

ACADEMIC REGULATIONS

ADVISEMENT FOR SELECTING COURSES

All students will be assigned to advisors based on their proposed majors or to general advisors if their objective is undecided. Advisors help plan and approve students' programs prior to registration.

REGISTRATION

Students may register on-line or in person. ALL registrations require

- A written or electronic signature [usage of student ID] and
- Approval of the advisor

Registration is complete and binding once it has been approved by the advisor and entered into the College database. If the student has any bar to registration, the process will not be completed. When the registration is complete, it will display on the student's personal page in CampusWEB.

Students may not sit in a class until

- Their registration displays on CampusWEB or
- They have been cleared by the registrar

Students must complete their part of the process by the final day of regular registration to avoid paying a late registration or drop/add fee.

*NOTE: Second session has a very brief registration period to allow for shifting of schedules before the last half of the semester begins. Students must act quickly to make any changes at that time.

CHANGE OF SCHEDULE: DROP/ADD

Schedules may be changed after classes begin each semester during the drop/add period published in the College calendar if such changes are approved by the advisor. A course is officially dropped or added by completing a course drop/add request form, obtaining the required approvals, and depositing it in the office of the Registrar or by completing the drop/add process on campus web.

In cases of withdrawal from a course after the drop/add period, the instructors involved will determine whether the grades assigned are to be "WP" or "WF", depending on whether students were passing or failing the course at the time of the withdrawal. No students are permitted to selectively withdraw officially from a course in the final two weeks of classes for that course. Students who withdraw unofficially are subject to the penalty of failure for excessive absences.

A fee will be assessed for any student-initiated change in schedule after the final day of regular registration.

VOLUNTARY WITHDRAWAL

Once students have completed the registration process, they may withdraw only by submitting a written, signed notice to the Registrar. This can be done using a drop/add card or by downloading the Intent to Withdraw form from the Registrar's web page. Failure to withdraw may result in the student receiving failing grades and being ineligible for any refund of fees.

Students who withdraw from school on or before the last day of registration will receive no grade. Those who withdraw after this date will receive a grade of "WP" if they are passing; "WF" if they are failing.

Students who stop attending classes are subject to administrative withdrawal by the Provost's office. They should expect to receive "F"s and remain responsible for all charges on their account.

AUDITING CLASSES

Permission to audit classes may be granted on the following bases:

1. The student must meet established admissions requirements of the college.
2. The student must have the approval of the instructor and follow regular registration procedures.
3. Any change from audit – credit or credit – audit must be approved by the Provost who will inform the instructor.
4. No change can be made from audit to credit after the last day for drop/add.

STUDENT LOAD

Students' loads are computed on the credit-hour value of the courses in their programs of study, whether taken on campus, off campus, or by distance learning. A normal load in a semester is 12-16 hours.

Under normal circumstances, students are not permitted to receive credit for more than 18 hours per semester, including physical education activity courses. Those desiring to carry academic loads in excess of 18 hours must secure approval from the Provost.

Students are not permitted to enroll in another institution for resident, correspondence, or extension courses while enrolled in Brewton-Parker College except in extraordinary cases when authorized by the Provost. If students enroll simultaneously in Brewton-Parker College and another institution without written authorization, no credit will be given by Brewton-Parker College for courses taken at the other institutions.

COURSE NUMBERING

Courses are designated by numbers which indicate roughly the year in which they should be taken.

- 100 and above are primarily for freshmen
- 200 and above are primarily for sophomores
- 300 and above are for sophomores and juniors
- 400 level are for juniors and seniors.

Two other designations are important to proper registration

- Course letters
 - Single letters – designate course on the Mt. Vernon campus [ex. ENG 101 A,B,C]
 - Double letters – courses at external sites [ex. ENG 101 HA, HB, HC]
 - Baxley – BA, BB, BC
 - Glennville – GA, GB, GC
 - Hinesville – HA, HB, HC
 - Norman Park – NA, NB, NC
 - Savannah – SA, SB, SC
 - Newnan – WA, WB, WC
 - Triple letters – courses having an on-line component [ex. BUS 101 AOL, BUS 453 HWE]
 - __OL – means a course that is taught exclusively on-line. Students should expect to meet with the professor the very first class period to be instructed on usage of the software. If the student is willing to travel for that first meeting, distance will be no barrier to taking any on-line class offered at any location. [ex. AOL = Mt. Vernon on-line; HOL = Hinesville on-line]
 - __WE – means web-enhanced. Students should expect to meet with the professor at various times during the semester, but that a significant amount of work will be done on-line. [ex. AWE = Mt. Vernon web-enhanced; SWE = Savannah web-enhanced]
- Session numbers – designate whether a course is offered for the full 16 weeks or is taught in a compressed 8-week session during the first or second half of the semester. The cost and amount of credit earned will be the same; the pace will be stiffer in the shorter sessions.
 - Session I – First half, 8-week duration
 - Session II – Second half, 8-week duration
 - Session III – Full 16 week class

UNIT OF CREDIT

The college is organized on the semester system, each of the two semesters in the regular academic year covering a period of approximately sixteen weeks. External campuses offer many courses in 8-week sub-sessions, labeled as Session I and Session II.

