

# Academic Information and Policies

## Attendance Policy

Regular, punctual class attendance is necessary if students are to obtain maximum benefits from instruction. Students are expected to comply with attendance policies set by individual instructors. Prolonged absence due to chronic illness, hospitalization, personal tragedy or other extenuating circumstances will be considered on a case-by-case basis.

## Grades

Grade		Grade Points
A	Excellent	4
B	Good	3
C	Average	2
D	Deficient	1
F	Failure	0
I	*Incomplete	0
P	Pass	NGPA
F	Fail	NGPA
WP	Withdrawal Pass	NGPA
WF	Withdrawal Fail	NGPA
AU	Audit	NGPA
Z	Grade not yet reported	NGPA

\*I-Incomplete-The “Incomplete” grade is a temporary grade and is designed for students who, because of documented illness or circumstances beyond their control, are unable to complete their course work within the semester, but have completed a majority of the course work (defined as at least 75% of all course assignments and tests) in a satisfactory manner (grade C or better).

The student must request an incomplete grade from his or her instructor. The instructor will determine whether the student has a reasonable chance of satisfactorily completing the remaining course activities in a timely manner. In requesting an “Incomplete” grade, the student must present to the instructor the documentation of circumstances justifying the “Incomplete” grade. The instructor will decide if an “I” should be assigned. The student has 60 days to complete the grade; otherwise it converts to an F.

## Drop and Withdrawal

A student may drop a course within the first week of class (and receive a 100% refund). No notation appears on the transcript. After the first week through the 10<sup>th</sup> week of class, a student may withdraw with a notation of Withdrawn Pass (WP) or Withdrawn Fail (WF) on the student’s transcript. If a student is withdrawing from college (withdrawing from all courses), the student must officially notify Student Services of intent to withdraw and fill out an Exit Form.

**Repeated Courses.** Most courses may be repeated for a higher grade. Full tuition is charged for repeated courses. The grades for both the initial class and the repeated class will appear

on the transcript; however, only the higher grade will be used in the GPA calculation. Repeated courses apply only once to degrees and certificates.

### **Academic Probation and Suspension**

Students with less than a cumulative (2.0) GPA at the end of the semester are placed on academic probation for the following semester. If the student fails to meet the academic standard during the probationary semester, he/she will be subject to suspension for one full semester.

**Suspension Appeal Process.** Student writes a letter to Director of Student Services stating reasons for a waiver of dismissal. Letter is given to an appeal committee consisting of the Director, program instructor and one additional instructor. Student remains in school until appeal is final. If appeal is granted, student is reinstated on probation with possible conditions.

**Re-admission from Academic Suspension.** All requests for re-admission to the college shall be submitted to the Director of Student Services.

### **Recognition of Academic Excellence**

SATC recognizes academic excellence in instruction and student performance in many ways:

- Student Government selects a faculty member of the year.
- Faculty selects the outstanding program at the program review retreat.
- The Director of Student Services and community constituents select a “Student of the Year.”
- Students with a GPA of 3.5 or better make the Dean’s list.
- Students who participate in skills events are recognized for their accomplishments at graduation.
- Students who excel in the classroom may also participate in an Occupational Work Experience Program (OWE).

### **Institutional and Program Assessment**

SATC measures student learning to determine how well students are achieving program and general education goals. Each program assesses student performance in four areas: Technical Skills, Communication, Critical Thinking, and Workplace Skills. Instructors also complete competency profiles for students in the program. The profile indicates the achievement of competencies in the program. Competency profiles are kept on record at Salina Tech.

SATC measures institutional effectiveness through its strategic plan, program reviews, assessment of student learning, employer and community feedback, tracking graduation and placement rates. Academic Affairs Committee and Assessment of Student Learning Committee monitor curricular quality and evidence of learning.