

Student Life

A. Academic Information

Vice President for Academic Affairs Office

The Franklin College Vice President for Academic Affairs office is your contact for:

- Academic probation
- Attendance at commencement
- Dismissal and suspension
- Late course withdrawals
- Study abroad programs
- Grade challenges
- Leadership Certificate Program
- Academic Dishonesty appeals

For concerns dealing with the above areas consult either the current *Franklin College Catalog*, which is the official publication, or the vice president for academic affairs office directly.

Academic Records Office

The Franklin College Academic Records Office is your contact for:

- Academic advisement
- Academic appeals petitions
- Application for degree
- Course schedule adjustments
- Degree and enrollment verification
- FERPA compliance
- Good Student Discount
- Grade processing
- Major/Minor Declaration
- Off campus course approvals
- Permanent academic records
- Registration
- Transcripts
- Transfer credits

For concerns dealing with the above areas, consult either the current *Franklin College Catalog*, which is the official publication, or the academic records office directly.

Academic Procedures

“Add/Drop,” “Withdrawal” and “Registration” are common words/phrases heard on campus. The intent of this section is to briefly explain the procedures. Details may be found in the online *Franklin College Catalog*. You are expected to be familiar with its contents.

A. Registration and Course Selection

Registration planning and scheduling for each term are done in consultation with a faculty advisor. After planning your schedule, your advisor will “authorize” you to enter your schedule electronically via Self-Service on the Internet. The scheduling period occurs near

the middle of each semester for the subsequent semester. A student must be in good financial standing and be authorized by his or her advisor to complete registration. Note: The college reserves the right to administratively adjust any student's schedule.

B. Add-Drop/Schedule Adjustment Procedures

Adding a course—students may ADD a course only during the first week of the regular semester (see academic calendar for specific dates; deadlines for winter term and summer sessions are shorter). Additional fees may be due based on hours added.

1. Requests to add a closed or “permission only” class must be signed by the instructor and the student's academic advisor on the proper Schedule Adjustment Form and submitted to the academic records office for processing. The instructor's signature will also be required if the class is full.
2. After the add deadline, approval of a special petition to the academic rules committee is required. This petition needs to be submitted, along with the add/drop form containing signatures of both the advisor and the classroom instructor, to the academic records office for processing (see Petitions).
3. Activity credits may be added without a petition until the “withdrawal without penalty” deadline for the semester (through the eighth week of the semester).

Dropping a course—students may DROP a course for any reason without academic penalty and have it deleted from their registration record through the 15th class day of the fall and spring semester (see academic calendar for specific dates; deadlines for winter term and summer sessions are shorter). Students will be charged tuition and fees based on the academic record's office official drop date. Tuition and fees are adjusted according to the policy listed under Financial Information: Fee Reductions. Students will be charged for classes dropped after the first day of classes.

A course dropped during the first 15 class days of the fall or spring semester is not recorded on the academic transcript. Requests to drop a course after the first day of classes must be submitted to the academic records office for processing on a Schedule Adjustment Form signed by the academic advisor and instructor.

Withdrawing from a course without academic penalty—a student may withdraw from a course for any reason with a grade of “W” through the eighth week of the semester. Course withdrawals between the 15th class day through the eighth week of the semester will appear on the academic transcript with the grade of “W.” Requests to withdraw from a course during this time period must be submitted on a Schedule Adjustment Form and signed by the academic advisor and instructor. Any drop or withdrawal transaction is not complete until the Schedule Adjustment Form has been completed and returned to the academic records office for processing.

All student athletes participating in a sport during the current semester must also obtain the signature of the Faculty Athletic Representative (FAR), Professor Scott Armacost, before dropping or withdrawing from a course. The FAR must sign the Schedule Adjustment Form before it is submitted to the academic records office.

Withdrawal after the deadline—A student who withdraws from a course after the eighth week of a semester will normally receive a grade of “F.” A grade of WP (passing) or WF (failing) can be assigned if the withdrawal is for medical reasons and is approved by the vice president for academic affairs.

Due to the special short-term nature of winter term, a student withdrawing from a winter term course after the fourth calendar day of the beginning of winter term will receive a grade of “F.”