The semester hour is the unit of credit in any course. It represents a recitation period of one fifty-minute period three times a week for a semester. A course meeting three periods a week, or the equivalent, when completed satisfactorily, will thus give credit to three semester hours. Two laboratory or activity periods are the equivalent of one recitation class period.

Institutional credit is given for the successful completion of Learning Assistance 98 and 99, but it is not applicable toward degree programs at Brewton-Parker College or transferable to other colleges.

GRADING SYSTEMS

Letter Grade	Numerical Equivalent	Grade Points
A	100-90	4.0
B	89-80	3.0
C	79-70	2.0
D	69-60	1.0
F	59 and below	0.0
I	Incomplete	0.0
NC	Enrolled in the course on a non-credit basis	0.0
W	Withdrew prior to receiving a grade in the class (no impact on GPA)	
WP	Withdrew Passing (no impact on GPA)	
WF	Withdrew Failing (computed as "F" in GPA)	
WNC	Withdrew from a non-credit course	0.0
P	Passing	
S	Satisfactory completion of Learning Assistance courses (not calculated in cumulative grade point averages)	0
CP	Continued progress in, but not completion of Learning Assistance courses (not calculated in cumulative grade point average)	0
U	Unsatisfactory work in Learning Assistance	0

CHANGES IN GRADES

1. The grade of "I" is assigned at the instructor's discretion when students fail to complete a course as a result of illness or other acceptable reasons. An "I" must be removed within one semester following the close of the semester in which the "I" was earned. Failure to remove the "I" will result in an automatic "F" in the course.
2. Requests to change other grades must be made by the instructor on official forms available in the Registrar's office. When a form is

completed and signed by the instructor giving the reason for making the change, the Registrar will make the necessary correction on the student's transcript, if approved by the Provost.

GRADE POINT AVERAGE

The grade point average (GPA) is obtained by dividing the total number of grade points earned by the total number of semester hours attempted. All hours that appear on the Brewton-Parker transcript are counted in computing the cumulative grade point average except as provided in the next section on "repeating courses."

GPA will be determined at the end of each semester of the students' academic progress. The GPA is calculated as follows:

1. Credits earned for P.E. activities are not computed in the GPA.
2. Determine grade points earned by multiplying the grade point equivalent of each letter grade received by the semester hour credit assigned to the course for which the letter grade was earned (students who earn a grade of "A" in a three-semester hour course would earn twelve grade points);
3. Divide the sum of the grade points earned (grade point x semester hours) by the number of hours attempted.

To determine academic probation, only courses taken at Brewton-Parker College are used. All hours taken at Brewton-Parker and all hours accepted in transfer are counted for the purpose of determining eligibility for graduation with honors.

CLASSIFICATION OF STUDENTS

- **Freshmen**, 0-29 credit hours
- **Sophomores**, 30-59 credit hours
- **Juniors**, 60-89 credit hours
- **Seniors**, 90-plus credit hours

Full-time enrollment is at least 12 semester hours of course work; part-time is fewer than 12 hours.

DEAN'S LIST

A Dean's List will be published each semester. To earn this distinction, a student must be registered for a regular academic load of 12 or more hours and earn an over-all grade point average of 3.6.

AWARDS

During the annual Honors Day program, the college awards certificates of recognition and achievement to students in selected areas. To be eligible

for these honors, a student must be a graduating sophomore or senior and be recommended by the Academic Affairs Committee.

The Conrad Award is made to the graduating senior having the highest scholastic average during six or more semesters at Brewton-Parker.

The Dean's Award is made to the student from an external campus who has the highest academic average.

HONORS

The college grants the distinction of graduation with honors to those students whose academic work meets the following standards:

Grade Point Average: 3.50 – 3.69 – cum laude.

Grade Point Average: 3.70 – 3.89 – magna cum laude.

Grade Point Average: 3.90 – 4.00 – summa cum laude.

All courses taken at and accepted in transfer by Brewton-Parker College are counted in determining eligibility for graduation with honors.

AWARD OF WRITING WITH DISTINCTION

Students who complete requirements for a baccalaureate degree at Brewton-Parker College are eligible to receive the award of writing with distinction. In order to receive the award the student must:

- Complete English 101 and English 102 and at least five additional Writing Intensive courses.
- Maintain at least a 3.0 GPA in English 101 and English 102 and all other Writing Intensive courses.
- Maintain a portfolio of written work completed in English 101 and English 102, the Writing Intensive courses and a capstone project such as a senior paper or the equivalent appropriate to the discipline.
 - The portfolio will be reviewed by the student's advisor and submitted to the Language and Literature Department.
 - The advisor will retain a copy of the portfolio for five years after graduation.

