable to the A.A. degree.

Students who complete a vocational credit certificate at OWCC may receive credit toward partial completion of a related technical program at the college according to the credit/competency equivalents established by the College Curriculum Committee.

### **❖ Credits for Armed Services Schools and Military Training**

Credits resulting from classroom-type instruction (i.e., excluding on-the-job training and correspondence-type courses) at U.S. Air Force Schools will be evaluated as stated on the official transcripts issued by the Community College of the Air Force. Credits for occupational and vocational-technical courses may apply only toward an A.A.S., A.S. degree or Technical Certificate. Credits for classroom instruction from military schools other than the established academies of the U.S. Air Force, U.S. Army, U.S. Coast Guard, U.S. Marine Corps, and U.S. Navy will be evaluated by the OWCC Registrar according to the ACE Guide. DANTES/USAFI credits will be evaluated by the OWCC Registrar in keeping with the state of Florida Articulation Agreement between community colleges and universities. Credits received in this manner may not be transferable nor be applicable to the A.A. degree.

### ❖ ***Servicemembers Opportunity College***

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Okaloosa-Walton Community College subscribes to the principles of the Servicemembers Opportunity College and has established flexible policies including credits and/or course waivers based on CLEP, DANTES/USAFI, CASE Guide, and “challenge” examinations geared to the needs of active-duty service persons (maximum 45 credit hours). Active-duty personnel stationed at Eglin Air Force Base and Hurlburt Field who have earned a minimum of 15 approved degree credits from OWCC may transfer other approved credits back to OWCC from any accredited college or university to be applied toward the associate degree. Interested personnel should consult with Okaloosa-Walton Community College’s educational advisor in the college’s on-base office or with their Education Services Officer for complete details regarding the SOC.

### ❖ ***Distance Learning***

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OWCC offers students the flexibility of earning course credits through various forms of distance learning. Through a creative mix of textbooks, television, Internet, study guides, written assignments, exams, e-mail, and ongoing communications with faculty, students may take control of their own education by working and learning at times and places convenient to them.

Both general education and elective courses are offered as distance learning. Students choose courses designed in the following instructional delivery methods:

- On-line, Internet-based classes
- Text-based classes
- Television/Video classes
- Text-based classes with on-line instructional support options

All OWCC distance learning courses are taught by faculty who hold credentials in the relevant subject matter. Distance learning courses may be applied toward graduation requirements, are transferable, and offer the same credits as their traditional classroom counterparts. Distance learning courses are subject to the same rules as traditional, in-class courses for refunds, prerequisites, placement, withdrawal, repeat rules, grading, and other academic policies, and distance learning students have access to the same college services (LRC, tutorial labs, computer labs, advising, etc.) that are available to traditional classroom students.

Depending on student eligibility, financial assistance is generally available for distance learning courses in the same manner as it is for traditional courses.

For more information, contact the Distance Learning Office at (850) 863-0701 or consult the OWCC Web site.

### ❖ ***College Preparatory Instruction***

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College preparatory courses are provided for high school graduates who are identified as needing additional academic background or refresher work in computation and/or communications skills before pursuit of college credit courses. These courses provide competency-based instruction in the areas of reading, English/writing, and mathematics. College prep courses do not apply toward A.A., A.S., A.A.S., A.T.D. or certificate program requirements, but may meet prerequisites for continued pursuit of college credit courses.

#### **Required Enrollment in College Prep Courses**

Students whose entry level placement scores are below the levels specified in Florida Administrative Code are required to enroll in the appropriate college prep courses before attempting college credit work in those areas. Students whose placement scores fall below the minimum in the computation area must satisfy the appropriate college preparatory mathematics requirement prior to enrollment in any college credit mathematics course or in any college credit course for which a college credit math course is a prerequisite. Students whose placement scores fall below the minimum in the English area must satisfy the appropriate college prep English requirement prior to enrollment in any college credit English or Gordon Rule writing courses. (Refer to “Entry-Level Testing” on page 6 of the Admissions Section of this catalog.)

Once the college preparatory requirement is satisfied, the student may progress to college credit courses in the subject area. Successful completion of the college preparatory requirement is defined as: a) a grade of “C” or higher in each required college prep course *and* b) attainment of a passing score on each required college prep exit examination (see below). A student may also progress to college credit work if he/she demonstrates a satisfactory placement exam score in the appropriate subject area.

