

Students should refer to their respective handbook (PTA, Dental Assisting, or Medical Assisting) for specific guidelines on Academic Standing and Grading.

Students dismissed under this policy may petition the director of the program for enrollment in a later class.

Grade Forgiveness Policy

Martin Community College (MCC) offers students an opportunity for any grades from one semester to be eliminated from the GPA calculations. To qualify for academic forgiveness, students must meet the following criteria:

- ◆ Be currently enrolled in curriculum courses.
- ◆ Have successfully completed a minimum of 12 semester hours of credit coursework with grades of “C’s” or better subsequent to the semester for which they are requesting forgiveness.
- ◆ If a financial aid student and/or veteran, check with the Financial Aid Office and Veteran’s Affairs counselor to discuss possible impacts of funding.

In addition:

- ◆ Grades earned at other colleges cannot be forgiven.
- ◆ A student may receive grade forgiveness one time only during his/her academic career at MCC.
- ◆ Forgiveness grades remain on the transcript but are not calculated in the GPA.
- ◆ Grades cannot be forgiven from a term which was part of a graduated program.

To request grade forgiveness, students must complete an Application for Grade Forgiveness, discuss with their advisor, have it signed by their Advisor, Division Chair, then submit it to the Registrar’s office. Students will be notified by email that the request has been processed.

Change of Major Program/Double Major

When students decide to change programs, and/or add a program they must complete the appropriate form signed by previous and new advisors and returned to Registrar’s Office by the 10% point of the semester in which the program change is to be effective.

Grade Point Average for Program Change

The Major GPA will be recalculated on the basis of the following guidelines when a program is changed:

1. If students made a grade of “F” in a course which is normally considered to be part of the new program, the students will receive no credit for that course; but the “F” will be included in the new major GPA calculation.
2. Courses which are not applicable to the new program will not be included in recalculating the major GPA.
3. The responsibility for deciding which courses are transferable rests upon the Registrar. The advisor may be consulted in making this decision. (Special Note to Veterans: Because of specific Veterans Administration policies regulating benefits, questions concerning program changes and the academic probation policy should be referred to the VA Certifying Official.)

Attendance Policy

Martin Community College recognizes that academic success is tied to regular attendance and completion of assigned work and tasks in a timely manner. Students are expected to attend a minimum of 80 percent of the total hours of a course, which includes classes, labs, and shops. Some courses and programs have stricter attendance requirements of 85, 90, or 95 percent based upon the difficulty and complexity of the subject matter. General Education and Developmental courses require 85 percent attendance. The syllabus for each course will specify the attendance requirement. Attendance is recorded in online classes; attendance is usually recorded through students’ submission of assignments.