

**Title:** Publication of Academic Calendars, Grading Policies, Cost of Attendance, and Refund Policies

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

**Responsible Office:** Provost Office (in collaboration with Office of Communications)

**Official:** Provost

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

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

**Effective Date:** February 1, 2014

**Revision Date(s):** August 7, 2019 (minor update related to SACSCOC standards and web-link corrections)

**Introduction and Background:** This policy formalizes the College's standing practice of publishing academic calendars, grading policies, cost of attendance, and refund policies, and is in compliance with SACSCOC *Principles of Accreditation 2018* standards.

**Purpose:** The policy is to ensure integrity and consistency in making academic calendars, grading policies, cost of attendance, and refund policies available to students and the public.

**Applicable Regulations:** SACSCOC *Principles of Accreditation 2018* standard (10.2) concerning Education Policies, Procedures, and Practices which states that, "*The institution makes available to students and the public current academic calendars, grading policies, cost of attendance, and refund policies.*"

**Policy Statement:** The current academic calendar is to be published on the College website under "*Events & Calendars, Calendars and Schedules.*"

Grading policies, including the definition of grades, quality points, incomplete grades, academic fresh start, 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.

Cost of attendance is to be published in the College Catalog under the "*Finances*" Section. Tuition, fees, room and board information is to be published on the College website under "*Finance Office, Tuition and Fees.*"

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 "*Finance Office, Bursars Office, Withdrawal 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.

**References:**

BSC Catalog, <https://www.bsc.edu/academics/catalog/index.html>

SACSCOC, Principles of Accreditation 2018,  
<http://www.sacscoc.org/pdf/2018PrinciplesOfAccreditation.pdf>