



REGISTRAR'S OFFICE

Registration

Registration is one of the conditions required to maintain enrollment at United Tribes Technical College. To register is to become an official member of a class roster. To be officially enrolled, students must meet the student account balance threshold and be registered in at least one course by the end of the add/drop period. Students who fail to do this are not eligible for college services or the use of facilities.

Enrollment in regular college courses is available through the regular college registration procedures, administered by the Registrar, to full-time and part-time degree seeking students, and to non-degree seeking students.

All students must register for their courses with their Academic Advisor prior to attending classes. Registration deadlines are listed on the official Academic Calendar and all students must register within the dates specified there.

Prior to registering, students are strongly encouraged to log into their My.UTTC.edu to view possible registration holds. Students with registration holds will not be allowed to register. Therefore, students with a registration hold must contact the appropriate office to resolve the outstanding issue(s), so the hold can be lifted.

Academic Advising

All academic departments have **academic advisors** who are readily available to assist students with questions pertaining to academic regulations and procedures, selection of courses that satisfy degree requirements, major options, and alternatives. Academic advisors confer with students about overall degree requirements, academic difficulty, program planning, or assistance with anything related to academics. All department chairs and faculty serve as academic advisors for students in their programs.

First year students are assigned a first-year advisor who works in partnership with the student and the academic advisor through the first year. The first-year advisor makes sure new students have what they need during their first year of college, so they know who to contact for various services provided and offer the tools and resources available to help them as a new student. The first-year advisor will assist students with creating their own academic success plan that identifies what courses will be taken each semester. The student's academic advisor will then use the academic success plan to register the student for his or her classes. For more information about first year advising, visit the CARE Center in the lower-level Jack Barden Center.

Name Change Request

A student who chooses to change or correct his or her name on academic records will need to complete and submit the Name Change form (available on the Registrar's Office webpage) and provide the following documentation:

- A student ID card or driver's license with the former name, and
- At least two of the following documents, with one having a photograph for verification purposes:
 - Driver's license
 - Passport
 - Birth certificate

- Tribal ID
- State ID
- Social security card

The student will bring the completed form and required documents to the Registrar's Office or mail them to the following address:

United Tribes Technical College
Registrar's Office
3315 University Drive
Bismarck, ND 58504

All requests for changes or corrections of a name must be accompanied by the required legal documentation. Photocopies are sufficient if the student is mailing the request.

Address Change Request

A student can change his or her local or permanent address, email address or phone number by emailing Address_Priority@uttc.edu. The email regarding the address change request must include:

- First and Last Name
- Street Address
- City, State, and Zip Code

All communications from UTTC are provided to students through their UTTC email account. This includes notifications regarding billing and instructions related to registration. If a student is expecting a refund or waiting for information from any of the departments on campus, the address on file will be used for mailing purposes. It is important to make sure the permanent mailing address is accurate when the student graduates. The diploma will be mailed by the Registrar's Office to the permanent address on file at the time of graduation.

Preferred First Name Procedure

To accommodate students who are known by a first name that is different from their legal first name, UTTC has created a preferred first name option for student information as it appears in select locations. Students will be able to request adding a preferred first name to their student information profile by submitting the completed Preferred First Name form, found at <https://uttc.edu/admissions/registrar/student-records/>, to the Registrar's Office that includes the circumstances for the request. The completed form will be maintained in the student's confidential file. The form is available on the Registrar's Office webpage.

The Registrar will consult with the student's Wellness Counselor and respond to the student within five (5) days of receiving the request. If approved, the preferred first name would replace the student's legal name as it appears on course lists, student email, and the directory.

UTTC strives to display preferred first names to the UTTC community where feasible and has made a good faith effort to update the systems that are designated to use a preferred name. In the event the student's preferred first name is not displayed correctly, they must contact the Registrar's Office.

Disclaimer:

UTTC reserves the right to approve or disapprove preferred first name change requests.



