

ACADEMIC STANDARDS AND PROCEDURES

Academic Advising

The College recognizes that sound systematic academic advising is essential for students to achieve their educational goals. Thus, the College offers an academic advising program that assists students throughout their college matriculation. Freshmen and sophomores are generally assigned an academic advisor who is a member of a group of student advisors. As students complete the general education core curriculum, become juniors, and begin a concentrated study of a major, they are assigned faculty advisors in the appropriate department.

Attendance Policy

Tougaloo College believes that its students must learn to take major responsibility for their own education. Tougaloo students are required to attend all of their classes and be responsible for all assigned course material and all material covered in class. When students are absent from class, it is the student's responsibility to notify the instructor and ascertain what the instructor requires regarding missed material or assignments.

Classification

To be classified as a sophomore a student must have passed at least 30 semester hours; as a junior, at least 60 semester hours; and as a senior, at least 90 semester hours.

Full-time Class Load

During any given semester, a normal academic load is 12 to 18 semester hours. The Vice President for Academic Affairs may permit exceptional students to carry extra hours. However, there will be additional charges for extra hours. Full-time students are not permitted to carry less than 12 semester hours. Students who carry less than the minimum of 12 hours are classified as part-time students. Students enrolled at Tougaloo College as full-time students in any given semester may not transfer credits taken at another institution during the same semester except where taken as a part of cross registration or with special approval of the Vice President for Academic Affairs.

Grades

Near the middle and end of each semester, a student will receive, for each course pursued, a grade evaluating the work done during that period. These evaluations are made in terms of letter grades: A, excellent; B, good; C, average; D, poor; F, failure; CR, credit; NC, no credit; I, incomplete; WP, withdrew passing; WF, withdrew failing; W, withdrawal without penalty; CEU, credit by examination. For the purpose of computing the academic grade point average of a student, quality points are assigned as follows:

- A - Excellent (4 Points)
- B - Good (3 Points)
- C - Average (2 Points)

D - Poor (1 Points)
F - Failure (0 Points)
CR - Credit (0 Points)
NC - No Credit (0 Points)
W - No Credit (0 Points)
WF/WP - No Credit (0 Points)

To determine academic standing or eligibility for graduation, a student's cumulative grade point average is computed by dividing the total quality points earned by the number of semester hours earned in those courses submitted in fulfillment of degree requirements.

Once a student repeats and earns a higher grade in a course in which a "D" or "F" was earned earlier, the earlier grade and hours will not be removed from the transcript but will not enter into the computation of the cumulative grade point average upon graduation.

(CR-Credit/NC-No Credit)

Students during their years in college may elect two courses on a credit or no-credit basis. The grade in such a course is either credit or no-credit and does not affect the student's grade point average. However, if the student passes the course, course credit is given toward graduation. Courses required for either general education or the major are excluded from election on a credit-no-credit basis. (This regulation does not apply to students on exchange who must receive credit-no-credit grades.) Students eligible to take a course on a credit-no-credit basis will have one week after the mid-term grades are due in the Student Enrollment Management Center to decide whether they will take the course on a credit-no-credit basis or for a letter grade. Students who change majors with the result that they have a course required in that major with a grade of CR must either take the course again or make suitable arrangements with the course instructor to complete the requirements to earn a letter grade.

Incompletes

An "Incomplete" (I) indicates that although the work completed is of passing quality, some portion of the work of the course remains unfinished because of illness or for some other reason over which the student has no control. If the "Incomplete" is not removed by the end of the mid-term grading period of the following semester in which the student is enrolled, the Director of the Student Enrollment Management Center will automatically record a grade of "F."

Withdrawal From College

Students who leave the college (except for temporary absence with the Vice President for Academic Affairs' permission) must obtain a withdrawal permit from the Vice President for Academic Affairs. The permit must be signed by the Vice President for Student Enrollment Management & Student Affairs, Registrar, Director of Financial Aid, and the Vice President for Fiscal Affairs. Failure to obtain this permit will result in the loss of a student's right to

honorable dismissal (and hence of re-entrance to the College), as well as the loss of any credit balance.

Withdrawal From A Course

Students may petition to withdraw from a course without penalty through the seventh week of a semester. The student's advisor, instructor, the financial aid officer and the Vice President for Academic Affairs must sign the course withdrawal form.

