

## Academic Partnership Academic Policies

### Course Access

Students will be given access to course materials once payment has been made.

- Students that have paid their tuition will receive course materials the Friday before the course begins.

### Course Drop/Withdrawal with No Financial Obligation

Students may drop a course on-line following in the same manner they registered for the course.

- Students may drop a course up thru the night before the course begins and receive a refund. The deadline for dropping with a refund is 11:59:59 p.m. the day before the course begins.

### Course Drop/Withdrawal with Financial Obligations

Students may continue to drop their course but will have the full financial obligation of the course and will not receive a refund.

- Students that drop their courses beginning at 12:00 a.m. on first day will not receive a refund for the course.
- Students will have to pay additional tuition when they attempt the course again in the future.

### Course Drop Deadline

Students may drop a course through the end of the last day of the course.

- Students have until 11:59:59 p.m. on the last scheduled day to drop their course.
- Students who drop a course will receive a grade of 'W'.
- Students who drop a course will have to pay additional tuition when they attempt the course again in the future.

### Non Attendance/No Participation

Active participation and completion of assignments early in Academic Partnership courses is critical because of the short course duration.

- Students must login and actively participate including completion of assignments by the end of the weekend after the course begins.
- Students who have not logged in, actively participated and have made no progress on course assignments will be dropped the second Monday of the course. Students will be considered dropped for inactivity.
- Refunds will not be given to students who are dropped for inactivity.

### Grade Requirements

- No credit will be given to students who earn a grade of 'D' or below.
- Students must repeat each course they earn a 'D' grade.
- Students will have to pay additional tuition for each course they earn a grade of 'D' when they take the course again.

### Academic Standing – Course Failure

Students who earn a grade of 'F' will be automatically suspended.

- Students will be dropped from any future enrollment. This includes any subsequent courses in the same term as the F was earned. (i.e. If you earn an F in your first course, pay and begin work in the second course, you will be dropped from the second course once your grade of 'F' from the first course is official.)
- Students will receive a refund on any course(s) that have been paid for after the 'F' was recorded.
- Students must sit out three courses.
- Students may petition to continue in the program after they sit out three courses. Students petition by contacting the Department of Educational Leadership, Curriculum & Special Education.

### Academic Standing – Academic Probation

Students who earn a grade of C or D in a course and have a cumulative grade point average below a 3.000 at the end of a semester (usually after three courses in the fall/spring term or two courses in the summer term) will be placed on probation.

- It is possible in a two or three course term to have a cumulative grade point average of 3.000 and not be placed on probation. (i.e. Course 1 – C, 3 hours, 6 points, Course 2 – A, 3 hours, 12 points; Total hours 6, Total points 18; G.P.A. 3.000)
- Students must repeat each course they earn a 'D' grade.
- Students will have to pay additional tuition for each course they earn a grade of 'D' when they take the course again.
- Students earning a grade of C, D or F (although F is an automatic suspension at any time) in the semester while on probation (student placed on probation in fall/December and earns a C, D or F in spring) will be suspended regardless of their grade point average.

### Good Academic Standing

Students will be placed back in Good Academic Standing at the end of the semester they have not earned any C, D or F and their cumulative grade point average is 3.000.

### Final Grading Policy

Final grades should be uploaded by the Academic coaches into GoCourse and the file sent from HEH to IT by the Friday after the course closes (One Week).

- In the event the University is closed, grades will be due by the next business day.
- Once IT has received the file, the Registrar's office will work to have grades posted within 2 business days.

### Incorrect/Grade Change

Students who feel the grade received is incorrect or does not match the grade shown in GoCourse will need to contact the Course Instructor.

- If the instructor determines a grade is incorrect, a Grade Change Form will be completed and signed by the Instructor, Chair, and Dean of the department. Forms are sent to the Registrar's Office for processing.
- Students will need to check their transcript in Self-Service to confirm this change has been completed.

### Major Change/Academic Program Change

Students can 'change or switch' Academic Partnership Programs/majors by applying to the new program/major.

- Students who wish to change/switch/move from one program to another must make application for the new program via the online web application.
- Students 'transferring' from one ASU Jonesboro program, whether on campus or through Academic Partnerships, will *not* be required to submit an application fee along with the new application prior to November 10, 2009, the application deadline for the last fall 2009 course session. Students changing majors after November 10, 2009, **will** be required to pay the application fee for the new program for which they are applying.
- Admissions will notify the student of documents that are needed to make an admission decision.
- The completed application packet will be forwarded to the Department of Educational Leadership, Curriculum and Special Education for an admission decision. The Chair will also inform the Registrar of any courses that will not be required and credit that will be awarded for past course work. The Chair will also inform the Office of Admissions the final admission decision.
- Students cannot 'change' their major by contacting their coach, instructor or employees.

### Course Load

Students are allowed to register/complete one Academic Partnership course per 5 week term.

- Students are not permitted to 'double up' on Academic Partnership courses due to the rigorous nature of the course work and the other obligations most students have with their jobs.
- Students will not be allowed to register for Academic Partnership courses outside their specified major without receiving a 'permit' from the Educational Leadership Office.

### Graduation

Students who are on track to complete their program of study will be sent graduation information once they have registered for their last course.

- Students will be required to complete an 'Intent to Graduate' form which will be emailed to them.
- Students will be required to register and pay for the Graduation fee.
- Students will be given the option to walk at the Graduation ceremony; however, if final grades are not in at the time of Graduation, a diploma will not be distributed that day. The diploma will be mailed to the student once final grades are in and verified.