

Changes in Policies and Procedures

Oakton Community College recently adopted the following changes in Policies and Procedures:

Late Registration: Effective with the summer 2006 term, students will be able to register for a course up to and including the first class meeting day. *After the class begins, students will not be able to register without permission from the course instructor.* Students who receive permission from the instructor to register after the first class will be charged a fee.

Audit Grade Fee: Effective with the summer 2006 term, students electing to audit a class will be charged an audit fee. This fee will be equivalent to \$10 per course credit hour, i.e., a three-credit-hour course taken for audit grading will be charged a \$30 fee.

Mathematics Placement Testing: Students enrolling full time (12 or more credit hours) during the fall and spring semesters must fulfill the Mathematics Placement Testing requirement in one of the following ways:

- Take the Oakton Community College Mathematics Placement Examination. Information is available at the Learning Center Web site, www.oakton.edu/resource/iss/testhome.htm.
- Submit official college transcripts showing successful completion of college level mathematics courses.
- Submit official college transcripts showing completion of a college degree or 24 credit hours, with a minimum 2.0 cumulative grade point average from a U.S. college or university.

English Placement Testing: Students enrolling full time (12 or more credit hours) during the fall and spring semesters must fulfill the English Placement Testing requirement in one of the following ways:

- Take the Oakton Community College English Placement Examination. Information is available at the Learning Center Web site, www.oakton.edu/resource/iss/testhome.htm.
- Submit official college transcripts showing successful completion of college level English courses.
- Submit official college transcripts showing completion of a college degree or 24 credit hours with a minimum 2.0 cumulative grade point average from a U.S. college or university.
- Students placed on academic probation who have not taken the English Placement Testing examination must fulfill the English testing requirement.

Course Prerequisites: Effective with the summer 2006 term, all course prerequisites will be enforced during registration.

Course prerequisites can be fulfilled by:

- completing prerequisite courses, or other requirements, at Oakton Community College;
- completing prerequisite courses at another accredited college or university.

Student should submit an official college transcript to Oakton for evaluation of credit prior to registration.

Information about course prerequisites is listed with the course descriptions in the course catalog available at www.oakton.edu.

Standards of Academic Progress (SOAP): Oakton requires that students maintain a basic standard of academic progress of a 2.0 cumulative Grade Point Average (GPA). Beginning with the fall 2006 semester, the following SOAP changes will be in effect:

- The Standard of Academic Progress (SOAP) will be applied once a student has attempted nine (9) credit hours, including developmental courses.
- Oakton is eliminating the “Warning” stage in SOAP. Students who fail to earn at least a 2.0 term Grade Point Average (GPA) will be placed on Academic Probation.
- Failing grades in Developmental Courses (courses numbered below 100) will not be used to calculate a student’s GPA.
- SOAP status will be applied during the summer term.

Additional information about Standards of Academic Progress (SOAP) is available in the College catalog, Student Handbook, or at www.oakton.edu/resource/advise/soap.htm.

Forgiveness Policy: Effective with the fall 2006 semester, the following changes in the Forgiveness Policy will be enforced:

- Failing grades changed because of the application of the Forgiveness Policy will be removed from the calculation of the Cumulative Grade Point Average and the Standard of Academic Progress (SOAP).
- Failing grades changed under the Forgiveness Policy will be designated with the “FZ” grade indicator and will appear on the student’s official academic transcript.
- Failing grades assigned because of academic dishonesty are not eligible to be changed under the Forgiveness Policy.
- Rules for requesting application of the Forgiveness Policy have not been changed.

Transcript Fee: Effective May 1, 2006, a \$3 transcript fee will be charged for all official academic transcripts. Oakton students and alumni will be required to pay the \$3 transcript fee for each transcript requested at the time of placing the order.