Required Use of Legal First Name

In some instances, students' legal names must always be used regardless of whether preferred names have been added to the system. Legal names will always appear on all external use reports and documents including, but not limited to, hiring paperwork, paychecks, student billing, financial aid forms, tax forms, official transcripts, official diplomas, and any other documents required by law. Legal first names can only be changed on these records when students pursue a legal name change with their home state and/or federal authorities and then submit that documentation to the Registrar's Office. If students are using a preferred name in the campus systems, they must be prepared to use legal name and identification in all instances where legal identification or official information is necessary.

Transfer Credits & Transcript Evaluations

The Registrar's Office administers the policy that grants the transfer of credit for courses completed at other regionally accredited institutions of post-secondary education. Department Chairs will be consulted on transfer course equivalencies pertaining to their respective fields.

The following steps are followed when requesting the transfer of credits from other colleges or universities:

1. Initiating Transfer Evaluation Request
 - The student requests one official copy of his or her academic transcripts from each of any previous institution(s) and has the official transcript sent directly to the UTTC Admissions & Recruitment Office as part of the application process.
 - The transcript must be in an unopened envelope sealed by the sending institution to be "official".
 - The student's official transcripts are forwarded to the Transfer & Career Services Coordinator for an evaluation of transfer credits upon acceptance to UTTC.
 - The Transfer & Career Services Coordinator will complete a Transfer Credit Equivalency Request Form and a Transfer Inquiry Sheet for the student that identifies the transfer credits that have satisfied courses on the student's intended degree plan.
 - The student's academic advisor will review both the Transfer Credit Equivalency Request Form and a Transfer Inquiry Sheet with the student prior to registration for classes.

Credits earned by students who have completed post-secondary courses after high school at regionally accredited colleges or universities will be reviewed for transfer at UTTC. General guidelines for acceptance of transfer credit include:

1. College-level credits (100 level or higher) earned at regionally accredited institutions will be transferred provided a grade of "C", or higher, is earned in the course.
2. Courses with a grade of "C", or higher, that fulfill specific degree requirements will be identified on the student's Transfer Credit Equivalency Request Form. The Elementary Education BS degree program requires a "B", or higher, in 300-400 level teaching methodology courses.
3. Developmental courses will not be accepted for college credit but may fulfill prerequisite requirements for college level courses.
4. The North Dakota University Systems common numbered courses will transfer in as the direct equivalent course at UTTC, as applicable.
5. Credits from institutions on the quarter system will be converted to semester hour credits.

6. Students who have earned credits from an international institution must have their work evaluated by the World Education Services <https://www.wes.org/>. The student will be required to provide a fee to the credit evaluating service.
7. In general, undergraduate credits do not expire; however, certain courses (i.e. technology, engineering, education and law-related) taken five (5) or more years prior to the request for transfer will be reviewed on a course-by-course basis for relevance by the Dean of Instruction to determine if the course(s) meets a degree requirement.
8. Students must submit an official copy of their AARTS or SMART transcript for transfer of military credits. UTTC follows the American Council on Education recommendations for transfer of military credit.
9. Transcripts will include the name of the transfer course, the institution from where it was transferred, and the credit recommendation. Transfer credits will not be included in the student's institutional or cumulative GPA at UTTC.
10. Credit by examination or life experience will be excluded from transfer credit evaluations.
11. Graduate level courses (500 and above), as defined on the transferring institution's transcript legend, will not be considered for transfer.
12. As with any other institution of higher education, UTTC reserves the right to determine courses for transfer into the College.

UTTC has developed program articulation agreements with several institutions to aid in the transfer process. The program agreements will be used as a guide when choosing courses for transfer, when applicable.

Transferring UTTC Course Credits to Other Institutions

Students seeking to transfer credit earned at UTTC to another college must submit a signed Transcript Request Form to the UTTC Registrar's Office at transcripts@uttc.edu. Signed requests are necessary to send transcripts. The Registrar's Office will send transcripts within three days of receiving the signed request to the college or colleges indicated on the Transcript Request Form.

Transferring students should indicate a specific person or office to which the transcripts should be sent whenever possible. Students who want their transcripts to include certificates and degrees earned must request their transcripts be sent after the appropriate graduation date for those certificates and degrees.

United Tribes Technical College may withhold official documents such as diplomas and certificates for individuals with outstanding financial obligations to the college. For questions, please, contact the Student Accounts Office at (701) 221-1425. Transcripts, official and unofficial, will not be issued as a result through phone requests.