All courses used to determine eligibility for the award must be taken at Brewton-Parker College, and the courses must have been designated as Writing Intensive at the time that the student completed the courses. Writing Intensive courses may be taught in all academic divisions. Writing Intensive courses are approved by the Arts and Letters Department and are designated as Writing Intensive on the schedule of classes. It is possible that certain sections of a specific class will be designated as Writing

Intensive while other sections of the same class will not be designated as such.

REPEATING COURSES

Effective Fall 1994 for currently enrolled students, only courses in which a "D" or "F" has been earned may be repeated at Brewton-Parker College in hopes of earning a higher grade. (These grades are exempt from this rule: WP or WF in any course or CP in a Learning Assistance course.) When courses in which students have made grades of "D" or "F" are repeated, the last earned grades are the official grades, and only the last earned grades are counted in computing the cumulative grade point average and in determining degree completion. However, the earlier grade(s) will always remain on students' transcripts.

Students planning to transfer should be aware that some institutions include all hours attempted and all grades earned, including courses that are repeated for higher grades, in computing the cumulative average.

APPEALS

Appeals of academic, disciplinary, financial and any other matters designated by the President will be heard by the College Appeals Committee. [Appeals of persons who are denied admission to the college will be dealt with by the Admissions Committee.] The decisions of the Appeals Committee will be given to the President or Provost at the discretion of the President who will take final action in these and all other matters of appeals.

The appeals process will follow the timeline below.

- A. Requests for review by the Appeals Committee must be made within seven calendar days of the time the students were notified of the action.
- B. The appeals process must be completed within one semester following the original event that is being appealed. The Chairman will schedule a hearing on the appeal within three academic days of receipt of the appeal. The Committee will listen to an appeal only when, in the opinion of the majority of the Committee, the appellant can document in writing a basis for appeal. The basis must be one or more of the following:
 - a. Evidence that the lower agent (the person who made the original decision) refused to hear all witnesses brought forward by the appellant.
 - b. Evidence that the lower agent applied regulations not in effect.
 - c. Evidence that the lower agent did not give due process of being attentive to the appellant's report.

- d. Evidence that the lower agent rendered a decision contrary to the evidence presented.
- e. Evidence that the decision rendered was biased.
- f. Evidence that the action taken was excessive for the charge made against the student.

ACADEMIC BANKRUPTCY

Students who have earned very poor grades in one term of attendance due to extreme personal or financial difficulties may petition the Academic Affairs Committee for Academic Bankruptcy status for that one term. The bankruptcy term will be so designated on students' permanent records. Work attempted during that term will not be considered in calculating grade point averages at Brewton-Parker College, but it will remain on the permanent record. Students are cautioned that many colleges and universities will not honor another institution's bankruptcy policy, nor may certain medical, law, and graduate institutions.

1. At any point in students' college careers while enrolled at Brewton-Parker College students may request Academic Bankruptcy for one term of attendance.
2. The request will be made to the Academic Affairs Committee.
3. The burden is on the student to demonstrate to the Academic Affairs Committee that the particular term for which bankruptcy is petitioned was an extraordinary case.
4. If the Academic Affairs committee approves the petition for bankruptcy, students forfeit credit for all courses in which they enrolled that term, and grades for that term are not used in computing the grade point averages although they do remain on the permanent record. The permanent record will indicate clearly that Academic Bankruptcy was granted.
5. If students have been issued notification of academic suspension, Academic Bankruptcy cannot be claimed until fulfillment of the suspension and students are again enrolled at Brewton-Parker College.
6. Once bankruptcy status has been granted, the action is irreversible.

CHEATING

The faculty and administration of Brewton-Parker College consider any form of cheating, including plagiarism, to be unacceptable behavior. Consequently, offenders will be punished as outlined in the *Student Handbook*. In cases of cheating, each faculty member assigns appropriate punishment after checking with the Provost's office to see if there were any previous offenses. Faculty assigns punishments as prescribed below:

- **First time:** A grade of zero on the test, paper, etc. The student must be advised of the penalty within **seven** days of discovery of the cheating offense.

- **Second time:** A grade of zero and students are dropped from the course.
- **Third time:** Immediate expulsion.

Petition for redress is made to the Appeals Committee.

CLASS ATTENDANCE

The primary purpose of the college is to assist in the growth and development of individual students. To accomplish this purpose, courses of study covering many subject areas have been developed, and when approved by the Faculty, are included in the academic program of the College. Scheduling of these courses is within itself an indication of the importance placed by the College on class attendance.

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.

