

period must meet graduation requirements as listed in the General Catalog at the time of the change or upon re-enrolling at Wayne State College. The General Catalog contains information important to your career at Wayne State College. It will fully explain many areas which are only briefly covered in this handbook.

Registration

The schedule for WebCat on-line registration for the upcoming semester will be listed in the Class Schedule. First of all, stop by your Department Office and pick up a copy of the Class Schedule and read it carefully. Then, following instructions contained in the schedule, make an appointment with your advisor a few days in advance of your day to register. Always make out your class schedule with alternatives in mind because certain classes may close before you are registered.

Repeating Courses

Courses repeated to raise "D", "F" or "NC" grades at Wayne State College must be taken at Wayne State College. This requirement may be waived with specific written approval of the Vice President for Academic Affairs.

A student may repeat a course to raise a grade of "C" only with the consent of the instructor and the Dean. The course must be repeated at Wayne State unless specific approval is obtained from the Vice President for Academic Affairs. The grade earned in repetition will stand.

Students may repeat a course for additional credit only where the course description indicates that the course may be taken more than once for credit.

College or University Transfer Credit

Credit for a course in which the student earned a grade of "D" is not accepted except as provided in the policies of the State College Board of Trustees or when accepted as part of an associate degree program (AA, AS, or pre-approved AAS degree) and if needed

in order for the student to be admitted with "junior standing (60 hrs.)." Credit for non-college level courses, such as CEU's, experiential learning, etc., will not be accepted. Developmental/transitional courses (non-college level) will not be accepted toward any Wayne State College degree. Transfer grades will not be calculated in Wayne State College semester or cumulative grade point averages.

Statement of Student Responsibilities

Wayne State College strives to develop students of a wide range of academic abilities through quality teaching and support. It is our desire to prepare students to accept the privileges, duties, and responsibilities of global citizens; to develop moral and ethical values; to encourage creative ability and develop aesthetic judgments; to encourage the ability to think critically about their world and work; and to promote competence in and understanding of fields of knowledge which are required of educated people.

To this end we, the faculty and staff of WSC, have established a standard of student responsibilities in the following statement:

All Students will: take responsibility for their education.

This will include:

- being knowledgeable of academic requirements and college policies concerning registration, academic standing, payment of tuition and fees, withdrawal and graduation.
- initiating communication with faculty, advisors and administration regarding questions, concerns and intellectual dialogue.

Cultivate an attitude of integrity both in and out of class.

Integrity is demonstrated by:

- showing courtesy, dependability, honesty and respect for instructor expectations concerning attendance, assignments, deadlines and appointments.

- showing courtesy and respect toward others with diverse points of view.
- displaying a positive work ethic and a genuine interest in the welfare of others.

Faculty Commitment to Excellence:

--In order to support these student expectations, the faculty of Wayne State College is committed to modeling these behaviors and actively pursuing excellence in scholarship, teaching and involvement in professional associations.

Electronic Recording in Class

Using video taping or audio taping equipment in a classroom or in any other academic activity requires the prior permission of the course instructor. Failure to comply with this requirement may result in disciplinary action. In instances where accommodations may be required because of handicap or disability, the student must notify the institution and the course instructor prior to the need of such classroom assistance.

Conditional Graduation

1. You must be currently enrolled in all coursework necessary to complete your degree, or have permission from the Registrar to complete coursework in the summer for May ceremony participation.
2. All grades of "I" and "IP" from previous semesters which are required in your program must be removed before the deadline for printing the program.
3. All transcripts of work taken at another school must be filed before the deadline for printing the program. (This may be waived in some instances. Consult the Office of Records and Registration.)
4. Graduation honors will be determined based upon all work taken prior to the beginning of the graduation semester. Honors will be printed on the Commencement program accordingly.
5. You will receive only a diploma folder at graduation. The insert will be mailed after all grades are reported to the Office of Records and Registration

(in August for those completing in the summer), and after all accounts with the college Business Office and Library are cleared. A current address must be on file in the Office of Records and Registration.

6. You will be expected to attend class the full semester, including the last week of class meetings.
7. If you fail a course, or receive an incomplete, you will not be listed on official records as graduating until the next graduation after the work is completed. You will not again be listed on a graduation program, or go through a ceremony, but will receive a diploma dated as of the next graduation after the work is completed. Please see the catalog for specific information about "I" grades and graduation time limits.

All graduating students are expected to attend commencement, which is ceremonial in nature. Actual diplomas will not be issued until completion of all degree requirements has been verified. Generally diplomas are mailed within six weeks after the end of the term of degree completion.

Summer graduates with no more than six credit hours of coursework and/or an internship remaining to complete their degree during the summer are eligible to participate in May commencement ceremonies; all others are eligible for December participation.

Changing Your Class Schedule

After a semester has started, you may find it necessary to make changes in your class schedule. This is usually called "adding" and "dropping." If you make a class change during the specified "change" period (usually the first week of a regular semester), your tuition rate will be adjusted accordingly. After the "change" period has ended, you may still withdraw from a class up to approximately two weeks after mid-term exams, but there will be no adjustment in your tuition rate. Remember, if you quit attending a class without following the proper