Transfer credit granted by other colleges will be governed by the policies and procedures of those colleges. All colleges and universities have their own policies for accepting transfer credits.

Reverse Transfer Initiative

The UTTC Registrar's Office supports the North Dakota University System's ("NDUS") 407.0 Reverse Transfer initiative to assist students who have transferred from UTTC and are currently enrolled at a NDUS university by offering an additional opportunity to complete an associate degree. This initiative applies to former students from North Dakota public or tribal colleges who completed at least 36 credits while at the



College but transferred prior to completing an associate degree. UTTC will work with the colleges and universities to develop a process for qualified students to apply for and be granted this degree. The Reverse Transfer initiative does not apply to baccalaureate degrees.

1. Students who have transferred to a NDUS university or other TCU from UTTC will be eligible to complete an associate degree through the reverse transfer of completed coursework.
2. Eligible students will have completed at least 36 semester hours at UTTC without completing an associate degree prior to transfer to another TCU or an NDUS university.
3. Allow up to five (5) business days for transcripts requests to be completed. For electronic official transcripts visit the National Student Clearinghouse website.

Advanced Placement Credit Policy

Advanced Placement (AP) credit is college credit students earn before they matriculate (the first day of the first semester) at United Tribes Technical College (UTTC) and may be applied toward the degree requirements as specified by the individual programs. First year students who apply from high school or a high school equivalent program must take the AP exam prior to matriculation at UTTC to be eligible to receive AP credit. Students should submit all scores before the first day of their first semester at UTTC to ensure accurate degree planning and effective advising. The AP credit awarded by a prior institution will be reevaluated as part of the transfer credit evaluation process for transfer students. All students must submit official examination scores directly from the College Board. Scores sent from the high school or in any other format will not be accepted.

Conditions

The student must be currently enrolled and seeking a degree for the AP credits to be recorded on the student's transcript.

The student may not receive credit for both an AP exam and a college course taken before high school graduation covering the same subject matter.

AP exams are recorded as "AP" on the student's academic record and are not calculated in the grade point average.

If an AP exam is taken more than once, only the highest score will be considered.

AP Exam	Minimum Grade for Awarding Credit	Number of Semester Credits	UTTC Course(s) Equivalent
Art History	3	3	ART 210
Biology	3	4	BIO 111 wLAB
Calculus AB	4	4	MTH 107
Calculus BC	4	4	MTH 165
Chemistry	4	4	CHM 115 wLAB
Computer Science PrinciplesA	4	3	CSC 101
Microeconomics	3	3	ECO 201
Macroeconomics	3	3	ECO 202
English Language and Composition	3	3	ENG 110
English Literature and Composition	3	3	ENG 110 or ENG 120 ¹

United States Government & Politics	3	3	POL 115
Physics 1 or 2 Algebra Based	4	4	PHY 211
Psychology	3	3	PSY 111
Statistics	4	3	MTH 210
U.S. History	3	3	HIS 103

¹ English Literature and Comp fulfills ENG 120 Composition II if student also completed English Language and Composition.

For more information, contact the Registrar at Registrar@uttc.edu (registrar@uttc.edu).

Graduation Requirements

Each candidate for graduation must fulfill the following requirements for a certificate of completion, an associate degree, or baccalaureate degree:

1. Complete a graduation application, found on the Student Information page at My.UTTC.edu (<https://my.uttc.edu/ics/>), and submit it to the Registrar's Office no later than 14 calendar days before the ceremony, as indicated on the academic calendar.
2. Review the advising worksheet (also referred to as the graduation report) with the academic advisor to make sure all program requirements are met. This should be completed prior to the last day to add/drop courses for the semester the student intends to graduate.
3. Verify all personal information is correct in My.UTTC.edu and on the graduation application. The name entered on the diploma, and the address to which it will be mailed will be taken from the graduation application.
4. Courses considered for meeting graduation requirements must have been completed with a minimum grade of 2.0 ("C", or higher"). Courses that resulted in a grade of less than 2.0 will not meet graduation requirements.
5. Students who are enrolled in the summer semester and will have fulfilled the graduation requirements for their program of study at the end of the summer semester will be allowed to participate in the preceding May commencement ceremony. The degree will not be conferred until the end of the summer semester after grades are posted, and the student has met the minimum requirements.
6. The current Academic Catalog will list requirements for the granting of degrees, diplomas and certificates of completion.

