2015-16
Dual Enrollment Handbook
## Dual Enrollment Partnerships

<table>
<thead>
<tr>
<th>A.L. Johnson High School</th>
<th>Aliceville High School</th>
</tr>
</thead>
<tbody>
<tr>
<td>American Christian Academy</td>
<td>Bibb County High School</td>
</tr>
<tr>
<td>Brookwood High School</td>
<td>Cahawba Christian Academy</td>
</tr>
<tr>
<td>Central High School</td>
<td>Demopolis High School</td>
</tr>
<tr>
<td>Everest Academy</td>
<td>Gordo High School</td>
</tr>
<tr>
<td>Greene County High School</td>
<td>Greensboro High School</td>
</tr>
<tr>
<td>Hale County High School</td>
<td>Hillcrest High School</td>
</tr>
<tr>
<td>Holy Spirit Catholic High School</td>
<td>North River Christian Academy</td>
</tr>
<tr>
<td>Northridge High School</td>
<td>Northside High School</td>
</tr>
<tr>
<td>Paul W. Bryant High School</td>
<td>Pickens Academy</td>
</tr>
<tr>
<td>Pickens County High School</td>
<td>Sipsey Valley High School</td>
</tr>
<tr>
<td>Southern Academy</td>
<td>Sumter Academy</td>
</tr>
<tr>
<td>Sumter Central High School</td>
<td>The Capitol School</td>
</tr>
<tr>
<td>Tuscaloosa Academy</td>
<td>Tuscaloosa Christian School</td>
</tr>
<tr>
<td>Tuscaloosa County High School</td>
<td>University Church Christian Academy</td>
</tr>
<tr>
<td>Victory Christian School</td>
<td>West Blocton High School</td>
</tr>
</tbody>
</table>
MISSION • PURPOSE • GOALS • FUNDING AND TIMELINES

Mission: The Dual Enrollment for Dual Credit Program substantiates the mission of the College by enhancing the availability of higher education at convenient instructional sites. Working in partnership with area high schools, the College offers educational programs and services that provide flexibility for administrators and enable students to achieve their potential and seek higher education.

Purpose: Dual Enrollment for Dual Credit permits eligible high school students to enroll in college courses concurrently with high school classes, either at one of the College’s campuses or at the student's high school, while earning college and high school credit simultaneously.

Goals: The goals of Dual Enrollment for Dual Credit are to (a) provide students with greater options in meeting rigorous educational and career objectives; (b) enable students who attend high schools with limited curriculum offerings and/or geographic isolation to experience equal learning opportunities; and (c) provide flexibility for administrators.

Funding and Timelines: Career and Technical Education Dual Enrollment (CTEDE) scholarship funds are contingent upon allocations by the Alabama Legislature. Colleges must prioritize the scholarships to be awarded based on the allocation received for the spring, summer, and fall semesters of the school year the funds are received. To maximize allocated funds for the entire year, students should first enroll in the highest priority programs before proceeding to lesser priority programs and concurrent academic classes. Program administrators should keep in mind that the first semester of enrollment typically has higher costs due to materials and supplies required for the Career and Technical Education (CTE) Programs. Enrollment planning and budgeting of these funds require that colleges provide annual course schedules for dual enrollment classes to the partner high schools by February 1 of each year and that the partner high schools provide complete enrollment forms to the colleges by May 1 for enrollment in the fall semester; November 15 for enrollment in the spring semester; and March 1 for enrollment in the summer semester.

Efforts should be made to enroll high school dual enrollment students in the spring of each year prior to the fall semester. Last minute enrollment of dual enrollment students for each semester should be limited and only completed in emergency situations. Should late enrollees be considered for CTEDE scholarship funds, the College is responsible for ensuring available funds are given only in CTE highest priority programs.
FREQUENTLY ASKED QUESTIONS AND ANSWERS

1. **What does Dual Enrollment for Dual Credit mean?** Eligible 10th, 11th, and 12th grade high school students may enroll in a course which provides both college credit and high school credit for the same course. Serious consideration and counseling should be provided for 10th grade students to ensure a social maturity for college level work.

2. **Who is eligible?** Students must be in the 10th, 11th, or 12th grades.

3. **What GPA is required for Dual Enrollment?** Students must have an unweighted minimum cumulative grade point average (GPA) of 2.5 on a 4.0 scale or 80 on 100 point scale.

