

ACADEMIC REGULATIONS

ACADEMIC CLASSIFICATIONS

Matriculated Students: A matriculated student is one who is enrolled full or part-time in a degree program; a non-matriculated student is one who is not enrolled in a degree program.

Full-time Students: A full-time student must carry a minimum of twelve credit hours a semester, but may carry up to eighteen*. Unless required by a specific program, the approval of the Academic Dean is necessary for a class load in excess of eighteen credit hours.

Part-time Students: A part-time student carries less than twelve credit hours a semester. Part-time students may change their status to full-time by applying for full-time admission. Provided a student is eventually accepted into a degree program, credits earned before formal matriculation may be used toward a degree.

Transfer Students: Transfer students may be granted a maximum of one year of credit toward a degree for courses completed at another accredited institution; quality points are not transferable. However, transfer students must complete thirty credit hours of work at Maria College to be eligible for graduation regardless of the number of transfer credits presented at entrance; for those entering any Allied Health program there is a seven-year limit on transfer credit for Anatomy and Physiology.

Courses to be transferred must be comparable to courses offered by Maria College and must have been completed with a grade of "C" or better to be considered for transfer credit. (At least 2.0 on a 4.0 scale).

* A *credit hour* is earned for the successful completion of fifteen academic hours of class or thirty hours of laboratory experience. An *academic hour* is fifty minutes.

Students who left a former institution involuntarily due to academic difficulty are not normally considered for admission either as full-time or part-time students until one semester has elapsed since their dismissal. Formal admission depends upon evidence that the applicant can resume successful college study.

Auditors: Students desiring to audit classes may obtain application forms from the Registrar's Office. If a student is currently enrolled, permission must be obtained from both the advisor and instructor.

Students may not change to or from credit status after the drop/add period. Skill courses may not be audited.

Senior citizens, who are 62 years of age or older, may audit one course per semester tuition free and may enroll only during the late registration period, on a space available basis with the consent of the instructor.

SPECIAL CREDIT PROVISIONS

Advanced Placement: Maria College recognizes college level courses taken by students while they are still attending high school. Advanced Placement scores of 5, 4, and 3 normally earn college credit. Courses given such credit may not then be taken at the College. Application for credit must be made with the Director of Admissions at the time of application.

Challenge Examinations: Students may waive a course requirement and receive credit based on a proficiency examination. There is a fee charged for testing and a prorated fee for credit earned. Permission for this is given by the Program Chair.

Credit for Life Experience: Maria College recognizes that certain adult