

**GREENSBORO COLLEGE ADVISING HANDBOOK
2017-2018
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2017-2018 ADVISING CALENDAR

<u>DATE</u>	<u>ACTIVITY</u>
August 10	New Advisors' Workshop
August 12-14	PAWS 2 for new students
August 16	Regular fall classes begin
August 22	Last day of drop/add
Early Fall 2017 semester	Advisor assignments made for new Fall 2017 students
Week of October 16	New Advisors' Pre-Advising Meeting Advisors post sign-up sheets for appointments for advising period
October 20	Advisors receive Spring 2018 advising packets
October 23-November 10	Advising/Registration period for Spring 2017
October 27	Last day to withdraw from courses without academic penalty Last day to elect Pass/Fail option
December 7-12	Final Exams
December 13	All grades for graduating students due to Registrar at noon
December 14	All grades for all other students due to Registrar at noon
Week of December 18	Students placed on probation or suspension notified
January 8	Regular spring classes begin
January 12	Last day of drop/add
Early Spring 2018 semester	Advisor assignments made for new Spring 2018 students
Week of March 19	Advisors post sign-up sheets for appointments for advising period
March 23	Advisors receive Summer/Fall 2018 advising packets
March 23	Last day to withdraw from courses without academic penalty Last day to elect Pass/Fail option
March 26-April 13	Advising/Registration period for Summer/Fall 2018
May 3-8	Final Exams
May 9	All grades for graduating students due to Registrar at noon
May 10	All grades for all other students due to Registrar at noon
May 11	Baccalaureate/Cap and Gown Ceremony
May 12	Commencement
Week of May 14	Students placed on probation or suspension notified

IMPORTANT CONTACTS FOR ADVISORS

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ACADEMIC CATALOGSGeneral Information about the *Undergraduate Academic Catalog* and *Graduate Academic Catalog*

The *Undergraduate Academic Catalog* and the *Graduate Academic Catalog* are published each summer for the following academic year. The complete *Catalogs* are posted on the Greensboro College website (<https://www.greensboro.edu/course-catalog.php>). Greensboro College reserves the right to change policies, fees, and rules stated in the *Catalog* when such a change is merited.

Students must complete degree requirements that are in place at the time of their initial enrollment at Greensboro College. A “catalog year” begins with the fall semester. Students who enroll in summer school follow the requirements stated in the *Catalog* for the academic year that is ending. Example: A student who enrolls in Summer 2017 and continues into the Fall 2017 semester follows the 2016-2017 *Catalog*. A student who enrolls in Fall 2017 or Spring 2018 follows the 2017-2018 *Catalog*.

Students who withdraw from Greensboro College then are readmitted follow requirements stated in the *Catalog* in effect at the time of re-enrollment.

Students enrolled in teacher licensure programs should be aware that their requirements may change after their initial enrollment due to changes in the North Carolina Department of Public Instruction policies. NCDPI changes supersede Greensboro College requirements.

ACADEMIC SUCCESS PROGRAM

The Academic Success Program provides a structured environment for students who may have academic deficiencies or may benefit from close monitoring. Traditional students may be admitted to the College contingent on their participation in the Academic Success Program. Tica Green, Director of Academic Success, serves as their advisor while they are in the program. These students must sign a contract upon enrollment that stipulates conditions they must meet, which may include the following:

- meet regularly with the Director of Academic Success to review progress in each course
- meet regularly with instructors individually
- restrict course load
- adhere to all attendance policies in their courses
- use tutoring services as directed by the Director of Academic Success
- meet with the Director of Career and Personal Development

ACADEMIC WITHDRAWAL, PROBATION, AND SUSPENSION

General Information About Academic Withdrawal, Probation, and Suspension

At the end of each fall and spring semester, all students’ academic progress is reviewed by Academic Services. Based on cumulative grade point average and how many hours have been attempted, students may be academically withdrawn, placed on academic probation for the subsequent semester, or are suspended. Students in these categories are notified in writing by the Senior Vice President and Chief Academic Officer. Students who are academically withdrawn or suspended have the opportunity to appeal their suspension. Advisors receive copies of these letters.

Minimum Requirements:

<u>Number of hours attempted</u>	<u>Minimum required cumulative GPA for good academic standing</u>
Any student enrolled in his/her first or second semester at Greensboro College	1.0. Any GPA below 1.0 will result in academic withdrawal.
0-27	1.6
28-59	1.8
60+	2.0

Notes:

- “Hours attempted” includes everything – transfer hours, repeated courses, courses taken pass/fail, etc.
- Any student who is academically withdrawn with less than a 1.0, or suspended for not meeting a minimum GPA requirement, has the right to appeal.
- Any student who falls below the 1.6, 1.8, or 2.0 requirements will be placed on academic probation for the next semester. He/she must raise the cumulative GPA to the required minimum by the end of that probationary semester; failure to do so results in academic suspension.
- At the end of the probationary semester, any student who has not achieved the minimum cumulative grade point average for his/her category are suspended, unless his/her term grade point average is at least 2.0, and his/her cumulative grade point average is at least 1.5, 1.7, Or 1.9, respectively; in this case, the student would be continued on probation.

Students on probation may attend summer school at Greensboro College to attempt to improve their grade point average. Students who are suspended may not attend summer school at Greensboro College without permission of the Scholastic Standing Committee. Summer courses taken elsewhere will not affect the student’s grade point average.

Recommendations for Advising Students on Probation

- Repeat courses in which the student has made a D or F previously.
- Limit the student’s course load.
- Encourage the student to work with Lisa Alley, Director of Academic Support.
- Tell the student to meet frequently with instructors about their progress in each course.
- Encourage the student to use the tutoring services provided by the College for extra help in courses.
- Stress to the student that they should not be absent from classes.

See also:

Appeal of Academic Withdrawal or Suspension, page 9

Grade Point Average, page 25

Repeated Courses, page 34

ADULT STUDENTS

Greensboro College students are classified as adult students if

- they are 23 years of age or older, or
- they will turn 23 years old during their first semester of enrollment, or
- they have a bachelor’s degree, or
- they are admitted to the Organizational Leadership and Management (OLM) Program, the Piedmont Alternative Licensure (PAL) Program, the Rockingham Community College/Greensboro College program, or any of the College’s online degree completion programs.

Adult students comprise approximately one third of the total enrollment of Greensboro College. They are not limited in when they may take classes. Adult students follow the same degree requirements as traditional students. Advisors of adult students should be aware of the students’ work schedules and other obligations when planning advising meetings or helping students plan course schedules.

ADVANCED PLACEMENT EXAMINATIONS

Students may have official Advanced Placement (AP) examination score reports sent to Greensboro College from the College Board. The Registrar receives the scores and grants credit to the student

according to the chart in the section of the *Undergraduate Academic Catalog* entitled **Advanced Placement**. Students should not enroll in courses for which they have earned, or expect to earn, AP credit. Transfer students who were awarded AP credit at a previous college must have a new, official report sent to Greensboro College. Greensboro College does not award AP credit based on credit listed on a previous college's transcript.

ADVISING RESPONSIBILITIES

Advising is a critical component to each student's career at Greensboro College. We operate on a faculty-based system because we believe that the faculty are the experts in their disciplines, and are the most knowledgeable and experienced people to provide valuable services to their advisees. Being an effective advisor develops over time as an advisor has experienced a variety of different situations with students. Some of the responsibilities of advisors include:

- being available during office hours.
- being aware of advisees' schedules and holding office hours in the evening, if possible, to accommodate students, especially during advising periods.
- establishing a good rapport with advisees.
- providing accurate information about College policies and degree requirements.
- referring students to appropriate offices to handle questions that are not related to academic advising.
- being willing to say "I don't know" when asked a question, then finding out the correct answer.
- discussing long-range plans with students, including career goals.
- referring students to support services when they are having difficulties.
- having proper resources available in their offices—the *Undergraduate* and *Graduate Academic Catalogs*, the *Academic Advising Handbook*, schedule of courses, etc.

In most cases, freshmen will be assigned to their instructor of GCS 1100, Greensboro College Seminar for advising in their first semester. These GCS 1100 instructors/advisors who are trained to assist new students in their transition to college academic life. They are also trained to advise students across different disciplines for the first year. Students will remain assigned to their GCS 1100 advisor until the second semester. At this point, students are assigned to advisors who teach in their major disciplines. Students who are undecided about majors remain with their GCS 1100 advisors until they declare a major.

Meeting degree requirements and following policies at Greensboro College are the student's responsibility. Insightful advising will help put the student in the best position to be successful in his/her academic career.

ADVISOR ASSIGNMENTS

General Information About Advisor Assignments

Greensboro College operates on a faculty-based advising system. Each student is assigned to an advisor upon enrollment. Lisa Alley, Director of Academic Support, makes the assignments for new students at the beginning of each fall and spring semester. Students can see their advisor assignments in their Empower accounts. As students change majors, they are assigned to new advisors in the new major unless they are in their first year. Advisors can view their current advising list at any time for a given semester in their Empower accounts.

Obviously, faculty advisors who teach in the majors with the largest enrollments at Greensboro College will have heavier advising loads. Every effort is made to keep advising loads relatively even among faculty advisors who teach in each area.

Students Who Pursue More than One Major

Students who pursue more than one major have only one advisor. The advisor is responsible for monitoring the student's progress in general education requirements and those particular major requirements. Students and advisors may consult with advisors in the other major disciplines anytime and are encouraged to do so.

Students Who Pursue Minors

Students who pursue minors are not assigned to an advisor for the minor. The advisor in the student's major is responsible for tracking the minor.

ALTERNATIVE FORMS OF CREDIT

General Information About Alternative Forms of Credit

In some cases, students may be awarded academic credit by Greensboro College based on standardized test scores or experiential learning. Procedures for a student's being awarded alternative forms of credit are listed below. In any case, alternative forms of credit should be submitted to the Registrar's Office prior to the semester in which the student expects to graduate. The maximum number of hours a student can earn through alternative means is 45.

ACT-PEP, CLEP, and DSST/DANTES Tests

Various departments at Greensboro College recognize scores on ACT-PEP, CLEP, and DSST/DANTES tests as being worthy of credit for individual courses. Students who have taken ACT-PEP tests should have the scores sent to the Registrar's Office. The scores will be evaluated by the appropriate division to determine how much credit is to be awarded.

