

## Section 9: Fort Scott Community College Student Handbook

### Academic Policy

Although FSCC attempts to keep student regulations to a minimum, the college expects students to be responsible in their behavior to reflect well on both the community and the college. Each student is expected to follow all college rules, pay fees, attend classes regularly, and maintain satisfactory academic progress. The college may suspend, expel or deny admission or re-admission to anyone whose conduct is considered detrimental to the college and its educational objectives.

### **Catalog Compliance**

When students initially enroll, they will follow the guidelines of the catalog in effect (based on continuous enrollment).

Students who are not continuously enrolled from the date of entry to the date of graduation will follow the guidelines of the catalog in effect when they return.

FSCC offers students the option to upgrade to the most recent catalog to meet new requirements.

FSCC does not, however, allow a student to revert back to a previous catalog or mix prior and newly selected catalogs.

### **Educational Equity**

FSCC is committed to a policy of educational equity. Accordingly, FSCC admits students; grants financial aid and scholarships; and conducts all educational programs, activities, and employment practices without regard to race, color, sex, national origin, age, or disabilities.

### **Definition of a Student**

Any person actively pursuing a course of study at FSCC is considered to hold student status. For the purposes of these and other regulations, a student is further defined as one who is currently enrolled at FSCC or has completed the immediately-preceding term and is eligible to enroll for the next term.

*Student Classification:* Students are classified according to the following criteria:

***Part-time students*** - students enrolled in 1-5 semester hours (fewer than 6 semester hours for the summer session).

***Half-time students*** - students enrolled in 6-8 semester hours.

***Three quarter-time students*** - students enrolled in 9-11 semester hours.

**Full-time students** - Those enrolled in 12 or more semester hours (6 or more semester hours during summer).

**Freshmen** – Students who have created fewer than 30 credit hours.

**Sophomores** – Students who have completed more than 30 credit hours but fewer than 59.

**Non-traditional Students** – Students who have completed more than 59 credit hours.

### **Students' Right to Privacy**

Fort Scott Community College complies with all federal regulations set forth in Public Laws 98-380, 93- 568 & 106-102. Without express written consent, FSCC may not release information regarding grades, educational achievement, financial information or anything other than Directory Information (as noted in the section below) to anyone other than the student. Students who wish others to be able to access such information must fill out and sign a form indicating their wishes. Forms can be obtained from the Registrar's Office, by visiting [www.fortscott.edu](http://www.fortscott.edu) and clicking on Academics, Registrar, Forms, and Information Release Form, or by logging in to the student portal and clicking information release. Forms sent electronically will only be accepted from a student email account.

### **Financial Aid and Students' Right to Privacy**

The Financial Aid Office complies with the federal regulations set forth in Public Laws 98-380, 93-568 & 106-102. FSCC will disclose no information in a student's financial aid file without the student's written consent.

### **Rights Under FERPA**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records. They are:

1. The right to inspect and review the student's education records within 45 days of the day FSCC receives a request for access. Student should submit to the Registrar, Vice President, or other appropriate official of the college, a written request that identifies the record(s) to be inspected. The FSCC official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the record is not maintained by the FSCC official to whom the request is directed, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. The student may ask FSCC to amend a record that is believed to be inaccurate or misleading. The student should write

the official responsible for the record, clearly identify the part of the record he/she wants changed, and specify why it is inaccurate or misleading. If FSCC decides not to amend the record as requested, the student will be so notified and advised of his/her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the College discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by FSCC to comply with the requirements of FERPA. Name and address of the office that administers FERPA:

*Family Policy Compliance Office*

*U.S. Department of Education*

*400 Maryland Avenue, SW*

*Washington, DC 20212-5920*

### **Privacy Rights of Students (Directory Information)**

FSCC from time to time publishes bulletins, lists, brochures, booklets, directories, press releases, sports information, honor rolls, etc., containing information that specifically identifies students and information about them. FSCC is authorized to publish, and will publish, such Directory Information, collectively or individually, unless a student within a reasonable period of time after the start of the semester, notifies the Registrar in writing that all of the categories listed below should not be released without prior written consent.