Full-time degree-seeking students **must** begin prep instruction in their first term of enrollment as a degree-seeker and continue in the appropriate college prep sequence until they have successfully satisfied all preparatory requirements. Part-time

students who have accumulated twelve (12) or more credits **must** begin their college prep courses and continue in the appropriate college prep sequence until they have satisfied all prep requirements. Once required to begin college prep instruction, the student must enroll in at least one college prep course each term of enrollment until the prep requirement is satisfied. In certain circumstances, attainment of the appropriate placement score may be sufficient to permit the student to progress to college credit courses.

Students enrolled in college prep courses may, at the same time, take college credit courses for which they are qualified. In this manner, a student may begin earning credits that apply toward his/her program of study while completing college prep requirements.

Non-degree seeking students, students who have successfully completed appropriate college credit course work in English, mathematics, and/or reading, and students who have already completed an A.A. or higher level degree may be excused from college preparatory instruction. In such cases, official verification of previous course work or degree is required.

### **Alternatives for Traditional College Preparatory Instruction**

Florida law requires that all students whose placement test scores indicate the need for remediation be given the opportunity to satisfy the remediation requirement through traditional college preparatory instruction or through alternate instructional options. Examples of alternate options include independent study, non-credit courses, and instruction through other colleges and private providers. Students who elect to pursue an alternate option may enroll in up to twelve credits of other college courses. To continue enrollment after completion of twelve credits, the student must 1.) retake the FCPT and demonstrate an appropriate cut-off score, 2.) provide official transcripts showing successful completion of an equivalent college preparatory course at another accredited institution, or 3.) enroll in traditional college preparatory course(s) at OWCC. A detailed list of alternate options is available through the Office of Instruction or at any OWCC placement testing site or student services office.

**Students who elect to pursue one of the alternate options must meet with an OWCC advisor prior to discuss the impact of the choice on his/her degree progress. In addition, student should be aware of the following.**

- **OWCC can certify and recommend on those instructional options offered through OWCC and does not endorse, recommend, evaluate or rank any other providers or alternative.**

- **Students who pursue options other than college preparatory classes must retake and pass the college placement test before advancing to college courses.**

- **Students who are receiving financial aid, military tuition assistance, or VA benefits should consult with the financial aid office regarding the impact of alternate options on their benefits.**

### **College Preparatory Exit Examination**

Beginning with the Fall 1998 Semester, Florida Statutes require that a student successfully complete a college preparatory exit examination at the close of each college prep course sequence in which he/she is required to enroll. Accordingly, an exit examination will be administered in each prep subject area in coordination with the final course in the college prep English, mathematics, and reading sequences. In order to proceed into college credit course work in the subject area, a student must successfully complete *both* the college prep course and the appropriate exit examination.

### **Elective Enrollment in College Prep Courses**

Students whose placement scores are above the established minimum level may still enroll in college preparatory courses if such enrollment would enhance future academic success. Many students find the courses an excellent way to refresh skills learned in the past. However, as college prep courses do not apply toward program completion, students are advised to enroll in prep courses only after very careful consideration. Students receiving financial aid or veterans benefits should consult with an advisor prior to enrolling in college prep courses in these circumstances.

### **Repeat Enrollments/Attempts in College Preparatory Courses**

**Per Florida Statute, a student is eligible for no more than three attempts to successfully complete a given college preparatory course. All official enrollments after summer of 1997 are considered attempts, regardless of the grade received. However, if a withdrawal is processed prior to the close of the Drop/Add period, or if audit status is granted prior to the close of the Drop/Add period, the enrollment will not be counted as an attempt. Students may not audit a college prep course unless advance approval is granted through the Office of the Vice President for Instruction. If a student receives a grade of D, F, W, X, or U in a college preparatory course, he/she may repeat the course to improve the grade and meet prep requirements. On the third attempt, however, the student will be awarded the letter grade earned (A, B, C, D, F,**

**S, U, or P) and will not be allowed to withdraw or to re-enroll. The prohibition for re-enrollment extends to any public postsecondary institution in Florida.**

**Once a student has exhausted his/her course attempts in a given college prep area, the only ways to satisfy the prep requirement are: a) retake the placement examination and demonstrate a score above the established minimum for that subject area, or b) provide documentation of successful completion of an equivalent or higher-level course at a private postsecondary institution.**

**Students not eligible to re-enroll in a given college prep course may, however, continue enrollment at OWCC in other prep courses, or in other courses for which they are eligible. In the latter case, an appeal through the Office of Instruction may be necessary to continue enrollment. College prep students should work closely with an advisor to determine the best plan under such circumstances.**

