

College Policies

Semester Hours Credit

Course credit is based on units designed as semester hours. One semester hour or one base contact hour equals a minimum of 750 minutes; this translates to a minimum of 15, 50-minute class hours per semester. Time required for class preparation is not a consideration in the calculation of course credit. A three-credit hour course will require six to nine hours of work each week outside of class. Omnibus courses involving laboratory work give one semester hour of credit for each two, three or four hours of scheduled work in the laboratory during a week. Internships require a minimum of 2,250 minutes for each hour of credit.

Course Load

The average course load per 16-week semester is 15 or 16 semester hours. Students who are academically strong may take up to 18 semester hours during fall and spring semesters and up to 12 semester hours during the summer semester. During fall and spring semesters, students with cumulative MSCD grade point averages (GPAs) of 3.25 or higher may take 19 or 20 semester hours and those students with GPAs of 3.50 or higher may take 21 semester hours for fall and spring semester or 14 semester hours for the summer semester. Students must have completed at least 15 semester hours at MSCD. Authorization for overloads for students without these qualifications must be obtained from the student's major department chair and appropriate dean. Forms are available in the department or deans' offices.

Student Classification

Students are classified according to the number of semester hours of credit earned: freshmen fewer than 30; sophomores 30 or more, but fewer than 60; juniors 60 or more, but fewer than 90; seniors 90 or more.

Declaring/Changing a Major

Applicants to The Metropolitan State College of Denver may indicate their intended major on the MSCD Application for Admission. Degree-seeking students who wish to change a major must complete a Declaration/Change of Major form, which is available from the major department or from the Academic Advising Center. Non-degree-seeking students who wish to declare a major must first change to degree-seeking status by completing a Change of Status form with the Registrar's Office.

Curriculum, Advising, and Program Planning (CAPP)

CAPP produces a Compliance Report that is an advising tool to be used by students and their advisor throughout the students' academic career at MSCD. Students with declared majors and/or minors should discuss their progress towards completion of their major (minor) program with their faculty advisor. They should have a CAPP Compliance Report run no later than the start of the senior year. CAPP Compliance Reports can be run in the student's major department. Approved adjustments to the CAPP Compliance Report should be submitted as soon as possible by the department to the Office of the Registrar. Degree-seeking students must apply for degree candidacy by completing an Application for Graduation in the Office of the Registrar at the start of their final semester.

Selection of Catalog for Requirements

Students must use a single MSCD catalog to meet all their degree requirements, including the General Studies, major and minor requirements. Students must select a degree Catalog in effect while they are enrolled at MSCD unless they are transferring from a regionally accredited Colorado community college, provided that the degree Catalog contains their complete program of study. Students not enrolling for three consecutive semesters or more are governed by the Catalog in effect upon their return. For effective dates of Catalogs, students should consult their academic advisors. All degree programs must adhere to overriding current policies at MSCD.

Students transferring from a regionally accredited Colorado community college may complete degree requirements using an MSCD Catalog in effect while enrolled at the community college, subject to the following conditions:

- The degree Catalog selected does not predate the current catalog by more than three years.
- The degree Catalog selected may have been in use at any time from the time the student was continually enrolled* at a regionally accredited Colorado community college to the semester for which the student is enrolling in MSCD.

*Continuous enrollment is defined as not interrupting enrollment for three or more consecutive semesters (one calendar year); summer is counted as a semester. Continuous enrollment must be maintained from the period of the designated MSCD Catalog to the point of MSCD degree completion.

Graduation

Degree-seeking students formally declare their degree candidacy by filing an Application for Graduation with the Office of the Registrar just prior to their anticipated semester of graduation, but no later than the deadline stipulated in the Academic Calendar section of this Catalog and in the *Class Schedule*. The Application for Graduation should be filed only by students who intend to complete all degree requirements by the end of the upcoming semester and should be filed in consultation with the student's major department. If a student does not graduate, they must re-submit another Application for Graduation for the semester they intend to graduate.

