

Title: Publication of Academic Calendars, Grading Policies, and Refund Policies

Policy Abstract: The policy requires that current academic calendars, grading policies, and refund policies of the College be made available to students and the public.

Responsible Office: Academic Affairs in collaboration with the Office of Communications

Official: The Provost

Contact(s): Martha Ann Stevenson, Assistant Provost, 226-4648, mstevens@bsc.edu

Applies to: Academic and Administrative offices of Academic Affairs and Communications

Effective Date: February 1, 2014

Revision Dates: New policy documenting current practice

Introduction/Background:

This policy formalizes the College's standing practice of publishing academic calendars, grading policies, and refund policies, which is compliant with Federal Requirement 4.3 of the SACS-COC *Principles of Accreditation*.

Purpose:

The policy is to ensure integrity and consistency in making academic calendars, grading policies, and refund policies available to students and the public.

Applicable Regulations:

SACS-COC *Principles of Accreditation*, Federal Requirement 4.3 Publication of Policies: "The institution makes available to students and the public current academic calendars, grading policies, and refund policies."

Policy Statement:

The current academic calendar is to be published on the College website under Academic Records, an office of Academic Affairs.

Grading policies, including the definition of grades, quality points, incomplete grades, waiver of grades, courses repeated and redeemed, and grade appeal policy are to be published in the *College Catalog* under "Grading System." The catalog is available on the BSC website.

Refund policies are to be published in the *College Catalog* under the "Finances" section. The same information is to be published on the College website under "Refund Policy."

Details:

The Assistant Provost oversees the approval of the academic calendar and its publication to the College website in cooperation with the Office of Communications. In collaboration with the faculty editor of the *College Catalog*, the Assistant Provost also reviews changes in the College Catalog.

Definitions:

NA

References:

SACS-COC, *Principles of Accreditation*, 2012,

<http://www.sacscoc.org/pdf/2012PrinciplesOfAcrcditation.pdf>