**Florida Statutes also mandate that after the second attempt in a given college preparatory course, a student will be required to pay the full cost of instruction (approximately four times the usual matriculation fees) to repeat the course. In documented cases of financial hardship or extenuating circumstances, an exception to the full cost requirement may be granted. Exceptions must be appealed through the Office of the Vice President for Instruction or the Office of Enrollment Services prior to registration.**

#### **Alternatives for Students No Longer Eligible for College Prep Enrollment**

Once a student has exhausted his/her course attempts in a given college prep area, the only ways to satisfy the prep requirement are: a) retake the placement examination and demonstrate a score above the established minimum for that subject area, or b) provide documentation of successful completion of an equivalent or higher-level course at a private postsecondary institution.

OWCC is committed to student success and has developed several strategies for students in this circumstance. The student should work closely with an advisor to identify alternatives for which he/she is eligible and to develop a plan for continued study. These strategies are also appropriate for an individual who is subject to the full cost requirement and is unable to afford the increased cost of enrollment.

1. The student may continue enrollment in other appropriate college prep courses, or continue enrollment in other appropriate college prep and college credit courses and pursue one of or a combination of the following strategies.

After an appropriate skill-building effort, the student may then retake the placement exam.

- Enroll in an appropriate alternate college prep course in the subject area
  - Enroll in an OWCC adult basic education class(es) to build skills in the given area
  - Pursue individualized study in the OWCC Academic Success Center and/or Math Lab to build skills in the given area
  - Work with an OWCC tutor to build skills in the given area
  - Enroll in an OWCC non-credit basic skill refresher course in the given subject/skill area
  - Attend an OWCC Skill Refresher Workshop(s) in the given subject/skill area
2. The student may consider a revised program of study which does not carry a college preparatory requirement. OWCC offers several college credit and vocational credit certificates for which placement testing and college prep instruction are not applicable. Students pursuing an A.S. degree may wish to change to a companion college credit certificate which offers the technical skills needed for employment. After completion of the certificate courses, the student may acquire sufficient skills to perform better on the placement examination and eventually progress to an associate degree program of study. See the "Certificates" section of this catalog.
  3. The student may temporarily "stop-out" of credit courses, concentrate on skill development, through his/her own resources, then retake the placement examination.
  4. The student may enroll in an equivalent or higher level course in the subject area at a private postsecondary institution. Upon successful completion of that course work, the student may transfer the course back to OWCC and/or re-take the placement exam. Students wishing to pursue this option should work closely with an advisor to be sure the alternate course(s) selected will satisfy the prep requirement. Ideally, the student should submit a transient study form and secure advance approval. Depending on the nature and level of the transfer course, the student may still need to demonstrate minimum skills through the placement exam.

### ❖ **English Course Sequence** <sup>1</sup>

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Students with FCPT English scores<sup>1</sup> greater than or equal to 83 and less than 92 may be required to enroll in LIN 1670 Traditional Grammar and Writing. LIN 1670 is a college credit course that serves as a prerequisite to other higher level college credit English courses. LIN 1670 may be used as an elective, but does not meet Gordon Rule requirements for A.A. transfer students. LIN 1670 may be used to meet general education requirements by non-transfer A.S. and A.A.S. students.

Students with FCPT English scores of 92 or higher may enroll in ENC 1101 English Composition I.

Students with FCPT English placement scores of less than 83 must enroll in college preparatory courses as prerequisite to enrolling in any college credit English or humanities courses.

### ❖ **Mathematics Course Sequence** <sup>1</sup>

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Students with FCPT math scores greater than or equal to 72 and less than 90 must enroll in MAT 1033A Intermediate Algebra. MAT1033A is a college credit course that serves as a prerequisite to other higher level college credit math courses. MAT 1033A may be used as an elective, but does not meet Gordon Rule requirements for A.A. or A.S. transfer students. MAT 1033A may be used to meet general education requirements by non-transfer A.A.S. students.

Students with FCPT math scores of 32 or higher may enroll in MTB 1103 Business Mathematics, which is a college credit course that does not require MAT 1033A as a prerequisite. MTB 1103 may be used to meet general education requirements only by non-transfer A.A.S. students.

Students with FCPT math scores greater than or equal to 90 should consult with an advisor to determine the mathematics courses most appropriate for their background and program of study.

Students with FCPT math placement scores of less than 72 must enroll in college preparatory courses as prerequisite to enrolling in college credit mathematics courses (except MTB 1103 as explained above).