Greensboro College administers CLEP tests in the PEAK. Students should contact Lisa Alley to schedule testing.

Challenge Examinations

If a student believes he/she has mastered the content of a course before taking the course at Greensboro College, he/she may ask the appropriate department chair whether taking a challenge exam is possible. It is the department chair's decision to give a challenge exam or not. If so, then the department chair will notify the Registrar, then administer and evaluate the exam with the help of other faculty as needed. After the exam, the department chair recommends how much credit should be awarded to the student by submitting an Alternative Credit Form to the Registrar.

Experiential Credit

Students who believe they have experience relative to their academic program through work may develop a portfolio that includes specific details of that experience. Students consult with faculty members in the appropriate discipline to review the portfolio. The faculty will use the Alternative Credit Form to document the evaluation and recommendation for credit. A maximum of eight hours may be earned through portfolio credit.

See also:

Appendix A, Alternative Credit Form

APPEAL OF ACADEMIC WITHDRAWAL OR SUSPENSION

Students who are academically withdrawn or suspended from Greensboro College have the right to appeal their suspension, requesting permission to continue enrollment in the next semester.

Procedure for Students Appealing Withdrawal or Suspension

1. Student submits a letter of appeal to the Associate Vice President for Academic Administration by the deadline stated in the student's withdrawal or suspension letter. The letter should include reasons for the student's academic performance and plans for addressing these issues in the future.
2. Appeals are reviewed by the Scholastic Standing Committee.
3. Student may appear in person before the Scholastic Standing Committee, but it is not required. Students are not penalized for not appearing in person.
4. The Scholastic Standing Committee renders a decision on the appeal. Possible decisions include:
 - Appeal granted. Student may return in the next semester and will be on probation; the Committee will set terms for the student to follow that will enhance chances for success.
 - Appeal denied. Student may not return in the following semester. He/she may apply for readmission to the College after sitting out at least one semester unless this is a second suspension.
 - Appeal deferred. Students suspended at the end of a spring semester and who are approved to attend summer school may have their decision deferred until the conclusion of summer school. The Committee will review the student's case again, especially his/her performance in summer school, and decide whether he/she may return in the fall semester.
5. Students suspended from Greensboro College for the second time usually are not eligible for readmission.

See also:

Academic Withdrawal, Probation, and Suspension, page 5

ATTENDANCE

General Information About Attendance

There is no institution-wide attendance policy for classes. Every instructor is required to include his/her attendance policy for each course on the course syllabus. The College's policy on attendance is stated in the *Undergraduate* and *Graduate Academic Catalogs*:

Students are expected to be present at all of their regularly scheduled classes and laboratory appointments. When protracted absence has been caused by illness, students may be given the privilege of making up lost work by arrangement with the instructor. The burden of making up missed work rests with the student. All instructors have an attendance policy that will be announced at the beginning of each term, included in the class syllabus, and filed with the Dean of the Faculty. Penalties for not adhering to stated attendance policies will also be included in the class syllabus and announced at the beginning of each term. Any student who violates the attendance regulations set forth by the instructor may be dismissed from the class, provided that a warning of the intended action has been sent to the student. The student will receive a grade of WN or FN, depending on the date of the dismissal from the class. For more information, see the sections titled Course Withdrawal and Unofficial Withdrawal.

All instructors are required to report to the Registrar any students who never attend any class sessions during the first two weeks of a regular semester, or equivalent timeframes for shorter terms. These students are then notified by the Registrar that they have been reported as non-attenders. The students must initiate a withdrawal if they do not intend to complete the course. Students who are not reported to the Registrar as non-attenders are assumed to be attending classes.

Students who request modifications to attendance policies set forth by individual instructors as an accommodation for a documented disability must do so by following procedures required by the Office of Academic Accessibility.

When Students Are Absent

When a student is absent from class, instructors may complete a Notification of Absences/Academic Difficulties form. The instructor sends the form to the PEAK. Copies will be distributed to the student, instructor, advisor, Registrar's Office, coach (if applicable), and parents (if permission has been given). This notice serves as a warning to the student that his/her absences may affect their grades in the course negatively. It also documents when absences and follow up occurred.

When the student exceeds the instructor's allowed absences, the instructor may administratively drop the student from the course using the Notification of Academic/ Attendance Difficulties form. In this case, the student receives a final grade for the course to the student. If the action occurs before the deadline to withdraw without academic penalty, the student receives a WN grade; if it occurs after the deadline, the student receives an FN grade.

Advisors receive copies of all attendance notices filed on their advisees. Advisors should discuss the reasons for, and consequences of, excessive absences with their advisees.

Greensboro College has a policy on unofficial withdrawals. Unofficial withdrawals are students who stopped attending a class completely sometime during a semester and never initiated a course withdrawal. Instructors should inform the Registrar or the Associate Vice President for Academic Administration directly when this situation occurs. The student's financial aid award may be affected if the student has left the College completely. At the end of a semester during grading, if an instructor determines that a student has failed the class and the predominate reason for the failure was lack of attendance, the appropriate grade is FN (Failure for Non Attendance).

See also:

Unofficial Withdrawals, p. 38

Appendix B, Notification of Academic/Attendance Difficulties

CERTIFICATE OF STUDY

Greensboro College offers a Certificate of Study for students who take 20 hours of courses in a concentrated subject area. At least eight of the total 20 hours must be completed at Greensboro College, and the overall grade point average of all 20 hours must be at least 2.0. These students are non-degree seeking.

Upon successful completion of the 18 hours, the student is presented a Certificate of Study. The student is not eligible to participate in Commencement exercises.

CLASSIFICATION OF STUDENTS (UNDERGRADUATE)

Freshman: 0 - 27 total hours earned

Sophomore: 28 - 59 total hours earned

Junior: 60 - 91 total hours earned

Senior: 92 + total hours earned

Total hours earned includes all transfer work and any other alternative forms of credit.

CONFIDENTIALITY OF STUDENT RECORDS

General Information About Confidentiality

In accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), a student's academic record cannot be discussed in person, by telephone, or in writing with anyone other than the student, **including parents**, unless the student gives permission to do so. Greensboro College offers traditional students the opportunity to sign an Authorization to Release form in the Registrar's Office, or to give their permission electronically through the Empower enrollment portal. If a student gives permission for the College to share academic information, then faculty/staff are allowed to discuss the student's academic work, and the College can send copies of grades, correspondence, and any other information given to the student, to the people named in the student's permission form. Academic information may be shared among College faculty/staff when it is in the educational interest of the student.

What Advisors Should Do If Parents Contact Them

When a parent contacts an advisor directly to ask about his/her student's academic progress, the advisor should not give the parent any details about the student's academic records unless he/she is sure that permission has been given by the student. Advisors should contact someone in Academic Services or the Registrar's Office to ascertain whether the student has given permission to release such information. Adhering to this policy is critical to protecting our students' privacy and the integrity of our academic records.

CONSORTIUM

General Information About Consortia

Greensboro College is a member of the Greater Greensboro Consortium, which includes Bennett College, Elon University, Greensboro College, Guilford College, Guilford Technical Community College, High Point University, North Carolina A & T State University, and the University of North Carolina at Greensboro. Following completion of appropriate paperwork and approvals, students enrolled at any of these institutions may take courses at any other consortium college for credit without additional charges unless the courses carry special fees. The credit hours and grades are part of the student's Greensboro College record and are calculated in the grade point average. This is different from regular transfer credit. The Consortium operates in this manner in the fall and spring semesters. Summer school courses taken at these institutions other than the student's home campus is treated like any other transfer credit.

Because grades earned in consortium courses are calculated in the student's Greensboro College grade point average, students may repeat courses in the consortium to attempt to improve their grade point average.

Procedures for Enrolling in Consortium Courses

Students may not major or minor in an area not offered at Greensboro College. Additionally, they must take all general education requirements at Greensboro College unless there are strong reasons for an exception, they must be registered for at least as many hours at Greensboro College as they are through the consortium, they must be pursuing their first undergraduate degree, and they must have a minimum cumulative GPA of 2.0.

1. Student should discuss with his/her advisor the appropriateness of taking a consortium course. How will the course apply to degree requirements at Greensboro College?
2. Student completes a consortium form, located in the Registrar's Office. Course schedules for the consortium schools are available in the Registrar's Office; student can use these to list the course number, title, meeting times, and location of the course(s) he/she wants to take. The

student takes the consortium form to the advisor for approval, then returns it to the Registrar for approval. The Dean of the Faculty must also approve.

3. The consortium form is returned to the student, and the course is added to the student's Greensboro College record. (If the request is not approved, the student is notified of that action)
4. The student takes the consortium form to the host institution during their drop/add period for the particular semester. Our Registrar's Office has dates, times, and locations of drop/add periods of all consortium schools. **Host institutions will not process consortium forms until their designated drop/add period is underway.**
5. Space in courses is not guaranteed for consortium students. If a student is unable to enroll in the desired course, he/she must inform our Registrar's Office so that the course can be deleted from the student's record. Failure to do so can result in financial and academic penalty.
6. Upon completion of a consortium course, the host institution sends a transcript to Greensboro College. The grade and hours earned are added to the student's Greensboro College record.

See also:

Appendix C, Greater Greensboro Consortium Form

COURSE LOAD

Determining the appropriate course load for a student is a critical element in advising. Students' course load should be light enough to be manageable and to take into consideration other outside work and family obligations, but heavy enough to challenge the student and ensure progress toward a degree. Advisors should be aware of the following requirements:

- A minimum full-time undergraduate load at Greensboro College is 12 semester hours. A minimum full-time load for graduate students is six graduate hours.
- Full-time status is required for students seeking maximum financial aid and intercollegiate athletic eligibility.
- The maximum undergraduate course load allowed is 18 semester hours in a regular semester, and eight hours in a summer session. Students who want to take more than these limits must complete a Petition for Exception to Academic Policy, and gain approval from their advisor and from the Associate Vice President for Academic Administration.
- Another point to remind the student is that credit hours attempted above 18 are charged additional tuition. For the traditional student, the rate is \$750 for each hour over 18; adult students are charged the usual graduate tuition rate for all hours in which they are enrolled. The only exception to being charged overload fees is for students in the Honors Program. However, students in the Honors Program must petition for permission to take the overload.