No additional tuition and room fees for winter term are charged to students who are enrolled full-time in either the fall or spring semester unless the student is starting at Franklin during the winter term. Part-time tuition fees are charged to students who are not enrolled in either term full-time. Winter term board is charged to all students living on campus during the winter term. Some individual courses may require additional course fees. No refunds for or reductions in tuition and room are allowed for those students not enrolled in winter term or who reside off-campus during winter term.

C. Administrative Withdrawal Policy

Under certain circumstances, Franklin College may administratively withdraw a student from a single class or multiple classes. The four classifications of administrative withdrawals follow.

Academic Withdrawal - The Registrar may administratively withdraw or drop a student from a course or courses for academic reasons such as, but not limited to, the following: academic probation, extended academic probation, academic suspension, academic dismissal and unapproved credit overload. A student may also be removed from a course for which all prerequisites have not been satisfactorily completed. An academic drop or withdrawal will be processed according to the established drop and withdrawal deadlines. A grade of “W” will be assigned in the case of a withdrawal. The student’s GPA will not be affected.

Disciplinary Withdrawal - As a result of college judicial proceedings, a student may be suspended or dismissed from the college for disciplinary reasons. In such cases, regardless of the timing during a semester, the student is withdrawn from classes, earns no credits for the semester and is assigned a grade of “W” for each class. The student’s grade point average is not affected. The judicial process is under the jurisdiction of the dean of students. The student will forfeit all tuition and fees for the semester or term regardless of when the sanction is imposed. Students wishing to return to the College must apply for readmission.

Excessive Absence Withdrawal- Students are expected to prepare for and participate in all classes for which they are registered and to act in a manner consistent with the College’s values of respect and responsibility while attending classes. When the college determines that a student has maintained an unapproved extended absence (defined as five consecutive class periods in one course) without contacting a faculty member, Academic Affairs, or Student Affairs, the Registrar, in consultation with the Vice President for Academic Affairs and the student’s academic advisor, may administratively withdraw the student.

Such students will have seven calendar days to respond to e-mail and written notification that their continuation at the college for the specified semester or term is in jeopardy. Students are responsible for maintaining an accurate mailing address with the College. Failure to respond within the seven-day period and to correct the behaviors to the satisfaction of the faculty members involved will result in an administrative withdrawal from all courses. An administrative withdrawal for excessive absences is final and cannot be erased by withdrawal from the course or from the College. Students wishing to return to the College must apply for readmission.

If the withdrawal for excessive absences is processed prior to the established semester/term deadline to withdraw from classes, a grade of “W” will be assigned for all registered courses. This grade will not affect the student’s grade point average. If the withdrawal is processed after the established deadline to withdraw from classes, a grade of “WP” or “WF” will be assigned. The grade of “WP” is not calculated into the GPA. However, the grade of “WF” is calculated into the GPA as a grade of “F.” The student will forfeit all academic credit, tuition, and fees for the semester or term regardless of when the withdrawal is posted.

Medical Withdrawal- As a result of medical necessity, a student may be withdrawn from a class or classes. Such requests are made through the dean of students in conjunction with the coordinator for health services. Such withdrawals will only be granted based on appropriate medical documentation which is subject to review by the college’s physician. Once approved by the dean of students, the student is withdrawn from all applicable classes and is assigned a grade of “W.” The student’s grade point average is not affected. Where appropriate and with an instructor’s permission, a student could receive a grade of “I” (incomplete) in one or more classes. For more information on incomplete grades, see Grading and Credit System in the Academic Policies and Procedures section.

D. Advisor/Major Declaration. All new students are assigned an academic advisor upon matriculation at the college. Prior to the second semester of the freshman year, a student may request an advisor change and/or declare a major. A major must be declared by the end of your sophomore year. The procedure is to complete a major/minor declaration form online in *myFC* (forms central, academic records). You will then receive official notification of the completion of the declaration change. You will also be notified if an advisor change is necessitated.

