

Academic Partnership Academic Policies Arkansas State University

Course Access

- Students will be given access to course materials once payment has been made.
- Students that have paid their tuition will receive course materials to their student email account by the Friday before the course begins. In some cases, these materials could be sent as early as the Wednesday before the course begins.
- Students will not be allowed to begin their course even if the financial aid process is in progress. You must pay for your course by the tuition deadline if your financial aid has not arrived. No exceptions can be made to this policy.

Course Drop/Withdrawal with No Financial Obligation

- Students may drop a course on-line in the same manner they registered for the course by clicking on 'drop' beside the correct CRN number.
- Students may drop a course up through the night before the course begins and receive a refund. The deadline for dropping with a refund is 11:59:59 p.m. the day before the course begins.
- If the student is unable to process the drop online through self-service, then an email must be sent from the student's Arkansas State University student email address to one of the Coordinators in the Office of the Registrar no later than 11:59:59 p.m. the day before the course begins.

Course Drop/Withdrawal with Financial Obligations

- Students may continue to drop their course, but will have the full financial obligation of the course and will not receive a refund.
- Students that drop their courses beginning at 12:00 a.m. on first day will not receive a refund for the course.
- Students will have to pay additional tuition when they attempt the course again in the future.

Course Drop Deadline

- Students may drop a course through the end of the last day of the course.
- Students have until 11:59:59 p.m. on the last scheduled day to drop their course.
- If the student is unable to process the drop online through self-service, then an email must be sent from the student's Arkansas State University student email address to one of the Coordinators in the Office of the Registrar no later than 11:59:59 p.m. on the last day of the course.
- Students who drop a course after the first day of class will receive a grade of 'W'.
- Students who drop a course will have to pay additional tuition when they attempt the course again in the future.

Academic Partnership Academic Policies Arkansas State University

Program Drop/Withdrawal

- Students may discontinue or drop from an Academic Partnership program at any time.
- Students who wish to be completely withdrawn from their program will need to send an email from their Arkansas State University student email address to one of the Coordinators in the Office of the Registrar.
- Students who send requests from other email accounts will be instructed to resend from their official University email account.
- Students who drop completely will need to re-apply to their program if they plan to return.
- Students who drop before the first day of class will be eligible for a refund on that course.
- Students who drop after the first day of class will **not** receive a refund on that course.
- A refund will be sent if the student has paid in full. **If** the student was charged for the entire cost of the program upfront, the remaining courses that the student is withdrawing from will be credited towards the initial charge. **If** the student is paying by the course, there will be no refund, just a credit against the account.

Non Attendance/No Participation

- Active participation and completion of assignments early in Academic Partnership courses is critical because of the short course duration.
- Students must login and actively participate including completion of assignments by the end of the weekend after the course begins.
- Students who have not logged in, actively participated, and have made no progress on course assignments will be dropped the second Monday of the course. Students will be considered dropped for inactivity.
- Refunds will not be given to students who are dropped for inactivity.

Deadlines

- Due to the fast paced nature of the courses in the program, all deadline dates will be strictly observed. There will be no exceptions to the deadline dates. Deadline dates are published on the Academic Calendar found on the Academic Partnership website.

Grade Requirements

- No credit will be given to students who earn a grade of 'D' or below.
- Students must repeat each course in which they earn a 'D' grade.
- Students will have to pay additional tuition for each course in which they earn a grade of 'D' when the course is taken again.

Academic Partnership Academic Policies Arkansas State University

Incomplete Grades

- Incomplete Grades can only be assigned by the instructor. The Incomplete Grade (I Grade) must be made up, no later, than **60** calendar days from the submission of the incomplete grade. Students who **do not** complete the work in the 60 day time period will receive an **F** in the course.