When advising students on how many hours they should take, advisors should consider how academically strong a student is, what other outside obligations they have, and how strenuous the content of each course will be for that student. A typical load for a full-time traditional student is normally 14-17 semester hours.

See also:

Appendix N, Petition for Exception to Academic Policy

COURSE WITHDRAWAL

A student may withdraw from a regular course until the end of the eleventh week of class in a regular semester without academic penalty. (Deadlines are different for summer sessions, weekend courses, and other courses that run for only part of a semester.) In this case a grade of W is assigned, which does not

affect the grade point average calculation. After the stated deadline, a student may withdraw from a course, but will be assigned a grade of WF, which is calculated in the grade point average like a regular F.

Procedures to Withdraw from a Course

1. Student obtains a Course Withdrawal form from the Registrar's Office. The form requires signatures of the course instructor and the student's advisor; however, the form will be processed without the instructor's signature. The advisor should discuss these issues with the student before signing the Course Withdrawal form:
 - Has the student discussed this withdrawal with the course instructor?
 - If the withdrawal occurs after the deadline, how will the WF affect the student's grade point average?
 - Does the student need this course for graduation requirements? If so, when does he/she plan to repeat it?
 - Will the student remain full-time? Has he/she discussed the impact on financial aid? (Students must complete 2/3 of their total hours attempted to retain eligibility)
 - Is the student on probation? If so, how will this withdrawal affect his/her grade point average?
2. Student submits the Course Withdrawal form to the Registrar's Office. If the withdrawal is occurring in the first half of the semester, it is critical that the student turn it in before the stated deadline so that they are assigned a W grade, not a WF.

Too often, students do not follow these procedures and are assigned grades of F for courses from which they did not withdraw properly. **If an advisee mentions withdrawing from a course at any time, advisors should make sure that he/she understands how to do so.**

See also:

Appendix D, Course Withdrawal Form

Grades, page 23

Grade Point Average, page 25

DEGREE AUDIT

General Information About Degree Audit

The online degree audit program in Empower is one of Greensboro College's main tools for advising and tracking students toward graduation. Students have access to their degree audit in their Empower accounts, and advisors have access to their current advisees' degree audits. The degree audit includes general education requirements, degree requirements, major and minor requirements specific to the individual student's declared majors/minors, and other graduation requirements such as the total number of hours earned. When a student declares or changes his/her major and the new major is entered in Empower, the degree audit program automatically applies all earned credits to the new major. If a student has transfer credit, it is listed on the degree audit as satisfying the appropriate requirement. Elective hours earned also appear.

The Registrar's Office updates individual degree audits when changes are made to a student's record, and periodically all enrolled students' degree audits are updated. The date of a student's last update prints at the top of the audit. If a student or advisor needs an update to be run so that new changes are reflected, he/she can make the request to the Registrar's Office.

The degree audit does not replace the Registrar or the *Academic Catalog*. The Registrar reviews degree audits and determines whether a student has met requirements and is eligible for graduation, etc.

How Advisors Use the Degree Audit

Prior to each advising period (in October/November and March/April), advisors will be provided with materials needed. When the student meets with the advisor to plan the next semester's schedule, the advisor and student should view the degree audit online to see which courses and requirements have already been completed, which courses the student is currently taking, and which courses still must be completed.

Degree audits for students who are close to graduation (within the next two semesters) will be reviewed by the Registrar's Office every semester and during summer. The Registrar's Office will email the student, copied to the advisor, listing the remaining requirements for the degree. Advisors can use these emails with the degree audit to make sure students understand what requirements are outstanding.

Students are ultimately responsible for fulfilling degree requirements. However, the College may be liable for inaccurate information given to an advisee. Advisors should use the degree audit and consult the Registrar if there are any questions about a student's progress.

See also:

General Education Requirements, page 18

Appendix T, Instructions for Accessing Empower Degree Audit

DEGREE REQUIREMENTS

Greensboro College offers the Bachelor of Arts, Bachelor of Business Administration, Bachelor of Music Education, and the Bachelor of Science degrees at the undergraduate level. Graduate degrees offered are the Master of Arts in Teaching English to Speakers of Other Languages (TESOL) and the Master of Education in Birth through Kindergarten Education, Elementary Education, and Special Education. Degree requirements are best summarized in the *Undergraduate* and *Graduate Academic Catalogs*; please refer to the appropriate sections for details.

Some of the basic requirements for an **undergraduate** degree include:

- A minimum 124 hours earned
- All general education and major requirements satisfied
- No more than 50% of the total degree hours may be earned in the major discipline
- A minimum cumulative GPA of 2.0 in all hours earned at Greensboro College, including those hours in excess of the 124-hour minimum
- A minimum cumulative GPA of 2.0 in the major, excluding required related courses (Some majors require that all courses in the major be C- or better, or C or better; see the disciplinary sections of the *Undergraduate Catalog* for details.)
- A minimum of 31 hours earned at Greensboro College for the degree
- A minimum of 12 hours earned at Greensboro College for the major
- A minimum of 8 hours earned at Greensboro College for a minor
- The last 30 hours of the degree earned at Greensboro College
- A maximum of 6 hours earned toward the degree in physical education activity courses

Some of the basic requirements for a **graduate** degree include:

- A minimum of 30 hours earned
- All program requirements satisfied
- A minimum cumulative GPA of 3.0 in all graduate hours earned at Greensboro College

See also:
General Education Requirements, page 18

DIRECTED STUDY/INDEPENDENT STUDY

General Information About Directed Study and Independent Study

A directed study is a course designed by a student and faculty member that does not exist in the *Catalog*. Directed studies usually involve combining interdisciplinary material or deeper study in on a specific topic. This option is normally open to juniors and seniors. The course number for a directed study is designated 3900 in the area in which the course is developed, and the credit counts as elective credit in that area. For example, a directed study in the area of business would be denoted as BUS 3900, and would count as elective hours in business.

An independent study is a course that exists in the *Catalog* but is taught on an independent basis. This usually occurs when a student wants to take a course during a particular semester in which the course is not being offered. The course number for an independent study is designated with the existing course number followed by an X. For example, an independent study in BUS 2003, Marketing, would be denoted as BUS 2003X, and the grade and hours earned would be recorded in the same manner as if the course were taken in a traditional class.

Procedure

1. The student obtains a Directed Study/Independent Study form from the Registrar's Office. The advisor's signature is required on the form. Before signing, the advisor should discuss with the student if this is the best option, how the course will count toward degree requirements, and the discipline necessary for the student to be successful in a directed or independent study.
2. The student gains approval from the instructor who will supervise the directed/independent study. If it is a directed study, the student and instructor must list on the form course objectives, assignments, and methods of evaluation. The student must also gain approval from the appropriate Department Chair.
3. The student returns the form to the Registrar's Office. The Dean of the Faculty must approve the request.
4. The course is added to the student's record. This paperwork should all be completed before the end of the drop/add period for the semester in which the student will do the directed/independent study.

Note: A \$150 fee is charged to the student for directed study courses and independent study courses that are not required for the student's degree.

See also:
Appendix F, Request for Directed Study/Independent Study Form

DOUBLE DIPPING COURSES

A single course may satisfy more than one degree requirement. Specifically, a single course may satisfy a general education requirement, a major or minor requirement, and a B.A./B.S./B.M.E. requirement, or any combination of these requirements. The only restriction is between majors and minors: A minor must include at least 12 hours that do not double dip with the major; these 12 hours must apply to the minor only.

DROP/ADD

A drop/add period begins when registration opens for a given term. Students can make adjustments to their schedules online via Empower. Drop/add ends after one week of class in fall and spring semesters, and after three days in summer and other short sessions. Since registration occurs online in Empower, students may make changes to their schedules any time after registration for a given term opens, but they should consult with their advisors. Advisors should make every effort to be available to their advisees during the designated drop/add periods. Advisors should discuss with the student such issues as the effect on course load, whether prerequisites for new courses have been met, how the change affects progress toward degree requirements, etc.

If a student wants to add a class that is closed, or a class for which he/she lacks a prerequisite, or a class that overlaps with another class, the student must obtain written permission from the instructor of the course(s) involved. The form to use for these situations is the Registration Exception Form, found in the Registrar's Office. If the instructor approves and signs the form, the student should submit it to the Registrar's Office; staff can then override Empower to add the student to the class(es).

Procedure

1. Students log in to Empower with their user name and password, then access the registration module with their PIN numbers. Students do not have access to their own PIN numbers and must obtain them from their advisors.
2. Students may add classes and drop classes according to relevant prerequisites, and whether there are open seats in classes.
3. To overload a class, or register for a class while lacking a prerequisite, or enroll in overlapping classes, students obtain a Registration Exception Form in the Registrar's Office. If the instructor(s) involved approved and sign the form, the student returns the form to the Registrar's Office. The Registrar's Office staff will then override Empower to make the changes.

See also:

Appendix T, Empower Web Instructions for Students

Appendix G, Registration Exception Form

DUAL ENROLLMENT

A student who is enrolled in two colleges in the same term is "dually enrolled." Dual enrollment is not allowed unless the student has permission from an academic officer (Vice President for Academic Affairs, Registrar, or Dean of the Faculty) from each college to do so. There are several reasons why students are not allowed to be dually enrolled unless both colleges are aware, including preventing students from obtaining financial aid from more than one institution and preventing two institutions from counting the same student in headcount reports for outside agencies.

The only exception to this dual enrollment policy is students who take courses during a fall or spring semester through the Greater Greensboro Consortium (Greensboro College, Bennett College, Elon University, Guilford College, Guilford Technical Community College, High Point University, North Carolina A&T State University, and the University of North Carolina at Greensboro. Enrollment in one of these colleges through proper consortium procedures is not considered to be dual enrollment.

Students who want to be dually enrolled must complete a Petition for Exception to Academic Policy, have an advisor's signature, and have an academic officer from each institution approve the petition prior to enrolling in the courses involved. The dual enrollment policy also applies to online courses.

