

### **Graduation with Honors/High Honors/Highest Honors**

The requirements for graduation with honors include a 3.25 cumulative average. The requirements for graduation with high honors include a 3.80 cumulative average. The requirements for graduation with highest honors include a 4.0 cumulative average. This designation requires a minimum of 30 semester hours earned at HCCC.

### **Physical Education Requirement**

Two credits of physical education activity courses are required for students in all degree programs. One credit may be granted for participation in a varsity sport.

Students may be exempted from required physical education activity courses for certified medical reasons. Documentation from your doctor, stating the specific reason for the exemption and the period of time it covers, must be provided to the Health Office at least one (1) year prior to the anticipated graduation date. In such cases, a minimum of two credits in a non-activity physical education or health course must be completed.

Military veterans may have earned credit and should contact the Registrar.

### **Requirements for Degrees and Certificates**

1. Satisfactory completion of the minimum number of credits and courses required by the specific program. The student is responsible for registering for the proper courses and for fulfilling all degree requirements as outlined herein.
2. The earning of a 2.00 cumulative quality point average.
3. Payment of all financial obligations.

The College holds graduation ceremonies once a year at the end of the spring semester. Students completing requirements at times other than the spring semester will be awarded their diploma or certificate at the next regular commencement.

Prior to commencement, a statement indicating completion of degree or certificate requirements will be issued.

### **Change of Course/Curriculum**

Students wishing a change of course must complete the appropriate form obtained from the Registrar's Office. Students wishing a change of curriculum must complete the appropriate form obtained from the Advisement Center.

### **Appealing and Changing Grades**

Students have the option of appealing a grade at the end of the semester if they feel there is an error.

1. Appeals of grades received for a spring or summer semester must begin by October 15 of the following fall semester. Appeals of grades received for a fall or winter semester must begin by March 1 of the following spring semester.

2. Students must first consult with the instructor who gave the grade. (If the instructor is unavailable, students appeal directly to the appropriate Associate Dean.)
3. If the appeal with the instructor is unsatisfactory to the student, she/he may appeal to the appropriate Associate Dean.
4. If the appeal with the Associate Dean is unsatisfactory to the student, she/he may appeal to the Dean of Academic Affairs.
5. Appeals noted in (3) and (4) above must be initiated before the end of the semester in which the process commenced.

### **Withdrawal from a Course**

Students will be permitted to withdraw from a course. Students may drop/add courses or make section changes through the fifth day of classes during the fall and spring semesters for full-term classes. For courses of a shorter duration, changes can be done prior to the beginning of the second week of instruction or its equivalent. Drop/add for the mini and summer sessions is allowed up to the second class session. Evening class drop/add is allowed up to the second class session. Students may drop/add courses providing space permits. These changes will not appear on an official transcript. Following the official time period for dropping and adding a class, a student may withdraw from a course. This will be noted on an official transcript. Students who do not formally withdraw in the Registrar's Office will be carried on class rolls, and will receive a failing grade for all assignments and tests not completed. The last date to withdraw formally from a course is the end of the tenth week of classes, or the equivalent time period (67%), in the case of a course of shorter duration than a full semester.

Any adjustments in charges will be based on the date the schedule changes are completed.

### **Withdrawal from the College**

If a student wishes to withdraw from the College, he/she must obtain a Withdrawal Form from the Counseling Office. After obtaining all the necessary signatures on the Withdrawal Form, it is returned to the Registrar for certification. The official date of withdrawal is the date on which the Registrar certifies the Withdrawal Form. The last day to withdraw formally from the College and receive "W" grades is the end of the tenth week of classes or the equivalent time period (67%), in the case of a course of shorter duration than a full semester.

Students who do not follow this procedure will be carried on the College rolls and will receive failing grades for all courses in which work is not completed.

No partial refund of tuition and fees can be made until a student has officially completed the withdrawal procedure and the withdrawal has been certified.

