



Addendum and Errata

Academic **Catalog** 2018/19

Altamonte Springs

Addendum to Catalog 2018-2019
Published Dec. 2018 Vol. XXIX

Current as of: 1/7/19

[This Page is Intentionally Left Blank]

Addendum

All Addendum and Errata are in reference to "2018-2019 Published Dec. 2018 Vol. XXIX" Academic Catalog.

Academic Policies and Procedures

(Effective: 1/7/2019)

Students Receiving VA Educational Benefits

Veterans Attendance Policy

Students receiving VA Educational benefits are expected to attend all scheduled classes regularly and on time in order to achieve the learning goals for their program of study. In an online class the student is expected to log in daily and must do an activity at least twice a week. Excessive absenteeism may result in course failure or withdrawal from the institution.

Any students receiving VA Educational benefits who does not attend classes for 14 consecutive calendar days (missing 20% of the course consecutively) may be removed from enrollment and dropped from all courses for that quarter. Students who are removed from enrollment prior to Week 7 will earn a W on their transcript. A "W" will have no impact on a student's CGPA, but will be computed in a student's maximum time frame calculation. Students receiving VA Educational benefits who are removed from enrollment after Week 6 will earn an F on their transcript. An "F" will have an impact on a both a student's CGPA and maximum time frame calculation. Removal from enrollment may place a student on probation or in academic dismissal status. A student who is removed from enrollment for the quarter for failure to attend classes for 14 consecutive days (20% of enrollment consecutively) may be permitted to apply for re-entry in the subsequent quarter, provided that the student is in good academic standing. Students removed from enrollment who seek re-entry in a subsequent quarter will be required to follow all re-entry guidelines.

Mid-Quarter start attendance - Students receiving VA Educational benefits must attend classes no later than the second week of each mid-quarter

Standards of Satisfactory Progress for Students Receiving VA Educational Benefits

In addition to adhering to the general standards of satisfactory progress, students receiving Veteran's Administration (VA) educational benefits (VA students) must maintain a minimum cumulative grade point average (CGPA) of 2.0 at the end of each term. In terms 1 through 5 a VA student who falls below a 2.0 will be put on academic probation. If in the following term they still have not achieved a 2.0 they will be placed on a second and final academic probation. Failure to achieve a 2.0 at the end of the second consecutive term of academic probation will result in the student's VA educational benefits being terminated. In term 6 and all subsequent terms, a VA student must meet the City College SAP requirements and achieve a 2.0 or may be academically dismissed from the program. A VA student terminated from VA educational benefits due to unsatisfactory progress may petition the institution to be recertified to receive VA

educational benefits after one term has elapsed and after attaining a CGPA of 2.0. Students using veteran benefits must consult with the Director of Education for advisement prior to changing programs of study.

Veterans Credit for Previous Education or Training

City College maintains a written record of the previous education and training of all students receiving VA Educational benefits. City College also documents that appropriate credit has been given for previous education and training in accordance with the City College transfer of credit standards, (see Transfer of Credit policy) with the length of program adjusted accordingly. Students receiving VA Educational benefits will receive transfer of credit (provided that the college can obtain those transcripts from those institutions), regardless of whether or not the student wants that credit transferred; and, provided that it falls within the acceptable City College transfer of credit timeframes for specific programs and courses (core program courses must have been taken within the last five years to qualify for transfer of credit).

Veteran Advising, Scheduling and Registration

Priority is given to Students receiving VA Educational benefits for academic advising, registration and scheduling.