Diplomas and Commencement

Students who have met all requirements for graduation are granted diplomas at the end of the semester for which they are degree candidates. Diplomas may be withheld because of indebtedness to the college. Completion of two majors does not result in two degrees or diplomas. A formal commencement ceremony is held at the end of the spring and fall semesters. Summer graduates are invited to attend the following fall commencement. For commencement information, call 303-556-6226.

Transcripts of Records

An official transcript is a certified copy of a student's permanent academic record. Except for faxed transcripts, there is no charge. Transcripts will be released by the Registrar's Office upon formal written request by the student. Transcripts will also be issued to firms and employers if written authorization is received from the student. Requests should include the student's full legal name as recorded while attending MSCD, student identification number, last term of attendance, number of copies desired, and to whom and where transcripts are to be sent. Transcripts may be withheld because of indebtedness to the college or for other appropriate reasons. Transcripts from other institutions that are on file in the Registrar's Office will be issued upon signed request by the student. A charge of \$5 per request is assessed for this service. Students from other institutions taking MSCD courses under the state college system or interinstitutional registration programs must request transcripts from their home institution.

Honors and Awards

The college annually recognizes students who show outstanding leadership and service to the college and community, excellence in scholastic achievement, and outstanding personal character and integrity.

Recognition of students includes:

The President's Award (one senior); the Special Service Award for Academic Affairs (one senior) and for Student Services (one senior); Outstanding Student Awards (seniors from each school); Who's Who Among Students in American Universities and Colleges (seniors); American Association of University Women (AAUW) Award (senior woman). Other awards include Special Service Award for Exceptionally Challenged Students, Student Government Assembly Award, Charles W. Fisher Award and the Colorado Engineering Council Award.

Information and applications for these awards are available in Central Classroom Building, room 313.

Awards are presented at the annual banquet the night before graduation.

In addition to annual awards, students with outstanding academic achievements are recognized by being named on the college's Honor Lists. The President's Honor List carries the names of students who, at the time of computation, have achieved a cumulative GPA of 3.85 or higher. The Provost's Honor List carries the names of students who, at the time of computation, have achieved a cumulative GPA of between 3.50 and 3.84, inclusively. Computation will occur initially when the student has completed between 30 and 60 hours at MSCD, then again between 60 and 90 hours, and finally after more than 90 hours. Posting of the award occurs after the student receives his/her semester grade report. Questions should be directed to the Office of Academic Affairs at 303-556-3907.

Graduation honors are awarded to students who have demonstrated superior academic ability in their baccalaureate degree while attending MSCD. Honors designations are determined according to the following criteria:

- Summa Cum Laude Top five percent of graduates within each school with cumulative MSCD GPA of no less than 3.65.
- Magna Cum Laude Next five percent of graduates within each school with cumulative MSCD GPA of no less than 3.65.
- Cum Laude Next five percent of graduates within each school with cumulative MSCD GPA of no less than 3.65.
- **To determine each honor's category, GPAs for the previous spring semester graduates are arrayed in rank order. This rank ordering is then used to determine the honors recipients among the following fall, spring and summer graduates.**
- **To qualify for graduation honor recognition, a student must have completed a minimum of 50 semester hours of classroom credit at MSCD prior to the term of graduation.**
- **Courses completed during the term of graduation and transfer credits are not considered when determining honors.**

Honors designations are added to the student's official academic record; no other notification will be sent. For additional information regarding graduation honors, contact the Office of Academic Affairs at 303-556-3907.

Grades and Notations

Grades

Alphabetical grades and status symbols are as follows:

A — Superior - 4 quality points per semester hour attempted

B — Above Average - 3 quality points per semester hour attempted

C — Average - 2 quality points per semester hour attempted

D — Below Average but Passing - 1 quality point per semester hour attempted

F — Failure - 0 quality points per semester hour attempted

(Grade)# — Preparatory - 0 quality points per semester hour attempted

Notations

AP – Advanced Placement

CC – Continuing Correspondence Course

CL – CLEP

EX – Credit by Exam

I– Incomplete

NC – No Credit

NR – Not Reported. No grade was reported by the faculty by the deadline to submit grades. Student must see faculty for an explanation or assignment of grade. Courses taken through interinstitutional registration are normally assigned the "NR" notation until grades are received and posted to the academic record.