The following information is considered Directory Information: student name, hometown, year of birth, full or part-time status, classification, dates of attendance, major/ field of study, honors or awards received, photograph, degree/ certificate granted and date granted, sports weight/height of athletic team members, and/or participation in officially recognized activities/sports.

### **Social Security Number**

When applying for admission, a student is asked to provide the college with a social security number. While students may choose not to provide this information, no student may receive financial aid from any federally funded program or state payroll unless the social security number is on file. The college may be required to provide your social security number to the Kansas Division of Accounts and Reports for use in detection of fraudulent or illegal claims against state monies in accord with the general authority of KSA 75-3728b.

### **Campus Photo Policy**

Throughout each semester, FSCC staff may take photos of students. These photos may be used for future promotions such as press releases, website, social media, etc. If a student does not want his or her photo used, he or she should contact the Digital Content Specialist or tell staff at the time the photo is taken.

### **Updating Student Information**

It is critical that contact information for students remain current; the College uses that information to notify students about financial and academic issues. Contact information should include a valid email address. Students needing to change their recorded information including name, address, or social security number must complete an "Address/Name Change Form" at the Registrar's Office. Changing a name requires a copy of a marriage certificate, court order, or other legal document approved by the Registrar's Office. Changing an erroneously reported social security number requires a copy of the official social security card.

### **Academic Dishonesty Policy**

FSCC assumes that all students are enrolled to learn, and expects each individual to function as an ethical student. Integrity in the classroom is expected. Any student dishonesty detected in a course may result in the student receiving no credit for the examination, written work or quiz, and may result in an F grade, suspension and/or dismissal from the course/institution. A violation of academic integrity includes but is not limited to the following:

1. Cheating on examinations, written quizzes, and other written work.
2. Plagiarism, which is defined as the use of another's written work, visual images, photographs, or other intellectual property without recognition/citation;

the use of another student's work; the purchase and/or use of a paper that has already been prepared; or the borrowing of an idea or phrase or the paraphrasing and/or summarizing of an idea without proper documentation.

3. Giving assistance to or receiving assistance from another person during an examination.
4. Falsification of an academic record.
5. Obtaining or attempting to obtain copies of an uncirculated examination or examination questions.
6. Using any electronic device to receive or transmit academic information inappropriately. For example: cell phones, electronic watches, etc.

This policy pertains to all FSCC classes and does not affect any action taken by the instructor of the class. The instructor retains the right to take the action he or she deems appropriate to the specific case, including but not confined to the following:

- Discussing the violation with the student.
- Failing the student for the specific assignment in question
- Failing the student for the class. If the instructor decides to fail the student for the course, the student will receive an F grade on his or her transcript. The instructor also has the following options regardless of the actions already taken:

1. The instructor will notify the Vice-President of Academic Affairs that academic dishonesty has occurred. The notification will include the following information:
  - a. Name and ID number of the student or students involved
  - b. Proof that academic dishonesty has occurred
  - c. A description of any action already taken by the instructor
2. Once the Vice-President has received this information, he/ she will notify the student's advisor and any sponsors or coaches with whom the student is associated of the breach in academic integrity. The Vice-President will also notify the student by email that a second occurrence may result in a recommendation of dismissal from the college to the Vice President of Academic Affairs.
3. The Vice-President will maintain a file listing students whose names have been turned in for academic dishonesty.
4. Should the student be dismissed from the college for academic dishonesty, the student retains the right of pursuing an appeal to the decision as described in the college catalog.

## **Academic Load**

A normal academic load for the typical college student is 15-16 hours per semester and six hours during the summer session. Some programs require students to carry more hours; students enrolled in programs that do not require enrolling in so many hours must obtain the approval of the Vice President of Academic Affairs to register for 20 or more credit hours. The advisor is the one person working closely enough with the student to make a judgment regarding the advisability of that student carrying more than 19 hours. The advisor will take into consideration the student's past academic record and realistic expectations, as well as extracurricular demands such as student activities and employment situations. Students must have a 2.5 cumulative GPA and 24 credit hours completed or a prior full time FSCC semester GPA of 3.0.

