

## **DIVISION OF EXTERNAL PROGRAMS**

The External Programs Division is administered under the jurisdiction of the Provost through the Dean for External Programs.

### **Policies and Regulations**

Students participating in the External Programs Division are subject to the policies and regulations of the college as stated in the catalog. Therefore, students should become thoroughly familiar with the Financial and Academic Policies and other college regulations.

There are a few policies which are not applicable to External Programs students. These policies are:

1. Regulations concerning the use of dormitories do not pertain to students in External Programs.
2. Students attending External Programs classes are not required to register their automobiles, unless they also attend one or more Mount Vernon Classes.
3. External Programs students are not required to attend chapel.

Other than these exceptions, all policies and regulations are enforced.

### **Class Attendance**

Students are strongly encouraged to be prompt and attend all scheduled classes. It is the college's policy that the maximum number of absences allowed students is determined by the instructor of the class. This information must be stated in writing and made available to students at the first class meeting and a copy of the instructor's policy must also be kept on file in the office of the Provost. Students who exceed the number of absences allowed in a class may receive the penalty indicated in the instructor's policy.

Even though instructors have their individual attendance policies, the College has an attendance policy applicable to all students, which is administered by the Provost's Office. The purpose of this policy is to alert students of potential problems associated with class absences and encourage them to attend their class meetings on a regular basis. Failure to do so may result in classes being administratively dropped from the students' schedules. If this action becomes necessary students will receive a grade of "WP" (Withdrawal Passing) or "WF" (Withdrawal Failing). The instructor of the class will determine the grade assigned.

### **Course Conduct**

It is expected that students will display conduct becoming adults while attending External Programs classes. Specifically, the following policy is enforced regarding student behavior while attending classes.

1. No smoking in the classroom or building unless it is marked "Smoking Area."
2. Alcoholic beverages are prohibited.

### **Registration**

Registration for External Programs courses is conducted each semester at external sites and by CampusWEB (as on p 71). Students may also register by coming to the External Programs Office. Students may request information by writing to:

Division of External Programs  
Brewton-Parker College  
Mount Vernon, GA 30445  
or by telephoning (912) 583-2241  
1-800-342-1087