Students who drop courses or who withdraw or who are administratively withdrawn will receive a grade of "W" (Withdrawal) if the class is dropped prior to the last day of the week following mid-semester, or a "WP" (Withdrawal Passing) or "WF" (Withdrawal Failing) if the class is dropped after that day. In the latter case, the instructor of the class will determine the grade assigned. The date will be the last day of the indicated week: 9th for 16 week terms; 6th for 10 week terms; 5th for 8 week terms; 3rd for 5 week terms.

GROUP ABSENCES

Except in cases involving the Provost's administrative discretion, requests for approval of college trips for any group of students must be filed with the Provost at least one week prior to the proposed departure.

When approval of the trip is granted, the Provost will notify all faculty immediately and request excused absences for the students whose names are submitted by the group's sponsor. All absences for College related

activities that are approved by the Office of the Provost will be excused without penalty.

CHAPEL

Chapel is an integral and vital part of the experience of a student at Brewton-Parker College. Consistent with the College's mission, the regularly held Chapel services nurture a Christian environment and provide a corporate time of worship of students, faculty, and staff.

Chapel will be held eight (8) times each semester. All full-time Mount Vernon students are required to attend six (6) of the eight (8) services each semester.

Any student who does not attend the required number of Chapels for any semester must contact the Office of Enrollment Services to be assigned a make-up activity in order to earn a "Chapel credit." Since Chapel is a requirement for graduation, transcripts of academic credits will be held until attendance/make-up requirements are met.

All offices—including the library, cafeteria, snack bar, and bookstore—will be closed to students during Chapel. The dates for Chapel will be chosen by the Chapel Committee in coordination with the Calendar Committee. Enforcement of these guidelines resides with the Vice President for Enrollment Services.

GRADE REPORTS

Grades are posted on CampusWEB at the end of each term. Grade reports will be mailed only by request. A fee may be assessed.

ACADEMIC WARNING, PROBATION, SUSPENSION AND EXCLUSION

Students are required to maintain acceptable minimum grade-point averages in order to remain in good academic standing at Brewton-Parker College. If a student is placed on suspension or exclusion, he/she is notified after the action is placed on the permanent records.

Reasonable academic progress is designated as follows:

Credit Hours Calculated*	Minimum Required Cumulative Grade Point Average
0 – 30	1.5
31 – 60	1.7
61 – 90	1.9
91 –	2.0

* "Credit Hours Calculated" does *not* include courses numbered under 100.

The following steps are designed to inform students when they are performing unsatisfactorily and may need assistance in assessing their academic goals and progress.

1. A student who fails to make the necessary GPA as indicated in the previous paragraph will be placed on Academic Warning, and so notified.
2. If the student does not make the required GPA the next term, he/she will be placed on Academic Probation for one semester. The student may continue to attend while on Probation.
3. If the necessary GPA is not made that semester, the student will be placed on Academic Suspension and barred from re-enrollment for one semester. After being out one semester, the student may re-enroll. The student may petition the Provost in writing to waive the term of suspension. If the petition is approved, the student must make a 2.0 GPA that term. Failure to do so will result in exclusion for one year as noted below.
4. Upon re-enrollment, the student must make a 2.0 grade point average each semester until the GPA is raised to the required level. Failure to do so will result in further exclusion periods as outlined below.
 - a. First failure – exclusion for one calendar year before returning
 - b. Second failure – exclusion for two calendar years before returning
 - c. Third failure – exclusion for two additional years before returning

No credit earned at any other institution while the student was on exclusion from Brewton-Parker College will be accepted onto the Brewton-Parker transcript.

All procedures concerning academic probation and exclusion apply equally to full-time, part-time, transfer, and special students. Students taking both LA 98 and LA 99 are not subject to the academic probation and suspension rules listed above, unless the student is also taking two or more non-Learning Assistance courses.

Students on academic probation or suspension are prohibited from representing the College in extracurricular activities or holding office in any extracurricular student organization. The Provost will use the following definition in implementing the policy: an extracurricular activity or organization is one that is not an integral part of a class in which the student in question is enrolled. The Provost will provide any necessary interpretation of the policy.

FINANCIAL AID POLICY

SATISFACTORY ACADEMIC PROGRESS

Brewton-Parker College is required to establish minimum standards of satisfactory academic progress, and the Financial Aid Office is required to review the progress, and the Financial Aid Office is required to review the progress of students in meeting the stated standards. The standard apply to all students who receive federal and state financial aid.

Satisfactory academic progress is measured by two criteria: qualitative and quantitative.

1. Qualitative refers to grade point average. In order to comply with this component of the policy, students must meet the following requirements:

Credit Hours Calculated*	Minimum Required Cumulative Grade Point Average
0 – 30	1.5
31 – 60	1.7
61 – 90	1.9
91 –	2.0

* Credit hours calculated does not include courses numbered under 100. There are limits on the receipt of state and federal financial aid, which apply to students who are enrolled in learning assistance courses.