## **Enrollment Status – Student's Responsibility**

It is the students' responsibility to periodically check their class schedule in their GIZMO account. Students are responsible for adding, dropping, or withdrawing from a class. If students have questions about their class schedules, they should contact the Advising Office.

## **Drop for Not Attending the First Day of Class**

Students who do not attend class on the first day may be dropped from the class and have to re-enroll. For a student to re-enroll in a class, he or she would follow the procedure detailed below in the section "Class Schedule Changes: Adding a Class." If the class is full, the student will be put on a wait list.

## **Withdrawal for Nonpayment**

Students who have not made formal financial arrangements with the College by the 20th day of class may be withdrawn from the class. It is the student's responsibility to find out how much is owed and to pay tuition and fees; this information is available through the student's GIZMO account. The College attempts to contact the student using the FSCC-assigned email, so the student is responsible for regularly checking his/her FSCC-assigned email. Financial arrangements may include full payment, financial aid, or setting up payments with the Business Office.

## **Dropping/Withdrawing from a Class**

Students wanting to drop or withdraw from a class should see the Student Services Office for the appropriate form to fill out; the form must be signed by the student and returned to the Registrar's Office. Students are also responsible for knowing which courses they need and ensuring that they are enrolled in the appropriate courses. Anyone not enrolled in a class by the final day to add a class (usually 5

days after courses begin) may not earn a grade for the class, even if he/she does all work required.

### **Dropping a Class during the Refund Period**

Students with proper authorization may drop classes using the online GIZMO service during the refund period. All other students must submit the request to the Registrar's Office on the appropriate form available from the Advising Office. The student must obtain the written approval of his or her advisor before the requested "drop" will be processed.

### **Refund of Tuition and Fees**

1. Students officially dropping classes are entitled to a 100% refund of tuition and fees according to the following schedule:

Class length    Refund Period

16 weeks.....14 calendar days from beginning of class

7-15 weeks...7 calendar days from beginning of class

5-6 weeks.....6 calendar days from beginning of class

2-4 weeks.....3 calendar days from beginning of class

<2 weeks..... Before class begins

2. Students are entitled to 100% refund of tuition and fees for classes that are canceled by the college regardless of the date.
3. Failure to attend classes does not constitute a schedule change or withdrawal from class and does not entitle the student to a refund of tuition and fees.
4. An administrative withdrawal does not entitle the student to a refund of tuition and fees.
5. To officially withdraw, a student must process an official "Drop/Withdrawal" form and return the form to the Registrar's Office.

Students are strongly encouraged to discuss the contemplated drop with their advisor as there may be financial, scholarship, graduation, or other academic implications associated with any drop. It is the student's responsibility to submit the completed drop slip to the Registrar.

### **Dropping a Class without a Refund**

Students with proper authorization may drop classes using the online GIZMO service. All other students must submit the request to the Registrar's Office on the

appropriate form available from the Advising Office. The student must obtain the written approval of his or her advisor before the requested drop will be processed.

16-week courses dropped during the third and fourth weeks of school will result in no record on the student's official transcript; however, the student will still be responsible for all tuition and fees.

Students are strongly encouraged to discuss the contemplated drop with their advisor as there may be financial, scholarship, graduation, or other academic implications associated with any drop. It is the student's responsibility to submit the completed drop slip to the Registrar.

### **Withdrawal from Class after the Refund Period**

A student who desires to withdraw from a 16-week class after the first four weeks of the Fall and Spring semesters must submit the request to the Registrar's Office on the appropriate form. The form is available from the Advising Office. No refund will be given. Students are strongly encouraged to discuss the contemplated withdrawal with their advisor because there may be financial, scholarship, graduation, or other academic implications associated with the withdrawal. It is the student's responsibility to submit the completed withdrawal form to the Registrar. No withdrawal will be accepted following the last regular class day prior to the last two weeks of the semester not including the week of finals. A withdrawal results in a grade of "W," which is interpreted as "no hours attempted, no hours completed, and no academic grade points credited" on the FSCC transcript.

