

Course Policies

Credit Hour Definition

A credit hour is the unit by which academic progress is measured. Each credit hour is expected to occupy at least three hours per week over the course of a 15-week semester, including time spent in preparation and in class meetings. For all courses, including short-term courses, online courses, and independent study/internships, a student is expected to complete at least 45 hours of work for each credit hour of credit awarded. For academic internships, a student is expected to work 50 hours on-site for each hour of credit awarded in addition to completing academic work with a supervising professor.

Lower level courses

Lower level courses are numbered 100 and 200. Typically, they require no or limited prerequisite background in the discipline. They are introductory courses or part of a series of basic courses in a discipline. They usually are tightly structured with the expectation that students receive guidance in the learning process. Learning at this level normally is informational and emphasizes learning skills and basic information. The intellectual skills emphasized in lower level courses include acquiring knowledge, comprehension, application of knowledge, and beginning analysis skills where appropriate.

Upper level courses

Upper level courses are numbered 300 and 400. They build on knowledge and/or skills developed in lower-level courses. As such they exhibit one or more of the following characteristics: expectation of academic skills typically developed in lower-level courses; expectation of content knowledge from one or more specific disciplines; prerequisite requirement of one or more lower-level courses.

Upper level courses enable students to study a major field in depth by building upon and integrating the knowledge gained in lower level courses. Students are expected to accept increasing responsibility for their own learning. Upper level courses typically emphasize advanced analysis, synthesis and evaluation.

Classification of Students

Students who have satisfactorily completed courses receive classification as indicated: Sophomore (at least 24 semester hours), Junior (at least 52 semester hours), and Senior (at least 86 semester hours)

Drop/Add

Courses may be dropped at will through the fourth day of classes at 5 p.m. for the fall and spring semesters. During other terms, courses may be dropped at will through the first day of class. After this time, a drop request must be completed on the portal. Courses may be dropped with no grade after this period until the final date to drop a course without a grade. After this date, courses may still be dropped with a W (withdrawal), until the final date to drop with a W. A W has no effect on the GPA but does appear on the transcript.

Courses may not be added after the fourth day of classes at 5 p.m. for the fall and spring semesters. During other terms, courses may be added through the first day of class. After this period, further approval is needed to add a class.

CHANGE OF LEVEL

Example: A student needs to move from SPA101 to SPA102 based on the recommendation of the instructor.

The student must obtain an approval form from the Office of the Registrar. The form must be signed by the department chair for the department in which the level change will occur. The student should begin attending the new course upon the recommendation of the instructor.

ALL OTHER REQUESTS

All other requests for adding a class beyond the add/drop period must be submitted in writing to the Provost and the instructor. If approved, the student should begin attending the new course upon the recommendation of the instructor.

Course Overload

The normal full-time student load is 15 hours per semester. The maximum is 18 hours per semester, and the minimum load for full-time status is 12 semester hours. Upon the approval of one's academic advisor, and the department chairperson of the student's major field, when declared, a student with a GPA of 3.0 or better may register for more than 18 hours according to the following: 3.00-3.25, 19 semester hours; 3.26-3.75, 20 semester hours; 3.76-4.00, 21 semester hours. Students with a GPA below 3.00 must have permission of the advisor, the department chair, and the Provost. There is an additional per-semester-hour charge for each hour taken above 18. A student may not enroll in more than one course in the May and/or inter (winter) term unless they have approval from the Registrar. The normal load for each summer term is 6 semester hours, with the maximum being 7 semester hours. A student may not enroll in more than two courses in a summer term. To register for three courses, the student must have approval from the Registrar. To register for four courses, the student must have approval from the Provost.

Course Repetition Policy

A student may repeat (to remove the quality points and credit hours) a maximum of four courses, other than ENG111, in which grades of "D" or "F" were earned provided that: (1) the courses repeated were originally taken at Georgetown College, and (2) the courses are repeated at Georgetown College. In such cases, the Registrar shall calculate the grade point average on the basis of the grade earned the last time the course was taken. The original grade for the repeated class will remain on the transcript but will not be counted toward GPA or graduation hours. Transfer students should note that only coursework completed at Georgetown College is used in calculating the grade point average.

Class Attendance

Class attendance is considered to be key to successful academic performance. Individual faculty and departments may establish specific expectations regarding class attendance, and these are addressed early in the course of instruction.

However, a student who consistently fails to attend classes, to prepare assignments, and/or to live responsibly in the academic community may be considered to have forfeited status as a student and may be administratively withdrawn or suspended. Such withdrawals must be approved by the Provost in consultation with the instructor(s). Administrative withdrawals from a single course will not be honored past the last day to drop a class with a W.

For online courses taken in the Inter (winter), May, Summer One, and/or Summer Two terms, students must log in by the fifth day of classes or they will be administratively withdrawn from the course. Professors will send a warning to any

student that has yet to log in by the third day of class. This warning will be sent to the student's GC email account. Appeals must be sent to registrar@georgetowncollege.edu. Note that for online classes, all days but Sunday are considered class days.

Athletic Scheduling Policy

No athletic teams may hold team practices that will keep student-athletes from scheduling classes between 8 a.m and 2 p.m. Any exception must be approved by the Athletic Director, in consultation with the Provost. If a required course falls before 8 a.m. or after 2 p.m., the required course must take priority over practice if no other scheduling option can be identified.