E. Degree Applications. An application for degree and appropriate degree templates must be filed with the academic records office before the student is considered for graduation. The application should be filed at the beginning of the spring semester prior to the following December or the spring semester before May or August of the next calendar year. (Example: A student wishing to graduate in December of 2009 or in May or August of 2010 should file an application in February of 2009.)

F. Degree Audits. At the time a student applies to graduate, a degree audit will be conducted at which point the student will be held responsible to update the form each semester.

G. Grades, GPA, Probation, Suspension. Grades are reported by the faculty. Once recorded, they cannot be changed, except by the method outlined under Grade Challenges.

All grades carry a point value per credit hour:

A Exceptional, excellent in all respects	4.00
A-	3.67
B+	3.33
B Good	3.00
B-	2.67
C+	2.33
C Satisfactory	2.00
C-	1.67
D+	1.33
D Passing but unsatisfactory in some important respects	1.00
D-67
F Failure00

W . . . Withdrawal 00

The GPA is determined by dividing the total number of points by the total hours taken for a grade; e.g., a student receives the following for a semester:

Course	Grade	Hours	Pt.Value
ENG 117	B	4	12(3x4)
ECO 115	C	4	8 (2x4)
CHE 112	C	4	8 (2x4)
GE 102	W	-	-
PED 009	S	1	-
TOTAL		13	28

In the computation of the GPA, pass/fail course hours are not counted in the total. This student’s total is 13, but only 12 hours are used in the GPA computation. “Ws” are recorded on the student’s permanent record but do not enter into the GPA computation. Thus, while total credits are 13, the GPA credits are 12. Formula: Total Points/GPA hours = 28/12 = 2.33 The cumulative grade point average is computed exclusively on academic credit earned at Franklin College. A grade of “S” or “U” has no effect upon the cumulative grade point average.

In the case of the transfer student, those hours accepted in transfer will be added to the total hours to determine the student’s class standing. The cumulative grade point average will be computed exclusively on credits completed at Franklin College.

H. Policy on Academic Probation, Suspension and Dismissal. (Revised Policy) Student academic status is reported to the vice president for academic affairs upon completion of each academic period (fall semester, winter term, spring semester, and summer sessions). A student will be placed on academic probation when the following minimum academic standards are not met:

Freshman 0 - 26 credits cumulative grade point average of 1.60 (A=4.00)at the end of first semester; cumulative grade point average of 1.80 (A=4.00) beyond first semester (up to 26 credits)

Sophomore 27-57 credits cumulative grade point average of 1.90 (A=4.00)

Junior, Senior 58 + credits cumulative grade point average of 2.00 (A=4.00)

The cumulative grade point average is computed exclusively on academic credit earned at Franklin College. A grade of S or U has no effect upon the cumulative grade point average.

Franklin College reserves the right to suspend any student whose grade point average falls below 1.00 for any academic period.

When a student is placed on academic probation, the period of probation begins immediately. **A student on probation** may not participate in intercollegiate sports; hold office in student government, social organizations, clubs, political groups, or residence halls; or serve in a leadership position of any school publication or broadcast operation. Further, a student on probation may not participate in commencement exercises. Students placed on academic probation may have their course schedules administratively adjusted to add a required academic strategies course designed to assist students in returning to good academic

standing. Other conditions for academic probation may be applicable as determined by the office of academic affairs. If on probation during the fall or spring semester, it is recommended that a student take no more than 14 credit hours. Students who fail to achieve the minimum required grade point average after a period of academic probation will be subject to academic suspension. Should academic probation be extended as an alternative to immediate suspension, the student must then meet or exceed the minimum grade point average standards noted above at the conclusion of the extended probation.

