

MILES COLLEGE

OFFICE OF ACADEMIC RECORDS

A Guide For Faculty and Staff

Released March 2013

The Faculty Guide contains policies and procedures concerning staff and faculty members and their relationship with areas of responsibility of the Office of the Academic Records.

The Faculty and Staff Guide is a publication of:

OFFICE OF ACADEMIC RECORDS

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ACADEMIC CALENDAR

The Academic Calendar is published each year and available online via the Miles College website. Copies of the calendar are also available in the Office of Academic Affairs.

ACADEMIC STANDING -Warning, Probation, Suspension of Students

In order to remain in good academic standing, a student must maintain the following graduate point average at the end of any term based on the following:

Attempted Hours	Minimum GPA Required
0-32	1.60
32-64	1.80
64-96	2.00
97 and above	2.00

Students are placed on **Warning** the first term in which the cumulative GPA is less than the required minimum.

Students are placed on **Probation** at the end of any term following a semester of Warning when the cumulative GPA is less than the required minimum. Students on probation are limited to a course load of 12 credit hours during the regular semester (including summer term).

Students are placed on **Suspension** at the end of any term following a semester of probation when the cumulative GPA is less than the required minimum. Students still not in good academic standing at the end of the semester that they return from suspension will be placed on probation.

Students will receive notice regarding their academic standing and it will also be notated on their transcript.

ALTERNATIVE CREDIT

Miles College will accept the use of alternative credit for courses. Students who wish to receive alternative credit for courses, must have official score reports and/or transcripts from the source or agency sent to the Office of Academic Records for official evaluation and awarding of credit. Scores or transcripts sent to the Office of Admissions will then be forwarded to the Office of Academic Records. The maximum number of hours that may be used to satisfy credit for courses through alternative credit is 30 hours. Miles College accepts alternative credit for courses from the following entities:

Advanced Placement Scores-The College Board (AP)
International Baccalaureate Organization (IB)
College Level Examination Program (CLEP)
Military Credits- American Council on Education

APPLICATION FOR DEGREE

Application for Completion of Degree Requirements (blue form) 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 their major division who will then forward their recommendations to the Office of the Registrar and will be distributed to students whose recommendations have been received from their major division. Applications received after the deadline dates may be processed with the applications received for graduation the next term.

ATTENDANCE VERIFICATION

In cooperation with Office of Financial Aid the Office of Academic Records assists with the compilation of verification of enrollment through the assistance of the faculty. In accordance with the deadlines, faculty will check roll and indicate any students who were not present on the designated enrollment verification days. This information is to be submitted online by the faculty member. The Office of Academic Records will assist faculty who have difficulty completing this process online and will obtain the information for

completing this process online and will obtain the information for them to report.

Codes:

*(Asterisk)=	Attending
NA =	Not Attending
NS =	No Show- Never Attended

BACHE

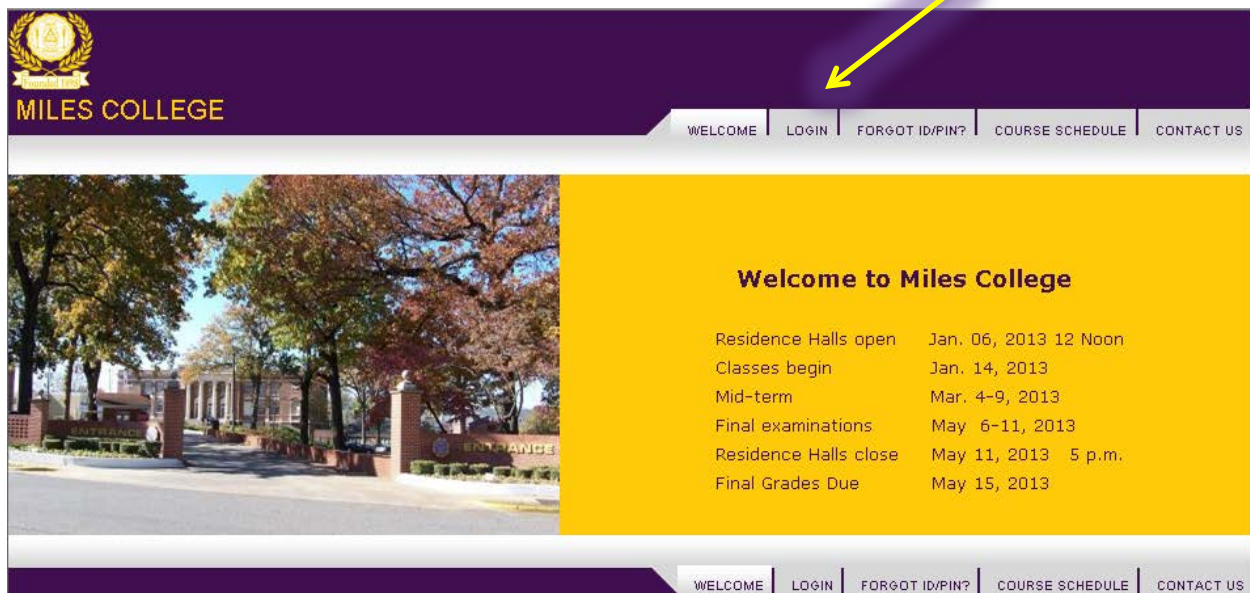
The purpose of the BACHE Cooperative Course Exchange (CCE) Program is to expand educational opportunities for students. Institutions include Miles College, Birmingham Southern College, Samford University, University of Montevallo, and University of Alabama at Birmingham.

- Students are limited to taking one course per academic term through the cooperative arrangement not to exceed a total of 12 hours during their tenure (Exceptions require the approval of Academic Affairs).
- Enrollment in classes at a Host institution is to be on a space-available basis.
- Students must have full-time status at Miles College while enrolled in a BACHE course. This requirement will vary for summer term.

- Students may not enroll at a Host institution after the opening of a new term.

BEAR'S DEN

The Bear's Den system is the central online system for faculty to manage their teaching schedule, course roll, attendance verification and post grades. To access BearsDen you will be required to log-in with your User ID and PIN (see below).



CHANGE OF GRADE

Changes of grade forms are available in the Office of Academic Records. In order to change a recorded grade, the faculty must complete the form indicating the new grade and an explanation for the change. The form must then be signed by the division chair and approved by the Dean. The Dean's office will forward the form to the Records office.

DROP/ADD

Students can make adjustments to their schedules by consulting their advisor and follow procedures in accordance with the published schedule adjustments dates on the academic calendar(drop/add). In most cases students are allowed to drop classes online via the web or they can fill out a drop/add form and have it processed in the Office of Academic Records. Students are allowed to drop all but 1 class in accordance to the published deadline date.

DOUBLE MAJOR/DUAL DEGREE

Students pursuing a double major at Miles College leading to the awarding of 2 Baccalaureate Degrees must declare a 1st major and complete all degree requirements for the 1st major and a minimum of 30 hours for the 2nd major over and beyond the 1st major.

1. For the 2nd major, students must complete a minimum of 30 hours over and beyond the hours required for the first degree.
2. The 2nd major or double major may require up to **48 hours** depending on the nature of the program and requirements necessary. General core curriculum will satisfy both majors.
3. Free Electives courses in the first major will not double count in 2nd major.
4. Same “type” courses for the 1st degree should not be duplicated in the 2nd degree (i.e. a statistics course required for the first major).

Procedures on Students Seeking a 2nd Degree

1. Second degree students are subject to meeting the residency requirement which states that students must complete **a minimum of 25% or 30 hours of the required coursework for the 2nd degree**. Again, these hours do not include courses taken prior to being readmitted, meaning students who return must complete 25% or 30 hours once they readmit or admit as 2nd degree.
2. General core requirements can be used to satisfy general core requirements for 2nd degree. Any core requirements not fulfilled, must be taken to fulfill the General Core Requirements
3. The Office of Academic Records will make the appropriate course substitutions for major courses students can use toward the second degree during the Transfer Evaluation
4. process. Division chairs may also recommend course substitutions to be used toward the second degree.
5. Students may not use courses with a grade of “D” to satisfy any degree requirements.
6. Students must have a 2.0 GPA (graduation requirement).