Graduation Ceremonies

UTTC has one formal graduation ceremony each academic year held in May. Fall graduates and spring graduates participate in the May commencement. Summer graduates are allowed to participate in the May commencement immediately preceding the summer semester if they complete all degree requirements at the end of the summer semester. Diplomas for summer graduates will not be mailed until the degree requirements are met.

Graduation Attire

All United Tribes Technical College graduating participants must wear full academic regalia - gown, mortarboard cap, and tassel - in recognition of the significance of commencement (the graduation ceremony). Any



exceptions to the academic regalia (gown, mortarboard cap, and tassel) must be requested in writing and approved by the Vice President of Academic Affairs at least five (5) days prior to the date of graduation.

Accessories Guidelines

- Gold cords are reserved for honor students (awarded by the Registrar's Office).
- Other cord colors may be available for other honorary societies.
- Sashes and stoles for student organizations, military, and veteran students, cultural representation, and personal adornment may be worn.
- Pins are presented to graduates from the UTTC Graduation Committee.

Graduation with Honors

Graduation with Honors requires having obtained a cumulative GPA of 3.5 or better.

Changes to Course Registration (Add/Drop)

Students have the flexibility to make schedule changes during the first two weeks of the semester (one week for the summer semester). This period ends at the Census Date identified on the Academic Calendar. Students can add and drop courses during this time without penalty, meaning they will not be charged for any classes dropped and the dropped class will not appear on the student's transcript.

Adding a Course(s)

Students may add courses during the first two weeks of the semester (one week for the summer semester) prior to Census Date. Students must meet the pre-requisites for the added course(s), the course must have open seats and Financial Aid approval.

Dropping a Course(s)

If a student chooses to drop a course(s) prior to Census Date (see Academic Calendar), the courses dropped will not display on the academic record (transcript). The student will not be charged for courses dropped on or prior to Census Date.

Dropping all courses prior to Census Date will not affect students' financial aid eligibility.

After Census Date, students can drop a course but will be responsible for paying for it. The course will appear on the student's transcript with a "W" grade and will count toward attempted credits by the Financial Aid Office.

Students wishing to drop a course(s) will complete the Drop Course form found on the Registrar's Office's webpage, or at Enrollment Services in the upper level of the Jack Barden Center and submit the form to the Financial Aid Office and the Registrar's Office for required signatures.

The Drop Course form is used if a student wishes to withdraw from any courses in which they are currently enrolled. If the student is withdrawing from one or more courses that will result in the student no longer being enrolled in any courses for the term, the Student-Initiated Withdrawal form is used.

- If a student requests to be withdrawn from college prior to or on Census Date, the Student-Initiated Withdrawal form is processed and the student is not charged for the semester, nor will any grades be posted on grade report or transcript.

- If a student requests to be withdrawn from college after Census Date, the Student-Initiated Withdrawal form is processed, and the student is charged for the semester and will earn the grade of "W" on their official transcript/grade report. A grade of W is not calculated in a student's grade point average (GPA) for withdrawals initiated by the student.
- If a student is withdrawn after Census Date due to excessive absences, and has attended any class periods, the College-Initiated Withdrawal form is processed and the student is charged for the semester, which also results in final and or midterm grades of "W" for all classes registered. A College-Initiated Withdrawal will result in Ws with an academic penalty and will impact GPA.

Students should be aware that withdrawing from a course (s) after Census Date might affect their full-time status. Students are required to contact the Financial Aid Department as the first step in the add/drop process, so they are aware of any impact on financial aid eligibility.

Major Change

Any student who intends to change from one academic program to another or a returning student that graduates with a certificate or AAS and intends to move onto the next degree level within their program must complete an Academic Major Change form. This form can be located on the Registrar's Office webpage or at Enrollment Services in the upper level of the Jack Barden Center.