### ❖ **Reading Course Sequence** <sup>1</sup>

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Students with FCPT reading scores of less than 83 must enroll in college preparatory reading courses. Students with FCPT reading scores of 83 or higher may enroll in any college credit reading course.

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<sup>1</sup>At catalog press time placement cut-off scores were under review and may change. Consult the Schedule of Classes for the most current information.




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*The Associate of Arts degree program provides full transfer of credit for students who wish to pursue a Bachelor's degree.*

## ❖ **College Level Academic Skills Test (CLAST)**

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The CLAST tests communication and computation skills judged by state university and community college faculty to be associated with successful performance in higher education. The test is administered to students seeking an Associate of Arts degree, those seeking the Associate in Science Degree and are seeking admission to upper division programs in state universities in Florida, as well as to university students. It is required by Florida Statutes and by Administrative Rules of the State Board of Education. In order to receive an Associate of Arts degree, or be classified as an upper division university student, a student must either pass all subtests of the CLAST, be granted a waiver, or be exempt from the testing requirement under the CLAST Alternative rule (see CLAST Alternative). CLAST is required for all K-12 teachers seeking employment in Florida. Students seeking transfer to an upper division teacher education program in Florida must successfully complete the CLAST. A student may register for CLAST upon completion of 18 college credit hours under the conditions listed below:

### **First Time Test Takers**

**Communications:** Students will be eligible to register for the Essay, Reading, and English Language Skills subtests when they have successfully completed or are currently enrolled in ENC 1102 English Composition II.

**Mathematics:** Student will be eligible to register for Mathematics subtest when they have successfully completed six hours of Gordon Rule math courses or when they are enrolled in their second Gordon Rule course.

### **Retesting**

**Communications and Mathematics:** Successful completion of the appropriate CLAST review course or pre-approved equivalent supervised review program is required prior to retesting. The actual requirements will be determined on an individual basis by representatives from the math and communications departments. Individual prescriptions for preparation will be written for each student who wishes to prepare for retesting.

Effective for any term beginning after August 1, 1984, the State Board of Education established minimum CLAST score standards for the award of the Associate in Arts degree and admission to upper division status in state universities in Florida. Beginning October 1, 1992, the following minimum scores were established; Reading 295, Writing 295, Mathematics 295, and Essay 6.

### **Waiver**

Students who have taken any of the four (4) subtests of the CLAST at least four (4) times and have not earned a passing score on the subtest but have otherwise earned a minimum grade point average of 2.0 in all college credit courses in that same subject area and met the requirements defined in Rule 6A 10.030, FAC., for that area may appeal to the CLAST Waiver Committee for a waiver from that subtest. In considering a request for a waiver from any subtest, the CLAST Waiver Committee shall determine whether the student has demonstrated sufficient effort to pass the subtest and has satisfactorily completed remediation studies related to the failed subtest.

Students with a documented learning disability may request a waiver of one or more sections of the CLAST, depending on their disability. All requests must be submitted in writing, along with verification of the learning disability, to the Vice President for Instruction.

The Office of Student Services on the Niceville Campus and the counselors/advisors at all other locations provide information on how and when to apply to take the CLAST. The Vice President for Instruction can provide a list of CLAST skills and identify where the communication and computation skills are taught in the curriculum.

## ❖ **CLAST Alternative**

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Florida Administrative Code (F.A.C. Rule 6A-10.0311), which was passed by the State Board of Education October 21, 1997, allows a student to be exempt from selected CLAST subtests under the following circumstances:

1. Students who have earned a grade point average of 2.5 or above in selected postsecondary level courses shall be exempt from one or more sections of CLAST as follows:
  - To exempt the *English Language Skills, Reading and Essay* sections of CLAST, the student must have earned a 2.5 grade point average in ENC 1101 and ENC 1102.
  - To exempt the *Computation* section of the CLAST, the student must have earned a 2.5 grade point average in two (2) A.A. general education mathematics courses listed on page 61.

2. Students who have earned the following score(s) on either *the Scholastic Achievement Test (SAT-I)*, or the *American College Testing Program (ACT)* shall be exempt from one or more sections of CLAST as follows:

- To exempt the English Language Skills, and Essay sections of CLAST, the student must have a score of 500 on the SAT-I or a 21 on the ACT English examination.
- To exempt the Reading Section of the CLAST, the student must have a score of 500 on the SAT-I or a 22 on the ACT reading examination.
- To exempt the Computation section of the CLAST, the student must have a score of 500 on SAT-I or a 21 on the ACT mathematics examination.