COURSE FORGIVENESS

Students may improve their GPA by repeating a course in which a grade of “D” or “F” was earned. Repeating a “C” grade is not recommended. Only the grade and grade points received in the second attempt shall be used to forgive the first grade. All attempts beginning with the second attempt shall be used in computing the student’s cumulative grade point average. All attempts for a given course and all grades will remain on the student’s transcript.

A student earning a grade of “D” in a general core course may be allowed to repeat the course to raise the GPA. A student earning a grade of “D” in a major course must repeat the course until a grade of “C” or better is earned.

FERPA

The Office of Academic Records acts in accordance with the Family Educational Rights and Privacy Act (FERPA) also known as the Buckley Amendment- 20 U.S.C. – 123g – of 1974 which is a law governed by the U.S. Department of Education. This law applies to institutions of higher education that receive funding under any program administered by the Department. The College Registrar has been designated as the FERPA officer for the College.

FERPA GUIDELINES *(as taken from the U.S. Department of Education)*

Once a student reaches 18 years of age or attends a postsecondary institution, he or she becomes an "eligible student," and all rights formerly given to parents under FERPA transfer to the student. The eligible student has the right to have access to his or her education records, the right to seek to have the records amended, the right to have control over the disclosure of personally identifiable information from the records (except in certain circumstances specified in the FERPA regulations, some of which are discussed below), and the right to file a complaint with the Department. The term "education records" is defined as those records that contain information directly related to a student and which are maintained by an educational agency or institution or by a party acting for the agency or institution.

FERPA POLICY

Notification of Rights under FERPA for Postsecondary Institutions

The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their education records. These rights include:

- (1) The right to inspect and review the student's education records within 45 days of the day the College receives a request for access. A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, 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, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask the College to amend a record should write the College official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the College decides not to amend the record as requested, the College will notify the student in writing of the decision and the student's 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 provide written consent before the College discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent. The College discloses education records without a student's prior written consent under the FERPA exception for 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 as its agent to provide a service instead of using College employees or officials (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 responsibilities for the College.
- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202-5901

[NOTE: In addition, an institution may want to include its directory information public notice, as required by § 99.37 of the regulations, with its annual notification of rights under FERPA.]

FERPA -CONTINUED

Educational Records are:

- Any education record from which a student can be personally identified and maintained by the university.
- Records that are :
 - electronic
 - handwritten
 - printed
 - magnetic tape
 - file

Complying with FERPA consists of all university employees including:

- Faculty: Permanent and Adjunct
- Staff: Permanent and Temporary
- Student Employees
- Student Organizational Leaders
- Contractors, Consultants and Volunteers
- Or any others who job roles give them access to education records.

FERPA guidelines are violated if:

- Faculty leaves graded materials where students can see their classmates' grades and completed work.
- Any personally identifiable, graded papers or examinations are left visible and unattended.
- A student's right to privacy is not administered

Requested information from parents such as:

- A student's progress in a course
- Deficiencies in a subject area
- Final grades
- Grades on exams or class work
- Other information regarding academic progress

You should NEVER be given out unless the student has consented to the release of that information to the specific requestor.

GRADING SYSTEM

The following letter grades comprise the College's grading system:

Grade	Scholastic Value	Grade Points
A	Excellent	4
B	Good	3
C	Average	2
D	Poor	1
F	Failure	0
FA	Failure due to Absence	0
I	Incomplete	0
CR	Credit	0
NA	Never attended	0
Y	Alternative credit	0
W	Withdrawal from Course	0
WA	Withdrawal-Administrative	0
WD	Withdrawal from College	0

INCOMPLETE GRADES

A student who has received an “Incomplete” grade for the term must have filed by instructor in the Office of Academic Records. Once the “I” has been satisfied the form must be picked up from the office, completed by the instructor including obtaining necessary signatures and then processed by the Office of Academic Records.