The student shall not expect or request that a representative of the college initiate a withdrawal on his or her behalf. The appropriate form for executing a withdrawal from a course must be used and signed by the student. Under certain extraordinary circumstances (i.e., sudden and extended family emergency; major health problem preventing continued attendance; sudden recall to military duty), the student may request permission to be withdrawn from his/her classes. This request requires approval of the faculty member and the Vice President of Academic Affairs Dean of Students.

### **Class Attendance**

Regular class attendance and participation in class activities is expected. It is the responsibility of the student to make up class work missed for any reason, including college-sponsored activities. Students should not enroll in a course if they know that they will frequently be absent or be absent for a large stretch of the class (i.e., impending surgery, childbirth, long trip, etc.). If a student is uncertain about whether to enroll, they should speak to someone in the Advising Office or to the instructor. At the first class meeting, the instructor will inform students, both orally and in writing, of the course requirements and the attendance and grading policies.



## **Class Absence**

If a student has not attended class for more than a week, the instructor will notify the Advising Office so that the student can be encouraged to return to class. When attendance becomes so irregular that the student is in danger of not meeting the course objectives, the instructor will notify the Advising Office, and attempt to notify the student that an attendance problem exists. It is the responsibility of the student to meet the attendance requirements of the class. Failure to meet the attendance requirements of the class will adversely affect the student's grade and may result in the award of a grade of F. Instructors may have work due that cannot be made up unless the absence is excused.

## **Day, Intersession, Evening, and Extension Classes**

FSCC offers a full daytime schedule during the fall and spring semesters and summer session on campus, at outreach educational extension centers, and online.

Intersession programs are offered between semesters for students who desire to continue their studies during vacation periods and adults for whom the more concentrated time frame is more convenient. Inquiries about intersession classes should be addressed to the Vice President of Academic Affairs.

Students desiring to enroll in evening and/or off-campus classes must meet the same admission requirements as outlined under the "Eligibility for Admissions" section.

FSCC makes no distinction on the student's permanent record between classes taken during the day and those taken at night, nor between those taken on campus and those taken at extension centers.

## **Credits Transferred from Colleges**

The college may accept appropriate credits earned from an accredited college and may permit up to 45 semester hours of transferred work toward a degree. Students must complete at least 15 semester hours applicable toward graduation at FSCC to qualify for the associate degree. To receive transfer credit, students must have attended an institution accredited by an appropriate college-level accrediting body, such as the Higher Learning Commission. In the United States, colleges and universities are accredited by one of 19 recognized institutional accrediting organizations. Accrediting organizations that are "recognized" have been reviewed for quality by the Council for Higher Education Accreditation (CHEA) or the United States Department of Education (USDE). Transfer credits will be assessed for their correspondence to FSCC courses.

## **Course Auditing**

Auditing a course means that a student attends a class regularly and will not be permitted to take exams, complete assignments or perform other tasks required by the instructor. Students receive no credit for courses completed by auditing. Credit registration cannot be converted to audit status at any time.

Students may enroll to audit a class if space is available. Auditing a class must be approved by the instructor and the Vice President of Academic Affairs. "Audit" must be written on the enrollment form, which must be signed by the instructor and the Vice President of Academic Affairs before the beginning of the semester. Tuition and fees for audited classes will be assessed at the same rate as credit courses. Audited courses are not eligible for financial aid.

## **Repeating a Course**

A student who has failed a course or who intends to improve his or her grade may re-enroll in a class. Repeating a course taken at FSCC, for which credit has already been earned, will cancel the grade and the credit previously awarded for that course; however, a record of the prior course will continue to appear on the transcript. Only the grade and credit from the most recent repeat of the course will be used when computing the grade point averages. When a student has withdrawn from a repeated course, the transcript entry indicates "W" and the most recent letter grade (A, B, C, D, or F) is used for the GPA calculation. Students transferring to other schools are subject to the grade policy of that institution.