Students who receive a "NR" notation on their final grade report may be severely impacted. Financial aid, employment status, veterans' status and probation/suspension depend on students receiving all their grades.

P – Pass

PL – Portfolio Assessment

PP – PEP Exam

S – Satisfactory (limited to student teaching and HPS/LES 4870/4880/4890 internships)

SA – Study Abroad – credit

SE – Satisfactory/Education

SN – Study Abroad – no credit

U – Unsatisfactory

UE – Unsatisfactory/Education

The Incomplete (I) notation may be assigned when a student was unable to take the final examination and/or did not complete all of his/her out-of-class assignments due to unusual circumstances such as hospitalization. Incomplete work denoted by the Incomplete "I" notation must be completed within one calendar year or earlier, at the discretion of the faculty member. If the incomplete work is not completed within one calendar year, the "I" notation will change to an "F." The following also apply to incomplete course work:

- Graduating seniors may not graduate with an "I" on their MSCD academic record.

- The “I” notation may not be given for a self-paced course.
- Students who are only completing incomplete course work are not registered at the College.
- Students must not re-enroll for the class in which they receive an “I.”
- The “I” is not a substitute for a “NC” or an “F.”

The No Credit (NC) notation is not a grade. It may indicate withdrawal from the course or course repetition. The “NC” notation may also be used in self-paced courses to indicate that the student and/or the faculty have decided to extend the student's exposure to the course to increase the student's proficiency. In this case, to earn credit the student must re-register for and pay tuition and fees for the course in a subsequent term. (The NC should not be confused with “dropping” a course during the first 12 days of the fall or spring term [8 for the summer term]. Dropping a course means that the course does not appear on the student's academic record.)

The following minimal standards are required throughout the college and are a part of all school, departmental or individual faculty policies. The standards are for full 15-week terms. Pro-rated time lines are available for other parts-of-term as well as the summer semester.

- The “NC” notation is available to students in all instances through the fourth week of classes for fall and spring terms.
- Students reducing their course load between the beginning of the fifth and the end of the tenth week of classes during fall and spring semesters may receive an “NC” notation for each course, provided faculty approval is granted.
- Additional restrictions regarding assigning the “NC” notation may be set by each school, department, and/or faculty member for the period between the beginning of the fifth and the end of the tenth week of the semester (or proportional time frame).
- Student requests for an “NC” notation in a given course will not be granted after the tenth week of the fall and spring semesters. The “I” notation may be used during this period, provided the conditions specified above, under the “I” notation, apply.
- Proportional time frames are applied for part-of-term courses, weekend courses, workshops and summer terms.
- A written policy statement describing the use of the “NC” notation will be given to each student for each class in which the student enrolls.

Students are expected to attend all sessions of courses for which they are registered. Each instructor determines when a student's absences have reached a point at which they jeopardize the student's success in a course. When absences become excessive, the student may receive a failing grade for the course.

Quality Points

The number of quality points awarded for a course is determined by multiplying the number of semester hours for that course by the quality point value of the grade received. The cumulative GPA is calculated by dividing the total by the number of semester hours attempted.

To be eligible for a degree, a candidate must have a minimum number of quality points equal to twice the number of semester hours attempted in addition to meeting other prescribed requirements. The following notations have no effect on the GPA: AP, CC, CL, EX, I, NC, NR, P, PL, PP, S, SA, SN.

Pass-Fail Option

The pass-fail option encourages students to broaden their educational experience by taking courses outside their major and minor fields. The pass notation has no effect on the GPA; the fail notation is equivalent to the grade of “F.”