All “Incomplete” grades must be moved before the end of the calendar year. According, “I” grades become “F” grades if not removed no later than the next calendar year. Students must repeat the course if grade of “F” is received. Students should observe all deadlines on the College Calendar.

REGISTRATION

The College’s registration dates are listed on the college calendar located on the Website. Students are responsible for complying with all regulations governing registration, change of schedule (drop/add); tuition payment and other requirements described either in this bulletin or

advised by the administration otherwise. Every registrant must arrange a class schedule with a faculty advisor at the time and place designed.

SATISFACTORY ACADEMIC PROGRESS (SAP)

Financial Aid recipients must maintain Satisfactory Academic Progress as one of the criteria for receiving Title IV Federal Financial Aid. Federal regulations require the Office of Financial Aid to monitor the progress of each student toward degree completion. Students, who fall behind in their coursework, fail to achieve minimum standards for grade point average or fail to complete classes in a maximum timeframe, may lose their eligibility for all types of federal and state aid and university aid administered by OFA. The requirements for making (SAP) are as follows:

Qualitative and Quantitative Standards

Qualitative = the grade point average (GPA) students are required to maintain.

Quantitative = the amount of work students are required to complete =67% of attempted hours.

Hours Attempted	Required GPA
1-31	1.60
32-63	1.80
64-above	2.00

In addition to the cumulative grade point average requirements indicated above, a full time or part-time student is expected to have completed 67% of the hours for which he/she has enrolled/attempted. By the end of the second year of enrollment, without regards to the number of hours attempted or earned, the student must have earned the GPA which is consistent with the graduation requirement of a 2.0 or “C” average. All transfer and re-admitted students must meet the minimum GPA standard as well as complete the percentage of work required as stated in this section in order to be eligible for Title IV Federal financial aid.

Length of Time/Time Limit

Under federal regulations, students are allowed 150% or 1.5% of the published number of hours required (per the Miles College Catalog measured in credit hours attempted) to complete the academic program of study.

TRANSFER CREDIT EVALUATION

Transcripts undergo a transfer credit evaluation process and course articulation process in order to determine which courses are equivalent.

Once transcripts are received, the Office of Academic Records will review the transcript and first apply applicable credit for transfer toward General Core requirements.

Next courses are evaluated applicable to major course requirements and major course electives. Any courses not equivalent to any Miles college, courses are transferred as free elective.

Any courses that are applicable transfer courses which are not listed in the course articulation history will be further reviewed by the Office of Academic Records to determine transferability and how the course will be applied. The Office of Academic Records can, at their discretion, also have courses articulated by the Division Chairs to determine how the course will transfer. All courses eligible for transfer will be input on the students' transcript as long it is a course earned as a "C" or better.

TRANSIENT POLICY

Current students at Miles College who wish to take courses at another institution to transfer back to Miles may request permission via Transient. Transient Certificates are certified by the Office of Academic Records and forwarded to the transient institution on behalf of the student. The granting of Transient permission for students allows Miles College Students to take courses during a term when they are away from their home institution. Coursework is pre-approved by the Academic Advisor thereby assuring the transferability of the courses back to Miles College. All Transient Permissions must be certified by the College Registrar.

WEB REGISTRATION

Students are able to register for classes from home or anywhere they have internet access via the College's web registration system the Bear's Den.

WITHDRAWAL FROM COLLEGE

Students who wish to withdraw from the college may do so through the Office of Academic Records. In order to withdraw, a student must fill out a "Withdrawal form College" form and meet with their academic advisor plus the counseling center before initiating the withdrawal process. Students who withdraw from all courses after classes begin and by the published deadline, will receive a WD posted to their academic transcript.