### ❖ **CLAST Dates**

The CLAST test will be given on the times listed below. Notices regarding CLAST application deadlines are published in the College Calendar, the Schedule of Classes each term, the OWCC Connection, and on the college Internet site.

<u>Test Date</u>	<u>Deadline to Register</u>
October 7, 2000	September 8, 2000
February 7, 2001	January 19, 2001
June 2, 2001	May 4, 2001

CLAST Computer-Adaptive-Testing (CAT) is administered weekly. Contact 729-OWCC (6922) for more information.

### ❖ **Graduation Requirements**

General requirements for graduation from Okaloosa-Walton Community College must be met by all students seeking a degree or certificate without regard to the specific degree/certificate to be awarded. Final responsibility for all graduation requirements rests with the student. If the student is in doubt about course, program, or college requirements, he/she should contact an advisor for clarification and guidance. During the next to last term of enrollment, the student should contact an advisor or the Office of Enrollment Services to ensure all graduation requirements can be met as expected.

#### **Effective Catalog Policy**

Students who maintain continuous OWCC enrollment by completing at least one college preparatory, college credit or vocational credit course each academic year beginning with the student's

first term of enrollment have the option of graduating under either the catalog in place at the time the continuous enrollment begins or the catalog in place at the time graduation requirements are completed, provided no more than five academic years have elapsed since the student's first term of enrollment in the program. If the continuous enrollment requirement is not met or if the time period exceeds five academic years, the student must comply with the catalog in effect at the time of readmittance or the catalog in effect at the time of graduation. Requests for exception to this policy may be submitted in writing through the Director of Enrollment Services to the Vice President for Instruction.

### **Graduation Requirements for All Degrees and Certificates**

Students seeking an Associate of Arts, Associate of Science or Associate of Applied Science Degree or a Technical Certificate (Applied Technology Diploma, College Credit Certificate or Vocational Credit Certificate) must meet all of the following graduation requirements.

1. Complete the requirements as specified in the program of study from which the student wishes to graduate, as well as satisfy any other applicable state or college requirements.
2. Satisfy all outstanding obligations, financial or otherwise, to the college.
3. Complete all applicable admissions requirements.
4. Make application for graduation by the deadlines established.

### **Additional Graduation Requirements for the Associate of Arts Degree**

In addition to the general college graduation requirements, students seeking the Associate of Arts degree must also meet the following requirements.

1. Maintain a cumulative grade point average of at least 2.00 for all college credit course work pursued at OWCC.
2. Maintain a cumulative grade point average of at least 2.00 for all college credit course work pursued, whether at OWCC or by transfer.
3. Satisfy the College Level Academic Skills Test (CLAST) requirement.
4. Complete A.A. General Education requirements, including all Gordon Rule course requirements and minimum grades.
5. Complete a minimum of sixty (60) college credits applicable toward the A.A. Degree.
6. Complete at least fifteen (15) credits in residence at OWCC. Normally these credits will be completed in the final term of enrollment.

**Additional Requirements for the Associate of Science and the Associate of Applied Science Degrees**

1. Maintain a cumulative grade point average of not less than 2.00 in all college credit course work pursued for the degree.
2. Maintain a cumulative grade point average of not less than 2.00 in all college credit course work pursued at OWCC, unless an exception is granted by formal appeal to the Office of Instruction.
3. Complete the A.S. or A.A.S. General Education requirements as appropriate. (Note: A.S. degree seekers must also meet Gordon Rule course and minimum grade requirement.)
4. Complete at least fifteen (15) programs credits in residence at OWCC. Normally these credits will be completed in the final term of enrollment.

**Additional Requirements for Applied Technology Diploma and College and Vocational Credit Certificates**

1. Maintain a cumulative grade point average of not less than 2.00 in all coursework pursued for the certificate or diploma.
2. Complete at least 25% of the certificate or diploma course work in residence at OWCC. Normally these credits will be completed in the final term of enrollment.
3. For the vocational certificate only, meet the basic communications, reading, and mathematics skill levels specified for the program of study.

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*Programs of study in the OWCC Science Department prepare students to enter upper division work in a variety of fields.*

**Graduation Check**

Contact your advisor or counselor by mid-term of the term prior to the one in which graduation is anticipated. You should have at least 40 hours completed toward your degree at the time you schedule an appointment to have your records checked.

**Diplomas**

Diplomas are available approximately three (3) weeks after students graduate. Diplomas will be mailed, or by special arrangement, can be picked up at the Office of Enrollment Services after showing a pictured I.D.