These standards of satisfactory academic progress are in compliance with Brewton-Parker College academic progress standards listed in the section of the catalog titled "Academic Warning, Probation, Suspension and Exclusion." Students placed on academic suspension or exclusion will be declared ineligible to receive federal and state financial aid. Students who have aid terminated as a result of this component of the policy may regain eligibility for aid after they are allowed to return to the college. In order to regain eligibility, students must make a 2.0 semester GPA while enrolled at least half time for an individual term. Students must continue to make a 2.0 GPA while enrolled at least half time until their cumulative GPA's are raised to 2.0. Failure to do so will result in final termination of eligibility for federal and state financial aid at Brewton-Parker College. Satisfactory academic progress will be reviewed at the end of each semester. All students who lose financial aid eligibility are eligible to appeal the decision by following the appeal process.

2. Quantitative refers to the number of hours earned within specified time periods. There are two measures of quantitative progress. First, students are required to earn credit for 67 percent of the hours attempted at the end of every semester. Second, students may attempt up to 150 percent of the hours required for their majors and degree. Students will be declared ineligible to receive federal and state financial aid once they have earned 150 percent of the number of hours required in their majors. For example:

Degree Requirements*	Maximum Time Frame
123 hours	184.5
136 hours	204
144 hours	216

* Semester hours calculated does not include courses numbered under 100. There are limits on the receipt of state and federal financial aid,

which apply to students who are enrolled in learning assistance courses.

However, if a student is in jeopardy of exceeding the maximum number of allowable credit hours because of a change in course study, double major or a second degree, financial aid may be extended upon receipt of proper documentation of said change.

Hours attempted include all hours in which students remain enrolled after the expiration of the drop/add period for any term. Grades of A, B, C, D, P and S count as hours earned. Grades of F, W, WP, WF, I, CP, and U do not count as hours earned. Courses repeated with a passing grade are counted only once in determining hours earned. Students who fail to meet the minimum standards will be declared ineligible to receive federal and state financial aid until they meet the indicated standards. Dropped courses count toward the total hours attempted and could possibly jeopardize the receipt of federal and state financial aid.

Only credit taken at Brewton-Parker College or accepted by Brewton-Parker will be counted in determining compliance with the minimum standards of academic progress. The quantitative component will be reviewed at the end of each semester. All students who lose financial aid eligibility are eligible to appeal the decision by following the appeal process.

Students who do not meet the stated standards of satisfactory academic progress for two consecutive semesters are not eligible to continue to receive federal and state financial aid. Students must meet both standards of academic progress, quantitative and qualitative standards. Academic progress is checked at the end of each semester.

Mitigating Circumstances: Students who experience mitigating circumstances (including but not limited to serious illness and injury which require extended recovery time or significant improvement, the death or serious illness of an immediate family member or significant trauma in the student's life that impairs the student's emotional and/or physical health) may appeal the loss of financial aid.

Probation: The first semester a student fails to meet satisfactory academic progress standards, the student will be placed on financial aid probation. During this semester the student will remain eligible for federal and state financial aid. The student will be informed in writing of the deficiency and encouraged to meet with the Counseling Center to arrange for assistance. The Counseling Center will be given a list of the students who are placed on financial aid probation.

Suspension: The second consecutive semester a student fails to meet the standards of academic progress, the student will be placed on financial aid suspension and will no longer be eligible for federal and state financial aid.

Students placed on financial aid suspension may still be eligible to attend Brewton-Parker College.

Appeals Process

First Appeal: Students placed on financial aid suspension may appeal to the Financial Aid Appeals Committee. Appeals are sent to the Financial Aid Office, attention, Financial Aid Appeals Committee. The Assistant Director of Financial Aid will coordinate all appeals. All financial aid appeals must be submitted in writing, attaching any supporting documentation that proves the assertions being made in the appeal. The Financial Aid Appeals Committee will hear all first appeals. The Financial Aid Appeals Committee will consist of the Assistant Director of Financial Aid, the Chair of the Financial Aid Committee, and the Dean of Students. The Chair of the Financial Aid Committee may appoint a temporary replacement for a member of this committee if a permanent member is unable to attend a called meeting. Students denied an appeal by the Financial Aid Appeals Committee may appeal to the College Financial Aid Committee.

Second Appeal: If a student either fails to meet the provisions of a Financial Aid appeal or fails to meet the standards of satisfactory academic progress any subsequent semester after the student has already filed an appeal to the Financial Aid Appeals Committee, this student must submit his or her appeal in writing to the Financial Aid Office, attention, College Financial Aid Committee. All second appeals are submitted to the College Financial Aid Committee in writing, attaching any supporting documentation that proves the assertions being made in the appeal.

RULES GOVERNING APPEALS

Appeals of academic, disciplinary, financial and any other matters designated by the President will be heard by the College Appeals Committee. Appeals of persons who are denied admission to the college will not be dealt with by the Appeals Committee. Such matters will be dealt with by the Admissions Committee. The decisions of the Appeals Committee will be given to the President or Provost at the discretion of the President who will take final action in these and all other matters of appeals.