## **Class Schedule Changes (Adding a Class)**

A student desiring to add a class to those in which he or she has already enrolled must submit the request to the Registrar's Office on the appropriate form available from the Advising Office. The student must obtain the written approval of his or her advisor before the requested "add" will be processed. Such requests will be considered on the basis of whether space is available in the course. No course may be added after the first week of the semester with the exception of "late start" classes. Students adding courses are responsible for making up such academic work as required by the instructor.

## **GIZMO (Campus Connect)**

GIZMO is an online student portal that allows students to enroll online and view their class schedules, unofficial transcripts, financial obligations, and grades at the end of each semester.

## **Modality**

Face to face - Physical attendance of class is required. Classes may use some online components to supplement learning.

Online - Courses are completely online using the Blackboard Learning Management System (LMS). No physical attendance of class is required.

Hybrid - Courses are a blend of face to face and online. Attendance in class and utilizing the LMS is required.

## **Blackboard**

Blackboard is an online learning tool. It can function both as a complement to traditional courses and as a site for distance learning. It enables instructors to easily distribute course information such as the syllabus, course reading materials, web links to informational articles, slide shows, videos and other relevant online content. Students may be required to access Blackboard in some courses. Blackboard may be accessed through many devices including a home computer, many portable devices, in FSCC computer labs, or in the Student Success Center. Depending on the Blackboard tools the course instructor utilizes, students may take surveys, quizzes, and tests; send and receive course mail; post messages to threaded discussions and chat rooms; upload assignments using digital drop boxes; and/or check course progress and grades at any time during a course.

## **Online Proctoring**

Some instructors or courses may require the use of an online proctoring software (e.g. Respondus Monitor). If you are using this software at home or in a personal area, you agree to allow your activity and surrounding workspace to be recorded by audio and video, then analyzed by the system and/or instructor.

## **Incomplete Work**

The grade "Incomplete" may be granted to a student only if it can be demonstrated that extenuating circumstances prevent the student from completing the course within the scheduled time frame. Illness or exceptional circumstances are the usual basis for consideration, and students who have been making satisfactory academic progress for seventy- five percent of the class may be eligible. An incomplete is counted as "F" in calculation of the grade point average until the student successfully completes all course requirements as agreed upon with the instructor in the written Incomplete Contract. At that time, the course instructor will initiate a grade change through the either Campus Connect or the Registrar's office.

## **Credit Hours**

College class work is measured in terms of semester credit hours. College credit hours are derived from minutes accumulated in classroom studies as well as competency-based classes. For example, a one-hour class meets one hour a week; a three-hour class meets three hours a week; and a five-hour class meets five hours a week. Courses that include laboratory time require extra hours. The number of semester hours' credit offered for each course is included with each course description in the curriculum sections of the catalog. The Kansas State Board of Regents requires that a lecture class meet 750 minutes for each hour of college credit.

Students are expected to meet the minimum requirement of the Federal Credit Hour Definition.

To receive transfer credit, students must have attended an institution accredited by an appropriate college-level accrediting body, such as the Higher Learning Commission. In the United States, colleges and universities are accredited by one of 19 recognized institutional accrediting organizations. Accrediting organizations that are "recognized" have been reviewed for quality by the Council for Higher Education Accreditation (CHEA) or the United States Department of Education (USDE).

### **Federal Credit Hour Definition**

A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than:

(1) one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or (2) at least an equivalent amount of work as required in paragraph (1) of this definition for other activities as established by an institution, including laboratory work, internships, practica, studio work, and other academic work leading toward to the award of credit hours. 34CFR 600.2 (11/1/2010)

### **Examinations**

Each instructor determines the number and type of examinations and/or requirements to be administered in classes. The percentage of the student's final grade that will be based on examinations is decided by the instructor. Whether students will be permitted to take special or make-up examinations is left to the discretion of the individual instructor. Final exams are given at the scheduled time each semester. If a time conflict should occur and a student must take the final test

at another time, the student must consult the instructor & secure the written approval of the Vice President of Academic Affairs.

## **Grades**

Acceptable scholastic performance requires a minimum

2.0 grade-point-average (GPA) on a 4.0 grading scale, or a C average. Students may not graduate from degree programs unless they have maintained a cumulative grade-point average of 2.0 or higher. Certificate students must maintain a 2.0 or higher in their program. FSCC utilizes a system of letter grades and numeric grade points.