Students who have demonstrated a past history of academic probation or whose semester GPA falls below a 1.00 may be subject to academic suspension. **Students who have been suspended** are not permitted to enroll in any credit hours until after the end of the stated suspension period and must contact the admissions office for readmission. A suspended student who is readmitted on academic probation must maintain the minimum academic standards stated above during each academic period following readmission. If a student who was suspended and readmitted does not return to good academic standing after one academic period, this student will normally be dismissed. **Dismissal from the college is final.**

I. Transcripts. Your permanent and official record is your transcript. It is maintained and updated by the academic records office. There is a fee for each official transcript requested. Please see fee details on request form in academic records office or online. Requests for transcripts must be made in writing. Requests will be processed in a timely fashion, most within 1-3 working days after receipt of a written request (except during the final grading period when records are frozen for a two to three week period). Immediate requests will be processed within 24 working hours of receipt of written request and must be accompanied by an additional fee. The academic records office will accept a signed FAX request. Again, all requests must be made in writing and must be signed by the student/former student whose records are being requested. The transcript fee must accompany the request or a MasterCard, Visa or Discover Card number may be used. Transcripts may be denied if a student is not in good financial or judicial standing with the college.

Academic Dishonesty and Plagiarism

Students are expected to maintain high standards of personal integrity, especially in their academic work. The following statements and procedures address the academic concerns of dishonesty (including plagiarism), grade changes and challenges and classroom misconduct. In all matters relating to academic dishonesty (including plagiarism), grade changes and challenges, the initial level of communication toward resolution of the problem will be a personal conference between the student and the appropriate member of the faculty.

The faculty of Franklin College recognize the following as violations of academic honesty:

1. Dependence upon the assistance of others beyond that which is expressly approved by the instructor in writing papers, preparing laboratory reports, solving problems or carrying out other assignments.
2. Plagiarism. Plagiarism is the use, whether by paraphrase or direct quotation, of published or otherwise recorded materials or the unpublished work of another person without full and clear acknowledgment.
 - a. Because electronic information is volatile and easily reproduced, respect for the work and personal expression of others is especially critical in computer environments. Violations of authorial integrity, including plagiarism, invasion of privacy, unauthorized access and trade secret and copyright violations are grounds for sanctions against members of the academic community. This

- includes, but is not limited to, purchasing or acquisition of term papers, speeches, and printed materials from “term paper mills.”
- b. It also includes appropriating portions of another’s work to use without attribution
3. Cheating on quizzes, tests, any kind of assessment or examinations by:
 - a. Referring during the examination to books, papers, notes or electronic devices not specifically authorized by the instructor.
 - b. Receiving during the examination information from another person or communicating information to another person or attempting to receive or communicate information.
 - c. Using a substitute to take a quiz, test or examination or acting as such a substitute.
 - d. Buying, selling or stealing a copy of an examination in advance of its administration or referring to such an examination after it has been obtained by another.
 - e. Obtaining through any means the tests of a professor that he or she normally does not let circulate.
 - f. Participating in or attempting to practice any other form of deceit on a quiz, test, paper, speech or assignment of any kind.
 4. Permitting another student to use one’s work as his or her own
 5. Mutilating, stealing, hiding or illegally removing or keeping Franklin College library materials or materials made available for student use by a faculty member or a college department.
 6. Unauthorized reproduction of copyrighted materials.

Procedures for Cases of Alleged Academic Dishonesty and Plagiarism

Upon detecting an instance of academic dishonesty, the faculty member will promptly discuss the matter with the student involved. There is a mandatory reporting required whereby the faculty member must report the offense to the vice president for academic affairs (VPAA) with a copy to the student or students involved. Upon determination of responsibility by the faculty member, a full report of the incident will be submitted to the VPAA and the following sanction will be imposed:

For the first offense, a student who is responsible for committing academic dishonesty as a minimum will receive a penalty of “F” grade or zero for the piece of work, examination, paper, lab work, etc., involved. The faculty member may impose additional sanctions. The maximum penalty will be for the course final grade to be lowered by not more than one letter grade, whether or not the “F” grade or zero on the assignment has already done so.

Determination of a second offense of this type at any time during the student’s academic career at Franklin College will usually result in the student being dismissed from the college.

Appeals:

1. The student may appeal a faculty member’s determination of responsibility or the sanction imposed to the vice president for academic affairs (VPAA) within 10 calendar days of the receipt of the decision of the faculty member.
2. Either party may appeal the decision of the vice president for academic affairs within 10 calendar days of the receipt of such notification. The appeal will be reviewed by the Academic Appeals Committee which is comprised of the faculty members of the

Student Life Committee and a designee of the Steering Committee. Appeals to this committee are submitted to the dean of students.