Appeals of those matters which are dealt with by the Appeals Committee must be made within seven calendar days of the time the students were notified of the action. The appeals process must be completed within one semester following the original event that is being appealed. The Chairman will schedule a hearing on the appeal within three academic days of receipt of the appeal. The Committee will listen to an appeal only when, in the opinion of the majority of the Committee, the appellant can

document in writing a basis for appeal. The basis must be one or more of the following:

1. Evidence that the lower agent (the person who made the original decision) refused to hear all witnesses brought forward by the appellant.
2. Evidence that the lower agent applied regulations not in effect.
3. Evidence that the lower agent did not give due process of being attentive to the appellant's report.
4. Evidence that the lower agent rendered a decision contrary to the evidence presented.
5. Evidence that the decision rendered was biased.
6. Evidence that the action taken was excessive for the charge made against the student.

DIRECTED INDEPENDENT STUDY

Students wishing to take a regular college course through Directed Independent Study must meet the guidelines listed below. The student's advisor must complete an Independent Study Request form verifying that the student meets all guidelines for an Independent Study and must recommend it for that student.

The criteria for taking a course by independent study include, but are not limited to, the following:

1. The student must
 - a. Be a full-time Brewton-Parker student
 - b. Be classified as a junior or senior
 - c. Lack no more than 45 semester hours in his/her Bachelor's degree program
2. The course must be required in the student's degree program.
3. It must be on the list of courses approved for independent study.
4. An approved instructor of the course must agree to teach it.
5. There must be no other opportunity to take the course before completion of degree.
6. These guidelines apply to ALL Brewton-Parker students.
7. Transient students cannot take Directed Independent Study courses.

CREDIT FROM NON-TRADITIONAL SOURCES

Advanced Placement (AP)

Brewton-Parker College awards course credits for scores on the Advance Placement Examinations administered by the College Board as follows.

A score of 3 earns credit for:

- Biology 101 and 102 (Biology)
- Chemistry 111 (Chemistry)

- English 101 (English)
- French 103 (French)
- Mathematics 104
- Mathematics 204
- Music 101
- Physics 201 (if a conference with the physics professor is satisfactory)
- Political Science 210
- History 202 **and** 203 (U.S. History)
- History 152 (European History)
- Spanish 101 and 102
- Art 101 – (Studio Art /Drawing Portfolio)
- Art 211 **or** 212 – (Art History)

A score of 4 gains credit for

- Art 211 **and** 212 (Art History)
- Business 101 (Computer Science)
- Business 221 (Microeconomics)
- Business 222 (Macroeconomics)
- English 101 **and** 102 (English)

College Level Examination Program (CLEP) Exams

Brewton-Parker College accepts credit earned on CLEP subject examinations. The credit-granting score on all subject exams in **50**, effective July 1, 2001. On exams taken prior to that date, Brewton-Parker accepts credit based on the ACE recommendations in effect at the time the test was given.

A maximum of 30 semester hours of credit toward graduation, of which no more than 6 hours can be at the 300 or 400-level, may be earned on the basis of satisfactory scores on the CLEP and/or a combination of CLEP and A P exams.

Corporate / Military Education and Training

Brewton-Parker College will grant credit for corporate and military education and training based on American Council on Education recommendations. A maximum of 30 semester hours of credit toward graduation, of which no more than 12 hours can be at the 300 or 400-level, may be earned on the basis of the American Council on Education (ACE) credit or a combination of ACE credit, CLEP, and/or A P exams.

EXEMPTION OF FOREIGN LANGUAGE REQUIREMENTS

A student whose native language is not English and who provides evidence of completion of high school or college work in a language other than English is not required to take foreign language courses in order to satisfy Area VI requirements in the Bachelor of Arts Degree programs. In order

to qualify for this exemption, the student must pass English 101 and 102, and provide evidence of education in a language other than English. Students who exempt the foreign language requirement are required to make up the 6 hours by taking other courses of their choice.

DEGREES

The following degree programs are available through Brewton-Parker's curricula of study.

Associate of Arts

The Associate of Arts degree is a two-year program designed to meet requirements for students intending to earn a bachelor's degree at Brewton-Parker or to transfer to another senior college or university upon completion of study at Brewton-Parker. The Associate of Arts degree is awarded for the successful completion of the core requirements.

Bachelor of Arts

The Bachelor of Arts degree is designed to give students the broadest possible introduction to the intellectual and cultural treasures of humanity and thereby equip them for graduate study in many different fields and/or for full and productive lives as citizens. This degree is available with several different majors.

Bachelor of Business Administration

The Bachelor of Business Administration degree is designed to prepare students with basic skills necessary for successful careers and for advanced study. The degree is offered with several areas of concentration.