Family Educational Rights and Privacy Act (FERPA)

In accordance with the Family Educational Rights and Privacy Act of 1974, Tougaloo College students have the right to review, inspect, and challenge the accuracy of information kept in a cumulative file by the institution. It also insures that records cannot be released without the written consent of the student except: (1) to school officials and faculty who have a legitimate educational interest; and, (2) to others where this information is classified as directory information

Academic Standing

In order to remain in good academic standing, a student must maintain a minimum cumulative grade point average of 2.00. Students who do not meet this minimum requirement will have their academic records reviewed by the Academic Standing Committee in accordance with the following policy:

Any student with a semester or cumulative G.P.A. below 2.00 will, at a minimum, receive a warning and/or encouragement.

Any student receiving a warning is subject, upon review by the Academic Standing Committee, to be required to take a reduced load to be specified by the Committee.

Any student receiving two successive semester G.P.A.'s below 1.75 will be suspended from the College for a period of time to be specified by the Academic Standing Committee.

ACADEMIC STANDING CHART

(Based on the cumulative grade point average at the end of the semester)

Freshmen
Sophomores
Juniors
Seniors
Reduced Load
Reduced Load
Reduced Load
Reduced Load
1.01-1.49
1.25-1.75
1.75-1.85
1.75-1.99

Suspension
Suspension
Suspension
Suspension
1.00 or less
1.24 or less
1.74 or less
1.75 or less

The Committee will consider each student's case individually. Normally, the student who does not meet the minimum cumulative grade point average will be separated from the College for a specified period, but the Academic Standing Committee may, if circumstances warrant, allow the student to continue in school. In such cases, the committee will record the reasons for its action.

Students in academic difficulty at the end of the first semester of a school year will receive a letter from the Vice President for Academic Affairs listing the students' cumulative grade point average and indicating the quality of work they must achieve during the second semester to remain in good academic standing. In addition, students will be offered assistance in the academic areas in which they experience difficulty.

Students suspended for the first time have the right to appeal the Committee's decision. The appeal must be submitted in writing to the Vice President for Academic Affairs. Concurrently, a recommendation by the respective department chairperson and/or major advisor (freshman advisors may serve in this capacity for freshmen only) must be presented to the Vice President for Academic Affairs for appeal consideration. When a student is suspended for a second time, an appeal of the Committee's decision becomes a privilege afforded by the institution and not a right.

TRANSFER OF SUMMER SCHOOL CREDIT

The College offers courses yielding college credit during fall and spring semesters only. Yet, it recognizes that summer study may enhance a student's development. Thus, the College will accept transfer credit for summer study from other accredited institutions subject to the following stipulations. During their tenure at Tougaloo College:

Students may transfer up to 14 semester hours earned in summer school. However, during any single summer, students are limited to credit transfers as follows. The College will not validate credits earned through correspondence courses.

Session Credits	Maximum Transferable
One summer	12 semester hours*

First summer session	9 semester hours
Second summer session	3 semester hours

*May be 13 hours if laboratory credits are involved.

Students may transfer no more than eight semester hours of general education credits, which have been earned in summer school.

Students considering summer study must consult with their advisors regarding course selection. Advisors and department chairs' signatures are required on summer study permission forms.

Students desiring to transfer credits earned during summer study must file a properly executed permission form in the Vice President's office by April 30 preceding summer enrollment.

Students who have advanced to junior level must choose a senior college to pursue summer study.

Students must observe the order of prerequisites prescribed in the Tougaloo College Catalog in selecting summer courses. The College regulation, which requires seniors to take the last 30 hours in residence, supersedes the summer study regulation. The Vice President for Academic Affairs/Dean of the College may approve exceptions to this policy.

This policy applies to summer enrollments following at least one semester of study at Tougaloo College. Thus, it has no bearing on admissions policy as applicable to transfer students. Moreover, the College will not validate summer school credits earned by transfer students following their matriculation at Tougaloo College. Special contractual transfer-or-credit programs, such as 3-2 engineering programs and cross-enrollment agreements, are not bound by this policy.