3. In cases which involve a sanction of academic dismissal, the student may appeal his or her case to the president of the college with 10 calendar days of the receipt of the decision of the Academic Appeals Committee. The president's decision is final.
4. All appeals and appellate decisions must be communicated in writing.

Classroom Misconduct

Each faculty member has the right and responsibility to determine what constitutes proper decorum for class sessions. The faculty member may suspend from any class meeting a student whose conduct is disruptive to the classroom environment. Subsequent or more serious incidents of disruption will be referred to the vice president for academic affairs and the dean of students for disciplinary action.

Federal Family Educational Rights and Privacy Act (FERPA) Information

The 1974 Federal Family Educational Rights and Privacy Act was designated to protect the privacy of education records, to establish the right of students to inspect and review their education records, to provide students some control over the disclosure of information from their records and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with The Family Educational Rights and Privacy Act office concerning alleged failures by the institution to comply with the act.

A summary of Franklin College's statement of compliance with the 1974 Family Educational rights and Privacy Act (FERPA or the Buckley Amendment), a copy of the amendment and the full statement of compliance are available in the academic records office for your review. The offices and departments of the college which collect and maintain academic, financial, academic advising, personal counseling, disciplinary, placement, and other information about students shall adhere to the following policy regarding the release of such information. For students wishing to review their educational record, a student request to inspect educational records form must be completed in the academic records office. Information will then be accessible to the student for review within 30 working days from the receipt of the written request. At its discretion, the college may disclose directory information in response to inquiries about individual students.

Items considered directory information include:

1. Name, local address, local phone number, photo and campus email address
2. Date and place of birth
3. Home (permanent) address
4. Confirmation of current enrollment (or admittance) including class level and major
5. Dates of attendance
6. Whether full or part-time student
7. Awards and honors received, including dean's list, degrees conferred and dates
8. Previous institutions attended
9. Past and present participation in officially recognized college activities, including athletics
10. Physical and performance statistics of members of athletic teams

Students may, if they desire, request that certain or all directory information not be released except upon their written consent. To make such a request a student must complete a Request to Prevent Disclosure of Directory Information form in the academic records office by June 15th of the prior academic year. (New students are notified of this policy upon admittance.) Please consider very carefully the consequences of

any decision by you to withhold any “Directory Information.” Should you decide to inform the institution not to release any or all of this “Directory Information,” any future request for such information from non-institutional persons or organizations will be refused.

The institution will honor your request to withhold any “Directory Information.” However, Franklin College does not assume responsibility to contact you for subsequent permission to release this information. Regardless of the effect upon you, the institution assumes no liability for honoring your instructions that such information be withheld.

All other information about students is restricted information. Non-directory or restricted information may be released to parents and/or guardians of students defined as dependent by the Internal Revenue Service. For all other purposes, written consent of the student must be obtained before release of restricted information to any person, office or agency without a legitimate educational interest.

A school official is one of the following: a person employed by Franklin College in an administrative, supervisory, academic, research or support staff position; a person serving on an institutional governing body; a person or agency employed by (or under contract to) Franklin College to perform a special task, such as an attorney or auditor; or a student serving on a committee or assisting another school official in fulfilling his or her professional responsibilities.

A school official is determined to have a legitimate educational interest if the information requested is necessary for that official to: perform appropriate tasks that are specified in his/her position description or by a contract agreement; perform a task related to a student’s education; perform a task related to the discipline of a student; or provide a service or benefit relating to the student or student’s family, such as health care, counseling, job placement or financial aid. Access to this information does not constitute authorization to share this information with a third party.

Please do not hesitate to contact the academic records office with any questions you may have or to clarify details of this federal law.

Parent Notification Policy

Franklin College strives to create a partnership among parents, students and the college to increase student success. As part of that partnership, Franklin College will ensure that the parents of dependent students* are notified when the student is placed on academic probation or finds his/her education or on-campus housing are at risk for medical or disciplinary reasons.

* “Dependent students” are those students who are claimed as dependents on parents’ tax returns and/or who have self-identified through the appropriate academic records office forms.