Bachelor of Fine Arts

The Bachelor of Fine Arts degree is designed to prepare students seeking career opportunities in the fine arts.

Bachelor of Ministry

The Bachelor of Ministry degree is a four-year program of study designed to give persons preparing for Christian ministry a solid foundation in Biblical, doctrinal, historical, and practical studies.

Bachelor of Music

Students wishing to major in the field of music may choose from two different degrees, depending on the professional directions they wish to take.

The Bachelor of Music is a professional music degree and is available with a major in music education, performance or church music. The music education major meets the requirements of the Professional Standards Commission for P-12 teacher certification in band, choral, or elementary

music. Students pursuing the teacher education major must apply for admission to the teacher education program, usually at the end of the sophomore year. The performance major prepares qualified students to pursue a career in music performance or for further study. The church music major prepares a student to serve as a minister/director of music.

The Bachelor of Arts with a major in music is a liberal arts-oriented degree.

Bachelor of Science

The purpose of the Bachelor of Science degree is similar to that of the Bachelor of Arts degree. However, it sometimes permits or requires greater concentration within a specified field of study; and it does not always necessarily include a foreign language requirement. Students pursuing this degree with majors in Early Childhood, Middle Grades, or Secondary Education must apply for admission to the teacher education program, usually at the end of the sophomore year.

DEGREE REQUIREMENTS

General requirements for Associate and Bachelor degrees are located in the Programs of Study section of this catalog. Requirements specific to each degree and major are recorded under the heading for that major. Applicable degree requirements are those in the Catalog at the time of original enrollment. Students who break their enrollment, other than for a summer term, who then apply for and are granted readmission are subject to the degree requirements in the Catalog under which they are readmitted.

APPLICATION FOR GRADUATION

In order to receive a degree, a student must apply for graduation when he/she completes degree requirements. Brewton-Parker confers degrees, grants diplomas, and annotates transcripts to reflect degrees earned at the end of each semester.

One annual graduation ceremony is held at the end of spring semester on main campus and another at a selected external site. Participants are those who have or will have completed their degrees during that academic year [fall, spring, and summer]. In order to be eligible to participate, the student must be pre-registered for all remaining classes in the summer semester. Failure to complete during the summer would require the student to apply again for graduation in the semester he will complete. The fee for the second attempt will be one half the regular fee currently in use.

Students who expect to graduate must do the following:

1. Request an audit during the term prior to the last term of attendance.

2. Submit a graduation application and pay the graduation fee no later than
 - a. Fall 2005 – September 30th
 - b. Spring and Summer, 2006 – February 20th

CRITERIA FOR ADMISSION TO TEACHER EDUCATION

A student who desires admission to the Brewton-Parker College Teacher Education Degree program must meet the following requirements and assume responsibility for following guidelines established by the Division of Education.



Criteria and Procedures for Admission to the Teacher Education Program

Level I: Pre-Admission to Teacher Education Program

Pre-Admission to the Teacher Education Program is the first level of admission for the student pursuing a college degree in education. A student may apply for Pre-Admission to the Teacher Education Program by completing the following requirements. For Georgia students seeking the Promise Scholarship, the Pre-Admission will not meet the current requirement that a student be admitted into a Teacher Education Program.

Required for Pre-admission to the Teacher Education Program*

1. Complete the application of admission to Teacher Education Program.
2. Cumulative GPA of 2.5 or higher (includes all college/universities attended).
3. Completed and earned a course grade of "C" or higher in the following courses:
 - a. Education 101
 - b. English 101 and 102
 - c. Communications 101
 - d. Math (core course)
3. Business 101
4. Background check (no criminal record or discharge from the armed services that would prevent teacher certification) or signature on Statement of Criminal Background form.
5. Proof of tort insurance.
6. Portfolio initiated.
7. Obtain a copy of the Brewton-Parker College Teacher Education Handbook.
8. Attended Teacher Education Orientation sessions.
9. Take PRAXIS I

*Transfer students and students returning to college after a time lapse will have their course work evaluated on an individual basis. Pre-Admission or admission to the Teacher Education Program may be approved pending the completion of specific requirements.

Level II: Admission to the Teacher Education Program

A student who desires admission to the Brewton-Parker College Teacher Education Program must meet the following requirements and assume responsibility for following guidelines established by the Division of Education.

Students may not be allowed to take Education courses at the 300/400 level until the student is officially admitted to the Teacher Education Program.

Required for Admission to the Teacher Education Program

Full admission is required before a student can enroll in 300 level or higher education courses. The student will receive written notification of the decision from the Professional Program Committee chair. For Georgia students applying for the Promise Scholarship, full admission to the Teacher Education Program is the only status that will meet the current requirement that a student be admitted into a Teacher Education program.