Students who have completed at least one MSCD course with at least a 2.0 cumulative GPA may choose to be evaluated for a certain course on a pass-fail basis rather than by letter grade. The pass-fail option may be used for general elective credit only. Major, minor, General Studies and other courses required for a degree or for teacher licensure, may not be taken on a pass-fail basis. Self-paced courses may not be taken under the pass-fail option. Maximum graduation credit for these pass-fail courses is 18 semester hours, earned in no more than six courses, limited to one course per semester or module.

Students must declare interest in the pass-fail option no later than the 12th day of classes for fall and spring, the eighth day of classes for summer or the second day of classes for parts-of-term of any semester (see the current *Class Schedule* for specific deadlines) by contacting the Office of the Registrar.

The instructor will assign and record the pass-fail grade on a final grade list that identifies students electing and eligible for pass-fail grading. Students who request the option who are later declared ineligible will receive notification from the Registrar's Office during the semester. They will be assigned a regular letter grade in the course. Once approved, the request for the pass-fail option is irrevocable.

Some institutions do not accept credits for courses in which a pass notation is given. Therefore, students who plan to transfer or take graduate work should determine whether the institution of their choice will accept the credit before registering for courses under the pass-fail option.

Repeated Courses (Last Grade Stands)

A student may repeat any course taken at MSCD regardless of the original grade earned. Only the credit and the grade for the last attempt of the course will remain on the student's official academic record. The grade(s) for the prior attempt(s) will be changed to the "NC" notation. The courses must carry the same title, course number and semester hours. To effect such a change, the student must reregister and pay tuition for the course in question, complete the course with a letter grade and complete the *Last Grade Stands* form in the Registrar's Office. Otherwise, the grade change will be made administratively at the time of degree evaluation. Credit duplication involving transfer, interinstitutional or state college system courses may result in transfer credit being disallowed (see number four below). A failing course grade assigned as a result of academic dishonesty is considered a permanent "F" and is not subject to this policy. A student may not repeat a course after the award of a MSCD degree to make use of this policy.

1. In all cases except for grades assigned for academic dishonesty, the grades of all but the last entry of the particular course will be changed to a "NC" (no credit) notation. The NC notation does not affect the credit total and grade point average.
2. The determination of course equivalency will be made by the Office of the Registrar.
3. If the student does not request that the previous grade(s) of a course be changed to a "NC" after the course is repeated, the changes will be made at the time of graduation evaluation.
4. The same policy is applied when a course taken at another institution and transferred to MSCD is later repeated at MSCD. The transferred credit is then revoked.
5. An exception to this policy occurs when a student takes a course at MSCD, then repeats the course at another institution and returns to or is still in attendance at MSCD. In this case, since the course is not repeated on the MSCD records, the MSCD course will not be changed to a "NC," but rather, the transfer credit will be disallowed.
6. The last grade stands policy applies only to MSCD courses. Courses taken under the interinstitutional/consortium or "pooled" programs do not qualify for consideration under this policy. However, this policy does apply to a UCD course if repeated through the MSCD/UCD pooled program.
7. Courses repeated prior to the summer quarter of 1971 are not affected by this last grade stands policy. A grade in a course taken prior to the summer quarter, 1971 and repeated after summer 1971 may be changed to a "NC" notation.

Student Grade Appeal Procedure

If students have reason to question the validity of a grade received in a course, they must make their request for a change before the end of the second week of the semester following the completion of the course (the following fall semester in the case of the spring semester). The Grade Appeal Guidelines can be obtained from the students' respective deans. It is the responsibility of the student to initiate a grade appeal within the time limit, and to follow the procedures specified for grade appeals in the current Student Handbook. The handbook may be obtained from the Office of Student Services. All decisions of the Grade Appeal Committee will be reviewed by the associate vice president for academic affairs.

Warning/Probation/Suspension Policy

Academic Satisfactory Progress/Good Standing

A student is deemed to be making satisfactory progress toward his or her academic goal if the student maintains a cumulative GPA of 2.0 or higher. This student is deemed to be in **academic good standing** with the institution. However, other academic standards may apply to specific programs. A student must satisfy those other academic standards in order to be deemed in academic good standing with that program. See information on the program of interest to determine specific standards for that program.