Academic Standing – Suspension

- Students will be automatically suspended if they:
 - Earn a grade of 'F' in any course
 - Earn a grade of 'C' or lower in any course while on Academic Probation
 - Suspended students will be dropped from any future enrollment due to the suspension. This includes any subsequent courses in the same term as the 'F', or 'C' or lower while on probation, was earned. (i.e. If you earn an 'F', or 'C' or lower while on probation in your first course, pay and begin work in the second course, you will be dropped from the second course once your grade of 'F', or 'C' or lower while on probation, from the first course is official. Please note that this may take three or four weeks.
- Students will receive a **refund** on any course(s) that have been paid for after the 'F', or 'C' or lower while on probation was recorded.
- Suspended students may apply for readmission to the Graduate School and their graduate program after one semester of suspension, which is three course starts in the Academic Partnership program

Academic Standing – Academic Probation

- Students who earn a grade of C or D in a course and have a cumulative grade point average below a 3.000 at the end of a semester (usually after three courses in the fall/spring term or two courses in the summer term) will be placed on probation.
- It is possible in a two or three course term to have a cumulative grade point average of 3.000 and not be placed on probation. (i.e. Course 1 – C, 3 hours, 6 points, Course 2 – A, 3 hours, 12 points; Total hours 6, Total points 18; G.P.A. 3.000)
- Students must repeat each course they earn a 'D' grade.
- Students will have to pay additional tuition for each course they earn a grade of 'D' when the course is taken again.
- Students earning a grade of C, D or F (although F is an automatic suspension at any time) in the semester while on probation (student placed on probation in fall/December and earns a C, D or F in spring) will be suspended regardless of their grade point average.

Academic Partnership Academic Policies Arkansas State University

Good Academic Standing

- Students who are placed on Academic Probation will be placed back in Good Academic Standing at the end of the semester if their cumulative grade point average is 3.000 or higher.
- Suspended students may apply for readmission to the Graduate School and their graduate program after one semester of suspension, which is three course starts in the Academic Partnership program.

Final Grading Policy

- Final grades will be available on the student's transcript three or four weeks after the course ends. Once grades are available, an email will be sent to the student's ASU email account with instructions on ordering a transcript.

Incorrect/Grade Change

- Students who feel the grade received on a course is incorrect or does not match the grade shown in the Epic Player will need to contact the Course Instructor.
- If the instructor determines a grade is incorrect, a Grade Change Form will be completed and signed by the Instructor, Chair, and Dean of the department. Forms are sent to the Registrar's Office for processing.
- Students will need to check their transcript in Self-Service to confirm this change has been completed.

Major Change/Academic Program Change

- Students can 'change or switch' Academic Partnership Programs/majors by applying to the new program/major.
- Students who wish to change/switch/move from one program to another must complete an application for the new program via the online web application.
- Students 'transferring' from one ASU Jonesboro program, whether on campus or through Academic Partnerships, will *not* be required to submit an application fee along with the new application. Students changing majors after November 10, 2009, will **need to contact the Office of Admissions staff to inform them of their intent to change. The request for change needs to be submitted in writing.**
- Admissions will notify the student of documents that are needed to make an admission decision.
- The completed application packet will be forwarded to the Department of Educational Leadership, Curriculum, and Special Education for an admission decision. The Chair will also inform the Registrar of any courses that will not be required and credit that will be awarded for past course work. The Chair will also inform the Office of Admissions the final admission decision.
- Students cannot 'change' their major by contacting their coach, instructor or employees.

Academic Partnership Academic Policies Arkansas State University

Course Load

- Students are allowed to register/complete one Academic Partnership course per 5 week term.
- Students are not permitted to 'double up' (take two courses) during the same 5 week period due to the rigorous nature of the course work and the other obligations most students have with their jobs.
- Students will not be allowed to register for Academic Partnership courses outside their specified major.
- Students will not be allowed to register for non-Academic Partnership courses at Arkansas State University while they are enrolled in the Academic Partnership program. Students who register for classes outside of the program will have those classes dropped from their schedule before the term begins.
- Students who are not in the Academic Partnership will not be allowed to take Academic Partnership courses.

Graduation

- Students who are on track to complete their program will be given a permit to register for their last course by the Office of Educational Leadership.
- Students will be sent graduation information once they have registered for their last course.
- Students will be required to complete an 'Intent to Graduate' form which will be emailed to them.
- Students will be required to register and pay for the Graduation fee.
- Students will be given the option to walk at the Graduation ceremony; however, if final grades are not in at the time of Graduation, a diploma will not be distributed that day. The diploma will be mailed to the student once final grades are in and verified.