

ACADEMIC POLICIES AND REGULATIONS (excerpts from the college catalog)

STUDENT RESPONSIBILITY

All students are responsible for completing their academic programs, for satisfying the general regulations stated in the catalog, for maintaining the required grade point average, and for meeting all other degree requirements. The College urges students to seek guidance from their advisors and other appropriate college officials concerning current policies and requirements related to their education at the College; however, the final responsibility for completing the requirements rests with the student. Students are required to know and observe all regulations concerning campus life and student conduct, and they are responsible for maintaining communication with the College by keeping on file with the Registrar's Office, at all times, their current address, including zip code and telephone number.

REGISTRATION/PRE-REGISTRATION

Livingstone College operates on the semester system. All students must register at the beginning of each semester. Each student is assigned a faculty advisor, who assists in planning a program of study.

Pre-registration is a time period designated each semester to allow the student and advisor to review and plan the student's courses for the upcoming semester. Students who pre-register may find it less difficult to secure a satisfactory schedule of courses.

ACADEMIC ADVISEMENT

The academic advisor's primary role is to help the student plan a course of study so that courses required in a particular program are taken in a proper consequence. The advisor also helps ensure that the student is aware of all graduation requirements. Advisors can also help resolve and prevent academic problems, often referring students to the appropriate official or other resource. At the beginning of each semester, advisors usually post office hours designating when they will be available to students for advisement.

COURSE LOAD

The normal load for a fulltime student is twelve to eighteen (12-18) credit hours. In the summer, a normal load is nine (9) credit hours. During a regular session, a student may not enroll for more than 18 hours; however, a student who has at least a 3.0 cumulative grade point average (GPA) may apply to enroll for additional hours not exceeding a total of 21 *at an additional cost per credit hour*. To take more than 18 hours, the student must complete a Request for Overload Form and obtain permission/signatures from his/her advisor, department/division chair, and final approval from the Vice President for Academic Affairs and Director of Student Accounts. The form may be obtained from the Office of the Registrar.

Students who are on academic probation, or who have been admitted as a conditional student, are allowed to take only a reduced load not exceeding thirteen (13) semester hours. This reduced credit load must be maintained until the student has satisfied the minimum scholastic average requirement.

ADD/DROP (Changes in Enrollment)

Changes in student enrollment or schedule must be made with the approval of the advisor and by the end of the designated Add/Drop period specified in the College Calendar. Such changes including adding or dropping courses, changing sections, electing to audit courses, and changing the number of credits to be earned in a course (where applicable). All changes in enrollment must be submitted to the Registrar's Office prior to the end of the Add/Drop period. A student who fails to complete the final process for dropping a course will receive a grade of "F" (failure) for the course in which he/she was enrolled.

WITHDRAWAL FROM A COURSE

Students are expected to honor the schedule of classes selected at the beginning of the semester. There may be instances, however, when the student wishes to withdraw from a course after the end of the Drop period. The decision to withdraw from a course must be made in consultation with the faculty advisor and the instructor of the course. Forms for withdrawing from class after the end of the Drop period are available in the Registrar's Office. Students are expected to withdraw from a course within the time period indicated on the Academic Calendar. In general, the final date for withdrawal is strictly enforced. Any student not completing the official withdrawal from a course process receives a grade of "F" (failure) in the course in which he/she was enrolled.

OFFICIAL WITHDRAWAL FROM SCHOOL

When a student finds it necessary to withdraw from the institution before the end of a semester, he/she needs to obtain an Official Withdrawal Form from the Office of the Registrar, secure the required signatures, and return the form to the Registrar's Office. This procedure must be followed in its entirety for the student to be considered "officially withdrawn." Any student leaving without completing the official withdrawal process receives a grade of "F" (Failure) in each course in which he/she was enrolled.

CHANGE OF MAJOR

Students who wish to change their program of study involving a transfer from one major to another major in the College must obtain a Change of Major Form from the Office of the Registrar and follow the process as outlined in the document. The student is governed by the Catalog and major sequence that is being followed at the time of the change of major becomes effective.

Undeclared (Undecided) majors must declare a major by the end of the fourth semester of enrollment or upon completion of 57 semester hours of credit.

GRADES

Students are expected to view their midterm and final grades via the campus web by using the ID number (not SSN) and a confidential PIN number. The PIN number is assigned by the Office of the Registrar and must be memorized and/or kept in a secured place.

CLASSIFICATION OF STUDENTS

Student's classification is determined at the beginning of the academic year by the number of semester hours earned. In affairs by class and other activities based upon classification, all students are expected to participate in and represent only the class in which they are officially placed by the hours earned. Unclassified and special students are not allowed to participate in any of the official activities of any of the four regular classes: freshman, sophomore, junior and senior.

CLASSIFICATION	CREDIT HOURS EARNED
Freshman	0 to 25.99
Sophomore	26 to 57.99
Junior	58 to 90.99
Senior	91 and above

SATISFACTORY ACADEMIC PERFORMANCE POLICY

Any student whose grade point average (GPA) falls below the required GPA for continuous enrollment is automatically placed on probation. The probationary period is not more than two semesters. A student who has been on probation for two semesters will be suspended from the College for at least one semester.

Any student who falls 25% (twenty-five percent) below the minimum GPA requirement *is not eligible for continuous enrollment.*

SEMESTER HOURS ATTEMPTED	REQUIRED GPA
Less than 26	1.6
26-57	1.8
58-90	2.0
91+	2.0

(NOTE: It is also the student's responsibility to meet the requirements of the SATISFACTORY ACADEMIC "PROGRESS" POLICY FOR FINANCIAL AID RECIPIENTS.)