A student's record will not be released unless financial obligations to the College have been met.

### Withdrawal from the College for Medical Reasons

The Academic Standards and Regulations guidelines will not be applied to any student who has formally withdrawn from the College for a certified medical reason. A statement from the attending physician verifying the medical problem will be required in order for the student to receive this waiver. This statement must be received by the Registrar's Office and approved by the Dean of Academic Affairs prior to the end of the semester in which the withdrawal occurred.

### Withdrawal for Emergency Active Duty

In the event of a national emergency, students may have responsibilities which supersede their academic obligations to the College. Having produced written proof of such assignment or duty to the Dean of Students, and with the expressed approval of the Dean of Academic Affairs, each student will be provided with options for withdrawal.

### Second Chance Policy

Any student who returns to HCCC after an absence of three or more consecutive years may petition the Registrar to have the previous grade point average adjusted. Under this rule, if the Dean of Academic Affairs approves the petition, applicable courses will be credited through consultation with the Registrar. Normally, grades of "C" or better will be considered for credit. Grades of "D" may be considered for "second chance" credit as long as the average of credits applicable is "C" or better. All courses and grades remain on the student's record. This policy may be applied only one time per student.

Students who are allowed readmission under the Second Chance Policy must maintain a 2.0 grade

point average in each semester after resuming their study. Failure to do so will result in dismissal from the College.

### Attendance

To maintain high quality academic work, regular attendance at class is necessary. Absence from class is considered a serious matter and never excuses a student from class work. After reviewing the student's justification, the instructor may give the student the opportunity to make up the work missed; however, this decision is at the instructor's discretion. A college-wide attendance policy empowers a faculty member to administratively withdraw a student who has missed 20% of the class meetings in a course.

### Students Unable, Because of Religious Beliefs, to Register or Attend Classes on Certain Days

New York State Education Law, §224-a requires that this community college offer equivalent opportunities to students to make up registration, study, or work requirements missed relating to their inability to attend because of religious beliefs. Specific information about this law is available to all students through the Dean of Students' office on campus.

### Matriculation

Matriculation refers to a full-time or part-time student who has successfully satisfied all admission requirements and is officially accepted into a degree or certificate program through the Admissions Office. A full-time matriculated student meets the above-mentioned criteria and registers for 12 or more credit hours. A part-time matriculated student meets the above criteria and registers for less than 12 credit hours.

## ACADEMIC STANDARDS AND REGULATIONS

### Satisfactory Academic Progress and Status

A student is considered to be making satisfactory academic progress if he/she meets the guidelines above the level of dismissal defined in the following table. A student's academic status is determined by the student's cumulative GPA and the number of credit hours earned, compared to the number attempted.

### STANDARDS FOR SATISFACTORY ACADEMIC PROGRESS AND PROBATION/DISMISSAL

Total Credit Hours Attempted	GOOD ACADEMIC STANDING		ACADEMIC WARNING		ACADEMIC PROBATION*		ACADEMIC DISMISSAL*	
	GPA	If credits earned are equal to or more than	GPA	If credits earned are less than	GPA	If credits earned are less than	GPA	If credits earned are less than
12-22 credits	1.75 or higher	6	Below 1.75	6	Below .50	3	Below .50	3
23-39 credits	1.85 or higher	15	Below 1.85	15	Below 1.40	12	Below 1.40	12
40 or more credits	2.00 or higher	50% of total attempted	Below 2.00	50% of total attempted	Below 1.70	50% of total attempted	Below 1.70	50% of total attempted

\*A student will be placed on academic probation the first semester in which his/her academic progress meets the established criteria for probation and dismissal. If the student's academic achievement does not exceed these criteria in subsequent semesters, he/she will be academically dismissed.

**FAILURE TO MEET THE STANDARDS FOR SATISFACTORY ACADEMIC PROGRESS WILL AFFECT FINANCIAL AID ELIGIBILITY.** Students should contact the Financial Aid Office for information.