Grade Explanation		Grade Points/Credit Hr.
A	Excellent	4
B	Good	3
C	Average	2
D	Below Average	1
F	Failed to meet objectives	0
IP	In Progress	Not computed
W	Withdrawal	Not computed
P	Met Requirement (Pass)	Not computed
INC	Incomplete	Not computed
AU	Audit	Not computed

Students can access grades in their Gizmo account following the end of the semester. Grade reports are NOT mailed to students; the only way to access grades is online. Students who have not returned college materials or property or who have not met all financial obligations to the college will have transcripts withheld until the Registrar's Office is notified that these deficiencies have been remedied.

## **Grade Appeals**

If the student believes that an error has been made in the assignment or recording of a grade, the student must first confer with the instructor. If such a conference does not resolve the problem, the student may request review by the appropriate Division Chair or Vice President. If this subsequent conference does not resolve the problem, the student may request review by the Vice President of Academic Affairs.

Procedure:

1. Request a "Grade Appeal Form" from the instruction office. Complete the form and email it to the Vice President of Academic Affairs. Include all pertinent documentation in this email, including past emails, assignments, or all documentation relevant to the appeal with the form.
2. The Vice President of Academic Affairs will review the documentation and formal written grade appeal. In some situations an appeal committee may be convened.

Grade appeals must be made by the end of the semester following award of the grade in order to receive consideration. The decision of the Vice President of Academic Affairs shall be final and not subject to further appeal.

## **Academic Minimum Standards and Reinstatement Procedures**

A grade point average (GPA) of 2.0 or better is required at Fort Scott Community College, and failure to maintain a 2.0 GPA will result in academic probation and suspension from the FSCC dormitories. If a student is unable to raise his/her GPA to the minimum standard within 2 semesters of probation, the student will face academic suspension. Failure to attend class and participate in coursework assigned by the instructor may result in administrative withdrawal from school. Administrative withdrawal does not release the student from the obligation to pay tuition and fees.

## **Academic Suspension Appeals**

Students may appeal to be reinstated after being academically suspended by following this procedure:

1. The student must write a letter of formal appeal to the Vice President of Academic Affairs, covering:
  - a. A brief academic history, including high school;
  - b. The reason for the student's academic difficulties, including an explanation of why academic probation didn't allow the student to raise his/her GPA to the minimum level;

- c. Outside issues that have impacted academics and a brief plan of how the student will make adjustments;
  - d. The student's current major and academic plans for the future.
2. The Vice President of Academic Affairs will call an Academic Appeals meeting including the following: the Vice President of Academic Affairs, Vice-President of Student Services, an Advising Office representative, and two faculty members. The student may bring one other person to the meeting.
  3. The student must appear in person before the Academic Appeals board.
  4. If the student is reinstated, the student must develop an action plan for his/her future academic success and have it reviewed and signed by his/her advisor, the Vice- President of Student Services, and the Vice President of Academic Affairs.
  5. If the student is reinstated, he/she will be placed on academic probation for one semester and follow all procedures of academic probation listed above.
  6. Early warnings will result in daily meetings with a tutor.
  7. If the student does not improve to the minimum GPA during that semester and follow all required activities, he/ she will not be allowed to appeal again for at least a year.

### **Academic Forgiveness**

Students may eliminate poor academic records within the restrictions of the following policy:

#### Requirements and Limitations:

1. To be eligible, the student must wait a minimum of one year.
2. The student must have completed at least twelve (12) consecutive credit hours at a Kansas public institution of higher education with a 2.5 GPA.
3. One semester can be forgiven.
4. All academic credits, including any passing grades, will be excluded from the GPA.
5. The courses forgiven will be excluded from the GPA, but they will still appear on the student's transcript.
6. Academic forgiveness may be implemented only once during a student's tenure at FSCC.