1. Met all requirements for Pre-Admission
 2. Maintain GPA of 2.5 or higher
 3. Minimum grade of "C" in all major course requirements
 4. Submit three favorable Evaluation of Teaching Potential Forms
 - a. Two submitted by Brewton-Parker College educational faculty
 - b. One may be completed by a non-education Brewton-Parker College faculty member
- Exception: A certification only, alternative-certification, or a Promise Scholarship applicant has the option of using approval from a committee interview in lieu of the three required recommendations. The interview committee will consist of three members of the Professional Program Committee.
5. Passing score on all three parts of the Praxis I subtest (Reading, Writing and Mathematics) or a composite score that reflects the minimum score set by the Georgia Profession Standards Commission. Students may be exempt from the Praxis I requirement by providing sufficient scores on SAT, GRE, or ACT as defined by the PSC.
 6. Proof of tort insurance
 7. Portfolio assessment
 8. Advisor review
 9. Take PRAXIS II

Level III: Admission to Student Teaching
Required for Admission to Student Teaching

1. Maintain GPA of 2.5 or higher
2. Completed all major course requirements and earned a minimum grade of "C"
3. Completed Level II requirements for admission to the Teacher Education Program
4. Completed all practicum/field experiences
5. Second Background check
6. Completion of 50 hours Volunteer Service (hours completed during college experience)
7. Portfolio
8. Must have passed Praxis II prior to acceptance for student teaching
9. Attend Student Teacher Seminar
10. Proof of tort insurance
11. Advisor review

Level IV: Recommendation for Georgia Teaching Certificate

Required for Recommendation for Georgia Teaching Certificate College Degree:

1. Successfully completed student teaching
2. Degree requirements met – College diploma received
3. Maintain GPA 2.5 or higher
4. Portfolio complete
5. Application for certification
6. Resume
7. Completed Student Teacher Seminar
8. Advisor Review

LEARNING ASSISTANCE SERVICES

Goals: Through its Learning Assistance Program, Brewton-Parker College offers courses in reading/writing, mathematics, and study skills to entering students who have been admitted to the college who demonstrate a need for further academic preparation. The course of study is designed to develop and nourish hidden talents, enhance academic confidence, and motivate students by providing opportunities for success. The goals of the program are 1) to test, evaluate, and accurately place students in appropriate courses; 2) to help students acquire the basic skills necessary to progress to other courses and obtain a degree from the college; and 3) to aid any students who need academic assistance.

Placement: To achieve these goals, Brewton-Parker College requires entering students who score less than 430 ("recentered") on either the verbal or mathematics portion of the SAT (or 18 on either portion of the ACT), or who do not submit SAT/ACT scores, to take tests administered by the college to determine which courses in Learning Assistance are needed. All students who are placed in a Learning Assistance course will also be required to take COL 101, Freshman Year Experience, during their first semester, and will be assigned a special advisor until completion of the required courses. Students will not be allowed to postpone a required Learning Assistance course if it can be scheduled at a reasonable time and location.

Services: The Learning Assistance Program provides individual and small-group tutoring for all Learning Assistance classes, and for other courses as needed. Computer-assisted instruction, video tutorials, and study skills workshops are also available in the Learning Lab.

Course Credit: Institutional credit is awarded for LA 98 and LA 99, and these hours count toward meeting financial aid requirements for being a full-time student. However, these courses do not count toward graduation or transfer credit, and are not included in the total hours attempted when determining grade point averages. On the other hand, COL 101, Freshman

Year Experience is a credit course which is available only to freshman except with the Provost's permission.

Credit for LA 98, Reading and Writing for College, or the exemption thereof, is a prerequisite for English 101, and also for all 200-level courses except when the students' advisors obtain the permission of the instructor. Credit for LA 99, Fundamentals of Algebra, or the exemption thereof, is a prerequisite for all math and natural science courses, and for all 200-level business courses.

Brewton-Parker College does not accept transfer credit for Learning Assistance/Development Studies courses. Transfer students who do not have credit for ENG 101 or higher, and/or MATH 101/102 or higher, must take tests administered by the college to determine beginning course placement.

Withdrawals: Withdrawal from a Learning Assistance course after mid-term will count as one attempt and an administrative withdrawal due to lack of attendance will also count as an attempt.

Exclusion: Students are allowed two attempts to pass LA 98 and LA 99. Those who do not pass on the second attempt will be placed on exclusion and will not be permitted to continue at the college. Learning Assistance students who are also enrolled in two or more non-Learning Assistance courses will be subject to the academic probation rules of the college.

Readmission after Exclusion: Students placed on Learning Assistance exclusion may only be readmitted to Brewton-Parker College by submitting a transcript from an accredited college with a grade of "C" or better in the appropriate courses (or their equivalents) Understanding and Using Mathematics (MTH 101) or College Algebra (MTH 102) and/or College Writing I (ENG 101), depending on the deficiency.