Final Exam Information

The vice president for academic affairs has developed the following clarifications regarding the issues of class activities prior to exams and students scheduled with more than two final exams on a single exam day.

There are no restrictions on any class activities during the two weeks prior to final exam week. Each faculty member’s charge during that period is the same as it is for the rest of the semester, to make appropriate use of the instructional time made available to the students.

As always, faculty are expected to meet each class during final exam week and have the students engage in substantive work for a substantial portion of the two-hour period assigned to the class. Adjustments to scheduled exam times or places must be approved in advance by the vice president of academic affairs.

Students who are scheduled to take three exams in one day may seek relief. If a student is seeking relief, s/he should notify each of the three instructors of the conflict by presenting, in writing, a listing of the conflict along with a listing of the three instructors who are involved. If one of the instructors is willing to re-schedule the exam, the problem is solved. If it is not settled in this manner, the vice president of academic affairs should be notified and the faculty will be convened to discuss a solution. Students seeking relief do not have the right to stipulate when an exam will be rescheduled.

There is no expectation that instructors will provide a review day for any test or final exam. Many classes will have a test during the last week of classes over the material most recently covered, particularly when the final exam is cumulative in nature.

Questions regarding these matters should be directed to the vice president for academic affairs.

Grade Changes and Challenges

A grade change may be made only by the faculty member who conducted the original evaluation of the student. A grade change is the alteration of a final grade, once the official and clerically accurate recording of such a grade has been accomplished in the academic records office. Grade changes for clerical reasons will be processed by the faculty member and the academic records office. After a grade change has been made, notification will be sent to the student with a copy to the advisor. (Note: any grade changes a student feels needs to be made must be initiated with his or her professor.)

Grade Challenges

A grade challenge may be initiated by any student who believes that he or she has been evaluated inaccurately or with undue prejudice in the determination of the final grade in a course. This is a serious charge and the student must bear in mind that the faculty member has both the right and the responsibility to render a fair and critical judgment regarding the scholarly quality of the academic work performed.

Grade Challenge Procedure

1. A grade challenge may be initiated in writing by the student to the vice president for academic affairs within 30 calendar days following the receipt of the final grade in a course and only after personal consultation with a faculty member involved.
2. The vice president for academic affairs will consult with both parties together or separately in an effort to resolve the problem.
3. Should the resolution be unsatisfactory to the student or faculty member, either party may submit a written appeal to the Academic Appeals Committee of the faculty within 10 calendar days of the decision of the vice president for academic affairs.
4. After meeting with the faculty member, the student and vice president for academic affairs, the Academic Appeals Committee will rule on the case. The student and faculty member have the right to be accompanied in these hearings by an advisor of their own choosing from within the faculty, staff or student body of Franklin College.

Miscellaneous Policies

A. Summer school. All summer school planning should be done in consultation with your advisor. Any courses taken at a college other than Franklin must be approved in advance by the academic records office. Please obtain an Off Campus Course Approval Form from the

academic records office. This form needs to be completed and returned to the academic records office prior to enrollment in the course.

B. Petitions. Sometimes highly unusual circumstances occur whereby in order for you to continue your studies, you need a change or a waiver of a college requirement. The procedure is to submit a formal petition to the Academic Rules Committee via the academic records office. Forms and instructions are available in the academic records office. Note: Changes to departmental requirements must be approved by the faculty in the department. All changes or substitutions must be communicated to the assistant registrar in the academic records office.

C. Incompletes. A student may be assigned a grade of “Incomplete” only on those occasions when the instructor is not prepared to give a definite grade because of severe illness of the student or some justifiable delay totally beyond the student’s control affecting the completion of the course requirements. A petition for an “Incomplete” grade must be filed in the academic records office by the student with the signed approval of the course instructor as well as the vice president for academic affairs. Courses graded “I” must be completed no later than six weeks after the beginning of the next regular semester. An earlier date is usually specified by the course instructor. In rare, extraordinary circumstances, the date may be extended by the vice president for academic affairs. A grade of “I” is not calculated into the student’s grade point average. The “I” becomes an “F” if the incomplete work is not completed by the specified time.

