



Title: Academic Definitions

Policy No.: ADM 2.01

Date: 10/03/11  
 Rev.: 8/1/12, 8/1/13, 8/1/15

Areas Affected: All BSMCON Faculty, Staff and Students

Page 1 of 3

**POLICY STATEMENT:**

The College subscribes to the following definitions in its policies.

**DEFINITIONS:**

**Add/Drop Period:** The period during which a student may add or drop a course without penalty.

**Audit:** To audit a course means a student enrolls in a course but does not receive academic credit upon completion of the course.

**Calendar:** The College has two semesters: fall, then spring semesters. Both semesters consists of 15 weeks of instructional time and one (1) exam week. The summer semester, if available for a given program, is generally 10 weeks long including an exam period.

**Course Drop:** A student ceases to attend a course during the first week of the semester. The course will no longer appear on the student's schedule or transcript.


**Course Withdrawal:** A student ceases to attend a course after the Add/Drop Period but prior to the completion of 60% of the semester or session and for which a grade of W, WS, or WU is awarded.

- **Official Course Withdrawal:** A student who informs the College of their withdrawal from course(s) is considered to have officially withdrawn from those courses. The student provides notice of course withdrawal by completing an Add/Drop/Withdrawal from a Course form, and submitting it to the Registrar's Office on or before the published last day to withdraw.
- **Unofficial Course Withdrawal:** An unofficially withdrawn student is one who has stopped performing academically-related activities such as attending their course, completing course assignments, taking exams, or participating in tutorials or computer-assisted instruction.

**Course Withdrawal Date**

- **Official Course Withdrawals:** The College has prescribed the withdrawal date for official withdrawals to be the date the Registrar's Office receives the Add/Drop/Withdrawal from a Course form.
- **Withdrawal Date for Unofficial Course Withdrawals:** The College has prescribed the withdrawal date for unofficial withdrawals to be the student's last date of attendance.

Reference Policy # \_\_\_\_\_

<p><b>Approved by:</b>            _____          Signature</p> <p><b>Approval History:</b>          Committees and Dates:          Dean of Student Services – 5/08, 4/12, 2/25/15          Registrar – 3/12, 2/13/13          Policy Committee – 3/19/12, 5/12, 2/18/13, 3/9/15</p>	<p>Dean of Student Services          Provost/VP          _____          Title</p>	<p align="right">8/1/15          _____          8.1.15          Date</p>
Key words: Academic Terms, Definitions		

**Credit/Credit Hour:** The number of credits awarded for a given course is determined by the number of lecture, laboratory, and/or clinical hours spent in class. A semester is fifteen (15) weeks with one week for exams.

BSN credit hours equals, at a minimum, 15 classroom hours of lecture, 30 hours of laboratory, and 45 hours of practicum. The formula for calculating the number of semester credit hours for each course is:  $(\text{hours of lecture}/15) + (\text{hours of lab}/30) + (\text{hours of practicum}/45)$  (ACICS, 2015, p. 79). Also, refer to the College's Federal Definitions Policy.

**Credit Conversion:** Credits considered for transfer that are reported in quarter hours, are multiplied by two-thirds (.67) to equal semester hours.

**Date of Determination:** Unless federal or state requirements specify otherwise, the date of determination (DOD) is the date which the College has determined that a student has dropped/withdrawn from a course or resigned from the College. For official drops/withdrawals from a course or resignations from the College, the DOD is defined as the date the College receives the written notification from the student, such as an Add/Drop/Withdrawal from a Course or Resignation from the College form. For unofficial drops/withdrawals from a course or resignation from the College, the DOD is defined as the last date of attendance.

**Last Date of Attendance:** A student's last date of attendance is the last date documented by the instructor of an academically-related activity such as attendance in the course or completion and submission of a course assignment, exam, tutorial, or the last course access date. The College has prescribed this to be the withdrawal date for unofficial course withdrawals instruction and the student's resignation from the College.

**Resignation from the College:** Occurs when a student discontinues the pursuit of academic endeavors at the College.

- **Permanent:** A student initiated resignation indicates that the student has no intention of returning to the College. A College initiated resignation occurs when a student is permanently removed by the College because of poor academic performance, unsatisfactory conduct or violation of College policies.
- **Temporary:** A student or College initiated temporary resignation, a leave of absence, is an approved period of non-attendance for one semester. If a student does not return to the College at the expiration of an approved leave, the student's resignation date is the date the student began the leave.

### **Resignation Date**

**(34 C.F.R. § 668.22(e-C.F.R. as of Feb. 19, 2015))**

- The resignation date is the date the student began the College's resignation process or officially notified the College in writing of intent to resign.
- For a student who resigns from the College without notifying the College, the date the College determines is related to 1) the circumstances beyond the student's control; or 2) the midpoint of the semester; or, 3) the student's last date of attendance (LDA) at a documented academically related activity.

- For a student who resigns from the College without providing notification to the College, the College must determine the resignation date no later than 30 days after the end of the earlier of 1) the payment period or period of enrollment; or, 2) the academic year, or the educational program.

## References

Accrediting Council for Independent Colleges and Schools [ACICS]. (2015.) . *Accreditation Criteria Policies, Procedures, and Standards*. Effective Jan. 1, 2015. <http://www.acics.org>

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