This form will need to have all signatures required on the document before being sent to the Registrar's Office to complete. These forms will not be processed after Census Date (10 days into the current semester), or it will be held until the semester's end for processing any period after the census date has passed.

Withdrawal for Non-Attendance

UTTC will initiate a withdrawal at close of business on Census Date for students who are registered and have not attended any of their classes during the first two (2) weeks. This will prevent the student from being responsible for payment and having W grades on the transcript. If it has been determined the student has not attended classes, the student's Academic Advisor will initiate the College-Initiated Withdrawal form to depart the student on non-attendance during the first two (2) weeks or the fall or spring term (first week of summer). The Wellness Counselor will complete the College-Initiated Withdrawal form and submit it to the Registrar's Office for processing. The Wellness Counselor will notify the appropriate parties on campus that the student is no longer enrolled at UTTC.

Credit by Examination

Registered students in good standing may receive course credit by taking an examination without formally enrolling in a course under certain prescribed conditions. Credit by examination is an option for students who have strong academic backgrounds or who have studied on their own. Students must be registered in the current semester in which the exam is taken to be eligible for credit by examination. Credit by examination may be applied for in any course listed in the current Academic Catalog.

The examination is created by the appropriate academic department and administered by appointment with the instructor. The examination must be taken within thirty (30) days of approval. A passing grade on an examination is recorded with a grade of P for Passing on the student's academic record. The credits for the course count toward graduation but



neither the credits nor the grade is used in the calculation of the student's grade point average. Examinations that are attempted but not passed are not recorded. Examinations for course credit may only be taken once.

The Petition for Credit by Examination form (available on the Registrar's webpage) is completed by the student and identifies the course the student wants to petition. The form is subject to the approval of the instructor, the chair of the department involved and the Dean of Instruction. The student is responsible for submitting the approved form, with all the signatures, to the Registrar. The completed petition must be submitted to the Registrar before the examination is scheduled.

The final result of a student's work in an examination for credit shall be reported to the Registrar by the instructor in terms of a "pass/fail". Students are not eligible to take credit by examination in a semester in which they are not currently enrolled.

Exclusions

Credit by examination may not be used to:

- Duplicate any credit already earned by the student towards their degree.
- Repeat any course a student has taken previously, regardless of the grade earned.

Petition for Credit by Examination form Instructions

The student will:

- Enter the course information from the course schedule.
- Seek signature approval from the instructor who will administer the examination and specify the examination date. The Department Chair who has oversight of the petitioned course must also sign the form.
- Obtain signature approval of the Dean of Instruction.
- Submit the approved Petition form to the Registrar.
- Make an appointment to take the examination within 30 days of when the Petition for Credit by Examination form is approved.
- Complete the examination within a three (3) hour period.

After the examination, the instructor will submit the P/F grade to the Registrar. If a passing grade is entered, the graduation requirement for the course is considered met.

Credits earned by examination may not be acceptable for transfer to other institutions. The student is advised to check with that school for their policy on transfer of credits from a course marked as "pass/fail".

Substitution of a Course

Students and Academic Advisors may request that a particular course be substituted for a course required in the student's major. The course to be substituted may be one that the student has completed at UTTC or at another college/university; it should carry the same credit and level as the course it is to replace. Course substitutions are not reflected on the academic transcript. The Academic Advisor completes and submits the Course Substitution form to the Registrar's Office for processing.

Independent Study Course Procedures

Rationale

These procedures will outline the steps associated with requesting and scheduling an independent study course for a given semester at

UTTC. These steps will ensure the requests for independent studies are communicated from the student to the instructors, and to the Registrar.