7. It is up to other institutions whether they honor FSCC's academic forgiveness. Other institutions may not honor this agreement.
8. Granting of academic forgiveness does not affect or alter a student's record for athletic eligibility.
9. Students granted academic forgiveness may not receive honors at graduation.
10. While credits removed from the computation of the GPA as a result of academic forgiveness will not be used to meet course or program requirements, they will be used to determine eligibility for financial aid awards.

**Procedure:**

1. Students wishing to petition for academic forgiveness must complete and submit a letter requesting academic forgiveness to the Vice President of Academic Affairs. The letter should contain reasons why academic forgiveness is requested and a list of courses the student wishes to remove from his/her transcript; the list should include all courses from a single semester and only courses from that semester. Documentation of extenuating circumstances is required for consideration of academic forgiveness.
2. Petitions will be considered only after a year following the semester and only after the student has completed 12 hours at a Kansas public institution of higher education.
3. Upon receipt of the petition, the academic forgiveness committee will review the student's transcript and current enrollment and make a recommendation on forgiveness.
4. If academic forgiveness is granted, all previous course work will continue to appear on the transcript, but the grades in those courses that have been granted academic forgiveness will not be included in the student's FSCC cumulative GPA.

**College Honor Roll**

Honor roll students are selected from individuals who are enrolled in 12 hours or more in a degree program and who have achieved the following term grade-point averages (GPAs) during the fall/spring semester.

Requirements:

President's Honor Roll: 4.0

Vice President's Honor Roll: 3.75-3.99 Honor Roll: 3.50-3.74

GPA is determined by the number of grade points earned and divided by the number of credit hours attempted, excluding courses marked with an INC or W.



## **Petition to Graduate**

To receive a printed diploma/certificate and participate in graduation ceremonies, all students must complete the Petition to Graduate form by visiting [fortscott.edu/graduate/](https://fortscott.edu/graduate/) form. It is the student's responsibility to know and understand graduation requirements as well as deadlines. Students must be a high school or GED graduate to qualify for an associate degree or certificate.

Deadlines for submitting a Petition to Graduate form are: October 1 for fall graduation, February 1 for spring graduation, and July 1 for summer graduation.

The student will receive additional information regarding commencement rehearsals, caps and gowns, and any dates related to commencement activities through their student email account. Commencement will be held once a year in May. Those students who need to take six (6) or fewer hours in the summer term may participate in the graduation program in May of that academic year.

## **Graduation Ceremony**

Annual graduation ceremonies conclude the spring semester at Fort Scott Community College. Complete details about graduation are posted in the bulletin, the website, and via email to graduates who petition to graduate.

Students within 6 hours of meeting graduation requirements may participate in commencement. Participation in the commencement ceremony does not guarantee the awarding of degrees or certificates. In order to graduate, a student must complete all degree/certificate program requirements and fill out a petition to graduate form.

## **Graduation Exams**

All students will be asked to register for the appropriate exam when they apply for graduation. Both exams are available at the FSCC main campus in Fort Scott, Miami County location in Paola, or the FSCC Motorcycle Training Building in Frontenac. Appropriate holds will be applied to student accounts if the exit exam is not taken before the end of the student's final semester.

## **WorkKeys**

Students receiving a certificate or Associate in Applied Science Degree will take the WorkKeys Assessment. The WorkReady certificate is based on the nationally recognized certification from ACT WorkKeys verifying to employers a student's skills.

## **ETS Proficiency Profile Assessment Exam**

The ETS Proficiency Profile test allows FSCC to measure, evaluate and enhance student learning outcomes as well as General Education Outcomes. All students receiving an Associate in Arts, Associate in General Studies, or Associate in Science Degree must take the ETS Proficiency Profile test. This exam is offered during the Capstone course.

## **Graduation Fee**

All students earning an associate degree or certificate must pay a non-refundable \$50 graduation fee to the Cashier's Office. The graduation fee is required regardless of student participation in commencement. Students should check their GIZMO student portal to ensure the \$50 graduation fee has been applied. If the charge is not listed on your account, please make payment arrangements with the Cashier's Office. The Registrar's Office will not be able to send a student's transcript, diploma, or certificate until the graduation fee is paid. Appropriate holds will be applied to student accounts if the fee is not paid before the end of the student's final semester.