See also:

Consortium, page 11

Appendix N, Petition for Exception to Academic Policy

EARLY ALERT TEAM

The Early Alert Team (EAT) is charged with identifying students who may be at risk academically, financially, socially, or some other way, and implementing appropriate interventions to help the student. The EAT is one of Greensboro College's main retention initiatives. It functions as a very collaborative group, with members from various offices and groups on campus, including faculty, admissions, academic affairs, financial aid, student accounts, athletics, student development, information technology, and the PEAK. The EAT relies heavily on feedback from faculty and staff across campus about students who are struggling or need help. There are different ways to submit feedback to the EAT:

1. Progress reports/alerts in Empower. The EAT will request that faculty submit progress reports at scheduled times in the semester. Students can access these reports through their Empower accounts, and parents can view them if the student gives them the proper username and password. Advisors can view progress reports for their advisees in Empower. Progress reports can be submitted through Empower at any time; they will be retrieved by the chair of the EAT on a frequent basis so that follow up work can happen quickly.
2. Notification of Attendance/Academic Difficulties form. Faculty may use this hard copy form to warn the student about attendance problems or academic issues. Faculty may also withdraw a student from his/her class if a student has exceeded the allowed absences for the class. Students, the instructor who submits, advisors, the Registrar's Office, parents (if permission has been given), and coaches (if applicable) receive copies of the form.
3. EAT Form. Faculty and staff may use this online form to report on students. The student does not see this form, and copies are not mailed. The link is on the Faculty Resources page of the Greensboro College web site: https://facstaff.greensboro.edu:42005/wordpress/?page_id=88
4. Informal conversations or emails are also useful feedback.

See also:

Progress Reports, page 33

Appendix B, Notification of Attendance/Academic Difficulties form

Appendix S, Instructions for Entering Progress Reports

EMPOWER

Empower is Greensboro College's administrative software program and student information system. Faculty have access to student data via an internet interface that pulls data from Empower about students they teach in courses and those who are assigned as advisees. Various administrative offices on campus have access to Empower modules that allow access to appropriate student data so that they can perform various functions.

The web address for the Empower interface is <https://empowerweb.greensboro.edu/empower/fusebox.cfm>. All faculty (fulltime and part-time) and staff are assigned a user name and password.

By selecting different options, advisors have access to some demographic information about students, degree audits, students' schedules, and their academic history. Instructors may also submit final course grades online in Empower, record attendance, view class lists at any point during the semester, and e-mail individual students or an entire class.

Students also have Empower accounts and may view their own grades, degree audits, academic history, class schedules, financial aid and business office information by logging in with their user names and passwords. Registration and drop/add occurs online via Empower.

GENERAL EDUCATION REQUIREMENTS

The current general education requirements for students pursuing the B.A., B.M.E., or B.S. degrees are printed below:

(This section has been copied from the *Greensboro College Undergraduate Academic Catalog 2017-2018*)

Purpose of the Greensboro College General Education Program

The general education program of Greensboro College is an integral component of the college's mission and is the core of the undergraduate curriculum across all majors. The general education program is dedicated to providing all students with balanced and broad educational opportunities. True to liberal-arts traditions and the college's Methodist roots, the Greensboro College general education program offers students opportunities to develop five general learning outcomes. All graduates of Greensboro College should be able to

1. read critically a variety of texts;
2. write effectively for different purposes and audiences;
3. speak effectively for different purposes and audiences;
4. reason to reach logical conclusions; and
5. think critically about ethics and values.

Completion of the general education program brings the liberal-arts disciplines into students' lives in ways that connect the arts and sciences with the realities of the 21st century. Students completing the program will be prepared for a productive life, lifelong learning, understanding, and application of intellectual skills necessary to cope with and contribute to the world in which we live.

Requirements

General education requirements total 36-40 credit hours (the difference allows for transferred equivalent courses). These hours must consist of two composition courses, a humanities course, and a minimum total of 30 credit hours distributed across four disciplinary categories listed below.

Composition

Students must successfully complete two courses or their transferred equivalents from this list.

ECM 1100 Texts and Contexts

ECM 1120 Scholarly texts and Contexts

HON 1110 The Basic Questions (grade of C- or better required)

HON 1120 Stories We Tell Ourselves (grade of C- or better required)

Full time students must complete these courses within the first three semesters of enrollment; part-time students must complete these courses within the first four semesters of enrollment. Students who have not completed the English requirement within the specified time must obtain permission from the Dean of the Faculty to enroll at the College for a subsequent semester.

All students must successfully complete the two composition courses, or their equivalents, and complete a minimum total of 30 credit hours distributed across four categories listed below. Students who complete all of these courses at Greensboro College will earn a total of 40 credit hours in these categories. Transfer students whose total credit hours across the four categories below is less than 30 hours must take additional courses from these categories to earn at least 30 credit hours.

Humanities Course

All students must complete a Humanities course. Humanities (H) courses are designated in the categories below as (H). Such courses may also fulfill other general education requirements as identified below.

Artistic/Literary

Students must complete two courses or their transferred equivalents from the list below; the two courses must be from two different disciplines.

ART 1100 Introduction to Visual Art (H)
 ART 1109 History of Women Artists (H)
 ART 2900 Art History I: Western Art Before 1900 (H)
 ART 3905 Art History II: Modern and Contemporary Art After 1900 (H)
 ECM 2110 Comparative Literature (H)
 ECM 2129 World Drama (H)
 ECM 2130 Science Fiction & Fantasy (H)
 ECM 2140 Mythology (H)
 ECM 2180 Young Adult Literature (H)
 ECM 2190 Literary Perspectives (H)
 ECM 3100 Foreign Literature in Translation
 ECM 3519 African-American Writers (H)
 ECM 3529 Women Writers (H)
 ECM 3539 Southern Writers (H)
 ECM 3540 Postcolonial and Immigrant Literature (H)
 ECM 3559 Gender and Sexuality in Literature (H)
 GER 3100 The Fairy Tale
 MUS 1100 Music Appreciation (H)
 MUS 2080 Jazz Appreciation (H)
 MUS 3530 Fine Arts: Traditional and Contemporary Perspectives
 SPA 2306 Spanish-Language Literature in Translation (H)
 SPA 4340 Spanish and Spanish-American Theatre (H)
 THE 2000 Introduction to the Theatre (H)
 THE 3010 American Musical Theatre History and Literature
 THE 3110 Theatre History Survey (H)
 THE 3530 Fine Arts: Traditional and Contemporary Perspectives

Quantitative/Analytical

Students must complete two courses or their transferred equivalents from the list below; one course must be a Mathematics course, and the other course must be a lab science course.

BIO 1100 General Biology and Laboratory
 BIO 1110 General Biology 2 and Laboratory
 BIO 1300 Introduction to Animal Biology and Laboratory
 BIO 3450 Environmental Science and Laboratory
 CHM 1100 General Chemistry I
 MAT 1010 Ideas in Mathematics
 MAT 1030 Mathematics of Finance
 MAT 1050 Functions and Their Applications
 MAT 2020 Operations Research
 MAT 2060 Calculus I
 MAT 2160 Linear Algebra
 MAT 2360 Statistics
 OBA 3160 Environmental Science and Laboratory
 URE 3450 Environmental Science and Laboratory

Full time students must complete the Mathematics course within the first three semesters of enrollment; part-time students must complete the Mathematics course within the first four semesters of enrollment. Students who have not completed the Mathematics requirement within the specified time must obtain permission from the Dean of the Faculty to enroll at the College for a subsequent semester.

Religious/Ethical

Students must complete two courses or their transferred equivalents from the lists below; one course must be from the list of religion, philosophy and theology courses, and one course must be from the list of ethics courses.

One course from this list of religion, philosophy and theology courses (recommended for students' first year):

REP 1000 Introduction to the Old Testament (H)
 REP 1010 Introduction to the New Testament (H)
 REP 1100 Introduction to Theology (H)
 REP 1200 The Story of Christianity (H)
 REP 1300 Introduction to Philosophy (H)
 REP 1500 World Religions (H)

One course in ethics from this list of ethics courses (recommended for students' second or third year):

REP 1600 Introduction to Ethics (H)
 REP 1610 Theological Ethics (H)
 REP 1620 Scripture and Ethics (H)
 REP 1630 Ethics in Economic Life (H)
 REP 1640 Comparative Religious Ethics (H)
 REP 3640 Virtue in Perspective (H)

Societies and Structures

Students must complete two courses or their transferred equivalents from the list below; one course must be a History course, and the other course must be a non-History course.

ECO 1050 Principles of Economics
 ECO 3250 Current Economic Issues
 HIS 1150 Western Civilization I (to 1500) (H)
 HIS 1160 Western Civilization II (H)
 HIS 1210 Colonial and Revolutionary America (H)
 HIS 1220 Nineteenth Century America (H)
 HIS 1230 Modern America (H)
 HIS 1240 Contemporary America (H)
 HIS 2100 History of Education (H)
 HIS 2130 African American History (H)
 HIS 2139 American Women's History (H)
 HON 2110 Understanding the World (H)
 HON 2120 The Collapse of Sensibility
 POL 1100 American Government
 POL 2110 International Relations
 PSY 1100 General Psychology
 SOC 1010 Sociological Imagination
 SOC 2010 Cultural Geography
 SOC 2207 Cultural Anthropology

The current general education requirements for students pursuing the B.B.A. degree through the on-ground Organizational Leadership and Management (OLM) Program are printed below:

(This section has been copied from the *Greensboro College Undergraduate Academic Catalog 2017-2018*)

Purpose of the Greensboro College General Education Program

The general education program of Greensboro College is an integral component of the college's mission and is the core of the undergraduate curriculum across all majors. The general education program is dedicated to providing all students with balanced and broad educational opportunities. True to liberal-arts

traditions and the college's Methodist roots, the Greensboro College general education program offers students opportunities to develop five general learning outcomes. All graduates of Greensboro College should be able to

1. read critically a variety of texts;
2. write effectively for different purposes and audiences;
3. speak effectively for different purposes and audiences;
4. reason to reach logical conclusions; and
5. think critically about ethics and values.

For students pursuing the B.B.A. degree, completion of the general education program brings the liberal-arts disciplines into their lives in ways that connect the arts and sciences with career-oriented learning applications and professional development situations.

Requirements

General education requirements total 37-40 credit hours (the difference allows for transferred equivalent courses for non-XBP courses). These hours must consist of two composition courses, a humanities course, and a minimum of 31-32 hours across the disciplinary categories listed below.