Academic Warning Status

A student in good standing whose cumulative GPA falls below 2.0 will be on **academic warning status** with the institution during his or her next semester. A student will be removed from this warning status and returned to good standing if he or she achieves a cumulative GPA of at least 2.0 at the end of his or her semester on warning status. More restrictive standards may apply to certain programs or schools. See information on the program of interest.

Academic Probation

A student who fails to achieve a cumulative GPA of at least 2.0 at the end of his or her semester on warning status will be put on **academic probation** with the institution during his or her next semester at MSCD. A student will be on academic probation as long as he or she has a cumulative GPA below 2.0, but is making progress toward good standing as explained below and has not been on academic probation for more than three semesters. Other conditions may apply to given programs or schools. See information on the program of interest.

A student is removed from academic probation and is in good standing the semester after achieving a cumulative GPA of at least 2.0.

During any semester that a student is on academic probation, the student must make progress toward good standing with the institution by taking all of the following actions:

- achieve a semester GPA of 2.2 or higher
- register and complete a minimum of 3 but no more than 12 semester hours (3 to 6 semester hours for summer semester)
- take required activities as negotiated with the director of Student Intervention Services (may include certain classes, repeated courses, tutoring or other activities)

While on academic probation, a student may pre-register for the first semester following the academic warning status semester, but is prohibited from pre-registering any other semester. For subsequent academic probation status semesters, a GPA of at least 2.2 must be verified prior to registration.

Academic Suspension

A student on academic probation not making progress toward good standing will be prohibited from registering for one calendar year from the date of suspension. Appeal of suspension for this reason will be submitted to the director of Student Intervention Services. The director of Student Intervention Services will then deliver the appeal materials to the Student Academic Review Committee, which will review the appeal and notify the student of its decision. A student may appeal a suspension only two times in his or her academic career at the college.

A student making progress toward good standing, whose cumulative GPA remains below a 2.0 after three or more semesters on probation, will have his or her academic progress reviewed each semester by the Student Academic Review Committee. The committee will determine whether the student should be placed on suspension. In both cases, the decision of the Student Academic Review Committee is final.

Any student returning to the college after the one-calendar-year suspension must reapply and will be re-admitted on academic probation with the institution. For these students, all probation rules outlined above will apply.

A student who is suspended for a second time will be re-admitted only if he or she has successfully completed an associate degree program from a community college after suspension from MSCD or can demonstrate to the Student Academic Review Committee that chances for successful completion of an educational program are greatly improved.

Contact Student Intervention Services at 303-556-4048 for further information.

STUDENT RIGHTS AND RESPONSIBILITIES

Policies and Procedures

Generally, the policies and procedures contained in this *Catalog* must be followed by students officially enrolling for the 2001 fall semester and the 2002 spring and summer semesters.

The procedures and/or policies contained in this section are subject to change as the College deems necessary. If you have a problem, please check with the appropriate office to confirm the policies and/or procedures you need to follow.

Exceptions (B.A.S.E.)

Students may appeal to the Board of Academic Standards Exceptions (B.A.S.E.) to request a variance from college academic requirements. Valid reasons for variances must accompany all petitions, and the petitions must be signed by the appropriate dean and department chair. For more information, contact the Office of Academic Affairs, 303-556-3907.

Academic Honesty

Students have a responsibility to maintain standards of academic ethics and honesty. Cases of cheating or plagiarism are handled within the policies of Academic Affairs in accordance with procedures outlined in the *MSCD Student Handbook*.

