

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-4151**

SUBJECT: Regarding the College Catalog as Academic Standards and Expectations of Students

REFERENCE: None

ORIGINATION: June 9, 1987

EFFECTIVE: January 8, 2016

REVIEWED: August 26, 2015

SECTION 1. PURPOSE

- 1.1 To establish standards and expectations of students regarding their responsibility relating to course work, degree and certificate requirements; satisfactory academic progress; and program completion.

SECTION 2. SCOPE AND APPLICABILITY

- 2.1 This policy applies to all students at Southern West Virginia Community and Technical College.

SECTION 3. DEFINITIONS

- 3.1 *Student* – Any person who has been admitted to Southern West Virginia Community and Technical College.

SECTION 4. ACADEMIC POLICY

- 4.1 College catalog entries that relate to student academic standards and expectations and shall be regarded as academic policy except when superseded by changes required by state, federal, or accrediting bodies.

- 4.1.1 General Admission
- 4.1.2 Admission Requirements for Allied Health or Nursing Associate Degree Programs
- 4.1.3 Entrance Assessment
- 4.1.4 Assessment Expectations for Students
- 4.1.5 Academic Standing Policy
- 4.1.6 Academic Dishonesty Policy
- 4.1.7 Graduation Statement
- 4.1.8 Academic Expectations of Students

- 4.2 To the extent any conflict is determined to exist between the existing policies identified in this policy and the published description of institution policy and procedure, as contained in the College Catalog, or subsequent revisions thereto, the policies and procedures embraced in the existing policies shall prevail, except under circumstances where the observance of existing policy would be patently unfair to a student.

SECTION 5. BACKGROUND OR EXCLUSIONS

- 5.1 None.

SECTION 6. GENERAL PROVISIONS

6.1 None.

SECTION 7. RESPONSIBILITIES

- 7.1 The student, by voluntarily accepting admission to the institution, accepts the academic requirements and all criteria of the institution. It is the student's responsibility to fulfill course work/degree or certificate requirements and to know and meet criteria for satisfactory academic progress and completion of his/her program.
- 7.2 Once the individual becomes a "student," he/she is expected:
- 7.2.1 To seek instruction for self-assessment and preparedness in the following skills:
 - 7.2.1.1 Reading and Writing
 - 7.2.1.2 Math and Science
 - 7.2.1.3 Study and Testing
 - 7.2.2 To know and meet each instructor's subject criteria by:
 - 7.2.2.1 Following directives,
 - 7.2.2.2 Reading materials, and
 - 7.2.2.3 Completing required assignments.
 - 7.2.3 To behave in a mature and responsible way – not in a distracting or disruptive fashion – while present in all academic settings (classes, labs, clinics, and/or related activities).
 - 7.2.4 To strive for continuous academic progress by:
 - 7.2.4.1 Improving the quality of work, and
 - 7.2.4.2 Monitoring grade averages.
 - 7.2.5 To continue monitoring program requirements by:
 - 7.2.5.1 Checking one's status, and
 - 7.2.5.2 Checking one's program requirements for possible changes.
 - 7.2.6 To formulate as quickly as possible, personal and professional goals by:
 - 7.2.6.1 Comparing personal qualifications with the requirements for a desired job,
 - 7.2.6.2 Monitoring transfer requirements and own status, and
 - 7.2.6.3 Reviewing goals for personal satisfaction.
 - 7.2.7 To be aware of College policies pertaining to student rights and responsibilities by:
 - 7.2.7.1 Understanding College related materials (catalog, notices, and/or general information), and
 - 7.2.7.2 Seeking clarification from personnel employed by the College.
 - 7.2.8 To seek help from College personnel for assistance when faced with a problem.

SECTION 8. CANCELLATION

8.1 SCP-3705, *Student Academic Rights*.

SECTION 9. REVIEW STATEMENT

9.1 This policy shall be reviewed on a regular basis with a time frame for review to be determined by the President or the President’s designee. Upon such review, the President or President’s designee may recommend to the Board that the policy be amended or repealed.

SECTION 10. SIGNATURES

Board of Governors Chair **Date**

President **Date**

Attachments: None.

Distribution: Board of Governors (12 members)
www.southernwv.edu

Revision Notes: September 23, 2010 – Changed terms to match 2010-2011 College Catalog and made basic edit to make the policy more concise. February 21, 2006 – Incorporated relevant information from SCP-3705, *Student Academic Rights*, into SCP-4151 and revised this policy to meet the needs of the institution and its students. (Board of Governors cancelled SCP-3705 4/18/2006).

August 26, 2015 – Renamed the policy to include “Regarding the College Catalog as” Simplified definition of a student. Simplified language in 4.1.