Composition (6-8 hours)

- ECM 1100 Texts and Contexts
- ECM 1120 Scholarly Texts and Contexts

Humanities Course (4 hours)

- XBP 4165 Ethics and Work (H)
Note: XBP 4165 satisfies the Humanities Course requirement and also the Religion requirement; 4 credit hours are awarded one time only.

Religion (4 hours)

- XBP 4165 Ethics and Work (H)
Note: XBP 4165 satisfies the Religion requirement and also the Humanities Course requirement; 4 credit hours are awarded one time only.

Fine Arts (4 hours)

- XBP 3530 Fine Arts: Traditional and Contemporary Perspectives

Social Sciences (8 hours)

- XBP 3145 Foundations of Economics
- XBP 3195 Economic Issues

Natural Sciences/Mathematics (11-12 hours)

- One of MAT 1010, MAT 1030, MAT 1050, MAT 2020, MAT 2060, MAT 2160, or MAT 2360
- XBP 3160 Human Capital Science
- XBP 4110 Statistics for Management Analysis

Global Perspective (4 hours)

- XBP 4150 Emerging Markets in the Global Economy

The current general education requirements for students pursuing the B.B.A. degree through the online Organizational Leadership and Management (OLM) Program are printed below:

(This section has been copied from the *Greensboro College Undergraduate Academic Catalog 2017-2018*)

Purpose of the Greensboro College General Education Program

The general education program of Greensboro College is an integral component of the college's mission and is the core of the undergraduate curriculum across all majors. The general education program is dedicated to providing all students with balanced and broad educational opportunities. True to liberal-arts traditions and the college's Methodist roots, the Greensboro College general education program offers students opportunities to develop five general learning outcomes. All graduates of Greensboro College should be able to

1. read critically a variety of texts;
2. write effectively for different purposes and audiences;
3. speak effectively for different purposes and audiences;
4. reason to reach logical conclusions; and
5. think critically about ethics and values.

For students pursuing the B.B.A. degree, completion of the general education program brings the liberal-arts disciplines into their lives in ways that connect the arts and sciences with career-oriented learning applications and professional development situations. The online environment specific to the Online OLM Program provides these academic opportunities to students who are located outside of Greensboro College's campus.

Requirements

General education requirements total 37-40 credit hours (the difference allows for transferred equivalent courses for non-XBP courses). These hours must consist of two composition courses, a humanities course, and a minimum of 31-32 hours across the disciplinary categories listed below.

Composition (6-8 hours)

- ECM 1100 Texts and Contexts
- ECM 1120 Scholarly Texts and Contexts

Humanities Course (4 hours)

- OBA 4165, Ethics and Work (H)
Note: OBA 4165 satisfies the Humanities Course requirement and also the Religion requirement; 4 credit hours are awarded one time only.

Religion (4 hours)

- OBA 4165 Ethics and Work (H)
Note: OBA 4165 satisfies the Religion requirement and also the Humanities Course requirement; 4 credit hours are awarded one time only.

Fine Arts (4 hours)

- OBA 3530 Fine Arts: Traditional and Contemporary Perspectives

Social Sciences (8 hours)

- OBA 3145 Foundations of Economics
- OBA 3195 Economic Issues

Natural Sciences/Mathematics (11-12 hours)

- One of MAT 1010, MAT 1030, MAT 1050, MAT 2020, MAT 2060, MAT 2160, or MAT 2360
- OBA 3160 Human Capital Science
- OBA 4110 Statistics for Management Analysis

Global Perspective (4 hours)

- OBA 4150 Emerging Markets in the Global Economy

See also:

Double Dipping Courses, page 15

Requirements (Disciplinary) for Undergraduate Degrees, page 35

THE GEORGE CENTER FOR HONORS STUDIES

The George Center for Honors Studies offers an honors degree program designed for student with a high level of intellectual ability and motivation. The program includes a three-year sequence of interdisciplinary and team-taught courses, research on a chosen topic, and a senior honors thesis. Students are invited to participate in the program based on their high school record, SAT/ACT scores, and for transfer students, previous college work.

Students who successfully complete all of the required HON courses automatically earn a minor in humanities. Some of the HON courses also satisfy general education requirements. The program culminates with the student conducting academic research with supervision of a faculty advisor, submitting a thesis prospectus on a chosen topic, writing the thesis, and presenting the thesis at a public forum.

For more details about the George Center for Honors Studies, refer to the *Catalog*, or consult the Director of the George Center for Honors Studies.

GRADES

General Information

Near the end of each semester and summer session, the Registrar's Office sends instructions to the faculty for entering final grades in Empower. Instructors should enter grades online in Empower.

Grading System for Undergraduate Classes:

The complete list of grades that are possible to earn at Greensboro College follows.

A	Outstanding or Excellent
A-	
B+	
B	Above Average
B-	
C+	
C	Average
C-	
D+	
D	Passing but Below Average
F	Failing
AU	Grade assigned to students auditing a course. The AU does not affect the student's grade point average.
CO	Carry Over. Assigned for courses in which the work is not necessarily meant to be completed within one semester. The student has the full subsequent semester to complete the course.

- CR Assigned for laboratory component of courses when the student passes the lecture portion. The CR does not affect the grade point average, nor does it grant any hours toward graduation.
- FN Failure for Non-Attendance. Assigned when a student fails a course primarily due to lack of attendance, or when a student is withdrawn by an instructor after the deadline in that term for withdrawal without academic penalty and because of excessive absences. The FN is calculated in the grade point average like a regular F.
- I Incomplete. Assigned for a course that the student is unable to complete within the term due to unusual circumstances. The deadline to complete the course is the end of the sixth week of the subsequent fall or spring semester.
- NC Assigned for laboratory component of courses when the student fails the lecture portion. The NC does not affect the grade point average, nor does it grant any hours toward graduation.
- NR Not Reported. Assigned for any course for which a grade was not submitted by the instructor. The NR does not affect the student's grade point average.
- P Grade assigned when a student does passing work (D or better) in a Pass/Fail course. The P does not affect the student's grade point average.
- W Withdraw. Assigned when a student withdraws from a course or is administratively dropped by the instructor prior to the deadline in that term to withdraw without academic penalty. The W does not affect the grade point average.
- WF Withdraw Failing. Assigned when a student withdraws from a course or is administratively dropped by the instructor after the deadline in that term to withdraw without academic penalty for reasons other than attendance. The WF is calculated in the grade point average like a regular F.
- WN Withdraw for Non-Attendance. Assigned when a student is withdrawn from a course by an instructor prior to the deadline in that term to withdraw without academic penalty. The WN does not affect the grade point average.

Grades for Graduate Classes:

- A Outstanding or Excellent
A-
- B+
B Above Average
B-
- C+
C Average
C-
- F Failing
- AU Grade assigned to students auditing a course. The AU does not affect the student's grade point average.
- CO Carry Over. Assigned for courses in which the work is not necessarily meant to be completed within one semester. The student has the full subsequent semester to complete the course.
- FN Failure for Non-Attendance. Assigned when a student fails a course primarily due to lack of attendance, or when a student is withdrawn by an instructor after the deadline in that term for

withdrawal without academic penalty and because of excessive absences. The FN is calculated in the grade point average like a regular F.

- I Incomplete. Assigned for a course that the student is unable to complete within the term due to unusual circumstances. The deadline to complete the course is the end of the sixth week of the subsequent fall or spring semester.
- NR Not Reported. Assigned for any course for which a grade was not submitted by the instructor. The NR does not affect the student's grade point average.
- P Grade assigned when a student does passing work in a Pass/Fail course. The P does not affect the student's grade point average. ENG 6900 is the only graduate course with Pass/Fail grading.
- W Withdraw. Assigned when a student withdraws from a course or is administratively dropped by the instructor prior to the deadline in that term to withdraw without academic penalty. The W does not affect the grade point average.
- WF Withdraw Failing. Assigned when a student withdraws from a course or is administratively dropped by the instructor after the deadline in that term to withdraw without academic penalty for reasons other than attendance. The WF is calculated in the grade point average like a regular F.
- WN Withdraw for Non-Attendance. Assigned when a student is withdrawn from a course by an instructor prior to the deadline in that term to withdraw without academic penalty. The WN does not affect the grade point average.

See also:
Appendix R, Instructions for Entering Final Grades

GRADE POINT AVERAGE

Formula for Calculating Grade Point Averages

Grade points are awarded based on a 4.0 scale according to grades earned in a course, and how many hours the course is:

A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D+	1.3
D	1.0
F	0

The formula for calculating a grade point average is the total number of grade points earned (grade points for each course multiplied by the number of semester hours for each course) divided by the total number of hours attempted.

Example

Student enrolls in the following courses and earns these grades:

<u>Course</u>	<u>Grade</u>	<u># Hours Attempted</u>	<u># Grade Points</u>
ART 1100	F	4	0
BIO 1100	C-	4	6.8
ECM 1100	D	4	4
MAT 1050	B	4	12

Grade point average = Total grade points / Total hours attempted

Grade point average = 22.8 / 16

Grade point average = 1.425

Note: Repeated courses do not count as new hours attempted. The higher grade is calculated in the grade point average; all grades will appear on the student's transcript.

Students often ask what grades are necessary to improve their grade point average to a certain level. In the example above, suppose the student wants to achieve a cumulative grade point average of 2.0 by the end of the next semester. The quickest way to improve a grade point average is to repeat courses in which Fs or Ds were earned. The following example shows the impact of repeating courses and how the hours attempted are recorded:

<u>Course</u>	<u>Grade</u>	<u># Hours Attempted</u>	<u># Grade Points</u>
(repeat) ART 1100	C	0	8 *
(repeat) ECM 1100	B	0	8 *
BIO 1110	C+	4	9.2
SPA 1110	B-	4	10.8

* The C in ART 1100 earns 8 grade points because it is a repeat of an F. The B in ECM 1100 earns 8 grade points, rather than 12, because 4 grade points were already earned with the D.