TRANSCRIPT REQUEST

Upon their written request, former and currently enrolled students at Tougaloo College who have paid all outstanding debts to the College are entitled to, without charge, one transcript of their academic record. Each additional official transcript costs \$2.00, and each additional personal copy, \$1.00. No charge is made for transcripts issued to department heads or advisors for advising purposes. Telephone requests for transcripts cannot be honored. The College does not accept personal checks for payment of a transcript. Written requests accompanied by a cashiers' check or money order payable to Tougaloo College should be sent to:

Registrar's Office
500 West County Line Road
Tougaloo College
Tougaloo, MS 39174

[Click here to download the Transcript Request.](#)

RECORDS INFORMATION CLASS SCHEDULE

Prior to pre-registration each semester the College publishes a "Schedule of Classes" for the ensuing semester. The schedule' lists the selection of courses to be offered, including details about meeting times, places, and days and credit hours. Some courses are normally offered in alternate semesters or years. Thus, all students are urged to confer with their advisors early in the sophomore year, and regularly thereafter, to plan their educational program so as to take advantage of alternating semesters and year offerings as well as class scheduling projections.

PRE-REGISTRATION

All students must pre-register in person. The periods for pre-registration are stated in the College Calendar. Students have advisors who assist them in the selection of courses. Students presently enrolled are required to file a completed registration form during the period set aside for pre-registration.

PROCEDURES

Check Admission (New Students), Financial Aid and Medical Records Status.

Report to Advisors for course selections and approval. Advisors will assist students with course selections and sign the approved Trial Schedule and Course Selection Form. Students who have not been assigned an advisor should see the Dean of the Division listed below.

Division	Division Deans	Location
EDUCATION	Dr. Marilyn Coleman	Holmes Hall Rm 2
HUMANITIES	Mr. Bruce O'Hara	Berkshire Cottage (Room 203)
NATURAL SCIENCE	Dr. Richard McGinnis	Kincheloe Hall (Room215)
SOCIAL SCIENCE	Dr. Steve Rozman	One Jackson Place

Undecided majors should see the Director of the Comprehensive Academic and Resources Program, Dr. Ollie W. Johnson, in Holmes Hall, Room 19A.

Report to data entry personnel with the approved Trial Schedule and Course Selections Form for processing and to secure a student copy of the schedule.

A Registration Card will be generated from this information for payment of fees and to complete the Registration process.

Take I.D. pictures (new students)

REGISTRATION

All students must register in person. The periods for registration are stated in the College Calendar. Students have advisors who assist them in the selection of courses. Students presently enrolled are required to file a completed registration form during the period set aside for pre-registration. During registration, students should keep in mind the following points:

Students who are registered at Tougaloo College are not permitted to register at any other institution at the same time, except by permission of the Vice President for Academic Affairs.

Students are responsible for choosing their program of courses in the proper sequence.

Students are advised to keep a record of all courses completed to avoid errors and duplication.

Students must have their registration forms approved by the Fiscal Affairs Office and the Registrar's Office in order to complete registration. Students who fail to do so on the appointed dates will be charged a late Registration Fee of \$100.00.

PROCEDURES

Enter the Registration Arena for payment of fees.

Secure Registration Card and Locator Card

Proceed to Fee Assessor

Proceed to Cashiers for payment of fees

Proceed to Campus Security for Automobile Registration/Decal

Turn in Registration Card and completed Locator Card. Secure Class Admission Tickets. The Class Admission Ticket is the official pass to enter class and must be given to the instructor at the first class meeting. Be sure to verify that the Class Admission Ticket has the correct course, course number, instructor, date and time.

RESERVED CLASS SPACE

Students who have pre-registered in a course, but do not report to class by the second scheduled meeting of the class may lose their reserved place in that section of the course.

SCHEDULE CHANGES AND DROP AND ADD

Students may add or drop a course within the limitation of the total permissible load at any time during the time allotted for registration. To do so, students must file with the Registrar's Office an approved form describing the change. The advisor and the instructor of the course must sign the form.

PROCEDURES

Registered students may add or drop a course by following the listed steps.

Secure a DROP/ADD form from your Advisor.
Submit the completed, approved DROP/ADD form along with the student copy of the completed Registration Form to Data Entry Personnel for processing.
Secure new class admission ticket(s) for classes added.

Note: all students must have an official class admission ticket for each class prior to attending the class.