D. Repeated Courses. Courses may be repeated if the first grade earned was below a “C-.” Courses passed with a “D” and later repeated earn credit only once. The new grade replaces the old grade for the GPA calculation, but no additional credit is awarded. Any student wishing to repeat a course in which a grade of C- or better was previously received must petition the Academic Rules Committee for permission to repeat the course. The student will not receive additional credit for this repeat, however, should the student receive a grade of “F” during the repeat, credit hours earned when the course was taken previously will be removed. The final grade of a repeated course is the grade that stands for both credit hours and the GPA calculations. (Note: In all instances the OLD grade remains on the transcript.)

E. Consortium for Urban Education (CUE) courses and other off-campus courses. A full-time student may wish to take a course off-campus during the regular fall or spring semester. Any course taken off-campus must first be approved via the Off-Campus Course Approval Form (available in the academic records office). This form must be completed and returned to the academic records office prior to the beginning of the class to be taken. There are two ways to take an off-campus course:

1. The CUE program: During the fall or spring semester a student may wish to take a class at one of the consortium schools with which we are affiliated (list available in the academic records office). A student may enroll in only one CUE course during a given semester. These courses are limited in seating and need to be requested well in advance (CUE requests are not processed at the hosting schools until their students have completed registration). Member schools of the Consortium for Urban Education require that a student enroll through their home school (Franklin College) and that all tuition and fees be paid through the student’s home school. Any other fees and books are the responsibility of the student. The student will not receive a transcript from the host school; instead the grade is sent to the academic records office at Franklin College to be recorded on the Franklin College transcript and is entered as a grade; however, the student’s GPA is not impacted since the course was completed off campus.

2. Off-campus courses not taken through the CUE program: Students may take a course off-campus during the fall, spring or summer term at any accredited institution (including members of the CUE program) as a —guest student. All arrangements and registration must be made by the student through the school at which the class is to be taken. All tuition, fees and books are the responsibility of the student. At the completion of the course, the student needs to request that an official transcript be sent to the Franklin College academic records office for processing as transfer credit.

F. Study at Cooperating Institutions. When a Franklin College student is engaged in study abroad or in connection with an approved cooperative arrangement at another institution within the United States, the academic policies, procedures and due process provisions of that institution shall apply and they will be honored by Franklin College.

B. Financial Information

Business Office Policies

The Franklin College business office is responsible for the administration of all payments, adjustments and reimbursements to student accounts.

Financial Clearance

Students will be denied registration privileges and housing applications if a balance is owed the college in an amount greater than \$300 as of the due date for these activities. On June 1 and Jan. 1, students owing an amount greater than \$300 may be dropped from class schedules and housing assignments. No student will be granted a diploma, academic transcript or financial aid transcript until financial obligations to the college have been satisfied. Delinquent bills for any recognized campus organization may result in withholding a student's transcript, diploma or registration.

Fee Reductions

Registration constitutes a contractual agreement between the college and the student. If a student withdraws from all classes or reduces the number of hours carried, he or she may be entitled to a reduction in tuition, board and other charges. Adjustments are based on the date of official withdrawal or drop as recognized by the dean of student affairs and the records office. See Academic Policies for Withdrawal and Add-Drop procedures in the catalog. Fee reduction dates may not be the same as academic add/drop dates. Refund policies are subject to change annually.

Students who reduce their credit load from full-time to less than full-time during a semester are eligible for a proportionate amount of fee reduction based on the difference between full-time and part-time tuition charges according to the fee reduction schedule on page 129. Students must be aware that a change to part-time status may put their housing, board and financial aid eligibility in jeopardy.

Fee reductions will be credited to federal and state financial aid sources first and then to institutional sources. Any remaining credit balance will be refunded to the student. Fee reduction calculations will be completed within 30 days of the recognized withdrawal date. In order to withdraw and receive a fee reduction of school charges, a student must comply with four withdrawal requirements. The student must:

1. Complete appropriate withdrawal process through the student affairs office.
2. Receive confirmation of withdrawal from the dean of students.
3. Clear all financial accounts through the business office.
4. Report to the financial aid office if the student received any financial aid (scholarship, grant, work or loan).