Grade point average = Total grade points / Total hours attempted

Grade point average = 58.8 / 24 (cumulative totals)

Grade point average = 2.45

General Information About Grade Point Averages

- The cumulative grade point average must be at least 2.0 for all hours taken at Greensboro College to be eligible to graduate.
- The grade point average in major courses (excluding "required related" courses) must be 2.0 to be eligible to graduate.
- The following majors require a minimum grade of C- in all major courses to be eligible to graduate: art, athletic training, exercise and sport studies, history, history and religion, and music.
- Any student pursuing teacher licensure in any area must earn a minimum grade of C in all professional/specialty courses.
- Transfer credit counts toward the number of hours earned toward a degree, but does not affect the cumulative grade point average.
- Grades of P (Pass/Fail), W (Withdraw), and WN (Withdrawal for Non-Attendance) do not affect the grade point average and do not count as hours attempted.
- Grades of F (Pass/Fail), FN (Failure for Non-Attendance), and WF (Withdraw Failing), are calculated the same as regular Fs.
- For eligibility for the Teacher Education Program, students must have a cumulative grade point average of 3.0.

See also:

Academic Withdrawal, Probation, and Suspension, page 5

Repeated Courses, page 34

GRADUATION

General Information About Graduation

Diplomas are awarded three times a year: August, December, and May. There is one Commencement ceremony, in May, when all students who have completed degree requirements within that academic year are invited to participate. Additionally, students who are within eight hours of graduation when a spring semester ends, and register for all remaining requirements to be completed in the subsequent summer, and notify the Registrar by April 1 of their wish to walk in the May ceremony, may participate.

Graduation Application

Students must submit a Graduation Application to the Registrar's Office prior to their intended graduation. Deadlines for submission are stated on the Graduation Application form, which may be found in the Registrar's Office or online in students' Empower accounts. The form collects important information from the student such as his/her preference for how the name is printed on the diploma, whether the student plans to participate in the Commencement ceremony, and an address for mailing the diploma. Advisors should be aware of their advisees' expected graduation dates and make sure that students submit the form.

Degree Audits

Empower's degree audit shows students and advisors the requirements for graduation and whether they are satisfied at any point in time. Any questions about a degree audit should be directed to the Registrar.

Honors at Graduation

Students who have earned at least 52 hours at Greensboro College and have the minimum grade point average in Greensboro College work for an honor may be eligible to graduate with honors. Only work attempted at Greensboro College is calculated in the grade point average for honors. The minimum grade point averages required for graduation with honors are:

- 3.50: cum laude
- 3.75: magna cum laude
- 3.90: summa cum laude

GRADUATION APPLICATION

Students must submit a Graduation Application to the Registrar's Office prior to their intended graduation. Deadlines for submission are stated on the Graduation Application form, which may be found in the Registrar's Office. The form collects important information from the student such as his/her preference for how the name is printed on the diploma, whether the student plans to participate in the Commencement ceremony, and an address for mailing the diploma. Advisors should be aware of their advisees' expected graduation dates and make sure that students submit the form.

See also:

Appendix E, Graduation Application

INTERNSHIPS

General Information About Internships

Internships provide students with valuable opportunities to work in the community in a setting related to their major, and to gain experience that will be useful to them in the future. Internships that are contracted between Greensboro College and the internship site earn the student academic credit upon successful completion. Internships are designated with the course number 3800, in the discipline that the internship is related to (example: BUS 3800). These policies apply:

- A maximum of eight hours in internships may count toward graduation.
- A maximum of eight hours in internships may count toward the major, unless stated otherwise in the text for a particular major in the *Catalog*.
- Students must have a cumulative grade point average of 2.0 to do an internship (this requirement is waived if the internship is required for the student's major or minor).
- Junior or senior standing is required.
- Students are expected to work 3 hours per week at the internship site per hour of credit for 15 weeks, or an equivalent combination, unless otherwise stipulated by the faculty supervisor.
- Students engaged in internships that require work in the summer months must register for the internship during one of the summer school sessions.
- Internships that occur at a student's place of employment are permitted only if the internship includes work or projects above and beyond the student's normal job duties.

Procedure

1. The student should approach a faculty member about supervising the student in an internship. This request should be made in the semester before the internship is to take place.
2. The student meets with the Director of Career and Personal Development to obtain an internship contract. The student, with the faculty supervisor's help, completes the contract and describes the activities and assignments that the internship will involve.
3. The student obtains signatures on the contract from the supervisor, advisor, Director of Career and Personal Development, and the site supervisor.
4. The student submits the contract to the Registrar's Office. After the Dean of the Faculty and the Registrar have approved it, the Registrar registers the student for the internship so that it will appear on the student's records.

See also:

Appendix K, Internship Contract

MAJORS AND MINORS (UNDERGRADUATE)

Majors Offered at Greensboro College

Listed below are the undergraduate majors offered at Greensboro College and the degrees (B.A., B.M.E., B.S.) which students may pursue in those majors.

Accounting (B.S.)
 *Art (B.A., B.S.)
 +Athletic Training (B.S.)
 Biology (B.S.) Biology/Allied Health (B.S.)
 Birth through Kindergarten Education (B.A., B.S.)
 Business Administration (B.B.A.)
 Business Administration and Economics (B.S.)
 Chemistry (B.S.)

Criminal Justice (B.A., B.S.)
 Criminal Justice Administration (B.C.J.A.)
 Elementary Education K-6 (B.A., B.S.)
 *English (B.A.)
 English and Communication Studies (B.A.)
 Exercise and Sport Studies (B.A., B.S.)
 Health/Physical Education (B.S.)
 Health Sciences (B.S.)
 History (B.A.)
 History with Social Studies Licensure (B.A.)
 History and Political Science (B.A.)
 History and Religion (B.A.)
 Liberal Studies (B.A., B.S.)
 Mathematics (B.S.)
 Mathematics Education (B.S.)
 Middle Grades Education 6-9: Language Arts/Social Studies (B.A.), Mathematics/Science (B.S.)
 Music (B.A., B.S.)
 Music Education (B.M.E.)
 Political Science (B.A., B.S.)
 Psychology (B.A., B.S.)
 Religion (B.A.)
 Secondary Comprehensive Science Education (B.S.)
 Sociology (B.A., B.S.)
 Special Education (General and Adapted) (B.A., B.S.) *Theatre (B.A., B.S.)
 Urban Ecology (B.S.)

*Teacher licensure programs are available in these majors.

+Effective Fall 2016, new majors are not being accepted in athletic training.

Minors

Minors are available in most areas that offer major fields of concentration, as well as in biblical studies, child and family studies, Christian ethics, communication, creative writing, criminal justice, dance, health, legal administration, ministry, philosophy, and Spanish. Students who complete the George Center for Honors Studies curriculum will earn a minor in humanities. A minor consists of not less than 16 semester hours, and at least 8 of those hours must be completed at Greensboro College. At least 12 of the minor hours must include courses not counting toward the major, or cross-listed with the major.

Declaring Majors and Minors

Students' Greensboro College records are initiated with the major that students list on their application for admission. All students should declare a major by the end of their sophomore year. Students may change majors, add minors, etc. at any time during their career at Greensboro College, but they should be aware of alterations in requirements that such changes will cause.

To declare majors, minors, and/or request certain advisors in their majors, students should complete a Change of Major/Minor/Advisor form in the Registrar's Office. This form does not require any signatures besides the student's. This form prompts the Registrar's Office to change the student's Empower record to reflect the requested changes.

See also:

Appendix L, Change of Major/Minor/Advisor Form

ORIENTATION

PAWS1 and PAWS2

Greensboro College's orientation for new traditional students called PAWS (Preparing, Advising, and Welcoming Students). Students have choices of different PAWS dates during June and July when they and their families can attend PAWS, including one that is designed specifically for transfer students. There are sessions on the academic program, finances, student services, and more. Advisors' role in PAWS events is to meet with a group of students, give them their fall class schedule printouts, and answer questions. There is an abbreviated PAWS in August just before the fall semester begins for new traditional students who did not attend a PAWS during the summer.

New traditional students are registered for their first semester classes by PEAK staff based on placement in English and math courses, intended majors, general education requirements, and class availability. When they attend PAWS, students are given their completed schedules and have an opportunity to make changes as appropriate.

January Orientation

The January orientation is for traditional freshmen and transfers enrolling in the spring semester. It is an abbreviated version of PAWS.

See also:

Placement of New Students, page 32

Appendix O, Placement Information Sheet

PASS/FAIL

General Information About Pass/Fail

- Grades of D and higher are converted to a P in courses that are approved to be taken Pass/Fail.
- Students are allowed a total of six Pass/Fail courses during their career at Greensboro College, distributed as follows:
 - no Pass/Fails allowed in major courses
 - no Pass/Fails allowed in general education courses
 - Pass/Fails allowed in general elective, required related, or minor courses
- There is no limit on how many Pass/Fails can be used in a single semester.
- No courses in a sequence may be taken Pass/Fail if the next course requires a minimum grade of C- in the prerequisite. Example: Students may not take SPA 1110 Pass/Fail if they plan to take SPA 1120; students must earn a C- or better in SPA 1110. However, the last course in a sequence may be taken Pass/Fail.
- A repeated course may not be taken Pass/Fail.
- Students majoring in any teacher licensure area may not take any professional/specialty courses Pass/Fail.
- A grade of P earned in a Pass/Fail course does not affect the grade point average. There are no hours attempted recorded, but the student does earn hours.
- A grade of F earned in a Pass/Fail course affects the grade point average like a regular F would. Hours attempted are recorded, and the student earns no hours.

Procedure

1. Student obtains a Pass/Fail form from the Registrar's Office. The advisor's signature is required. Discuss the request with the student, referring to the above policies.

2. Student returns the form to the Registrar's Office before the end of the eighth week of each semester.

See also:

Grades, page 23

Appendix M, Pass/Fail Request

THE PEAK

The PEAK (Personal Enrichment and Knowledge) is located on the third floor of Main Building. The PEAK includes offices that provide resources and support to students: Academic Support, Academic Success Program, Office of Academic Accessibility, tutoring, Career and Personal Development, First Year Experience, Residence Life, Dean of Students, and the Director of Counseling Services. There is an assistive technology computer lab, a conference room, and a study room for students. Programs are also in place to assist at-risk students in a proactive manner – students who are on academic probation, for example, or other students who need assistance for other reasons.

Students who have documented disabilities or circumstances that require accommodations for testing are allowed to take their tests in the PEAK. The most common accommodations for testing are extended time to complete the test and a solitary room for testing; other conditions/arrangements may apply, depending on the situation. All testing that will occur in the PEAK should be scheduled by the student in accordance to policies established by the Office of Academic Accessibility. Students and faculty should consult Georgie Bogdan, Director of Academic Accessibility. The PEAK is not a testing center for make-up exams unless special arrangements have been made in advance.