4. **Does a Dual Enrollment class complete high school requirements?** Typically, students must complete three semester credit hours at the postsecondary level to equal one credit (Carnegie unit) at the high school level in the same or related subject. (There are specific requirements regarding English credits.) Each participating local education agency/school system (LEA) has the final authority on equivalencies.

5. **What paperwork is required by the College for a student to enroll in Dual Enrollment courses?**
   - Application for admission to College
   - Photo ID (Alabama driver license or state-issued identification card)
   - High school transcript documenting the required grade point average
   - Statement of eligibility for Dual Enrollment for Dual Credit Students form (with required signature of principal or CTE representative and counselor)

   To apply for career technical funding, include the following:
   - Career Assessment (ex. Kuder) to determine suitability for Career Pathway (CTE Program)
   - Four-year plan that clearly indicates the chosen Career Pathway
   - Interview with CTE Instructor or Program Advisory Committee (highly suggested)

6. **What are the costs associated with Dual Enrollment courses?** Students in Dual Enrollment for Dual Credit courses are responsible for the cost of tuition, fees, textbooks, materials, and supplies as required in the syllabus of each course at the institution, unless covered by alternative funding sources. Students who fail to pay tuition and fees by the end of the drop/add period are not considered enrolled and will be dropped from the course. The appropriate LEA and/or other secondary educational entity will be notified.
7. Is financial aid available for Dual Enrollment courses?

**Academic Dual Enrollment**
While high school students are not eligible for Pell grants, students may apply for scholarship funds provided by the College or other entities, if allowable.

**Career and Technical Education Dual Enrollment**
Students enrolling in Career and Technical Education Dual Enrollment Programs may apply for assistance through the ACCS Career and Technical Education Dual Enrollment (CTEDE) Scholarship which may cover tuition, fees, textbooks, materials, and supplies as required in the syllabus of each course. CTEDE Scholarship funds may be used to cover costs of academic course(s) in the eligible CTE program of study, but must be taken concurrently with the CTE course(s).

Other scholarships may be available through local school systems. Students should contact the college counselors.

8. Do high school students have to travel to the College to take Dual Enrollment classes? If a high school teacher meets the credentialing requirements of the College and is employed as an adjunct instructor by the College, the course may be taught by the high school teacher. With permission from parents and their principals, students may travel on their own to College campuses to take classes. Due to the discipline required, it is suggested students taking an online course should be recommended by the high school counselor. Dual Enrollment students are encouraged to take summer classes to shorten their time toward a career and technical education certificate or degree.

9. Who do I contact at the College regarding Dual Enrollment? The Director of Recruiting, Tennyson (T.J.) Smith, may be contacted at 9500 Old Greensboro Road, Tuscaloosa, AL 35405 or by email at tjsmith@sheltonstate.edu.
Benefits and Objectives of Dual Enrollment

Benefits and objectives of dual enrollment include the following:

- Creates a seamless transition from high school to college
- Allows high school students to progress toward their next academic goal without having to wait until high school graduation
- Allows high school students to earn college credits that may apply toward graduation at Shelton State Community College or another college or university
- Shortens the time required for high school students to complete an undergraduate degree
- Eliminates the duplication of courses taken in high school and in college
- Sharpens students’ general academic preparedness for college
- Provides a wider range of course options for high school students
- Lowers the cost for a postsecondary education

Student Eligibility

A high school student is eligible for Dual Enrollment for Dual Credit if all the following criteria is met:

- Students must meet the entrance requirements of the College as stipulated in the ACCS Policy and Procedure for Dual Enrollment for Dual Credit for High School Student.
- Students must be in grade 10, 11, or 12.
- Students must have an unweighted minimum cumulative high school grade point average (GPA) of 2.5 on a 4.0 scale or 80 on 100 point scale. Transcripts must be provided as documentation of the student's cumulative grade point average.
- Students must have written approval of the appropriate principal or career technical education representative (if applicable) or counselor. Dual Enrollment for Dual Credit eligibility for students enrolled in private, home school/private tutor, parochial, or church/religious secondary educational entities must be documented in writing by an appropriate school official. Approval from secondary school officials indicates that the student has demonstrated both academic readiness and social maturity.
- Students registering for any college-level English or math courses must take the state approved placement assessment to determine their academic preparedness for college level courses. Students registering for career and technical education courses, with the exception of math and English, in the 10th or 11th grades should not be required to take the state-approved placement test. Students must take the state-approved placement assessment before the start of their 12th year of high school, or submit ACT scores which exempt them from the exam (18 or higher on ACT English, 20 or higher in reading, and mathematics).
- Students must meet all applicable prerequisites prior to enrolling in courses. Developmental courses (those numbered below 100) are not offered through dual enrollment.
Continuous Eligibility