Independent Study Request Procedures

UTTC recognizes there may be instances when a student needs to take a course that is currently not being offered according to the master course schedule. In these exceptional cases, the course or courses may be offered as independent study courses, providing the following steps have been taken:

1. When the need for an independent study course for a student is determined, the student's primary advisor will request approval from the Dean of Instruction to offer the class as an independent study course provided there is a legitimate student need (i.e., extenuating circumstances). The advisor will complete the Independent Study Contract form that is available from the Registrar's Office.
2. The Dean of Instruction will approve, on a case-by-case basis, the independent study course request based on student course need and availability of instructional resources.
3. Provided there is a legitimate student need, approval will be given by the Dean of Instruction to offer the course as an independent study.
4. The advisor will inform the student that the course will be offered as an independent study course, and:
 - a. Inform the student the standard tuition rates and applicable fees apply to independent study courses.
 - b. Discuss with the student the dynamics of an independent study course, including limited face-to-face instructional time, adherence to student learning objectives and assessment processes, self-directed learning, timeframe and deadlines, adherence to the other course syllabus requirements, etc.
5. The student requesting the independent study must agree to attend scheduled meetings with the instructor, with a mandatory face-to-face meeting with the independent study instructor at the beginning of the course and at the end of the term.
6. The student must sign the Independent Study Student Contract, a copy of which will be given to the student and the Dean of Instruction.
7. Once the advisor has a signed Independent Study Student Contract, the Dean of Instruction will contact the Registrar's Office to have the course scheduled as an independent study course. The Dean of Instruction will provide the Registrar's Office with the course, name of the instructor, and name of the student. The Registrar's Office will add the course to the schedule and permit registration for the student. The course will then be closed to additional registrations to ensure other students are not inadvertently enrolled. Independent study courses will be scheduled to run for the same number of weeks as other courses in the term, and maintain established course codes, names and numbers. For ease of identification, these courses will be coded as an "I" section.

The independent study course, student and instructor will adhere to established instructional policies, including regular tracking of satisfactory academic progress, grading procedures, and submitting mid-term and final grades as scheduled. The instructor has the responsibility of maintaining integrity and high expectations for the independent learning process and its outcomes.

Student Course Load

A full-time student is registered for a minimum of 12 credit hours during the fall and spring semester and 6 credit hours during the summer semester. Any student wishing to enroll in more than 20 credit hours



in a semester (9 during the summer semester) must submit an email request to his or her advisor who will forward it to the Vice President of Academic Affairs for approval. If the student is approved for an overload, the Registrar will register the student for the additional credit(s).

Prerequisite and Corequisite Courses

It is the intent of United Tribes Technical College (UTTC) to guide students into courses in which they will have the greatest chance for academic success. Prerequisites and corequisites for each course are listed in the catalog description. A prerequisite is a course requirement a student must meet to demonstrate current readiness for enrollment in a course or educational program. A corequisite is a course a student is required to take concurrently (at the same time) to enroll in another course.

UTTC requires students to successfully complete prerequisites as pre-enrollment preparation, with successful completion defined as a grade of C or better in the prerequisite course. It is the student's responsibility to meet the prerequisite(s) for any course taken. The student may be dropped from any class where it is verified that the prerequisite has not been met.

There are unique instances in which the prerequisite course can be waived. For example, transfer students who have taken a course similar to the prerequisite can submit the Petition for Prerequisite/Corequisite Override form for approval that will allow the student to register for a course without successfully completing the prerequisite course. This form can be found on the UTTC Registrar's website page.

Corequisite courses at UTTC are courses that require the student to register for two courses at the same time. For example, students enrolled in lab science courses are required to also register for the corequisite lab course. One of the courses provides an opportunity for the student to apply what they are learning in the corequisite course so must be taken at the same time.

If a student chooses to withdraw from a course with a corequisite, the student must withdraw from both the course and the corequisite, and not one or the other. If the student fails a corequisite course, and has to retake the course, the student will be required to submit the Petition for Prerequisite/Corequisite Override form prior to registration. If approved, the student will retake the corequisite course he or she failed without having to re-take the corequisite course. This form can be found on the UTTC Registrar's website page.

Questions about prerequisites and corequisites should be resolved with an Academic Advisor prior to the first day of class.

Catalog Rights

A student must fulfill degree requirements as stipulated in the UTTC Academic Catalog. A student who maintains "continuous enrollment" will adhere to the Catalog in effect at the time the student began attending UTTC.

Continuous enrollment is defined as being officially enrolled in one primary term per academic year regardless of the number of credits completed. Active military duty will maintain a student's continuous attendance status providing the student returns at the first registration for fall/spring semester following release.

