

minimum of 6 hours. (Exceptions require the approval of the Office of Academic Affairs).

Enrollment in courses at the host institution is on a space-available basis and the student may not enroll after classes have begun at the host institution. The Miles College student must adhere to host institution's policies and procedures governing enrollment in the course (i.e., the drop or withdrawal dates may not be the same as Miles College). It is the student's responsibility to notify Miles College when they are no longer enrolled in the course. The final grade in the course will be forwarded to the College. BACHE forms must be approved and received in the Registrar's office no later than 7 business days prior to the first day of class at the host institution.

Graduating seniors or students in their last semester at the College are not permitted to take a BACHE course.

*See the Office of Academic Records web site for additional information governing BACHE policies and procedures.*

### **Non-Degree Student**

A special non-degree student is one who is not pursuing a degree program. Admission may be granted provided the student has a high school diploma or its equivalent. (*Refer to General Admissions Information*).

The non-degree student is subject to all College regulations governing registration, attendance and academic standing. The student may not register for more than 12 semester hours during a semester and 9 semester hours during a summer term. Credit earned in non-degree status is recorded on the student's permanent academic record. Students seeking admission to a degree program must submit a formal application indicating the desired major. Credits may be applied to a degree program when the student satisfactorily meets entrance requirements.

### **Transcript Request**

Requests for copies of transcripts may be made through the National Clearinghouse, mailing request to the Business Office or contacting the

Office of Academic Records directly. *See Financial Information for cost.*

### **Graduation Requirements**

Students are required to complete a minimum of 120 hours to be awarded a baccalaureate degree at Miles College. To be eligible for a degree, students must complete the required number of hours consistent with the intended program of study.

All students are required to pass the English Proficiency Examination (EPE) prior to being recommended as a prospective graduate.

All students are required to pass the **Senior EXIT examination**. Students generally take the exam during their senior year, or when content courses are completed, whichever occurs first. Exceptions to this exam requirement may be fulfilled through external examinations for students enrolled in education certification programs (i.e., PRAXIS). Music and Theatre students, respectively, are also required to present exit performances.

**Application for Graduation.** Application for Completion of Degree Requirements must be submitted immediately prior to or at the beginning of the term in which a student expects to complete all requirements for a degree. The student must apply in his or her major division who will then forward their recommendations to the College Registrar. Application for Graduation are available in the Office of the Academic Records and will only be received from students whose names have been recommended from their division chairperson. The College Calendar designates the deadline dates on which this action must be taken. Applications received after the deadline dates indicated on the College Calendar may be processed with the applications received for graduation the next term. If the student fails to meet graduation requirements, he or she should consult with their division chairperson or the Registrar and reapply for a subsequent term. Reapplication is not automatic. The intent to graduate must be formerly submitted.

Students may complete degree requirements at the end of the months of December, May or June. ALL prospective graduates are **required** to participate in the once a year graduation commencement scheduled during the month of May (*see College Calendar*) which is scheduled after the completion of requirements. Exceptions to this policy require the approval of the Dean of Academic Affairs.

**Academic Honors.** Miles College encourages high standards of academic excellence and acknowledges students' academic achievement. Students who have completed superior course work at the College are recognized accordingly.

#### **Honors Before Graduation**

(designated at the end of each semester on the student's grade report)

Honor Roll            Term GPA of 3.0 to 3.49

Dean's List            Term GPA of 3.5 to 3.79

President's List      Term GPA of 3.8 to 4.0

**Honors Convocation Program.** Students who consistently maintain a cumulative GPA each academic year are recognized at a special honors program during the fall of each year for their academic achievement during the prior year. The program encourages students to maintain this scholastic standing through graduation. Students must have been enrolled full-time both fall and spring semesters and met the following criteria with no Incomplete or Unsatisfactory grades at the end of the grade reporting period.

**Honors Scholar:** cumulative GPA 3.0 to 3.49

**Dean's Scholar:** cumulative GPA 3.50 to 3.79

**Presidential Scholar:** cumulative GPA 3.80 to 4.0

**Students who are members of the Honors Curriculum program, students on Cohort Tracking for graduation and students who are members of honor societies are also acknowledged during the annual program.**

#### **Honors Awarded At Graduation**

##### **Valedictorian and Salutatorian Awards**

These awards shall be conferred upon the graduating seniors who have earned the first and second highest cumulative quality point

averages above 3.50. Students who already hold a baccalaureate degree are not eligible for these distinctions. Additionally, each candidate must have completed 100 hours in residence at Miles College, but the GPA calculation will include all hours needed to earn the degree.

To graduate with the distinctions below, the student must have acquired the above grade point averages at the end of the semester of graduation.

<i>Honors</i>	3.0 – 3.19
<i>Cum Laude</i>	3.2 – 3.49
<i>Magna Cum Laude</i>	3.5 – 3.79
<i>Summa Cum Laude</i>	3.8 – 4.0

#### **STUDENT RIGHTS and RESPONSIBILITY**

**Academic Honesty.** Any student found to be dishonest in acquiring, using or reporting information or in any other manner violating established academic codes of conduct will face a stiff penalty for the assignment/requirement in question. Students must be honest in all of their endeavors of academic matriculation at Miles College. Cheating, plagiarism, or any other act of academic dishonesty will not be tolerated. All acts of academic dishonesty must be reported. In cases where evidence is sufficient to establish that a student cheated or was otherwise dishonest in completing a test, paper, report, etc., the penalty will range from repeating the assignment to expulsion from the College.

#### **Disciplinary Action Procedures for Dishonesty.**

1. The instructor/staff member must have substantial evidence that a student has engaged in dishonest conduct which requires action within the bounds of their jurisdiction.
2. The instructor/staff member shall notify the student in writing of the violation and the action taken within two (2) days of occurrence.
3. Copies of the questioned materials and letter will be sent to the division chair and the Dean of Academic Affairs and the Dean of Students (if applicable).
4. If the conduct is beyond the jurisdiction of the instructor/staff member, a written report