Students who meet the criteria for initial admission to a Dual Enrollment for Dual Credit Program as specified in the ACCS Procedure for Dual Enrollment for Dual Credit for High School Students, Section 2, will remain in continuous eligibility as long as a grade of “C” or better in all attempted college courses is earned. Students who fail to meet this minimum grade requirement or who withdraw from a course will be suspended from the program for a minimum of one term. The one term suspension may not be served during the summer term. The student may not re-enroll until the suspension has been served. For re-entry, the student must reapply to the program and must meet the unweighted minimum grade point average of 2.5 on a 4.0 scale.

Dual Enrollment Delivery Options

Shelton State Community College provides dual enrollment opportunities in a variety of formats for those students meeting all eligibility requirements, including:

- Courses taught at the College or on-line
- Courses taught at local high schools by credentialed high school instructors who are also SSCC adjunct faculty

Academic Advising

Academic advising varies with the location of the course.

- Shelton State Community College believes that an ongoing, comprehensive, and interactive academic advising process is essential to student success. The College is committed to providing students with the guidance necessary to make appropriate academic and career decisions. Students intending to transfer should visit http://stars.troy.edu/get_the_guide.html. Students pursing SSCC degree or certificate while attending high school should meet with a staff member in the Office of Recruiting.

Student Conduct

Student conduct rules vary with the location of the course.

- **Courses taught in the high school**: The policies and procedures of the high school apply.
- **Courses taught at SCC**: All students are required to familiarize themselves with the College’s Code of Student Rights, Responsibilities, and Conduct as printed in the SSCC Catalog and Student Handbook.

Academic Honesty

Academic misconduct includes all acts of dishonesty in any academically-related matter and any knowing or intentional help or attempt to help, or conspiracy to help, another student commit an act of academic dishonesty. “Academically-related” includes all instructional facets of the College, i.e., adult basic education, developmental education, transfer education, occupational/technical education, continuing education, and training for business and industry.
Attendance

Class attendance is considered an essential part of the educational process. Students are expected to punctually attend all classes in which they are registered. Excessive absences, regardless of the reason or circumstance, may interfere with the student's ability to successfully complete the requirements of the course.

- Students will follow the College’s schedule of classes to include holidays and breaks unless agreements have been made between the College and high schools dictating otherwise.
- Students are expected to attend each class session, arrive on time, and remain for the entire class session.
- Absences occurring because of emergencies or school-scheduled functions may be excused with proper notification to the instructor.
- Attendance for CTE students whose tuition is paid by the CTEDE Scholarship funds will be reported as required to the high school point of contact.
- When a student is absent from class, the student is responsible for all material covered in the class and for any assignments made in class. The instructor is not required to review any material missed as a result of the student being absent, nor is the instructor required to provide an opportunity for makeup work.
- In cases of excessive absences, the student should withdraw from the course before the last date to withdraw as published in the Academic Calendar.

Parking

The Cashier’s Office manages all items regarding parking registration and the issuance of all hang tags associated with Shelton State Community College. On-campus students will be required to get a parking permit. For additional information concerning Shelton State’s parking regulations, call the Office of Security at 205.391.2377.

Inclement Weather

Inclement weather policies vary with the location of the course.
- **Courses taught in the high school:** The policy and procedures of the high school apply.
- **Courses taught at SSCC:** SSCC utilizes a state-of-the-art emergency notification system called CampusCast. This system will allow you to receive instant notification should an emergency occur on campus. You can receive alerts via email, text messaging, land-line, and/or cell phone.

Holidays and Break

- **Courses taught in the high school:** The policy and procedures of the high school apply. The high school should provide a list of dates.
- **Courses taught at SSCC:** Student should follow posted dates published by the College.
Testing and Assessment

Our mission is to provide opportunities for students to meet their educational goals by offering assessments for course placement, program acceptance and/or college admittance, and other exam services. This state-of-the-art facility is designed to provide computer-based as well as paper and pencil testing in a secure environment.