Grading

UTTC uses letter grades to evaluate student work in each class. To receive grades and credit, students must meet course requirements. Instructors are responsible for determining final grades. A student's GPA is determined by dividing the number of honor points earned each semester by the total semester hours attempted. The cumulative GPA is determined by the same formula. Incomplete and withdrawn semester hours are not used in calculating a student's GPA. Semester hours failed are used in calculating GPA. When a course is repeated, the most recent grade will be used to calculate GPA.

Grade	Explanation	Honor Points Per Credit
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Unsatisfactory	1
F	Failure	0
I	Incomplete	0
W	Withdraw	0
N	Withdraw	0

A student is required to earn a grade of 'C' or higher in any course required for the degree that he or she is seeking. A degree of any type will not be granted until all requirements identified on a degree plan are fulfilled. A grade of 'D' or 'F' will not fulfill the requirements for any course listed on any degree plan at United Tribes Technical College.

Grade of Incomplete

A grade of I (Incomplete) will be recorded when a student is making progress in classes but is unable to complete course requirements for reasons beyond the student's control and after negotiation between the teacher and the student about how the course can be completed. Except for emergencies, such as exceptional personal illness, a death in the family, or other unforeseeable emergencies, a student must contact their instructor within two weeks prior to an event or events that they feel would interfere with their ability to attend class and finish the semester successfully. The student must have a minimum of a current 'C' grade or higher at the time the incomplete is requested for it to be considered. A request for an incomplete grade cannot be perceived as a "last ditch" effort to pass a course. Copies of the negotiated agreement will be filed with the Registrar, the advisor, and the student. Students have two weeks into the succeeding semester to complete the necessary work.

The instructor must contact the Registrar's Office and request to change the incomplete grade to the appropriate letter grade by the deadline, or it converts to an "F."

Grade Changes

The determination of the student's grade by the instructor shall be final. The following policies apply to changes of grades, except for changes of Incomplete (I) and Withdrawal (W) grades:

- In general, all course grades are final when filed by the instructor at the end of the term. These grades become a part of the student's permanent record.
- A change of grade shall not occur as a consequence of the acceptance of additional work or re-examination beyond the specified course requirements.



- A request for a grade change shall be initiated by the student affected or by the instructor within one week (5 business days) following the award of the original grade. If the instructor determines there is a valid basis for the grade change, due to a calculation error, a grade change request will be submitted to the Registrar. If the instructor determines there is not a valid basis for the change and denies the student's request, the grade will remain as recorded.

The student may formally appeal the grade by submitting a written letter of appeal (email) to the Dean of Instruction within ten (10) business days after the award of the original grade. The Dean or Director will respond to the appeal within three (3) business days with the final decision.

Repeated Courses

When a student repeats a course, only the last grade received, and credits earned are included in the GPA computation. If a student withdraws (W) while repeating a course, the original grade is included in the GPA computation. Once the degree has been awarded, the student cannot repeat any course to improve his/her GPA.

Classification of Students

UTTC students are classified according to the number of credit hours earned numbered 100 level or above.

Classification	Number of Credit Hours
Freshmen	Students who have earned less or equal to 30 credits.
Sophomores	Students who have earned 31-60 credits.
Juniors	Students who have earned 61-90 credits.
Seniors	Students who have earned 91 credits or more.

Satisfactory Progress

To maintain good academic standing, a student must have a minimum UTTC Cumulative and Term GPA of a 2.0. First semester students are in good academic standing by default until grades are reported at the end of their first semester. Only students in good standing may represent the College at authorized academic, vocational, and athletic events.

Academic Honors

UTTC believes it is important to recognize students who have distinguished themselves with high scholastic achievement. Full-time students with a term GPA of 4.0 will be placed on the President's List. Full-time students with a term GPA of 3.50-3.99 will be placed on the Vice President's List. These lists are publicized to give recognition to the students and are noted on the student's transcript.

Academic Probation

A student will be placed on probation (and will remain on probation) at the end of a semester if the term Grade Point Average (GPA) is below 2.00. When a student is on academic probation, the student must achieve a term GPA of at least 2.00 during the subsequent semester to be removed from probation. If these conditions are not met by the end of the semester in which the student is on probation, the student will be academically suspended.

