

ACADEMIC POLICIES

CLASS ATTENDANCE

Students are expected to attend regularly and punctually all class meetings and laboratories and are responsible for all course work. An absence is defined as non-attendance for any reason, whether illness, emergency, or official leave. Unexcused absences (cuts) are discouraged. Tardiness and leaving class early are discouraged also; three (3) such instances are considered an absence.

If a student is absent more than twenty-five percent of the total meeting time during a semester or term, she will be assigned a grade of F in the course. The limit of absences before reaching twenty-five percent are ten (10) for a three hour course meeting three times per week and six (6) for a three hour course meeting two times per week. As the maximum allowed absences include both excused and unexcused absences, students are urged not to miss classes without good reason.

A pattern of unexcused absences in two or more classes may subject the student to immediate suspension or expulsion. The class attendance regulations for students admitted to Judson under special programs and for students on academic probation must be observed as long as the student remains in such status.

Attendance is mandatory at all tests announced one week in advance. Instructors may permit deviation from this rule on the grounds of illness necessitating confinement for 24 hours or more, death in the family, or other extreme emergencies. The instructor may request verification of circumstances by a note from the hospital, doctor, nurse, vice president for student services or vice president and dean of the faculty, dormitory director, or parent, as appropriate.

Any probationary or special student absent from a class or study session will be reported to the Senior Vice President and Dean of the Faculty for appropriate action. Unexcused absences on the part of such students will subject them to immediate SUSPENSION or EXPULSION.

Due to the nature of some courses, individual professors may enforce policies which differ from the above. At the beginning of each semester, the professors will explain the policy regarding absences in each of their classes.

ACADEMIC PROBATION

Students at Judson College who are unable to achieve or maintain a minimum grade point average (GPA) are placed on academic probation. This action is designed to provide guidelines to enable students to concentrate on their course work and improve their academic standing.

There are two types of academic probation:

Regular Probation -- A student is placed on regular probation when the overall GPA falls below 1.7 for a freshman or 2.0 for other students.

Strict Probation -- A student is placed on strict probation after two regular semesters of regular probation OR if the overall GPA falls below 1.2.

While on probation, the following academic and social restrictions apply:

Academic Restrictions

1. The student is limited to an academic load of thirteen credit hours in a regular semester and six credit hours during short term.

2. Attendance is required in all classes except when confined because of illness. A medical excuse must be provided.

Social Restrictions

1. The student may not hold office in any campus organization.
2. The student may not represent the college in athletic events or public relations events.
3. Curfew privileges are suspended Sunday-Thursday during the time of probation.

A student is removed from probation when she achieves an overall GPA of 2.0.

Academic probation is based on course work taken at Judson College. The overall GPA is calculated by dividing the total number of quality points earned by the number of hours attempted.

ACADEMIC SUSPENSION

A student is suspended from Judson College for the following:

1. Failure to achieve a semester GPA of 2.2 while on strict probation
2. Failure to indicate ability to achieve an overall GPA of 2.0 by graduation.
3. Violation of curfew or restrictions while on academic probation.

A student who has been suspended for academic reasons may apply for readmission after one full academic semester. Readmission is not automatic but is at the discretion of the Academic Council. Course work taken at another institution during probation or suspension will not transfer to Judson College. Students who are readmitted will be placed on strict probation and be required to achieve a GPA of 2.2 each semester. A student who fails to achieve this GPA will be permanently dismissed.

Academic suspension is based on course work taken at Judson College. The overall GPA is calculated by dividing the total number of quality points earned by the number of hours attempted.

WITHDRAWAL FROM THE INSTITUTION

In order to officially withdraw from an academic session, a student must complete withdrawal forms available in the Office of Student Life. An official withdrawal will be granted upon completion of these procedures. Transcripts will not be released if a student does not complete the withdrawal process.