Disability Services

Shelton State Community College is committed to the achievement of maximum human potential. In keeping with this, the College fully supports and complies with THE AMERICANS WITH DISABILITIES ACT (ADA) and Section 504 of the Rehabilitation Act of 1973. We endeavor to provide students, employees, and the community opportunities for success with as few deterrents as possible. To ensure timely service, students who request accommodation based on a documented disability are advised to make the request known as soon as possible prior to enrollment. Failure to do so may result in delayed admission and/or accessibility to College programs and services. Students should contact the Office of Disability Services for specific information. We strive to create a welcoming environment and will work in good faith to meet the needs of all populations. For more information, contact Specialized Student Services, at 205.391.2983.

Library

The primary purpose of the Shelton State libraries is to provide information services and bibliographic resources to support the educational needs of students and the instructional needs of faculty, staff, and administrators of the College. The mission of the Shelton State libraries is to serve as an integral part of the educational program of the College by facilitating and improving learning in all instructional areas, both academic and technical. The library and its staff are dynamic and active forces for progress within the College. Library services are located on the Martin and C. A. Fredd Campuses.

Tutoring

Free tutoring is available for all currently enrolled Shelton State students. Tutoring services are located in the SOAR Institute.

eLearning

eLearning classes at Shelton State Community College teach the very same competencies as classes offered on campus; the difference is in the delivery. Instead of attending a class where an instructor provides a lecture and leads a classroom discussion, eLearning classes are delivered online. Students are expected to log-in the first week of class. Using computer technology, students and instructors can overcome the complications of time, geography, and career commitments.

Bookstore

The Follett Bookstore is located on the Martin Campus.
College Functions

The Dean of Instruction:
- The Dean of Instruction is the point of contact for the College in the establishment of class sites. The Dean will determine if a valid contract exists between the College and the high school. If not, a contract will be drafted between the two parties.
- The Dean will communicate with the appropriate division chair regarding instructor qualification, classes to be offered, textbooks, class evaluations, and adherence to faculty compensation.
- The Dean will be responsible for adherence to USDOE, ACHE, SACSCOC, and ACCS requirements, to include "Substantive Change" submissions for offsite locations, new programs, etc., as well as ensuring course contact hours are properly met.
- The Dean or appointed representative will be the contact for Dual Enrollment information, including the following:
  - Scheduling of classes requested by the high school to include non-traditional schedules
- The Director of Recruiting will be the contact for Dual Enrollment information including the following:
  - Answering questions and concerns from counselors, students, and parents
  - Collecting applications for Career and Technical Education Dual Enrollment Scholarships
  - Updating the high school counselor on student schedules each term
  - Reporting attendance and grades for CTE Dual Enrollment students

High School Functions

Unless otherwise designated, the high school counselor will serve as the high school point of contact.
- The Counselor will distribute information to eligible high school students.
- The Counselor will collect and submit forms to the College contact for processing.
- The Counselor will advise the College contact of academic and CTE classes to be offered at the high school each semester.
- The Counselor will submit the appropriate secondary course number corresponding with the postsecondary course number.

Student Responsibility

Students are expected to:
- Comply with all College policies.
- Comply with the syllabus requirements of each course.
- Complete and submit all coursework on time.
- Attend all class meetings, arrive on time, and stay in class for the entire scheduled time.
- Notify the instructor (in advance if possible) of any absence(s).

CTE students who fail or withdraw from a course will not be allowed to continue in the CTEDE program.
Tuition & Fees and Refund Policy