Academic Suspension Appeals Procedure

The student has the right to appeal academic suspension action within 3 business days of the date that they are emailed the notification of suspension and explanation of appeal rights.

Examples of extreme circumstances that may warrant an exception:

- The cumulative GPA is so low that it was mathematically impossible to meet the required standard, but there was significant progress (the term GPA met the required standard).
- The student was directly involved in a serious personal or family issue during the semester.

How to submit an appeal:

- The student's appeal must be made in writing and emailed to the Vice President of Academic Affairs (VPAA).
- The written appeal must contain a clear statement about the extreme circumstances outside the student's control that warrant an exception. The student should submit evidence of the situation.
- The VPAA will review the email and visit with the students' Academic Advisor(s), instructors, and Wellness Counselor about attendance, completion of assignments, and how well the student communicated with instructors.
- The appeal must be submitted by the deadline indicated in the suspension letter sent by the Registrar's Office.

After the appeal is submitted:

- The VPAA will acknowledge receipt of the appeal and respond within two (2) business days.
- Once the decision has been reached, the student will receive a written response from the VPAA. The student should
- not travel back to campus with the expectation of re-enrolling unless he or she has been notified the appeal has been granted.
- The VPAA will officially notify Financial Aid, Housing and the Registrar of the outcome of the appeal. A copy of the decision notification will be placed in the students' file in the Registrar's Office.
- If the appeal is successful, the student's end-of-term academic standing will be changed from academic suspension to academic probation by appeal for one semester. The student will be expected to raise his or her GPA to the required level during that term or be suspended.
- A student can only have one successful suspension appeal. If a student is suspended for a second time, the student is eligible to re-apply for admission after a one- year (12 months) period.
- The decision by the VPAA is final. The student will not attend classes any day after the final decision.

Withdrawal from the Institution

A student wishing to withdraw from the College and all classes may do so by meeting with their Academic Advisor or Wellness Counselor. A Student-Initiated Withdrawal form will be completed and signed by the advisor and Wellness Counselor. The counselor will process the withdrawal and submit it to the Registrar's Office.

College-initiated withdrawals of students are initiated upon the occurrence of any of the following: (1) the student is unable to meet their payment obligations; (2) lack of required academic progress; (3) excessive absences; or (4) violations to the Student Code of Conduct. If students are unable to meet their payment obligations with UTTC by



the Census Date, Student Accounts will submit a request to the student's Wellness Counselor to depart the student based on non-payment. Payment obligations are defined as having a bill that exceeds \$750 or the ability to pay in full for the self-paying student. The Wellness Counselor will complete the Official Institutional Withdrawal form and submit it to the Registrar's Office at the close of business on the Census Date for processing. The Wellness Counselor will notify the appropriate parties on campus that the student is no longer enrolled at UTTC.

The grades recorded for students who choose to withdraw, or are withdrawn, are the same as with the Add/Drop process.

Student Appeals

A student who is withdrawn from the College for whatever reason has the right to appeal the withdrawal. The student has three (3) business days after receiving the withdrawal notice to submit a written appeal to the appropriate Vice President. If the withdrawal is disciplinary, the student will appeal to the Vice President of Campus Services. If the withdrawal is due to excessive absences and/or failing grades, the student will appeal to the Vice President of Academic Affairs. The decision of the Vice President is final.

Student Complaint

The administration, faculty and staff at UTTC do everything they can to make sure services are provided to students in a prompt, courteous, and consistent manner. If a student feels this is not happening and has tried to resolve the issue with those involved, he or she can file a student complaint. The link to file a complaint can be found by logging into My.UTTC.edu and clicking on the Student Information tab. On the bottom of that page, there is a Student Complaints box. The student will complete the form and hit "submit". A response will be provided within 3-5 days.

Continuing Education Units

UTTC offers Continuing Education Units (CEUs) to document and provide credit for professional development activities. These units are offered through workshops, institutes, and a variety of other training formats. All training for CEUs must be pre-approved through the Registrar's Office.