See also:

Important Contacts for Advisors, page 3

PETITION FOR EXCEPTION TO ACADEMIC POLICY

The Petition for Exception to Academic Policy is a form available to students to use any time they want to request permission to do something against College policy. Some of the more common reasons to petition include registering for classes after the deadline, electing the Pass/Fail option after the deadline, substituting one course for another in major requirements, and waiving certain requirements. Students should be advised that they are asking for an **exception** to policy—there is no guarantee that their request will be granted. All petitions must have the advisor's approval or disapproval recorded; advisors should seriously consider the student's request before signing the form.

Students can obtain the petition form in the Registrar's Office. Once the student has completed the form and has the necessary signatures, he/she returns the form to the Registrar's Office. The Petitions Subcommittee of the Academic Deans Council must review most petitions; once a final decision on a petition is made, copies of the petition form, including the decision, are distributed to the student, advisor, and Registrar.

See also:

Appendix N, Petition for Exception to Academic Policy

PLACEMENT OF NEW STUDENTS: ENGLISH, FOREIGN LANGUAGES, MATHEMATICS

General Information About Placement

All new traditional students are placed in the appropriate levels of English and mathematics upon enrollment at Greensboro College. These placements are done prior to PAWS so that students can be registered for the appropriate courses. All three placements are documented in writing, which is filed in each student's permanent file in the Registrar's Office, and electronically in Empower.

English Placement

English placement is determined by parameters established by Director of First-Year Composition Program. Placement is based on the student's standardized test scores and/or college transcripts (for transfer students), and other information available related to the student's academic background in English. Based on this information, the student may be placed in one of the following courses.

- ECM 1000 – a four-hour course focusing on the development of textual skills that will be needed in ENG 1100.
- ECM 1100 - a four-hour course emphasizing the complementary relationships between reading, writing, speaking, listening, and viewing at the college level.
- ECM 1120 - a continuation of ENG 1100, adding a focus on literature, methods of research and documentation, and techniques of formal speaking.
- ECM 1130 - a one-hour practical workshop course, usually taken in conjunction with another English course, which provides the student extra work on the basics of grammar, punctuation, editing, etc.

Students must begin their sequence in English at Greensboro College in the course in which they are placed. Any variation must be approved by the Director of the First-Year Composition Program.

Foreign Language Placement

New traditional students are placed in the appropriate levels of foreign language based on parameters adopted by Greensboro College foreign language faculty. Greensboro College offers French, German, Greek, Hebrew, and Spanish. Students' backgrounds in foreign language in high school and/or college are reviewed. Foreign language courses count as electives at Greensboro College. Based on this information, the student is placed in either:

- FRE, GER, GRK, HEB, or SPA 1110 - elementary level course.
- FRE, GER, GRK, HEB, or SPA 1120 - second half of the elementary level. If the student completes this course with a C- or better, he/she will receive four hours credit retroactively for the 1110 course, in addition to the hours earned for 1120.
- FRE, GER, GRK, HEB, or SPA 2200 - intermediate level course. If the student completes this course with a C- or better, he/she will receive eight hours credit retroactively for the 1110 and 1120 courses, in addition to the hours earned for 2200.

Students who have background in some other language besides French, German, or Spanish may choose to continue study of that language through the consortium. Completion of foreign language courses is not required for any undergraduate degree at Greensboro College.

Students should begin in the level in which they are placed. Any variation would need to be discussed with the student's language instructor during the first week of the semester in which the student begins the language course.

Mathematics Placement

Placement in mathematics is determined by the student's standardized test scores or performance on the Greensboro College mathematics placement test. Any student who does not have the requisite standardized test score, mathematics placement test score, transfer credit, or Advanced Placement credit in mathematics is required to begin their mathematics sequence at Greensboro College with MAT 1000, 1010, or 1030. Students may be placed in:

- MAT 1000 – an intermediate algebra course that will prepare students to take MAT 1050. MAT 1000 counts four elective credit hours, but does not satisfy general education requirements for math.
- MAT 1010 – an introductory course designed primarily for students who do not intend to take more mathematics courses. It is not a prerequisite for any other math course. It is a good choice for students who know they will pursue a B.A. degree and will need only one math course.
- MAT 1030 - an introductory course designed primarily for students who do not intend to take more mathematics courses. It is not a prerequisite for any other math course. It is a good choice for students who know they will pursue a B.A. degree and will need only one math course.
- MAT 1050 - a college algebra course designed primarily for the student who may pursue a bachelor of science degree and take more math courses.
- MAT 2060 - a beginning level of calculus course in which students with a strong background in math, or students who have had some calculus in high school, may be placed.
- MAT 2360 - a statistics course that is appropriate in many cases for freshmen to take. MAT 2360 is required for several majors.
- Other 2000-level courses as determined by the mathematics faculty.

Placements are entered in students' Empower records. Advisors should use this information when helping students plan course schedules.

See also:
Orientation, page 30

PROGRESS REPORTS

Faculty are asked to submit progress reports at scheduled points during the semester for students who are struggling academically, socially, emotionally, or in some other way. Faculty may also submit reports ad hoc any time they believe a student needs intervention. The Early Alert Team (EAT) will review the reports and follow up with the student. Students can access their reports in their Empower accounts. The reports may include letter grades, narrative comments, or both, depending on the individual instructor's preference. Progress reports have proven to be valuable to students, advisors, parents, and others who may be working with students.

Information from the progress report is not a part of the student's official academic records. It is a way to advise the student on his/her progress in each course so that he/she can make adjustments.

See also:
Early Alert Team, page 17
Appendix S, Instructions for Entering Progress Reports

REGISTRATION

Registration for courses occurs during the preceding semester. Students register online through their Empower accounts. Registration for a given term opens according to dates set by the Registrar, and then remains open until the drop/add session for that term ends. Course availability is much more limited as the beginning of the term nears.

Procedure

1. The PEAK provides registration materials to advisors to prior to each advising period: in October/November for registration for spring semester courses, and in March/April for registration for summer and/or fall semester courses. Materials include a list of their advisees' PIN numbers for accessing registration in Empower, lists of general education courses being offered, and worksheets to use with students to list courses for the student to take.
2. During the three-week advising period, students are expected to meet with their advisors to discuss their course schedules. Students should be prepared for these meetings. Note: some of the larger majors may conduct group advising sessions in lieu of individual appointments with students.
3. During the advising meeting, the student completes an Online Registration Worksheet, which the advisor will have in his/her registration packet. After the student has listed the courses that he/she wants to take on the worksheet, the advisor writes the student's PIN number on the form and signs the form. Once the advisor's signature is on the form, the student should not make any changes without consulting an advisor.
4. All students must be cleared by the Student Accounts Office and the Financial Aid Office before they are allowed to register.
5. The student logs into his/her account in Empower and uses his/her PIN number to access the registration module. Students' registration times are determined by their classification so that students closer to graduation have priority.
6. Students who want to take a class while lacking prerequisites, or classes that overlap in time slots, or classes that are already closed must ask the instructor(s) for permission to register. If the instructor(s) give permission, then the student should complete a Registration Exception Form, get his/her advisor's signature and the instructors' signatures, and submit the form to the Registrar's Office. The staff there can override Empower and register the student.

See also:

Appendix G, Registration Exception Form
Appendix P, Online Registration Worksheet

REPEATED COURSES

Students may repeat courses as many times as they wish in order to improve their grades in these courses, as well as their cumulative grade point average. Repeating courses in which Fs and Ds were earned previously is the quickest way to improve a grade point average.

General Information about Repeated Courses

- The highest grade earned for a course is used in calculating the grade point average. All grades earned are printed on the student's transcript, but the lower grades are not calculated in the grade point average.
- Repeated courses do not count as new hours attempted in the grade point average calculation.
- Repeated courses may not be taken Pass/Fail, unless the course is only offered on a Pass/Fail basis.
- Repeated courses must be taken at Greensboro College in order to affect a student's grade point average.

- Transfer students repeating courses at Greensboro College for which they have transfer credit lose the transfer credit. Students cannot receive credit for the same course twice; the Greensboro College course always counts in this situation, even if the student earned a lower grade at Greensboro College than at the previous college for the same course.
- In some cases, repeating a course in which a D or F was earned is not advisable. For example, a student who earns a D in BIO 1100 and is not a biology major may elect not to repeat BIO 1100 if he/she can maintain good academic standing. Advisors should be in tune to how repeats can help a grade point average and offer the suggestion to students.

See also:

Grades, page 23

Grade Point Average, page 25

REQUIREMENTS (DISCIPLINARY) FOR UNDERGRADUATE DEGREES

All students pursuing the B.A., B.M.E, and B.S. degrees must complete eight hours of coursework at the 2000-level or higher that distinguish their degree. These prefixes that are acceptable for each major are determined by the academic departments and are published in the disciplinary sections of the *Undergraduate Academic Catalog*.

Disciplinary requirements for a B.B.A. degree in the On-Ground OLM Program are successful completion XBP 3160 and XBP 4110.

Disciplinary requirements for a B.B.A. degree in the online OLM Program are successful completion OBA 3160 and OBA 4110.

SATISFACTORY ACADEMIC PROGRESS (SAP) FOR FINANCIAL AID

Students must meet qualitative and quantitative standards while in college to stay eligible for financial aid. Greensboro College has set its standards in accordance with the federal regulations, and all financial aid recipients are monitored against those standards. Students who do not meet these SAP standards are not eligible for financial aid. Students who are not in compliance with SAP standards will be notified by the Financial Aid Office and given the opportunity to appeal to the Financial Aid Office to retain eligibility. If the appeal is granted, then the student will complete a written Academic Plan with a member of the PEAK staff that is designed to help the student make progress toward meeting SAP standards. The Academic Plan will include such conditions as enrolling in a certain number of hours and attaining minimum term GPAs, biweekly meetings with PEAK staff, usage of tutors when recommended, meetings with instructors during office hours, and adhering to class attendance policies. These Plans will be monitored, and as long as the student meets the conditions of his/her Academic Plan and is moving toward SAP compliance, then he/she will retain eligibility for financial aid. If, however, a student does not comply with SAP standards and has not met the conditions of the Academic Plan, then he/she will lose financial aid eligibility.