<table>
<thead>
<tr>
<th>Credit Hours</th>
<th>Resident Tuition</th>
<th>Facility Renewal Fee</th>
<th>Technology Fee</th>
<th>Bond Surety Fee</th>
<th>Resident Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$115</td>
<td>$9</td>
<td>$9</td>
<td>$1</td>
<td>$134</td>
</tr>
<tr>
<td>2</td>
<td>$230</td>
<td>$18</td>
<td>$18</td>
<td>$2</td>
<td>$268</td>
</tr>
<tr>
<td>3</td>
<td>$345</td>
<td>$27</td>
<td>$27</td>
<td>$3</td>
<td>$402</td>
</tr>
<tr>
<td>4</td>
<td>$460</td>
<td>$36</td>
<td>$36</td>
<td>$4</td>
<td>$536</td>
</tr>
<tr>
<td>5</td>
<td>$575</td>
<td>$45</td>
<td>$45</td>
<td>$5</td>
<td>$670</td>
</tr>
<tr>
<td>6</td>
<td>$690</td>
<td>$54</td>
<td>$54</td>
<td>$6</td>
<td>$804</td>
</tr>
<tr>
<td>7</td>
<td>$805</td>
<td>$63</td>
<td>$63</td>
<td>$7</td>
<td>$938</td>
</tr>
<tr>
<td>8</td>
<td>$920</td>
<td>$72</td>
<td>$72</td>
<td>$8</td>
<td>$1,072</td>
</tr>
<tr>
<td>9</td>
<td>$1,035</td>
<td>$81</td>
<td>$81</td>
<td>$9</td>
<td>$1,206</td>
</tr>
<tr>
<td>10</td>
<td>$1,150</td>
<td>$90</td>
<td>$90</td>
<td>$10</td>
<td>$1,340</td>
</tr>
<tr>
<td>11</td>
<td>$1,265</td>
<td>$99</td>
<td>$99</td>
<td>$11</td>
<td>$1,474</td>
</tr>
<tr>
<td>12</td>
<td>$1,380</td>
<td>$108</td>
<td>$108</td>
<td>$12</td>
<td>$1,608</td>
</tr>
<tr>
<td>13</td>
<td>$1,495</td>
<td>$117</td>
<td>$117</td>
<td>$13</td>
<td>$1,742</td>
</tr>
<tr>
<td>14</td>
<td>$1,610</td>
<td>$126</td>
<td>$126</td>
<td>$14</td>
<td>$1,876</td>
</tr>
<tr>
<td>15</td>
<td>$1,725</td>
<td>$135</td>
<td>$135</td>
<td>$15</td>
<td>$2,010</td>
</tr>
</tbody>
</table>

Scholarship Opportunities

Academic Courses: Scholarships are unavailable for academic courses.

Career and Technical Education Courses: Students entering a CTE program may apply for a CTEDE Scholarship through the high school counselor. The high school counselor will submit the appropriate documentation to the College. The scholarship will cover spring, summer, and fall terms (see Appendix V for form), contingent on funding.
Course Development and Policies

General Policies

• High schools interested in offering a Dual Enrollment for Dual Credit class on their campus should contact the College’s Dean of Instruction. The point of contact at the high school should complete and submit a course proposal form (Appendix VI) for the upcoming academic year by May 1. Submission of a request does not guarantee approval.

• Courses offered are traditional college level academic or CTE courses in accordance with accreditation standards (Appendix I). Courses numbered below 100, physical education courses, and CTE "Special Topics" classes are not eligible for Dual Enrollment for Dual Credit. Students may not audit courses.

• Minimum enrollment for a Dual Enrollment for Dual Credit class is determined by the College. If a proposed class does not meet the minimum enrollment, the class may proceed if the instructor and school system agree to prorated compensation based on student enrollment. The College reserves the right to cancel courses when the minimum enrollment requirements are not met.

Course Content

• Dual Enrollment for Dual Credit courses will be taught at the collegiate level. Instructors are required to follow ACCS Plans of Instructions and/or the prescribed course syllabus while meeting all course objectives. The division chair must approve modifications to the course syllabus.

• Course content will be monitored by site visits. The appropriate division chair or a faculty mentor will visit each class to observe instruction and review evaluation instruments.

Methods of Evaluation

• Dual Enrollment for Dual Credit instructors will adhere to the course syllabus regarding student evaluation. A sufficient number of evaluations should be determined and administered during a semester.

• Depending upon course content, the following may be appropriate for evaluation of student competence in the course: quizzes, exams, essays, research projects, portfolios, oral presentations, journals, labs, and homework.

• The instructor should follow the College/department policy regarding grading procedures.

