ATTENDANCE POLICY

All students are encouraged to attend their courses on a regular basis, and abide by the departmental and course-specific attendance requirements (as provided in course syllabi). Additionally, students are required to attend registered courses at least once during the first three weeks of each semester. Failing to meet this minimum requirement may affect registration in the course(s) for that semester. If a student does not meet the minimum attendance requirement, he/she will be informed by the registrar’s office regarding his/her attendance status and appropriately advised thereafter by the student academic support services department. Full attendance is required in all Aviation Training Institute courses.

ACADEMIC STANDARDS, CATEGORIES AND PROCEDURES

• **Good academic standing:** Students earning a 2.0 grade point average (GPA) or better and making proper progress toward their degree are considered in good academic standing.

• **Warning:** Any student who earns a GPA of less than 2.0 or does not complete 60 percent or more of attempted credits in any one semester will be notified of his/her academic standing. He/she will be required to have his/her registration form reviewed and signed by the associate vice president of academic support services or a representative.

• **Probation:** Any student who earns a GPA of less than 2.0 or does not complete 60 percent or more of attempted credits in two consecutive semesters will be notified of his/her academic standing. He/she will be required to have his/her registration form reviewed and signed by the associate vice president of academic support services or a representative. The student MUST arrange weekly meetings with an adviser to resolve any academic issues. At this point, the student will be limited to part-time study.

• **Extended Probation:** Students whose semester GPA remains below the minimum requirements for more than two semesters may be continued on extended probation only if their cumulative GPA is greater than 2.0.

• **Suspension:** Any student who, in three consecutive semesters, earns a cumulative GPA of less than 2.0 or does not complete 60 percent of attempted credits, will be automatically suspended pending an appeal to the academic standards committee. At that time, the committee may issue requirements regarding credits and courses to be taken.

Students will not be allowed to register for a course more than two times without permission from a department chair. Students who fail any course three times will automatically be suspended pending an appeal to the academic standards committee.

All failed subjects must be repeated during the following semester. The student may be allowed to schedule advanced subjects if all prerequisites are met, or may be allowed to repeat subjects already passed to raise the average, if approved by the academic standards committee.

If a student is suspended and, upon appeal, receives approval from the academic standards committee to register, he/she is considered on probationary status. If his/her overall GPA is less than 2.0, and remains less than 2.0 despite a greater than 2.0 GPA for the semester he/she reentered in, and continues to receive a term GPA of less than 2.0, the student is now on extended probation.

• **Academic Dismissal:** If a student, after an appeal to the academic standards committee, is allowed to register and continues to receive a term grade point average of less than 2.0, the student will not be allowed to reenroll until he/she has demonstrated improved academic performance by taking at least nine credits at another institution and attaining at least a 2.0 GPA for those courses.

• **Incomplete:** Subjects must be completed to the satisfaction of the faculty member within one semester.

• **Issues:** Students must address all issues related to academic progress to the academic standards committee for review. Once the committee issues its decision or recommendation, if unsatisfactory, students may appeal the decision to the senior vice president. The senior vice president’s decision is final.
Students who wish to audit classes must obtain written permission from the appropriate department chair. Auditing students may attend selected classes, but will not receive credit. They will not be required to write examinations or to satisfy prerequisites.

A student may be removed from matriculated status and placed in nonmatriculated status for academic deficiencies.

**ACADEMIC PERFORMANCE**

The faculty evaluate students as they progress through their studies. The faculty make formal student evaluations twice during each term: at midterm a P (pass) or F (fail) grade is given, and a letter grade is issued for the final grade.

**ACADEMIC STATUS**

A matriculated student is one who has been accepted into and is pursuing a program consisting of a sequence of subjects leading to a degree.

An admitted student is considered a conditional matriculant until the receipt of all admission documents, the completion of remedial courses (if required) or the 24-credit equivalency certificate requirement.

**ACADEMIC HONORS**

Outstanding student achievement in academic standing is recognized in several ceremonies throughout the academic year. Students who carry a full-credit load are named to honors lists based upon earned grade point averages each semester.

- President’s List: 3.85 to 4.00
- Dean’s List: 3.68 to 3.84
- Faculty List: 3.50 to 3.67

For honors, the minimum full-credit load is considered 12 credits for full-time students or six credits for part-time students. Recognition of honor awards will be noted on the student’s transcript.

**ADVANCED STANDING, TRANSFER AND PRIOR LEARNING CREDIT**

Vaughn will consider granting transfer credits (advanced standing) for equivalent studies completed at other accredited institutions and/or for technical training obtained in the armed forces. These studies must meet the College’s standards as determined by the faculty.

Applicants seeking transfer credit must submit official transcripts of their previous education and the appropriate catalogs describing these credits to the admissions office at the earliest possible date.

Generally, transfers seeking transfer credit must have a 2.0 grade point average (GPA) at the time of transfer. If the applicant has been out of school for more than a full academic year, a written request for consideration may be made.

Students seeking transfer credit may confer with the department chairs no later than the student’s registration day to discuss his/her status and establish an academic schedule. Only those courses of equal or equivalent credit value for which the applicant received a grade of “C” or better will be given transfer credit.

The respective department chair’s approval is required for transfer credits (advanced standing) given in that department. In any case, a student must complete the final 30 credits prior to graduation at the College.

If a student anticipates transfer of credit for a particular course, he/she should be discouraged from enrolling in the same course. If a student elects to enroll in the course for whatever reason (e.g., obtain full-time status for financial aid, increase GPA, etc.), transfer credit will no longer apply. The academic grade will be the grade of record. If the student withdraws from the course or receives a failure in the course, he/she will have to retake the course at Vaughn College. (See also “Taking Courses at Another College or University,” page 48.)

**BYPASS EXAMINATIONS**

Vaughn offers applicants and students the opportunity to take bypass examinations on the basis of equivalent studies completed at accredited secondary and/or postsecondary institutions. Bypass examinations determine whether or not a student has the knowledge and ability to be exempt from a given course. A passing score will result in full credit for the course.

It is recommended that a student apply for a bypass examination prior to the semester in which the course is offered. This allows time to register for the course in the event the student fails the examination, and would prevent undue tuition charges for courses the student registered for but may not need.

Bypass examinations are not available to students who have been or who are registered for the course. Eligibility for the examination is determined by the chair of the particular academic department. Documented past work experience will be considered.