Academic Rights

Students have the right to:

1. be informed of course expectations and requirements.
2. be evaluated fairly on the basis of academic performance.
3. participate in free and open discussion, inquiry, and expression, both in the classroom and in conference.
4. receive competent instruction and advisement.
5. expect protection against professors' improper disclosure of students' personal information, views, beliefs, and political associations when such information has become known as a result of professors' instructions, advisement or counsel.
6. expect protection, through established procedures, against prejudicial or capricious evaluation.
7. assess the value of a course to make suggestions as to its direction and to evaluate both the instructor and the instruction they have received.
8. have input in College policy-making, which may include, but shall not be limited to, course scheduling distribution of night and day classes, calendar arrangements, library policy and development, grading systems, course development, and curriculum.
9. expect instructors to conduct themselves professionally in the classroom in accordance with College policies and directives.
10. expect instructors to maintain office hours as required by College policy.
11. expect reasonable academic assistance from the appropriate department.
12. be informed of academic standards expected of them in the classroom through a printed syllabus and course outline. Academic standards shall include, but not be limited to, class attendance requirements, objectives to be achieved, and the grading criteria that will be applied to a particular course of study.

Academic Responsibilities

Students have the responsibility to:

1. inquire about course or degree requirements if they do not understand them or are in doubt about them.
2. maintain the standards of academic performance established for individual courses and for programs of study.
3. learn the content of any course of study.
4. act in accordance with commonly accepted standards of academic conduct. If disruptive behavior occurs in a classroom, an instructor has authority to ask the student to leave the classroom. Should such disorderly or disruptive conduct persist, the instructor should report the matter to Auraria Campus Police and/or the appropriate Dean's office.
5. maintain academic ethics and academic honesty.
6. pay the tuition and fees and be officially registered in order to attend a class.
7. initiate an investigation by contacting the department chair if they believe their academic rights have been violated.

Academic Dishonesty

Academic dishonesty is a serious offense at the College because it diminishes the quality of scholarship and

the learning experience for everyone on campus. An act of academic dishonesty may lead to such penalties as reduction of grade, probation, suspension, or expulsion. Examples of academic dishonesty include:

Cheating: The term "cheating" includes, but is not limited to: (1) use of any unauthorized assistance in taking quizzes, tests or examinations; (2) dependence upon the aid or sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; or (3) the acquisition, without permission, of tests or other academic material belonging to a member of the College faculty, staff, or other students.

Fabrication: Intentional and unauthorized falsification or invention of any information, data, or citation in an academic exercise.

Facilitating Academic Dishonesty: Intentionally or knowingly helping or attempting to help another to commit an act of academic dishonesty.

Plagiarism: The term "plagiarism" includes, but is not limited to, the use by paraphrase or direct quotations, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency that may or may not be engaged in the selling of term papers or other academic materials.

Procedures

Academic dishonesty may result in institutional sanctions. Institutional sanctions, however, do not limit the individual faculty member's academic freedom and the right to maintain academic integrity in the learning environment by assigning a grade or grade notation for an assignment, exercise, test, and for the course.

In all cases of academic dishonesty, the instructor shall make an initial academic judgment about the student's grade on that work in that course and shall report such incidents within fifteen (15) working days to the student and to the judicial officer responsible for the administration of the College judicial system. The judicial officer has the discretion to consult with the faculty member and the Office of Academic Affairs to determine whether or not institutional sanctions should be invoked. In addition to institutional sanctions listed in the college judicial policies, a failing course grade assigned as a result of academic dishonesty is considered a permanent "F" and is not subject to the College's "Last Grade Stands" policy unless it is altered pursuant to the College grade appeal procedures.

College judicial policies pertaining to academic dishonesty are part of the Student Conduct Code published below. Members of the faculty have the right and responsibility, when they report acts of academic dishonesty to the College judicial officer, to file charges against such student(s) and ask that institutional sanctions be applied. At his or her discretion, the judicial officer may recommend and impose sanctions in any reported case of academic misconduct against a student.

Should institutional sanctions be recommended in cases of academic dishonesty, the judicial officer shall check with the Office of Academic Affairs to determine if the student has any record of prior offenses involving academic misconduct. Students accused of academic dishonesty have the right, under the judicial policies of the Student Conduct Code, to request a hearing to consider the charges made against them