## **Awarding of Degrees**

Degrees-awarded notations will be placed on the student's transcript upon completion of all requirements. Students transferring hours from other universities/colleges to complete graduation requirements must have official transcripts from each institution on file in the Registrar's Office before the degree will be awarded and noted on their transcripts. Degrees will not be posted if a Petition to Graduate form has not been completed.

## **Reverse Transfer**

Reverse Transfer allows students to receive their associate degree from their most recent community college or technical college by combining the credits they earned at the two-year institution and the credits they earn after transferring to a Kansas public university.

Within their first year, if the student transfers coursework from a community college or technical college to a public university, they will be notified if they are eligible to be considered for Reverse Transfer. Students are eligible if they have completed 45 credit hours at one or more colleges and if they consent to the release of their academic records. If they consent (also known as "opting in"), their academic records will be evaluated for the degree completion and their degree will be conferred based upon a satisfactory evaluation.

## **Graduation Rates**

As recorded with the National Center for Education Statistics, the 2019 cohort completion rate for students who entered Fort Scott Community College on a first-time, full-time basis was 37 percent. This figure includes those who received a degree or certificate at FSCC. 22 percent of first-time, full-time students transferred to higher-level programs.

## **FSCC Transcripts**

The Fort Scott Community College permanent academic record of a student is a historical record of a student's academic progress at the college. A permanent academic record is established for all FSCC students who attend any course for any given period of time. A transcript is a certified, official copy of a student's permanent academic record. The transcript reflects courses and grades enrolled in by the student and recorded in accordance with academic regulations as listed in the FSCC Catalog. Disciplinary actions are not recorded on transcripts. The transcript cannot be altered at the request of a student to delete any part of the transcript. The entire transcript will be prepared each time a transcript is requested. An official transcript may be requested from the Office of the Registrar. Transcripts can be ordered online at [www.fortscott.edu](http://www.fortscott.edu). Transcript order updates and tracking are available to students if a valid email address is provided. A student's signed consent is required to fulfill a transcript order. Students may also request their transcripts in person or by mail by completing a transcript request form, but not by e-mail, telephone, or fax. No transcript will be provided without the student's signature for the authorization of such release. Students may print an unofficial transcript from their GIZMO account.

## **High School and Transfer College Transcripts**

Official high school transcripts/GED scores and all college transcripts are expected to be turned in to the Registrar's Office prior to enrollment. If these documents are not received prior to roster certification for the semester, a hold may be placed on your account, which could hinder enrollment in subsequent semesters.

## **FSCC Transcript Fees**

1. Mail only – Cash/Check/Money Order: \$5.00
2. Online orders – electronic or mail: \$10.00 No transcript will be provided if the student has outstanding financial obligations to FSCC. Transcript requests are processed within two working days of the day they are received; however, individuals should allow seven to ten days for transcripts to reach another school or prospective employer or other agency. Official transcripts received from other institutions cannot be released to any individual or institution.

## High School Articulation Agreements

FSCC has articulation agreements with many high schools in Kansas to grant college credit for classes taken at the high school. The steps to acquire this credit are:

1. Consult with high school counselor regarding specific articulated classes offered by FSCC.
2. Take high school classes.
3. Ask high school to send an official transcript to FSCC.
4. Talk with the advising office regarding high school articulation agreements.
5. Pay the business office for the credit the student is eligible to receive based on high school credits.
6. Enroll in 9 or more non-concurrent college credits at FSCC.
7. Articulated classes will be added to the transcript the semester the students completes those 9 credits.

## Final Examination

The semester final exam schedule can be found on the college's website, [www.fortscott.edu](http://www.fortscott.edu). All students must be present during their final exam time. Exceptions may be granted, only in cases of emergencies or special circumstances. If a student needs an exception, they must submit a request to change their final examination dates to the Vice President of Academic Affairs. This request must be submitted within 10 calendar days before finals begin. The Instruction Office will notify the instructor and the student by phone/email regarding the decision of the request. EARLY TRAVEL PLANS WILL NOT BE APPROVED.