Academic progress is calculated in different ways for academic standing and financial aid eligibility. For academic standing, repeated classes and withdrawals are not counted as attempted hours in the GPA calculation. Fs and Ds that have subsequently been repeated do not count in a student's GPA, nor do W grades for withdrawals. However, financial aid regulations require that repeated courses and withdrawals do count as hours attempted, and the lower grades do count in the calculation, creating an internal GPA used for SAP calculations. There are situations where a student is in good academic standing, but not meeting SAP standards.

Advisors do not have to understand the details of financial aid regulations or deal with eligibility questions in any way. Advisors who have questions about SAP requirements should ask the Financial Aid Office staff or the PEAK staff.

STUDY ABROAD

Study abroad can be a significant part of a liberal arts education. There are several opportunities for various programs through consortia agreements and other programs with which Greensboro College is affiliated. Students can earn academic credit for study abroad experiences according to the general transfer policy. The Registrar will consult with faculty in the appropriate areas about how much credit the student should receive for the study abroad. The student should complete Prior Approval Forms for the courses he/she plans to take abroad, and then communicate with the Registrar once enrolled so that information about courses and transfer credit is clear.

For more details about individual study abroad programs, destinations, deadlines, costs, etc., refer to the *Catalog* or consult Georgie Bogdan, Study Abroad Advisor.

See also:

Appendix Q, Prior Approval Form

SUMMER SCHOOL

Summer School at Greensboro College

Greensboro College offers two five-week sessions of summer school for on ground classes. Additionally, there are special terms for PAL courses and PLM program courses, and classes in the online degree completion programs are offered in one eight-week session. Greensboro College students and visiting students may enroll in courses. Registration begins in March/April. Continuing Greensboro College students may register online, and visiting students complete hard copy registration forms with their summer school applications.

Summer School Elsewhere

Students may take courses during summer elsewhere with the intention of transferring credit back to Greensboro College. Students should keep in mind that transferring credit will not affect their grade point average and that if they are on probation, transferring credit will not remove them from probation.

Prior Approval Form

The Prior Approval Form is a means by which a student can learn beforehand how credit for courses taken elsewhere in the summer will transfer back to Greensboro College. It is not required for students to complete a Prior Approval Form, but is usually is very helpful to the student to have a guarantee that they are taking appropriate courses. Students should follow this procedure:

- The student obtains a Prior Approval Form from the Registrar's Office and complete one form for each course he/she intends to take
- The student brings the form to his/her advisor. The advisor should discuss the course(s) with the student and how it will fit into their degree requirements. The advisor's signature does not indicate that course equivalency has been established. The Registrar's Office will determine that, and how the credit will transfer in.
- The student submits the form to the Registrar's Office with all necessary signatures. (In addition to the advisor's signature, the appropriate Department Chair must sign if it is a major or minor course, and the Director of Teacher Education must sign if it is a professional course in the Teacher Education Program.) The student should also supply a course description.
- Copies of the completed Prior Approval Form, indicating the course equivalency determination by the Registrar's Office, are returned to the student and are filed in the Registrar's Office.
- The student is responsible for having a transcript sent to Greensboro College upon completion of the courses so that the credit can be transferred.

See also:

Transfer Policy, page 37

Appendix Q, Prior Approval Form

TRANSCRIPTS

Students may obtain or have copies of their official transcript sent to other places, including other colleges, businesses or organizations, by completing the appropriate form in the Registrar's Office, by submitting a written request, or by completing a request online. Written requests must include the student's name, any former name(s), Greensboro College ID number or social security number, the recipient's name and complete address where the transcript should be mailed, and the student's signature. All official transcripts are \$10.00 each when they are requested directly from the College. Transcripts can also be requested online through the National Student Clearinghouse (NSC) at www.studentclearinghouse.org. Students who request transcripts through the NSC will be charged the \$10.00 transcript fee plus the NSC handling fee, which is subject to change without prior notification to the student or the College. Official transcripts will not be released when students owe a balance to Greensboro College or when they are in default, or delinquent, on repayment of their student loans.

TRANSFER POLICY

General Information About Transfer Policy

Transfer credit is evaluated by staff in the Registrar's Office. This process may begin before the student applies for admission to Greensboro College. Official transcripts from all colleges the student has ever attended must be submitted to the College before the student can be officially enrolled, even if the student does not expect to transfer any credit. The following regulations are part of Greensboro College's transfer policy:

- A transfer student begins a new grade point average at Greensboro College. Hours are transferred in, not grades. However, transfer work is considered when determining the grade point average in the major, which must be 2.0 for graduation.
- Transfer credit is awarded for college-level courses from accredited universities, senior colleges, junior colleges, community colleges, and technical colleges.
- In some cases, transfer credit for work at a non-accredited institution may be awarded if appropriate documentation is submitted. Students requesting such credit should consult the Registrar regarding necessary documentation.
- Courses in which grades below C- were earned are not transferable.
- A maximum of 72 semester hours (108 quarter hours) can be transferred from a two-year institution. There is no limit to the number of hours that can be transferred from four-year institutions.
- Transfer students must complete a minimum of 31 hours at Greensboro College to graduate from Greensboro College. At least nine hours in the major, and six in any minors the student pursues, must be completed at Greensboro College.
- If a transfer student repeats a course at Greensboro College for which he/she has transfer credit, he/she loses the transfer credit, even if the grade earned elsewhere was higher.
- Transfer students must complete degree requirements specified in the current *Catalog* at the time of their enrollment at Greensboro College.

TUTORIAL SERVICES

Greensboro College provides peer tutorial services to all students seeking extra help in courses. Students may sign up for tutoring sessions with student tutors for help in most general education courses and other subjects as needed. All tutoring is free of charge and takes place on campus. Students may schedule times with a tutor in the PEAK on the third floor of Main Building.

The English and Communication Studies department provides professional tutoring in writing for students in any courses in the College's curriculum. Tutoring is offered by appointment or online. Students may be referred to the writing tutor or sign up on their own. Information about tutoring hours, locations, and procedures are emailed to all students, faculty, and staff at the beginning of each semester.

Students should be encouraged to sign up for tutoring sessions early in the semester, or at the first sign of trouble in a course. Tutoring is most effective when it occurs on a regular basis for the entire semester.

See also:
The PEAK, page 31

UNOFFICIAL WITHDRAWAL POLICY

When a student stops attending a class completely sometime during a semester—either in a single class or in all classes—an unofficial withdrawal has occurred. Federal regulations require that the College identify unofficial withdrawals and report them so that the student's financial aid may be adjusted accordingly. If an unofficial withdrawal causes a student to drop below full time status, or if a student has stopped attending all classes, then financial aid may need to be returned to its sources. The grading policy is set up to catch unofficial withdrawals that were not identified during the semester. The following policy on unofficial withdrawals is printed in the *Undergraduate* and *Graduate Academic Catalogs*:

The following grades shall be assigned to students whose lack of class attendance affects their performance.

- If a student is withdrawn from a class by the professor due to excessive absences prior to the deadline to withdraw from a class without penalty, then that student shall receive a final grade of WN (Withdrawal for non-attendance) by the professor. The WN grade does not affect the academic grade point average.
- If a student is withdrawn from a class by the professor due to excessive absences after the deadline to withdraw from a class without penalty, then that student shall receive a final grade of FN (Failure for non-attendance) by the professor. The FN grade calculates in the academic grade point average as an F.
- If a student remains enrolled in a class for an entire term and has failed the class because his or her lack of attendance in that class has had a direct and substantial negative effect on the final grade, then that student shall receive a final grade of FN (Failure for non-attendance). The FN grade calculates in the academic grade point average as an F.

If, at the end of a semester, a student has received all grades of FN and/or WN, then it shall be determined that the student has unofficially withdrawn from the College and his/her name shall be given to the Director of Financial Aid for Federal financial aid eligibility determination and to the Dean of Students for withdrawal processing.

WITHDRAWAL FROM COLLEGE

A student who is enrolled in courses at Greensboro College and wishes to withdraw from all courses before the end of a semester must do so in writing. Failure to withdraw officially may cause the student to receive grades of F and be charged full tuition for the courses.

Procedure

1. The student goes to Dean of Students' office. The Dean of Students or a designee will conduct an exit interview with the student and complete a Withdrawal from College form.
2. The Dean of Students circulates the Withdrawal from College form electronically to the Student Accounts, Financial Aid, and Registrar's Offices.
3. Withdrawal from the College before the end of the eleventh week of a regular semester results in grades of W in each course. Withdrawal from the College after the end of the eleventh week of a regular semester results in grades of WF in each course.
4. Any request for a medical withdrawal (withdrawal from the College due to medical reasons) must be approved by the Dean of Students. If the student is granted a medical withdrawal before the end of the eleventh week of a semester, he/she receives W grades in all courses; if the medical withdrawal is granted after the eleventh week, the student receives grades of W or WF. These grades are submitted by the instructors of each course based on the student's progress to date in the course.

See also:

Grades, page 23

Grade Point Average, page 25

WORKSHOPS ON STUDY SKILLS AND OTHER TOPICS

The PEAK staff offers workshops throughout each semester on study skills, time management, goal setting, concentration and memory, testing skills, assistive technology, and other topics. These workshops are conducted in the PEAK. Additionally, faculty or staff who would like to have a workshop conducted in a class or other setting should contact any member of the PEAK staff.

APPENDICES

Appendix A	Alternative Credit Form
Appendix B	Notification of Academic/Attendance Difficulties Form
Appendix C	Greater Greensboro Consortium Form
Appendix D	Course Withdrawal Form
Appendix E	Graduation Application
Appendix F	Request for Directed Study or Independent Study Form
Appendix G	Registration Exception Form
Appendix K	Internship Contract
Appendix L	Change of Major/Minor/Advisor Form
Appendix M	Pass/Fail or Audit Request Form
Appendix N	Petition for Exception to Academic Policy Form
Appendix P	Online Registration Worksheet
Appendix Q	Prior Approval Form
Appendix R	Instructions for Entering Final Grades
Appendix S	Instructions for Entering Empower Progress Reports
Appendix T	Instructions for Accessing Empower Degree Audit