• Grades awarded for Dual Enrollment for Dual Credit students should be aligned with grades awarded in the traditional college setting. Dual Enrollment for Dual Credit instructors should work closely with their assigned College mentor concerning expected outcomes and difficulty level of evaluation instruments.
myShelton

Login to myShelton for grades, registration, and other relevant information using the following instructions:

1. [http://mysheltonssb.sheltonstate.edu](http://mysheltonssb.sheltonstate.edu)
2. Click “Sign In.”
3. Enter User ID and PIN, and click the login button.
   - USER ID: S number, nine digits beginning with S. Example: S12345678. IMPORTANT: The “S” must be capitalized.
   - When logging in for the first time, the PIN will be the six digit date of birth (MMDDYYYY) of the user. It must be changed by the user when logging in for the first time. The message states the PIN has expired. Re-enter the old PIN (date of birth) and create a new PIN. It can be any combination of letters and numbers.
   - Create a security question. This will be used to retrieve a lost PIN at a later date.
   - To retrieve a lost PIN, click on “Forgot PIN?”
   - Click the Student tab.

In order to register for courses, complete steps 1-3 and proceed with the steps listed below. Dual Enrollment students must have signed dual permission form, transcript, and appropriate placement scores. Dual students can only register for courses listed on the dual enrollment permission form.

4. Click on “Look up Classes.”
5. Select the appropriate term. Click “Submit.”
6. To search for classes:
   - Select the subject and click “Course Search.”
   - Click “Advanced Search” for more search criteria.
7. To register for a class, select the check box in front of the CRN (Course Reference Number), and click “Register” at the bottom of the screen.
   - C in front of the CRN identifies a closed class.
   - If the CRN of the class is known, it may be added to the “Add Classes Worksheet” area. Click “Submit Changes” to add.
8. Classes can be dropped from this page by clicking on the drop down menu under “Action Field.” Select “Drop Class via Web” from the drop down to drop a class.
9. This screen will assist with any registration errors. The red circle with an X will indicate a registration error and the need to search for a new class or receive the appropriate registration overrides.
10. Once the drop/add period has ended, students will have the option to withdraw from a single class using “Web Withdrawn Course.”
11. Students must contact their advisor or navigator to totally withdraw from all classes.
12. To print a schedule, under the Registration tab, click “Concise Student Schedule.” With the schedule showing, select “File” on the browser and click “Print Preview.” Adjust the preferred settings (landscape is recommended) and print.

For more information, contact Enrollment Services at 205.391.2214
College Grading

The College’s credit and grading system is as follows:

- Students will receive a final course grade each semester for the coursework during the semester. Grades are not averaged to determine a yearly grade. College courses are based upon semesters.
- Students should do the very best work possible in their college courses. In order for courses to transfer to four-year schools, a grade of C or higher is required.
- Students will receive final grades in myShelton. Shelton State Community College does report grades to parents or legal guardians unless the student has a signed FERPA release on file in the Office of Enrollment Services.
- Due to FERPA, it is inappropriate for parents to speak to College instructors, even though they may have paid the student’s tuition. Parents or legal guardians are required to contact the high school counselor or administration.
- Instructors post course grades to the SSCC Student Information System (myShelton). The Dual Enrollment Coordinator will forward dual enrollment grades to the appropriate designated high school contact.
- Students are encouraged to meet with instructors before the last day to withdraw. Before withdrawing, please consult with the high school counselor and College instructor to ensure withdrawal is warranted. Withdrawal dates are posted in the registration guide.
- Grades on transcripts are permanent; they can never be deleted. If a student receives the grade of F and retakes the course, both grades will show on the transcript.
- The grades of A, B, C and D are passing grades. The grade of F is a failing grade.

Grade Point Average

Shelton State does not have a standardized numerical grading scale. Students and parents should be aware each instructor establishes their own numerical grading scale which is outlined in the course syllabus. The quality of performance in any course is reported by a letter grade, the assignment of which is the responsibility of the instructor. These grades denote the character of study and are assigned quality points as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points per Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>A-Excellent</td>
<td>4</td>
</tr>
<tr>
<td>B-Good</td>
<td>3</td>
</tr>
<tr>
<td>C-Average</td>
<td>2</td>
</tr>
<tr>
<td>D-Poor</td>
<td>1</td>
</tr>
<tr>
<td>F-Failure</td>
<td>0</td>
</tr>
</tbody>
</table>

Grade Appeal

The student may appeal only the final grade in a class. To initiate a grade appeal, the student must prepare a written statement describing why it is believed that the grading procedures outlined in the class syllabus were not appropriately followed, attaching all relevant evidence to the statement. The letter must be submitted to the secretary to the Dean of Academic or Technical Services, as appropriate, within fourteen calendar days of the beginning of the following term.