

If a complaint is not resolved through the Judson Grievance Process, students may file a formal complaint with the regional Office of Civil Rights in Atlanta, Georgia. The Office of Civil Rights investigates complaints alleging violations of the Americans with Disabilities Act or Section 504 of the Rehabilitation Act.

Turnitin Policy

Turnitin Suite has been purchased by the College. It is to be used by both students and faculty. Students may use it to check papers for plagiarism prior to turning them in. Faculty will anonymously submit papers to check for plagiarism. Action may be taken in accordance with the honor code of the College if plagiarism is found.

Turnitin will allow on-campus and distance students to more easily submit papers for feedback through the GradeMark program. On campus students are encouraged to visit the *Write Now!* lab while distance students are encouraged to use the GradeMark program to send papers to the lab. As faculty see fit, they may also use the peer review section of the Turnitin Suite which will allow classmates to provide anonymous feedback on each other's papers.

A student's enrollment shall constitute the student's understanding of and consent to the copying of student writing and communication of the writing to Turnitin.

Academic Special Opportunities

Distance Learning Program

The Judson College Distance Learning Program is designed primarily for adult students whose circumstances prevent them from attending traditionally offered higher education. The major objective of the Distance Learning Program is to incorporate into one degree program those components of traditional college programs that have proved effective in meeting the needs of non-traditional students. Changes and developments in society such as the expansion of knowledge, alternate means of delivering education, demands to re-tool and re-educate the workforce,

and increasing job expectations for educational achievement have made the development of non-traditional programs for non-traditional students mandatory if higher education is to continue to meet the needs of society.

The components of the Judson College Distance Learning Program are Transfer Credit, Credit by Examination, Assessment of Prior Learning, Military Education Credit, and Contract Learning.

Curriculum

Students enrolled at Judson through the Distance Learning Program will follow the prescribed curriculum presented in this catalog. All requirements of the General Education Core and of the majors must be met.

Transfer Credit

For information on transfer credit, see the *Academic Records and Policies* section of this catalog.

Assessment of Prior Learning

A maximum of thirty (30) semester hours of credit may be gained through assessment of prior learning. This may include a thoroughly documented portfolio of experiential learning and occupational training. Assessment credit will be based on competency gained. Assessment addresses three (3) areas - written presentation, performance, and educational outcomes - and is administered according to CAEL (Council for Adult and Experiential Learning) guidelines and according to procedures and standards approved by qualified faculty. Forms to be used in developing and submitting a portfolio are available upon request. All completed portfolios will be kept in the office of the Distance Learning Program. Please see tuition and fees on the Distance Learning portion of the Judson website for most current listing. ([http://www.judson.edu/academics/distance-learning /](http://www.judson.edu/academics/distance-learning/)) These may also be found in the *Distance Learning Program Student Handbook*.

Military Education Credit

The American Council on Education (ACE) Guide will be used to determine the number of semester credit hours which may be awarded for military courses.

Contract Learning

A learning contract is designed to assist the student in achieving a stated educational goal. Entered into by the student and the instructor, the goals and educational purposes of the learning contract will be comparable to the courses that may be taken on campus. After the student receives a program of study that indicates the courses needed to meet their educational goals, the student requests that contract(s) be prepared. With the exception of Music and Education majors, contracts may be entered at any time. Once accepted into the Music and Education programs, those students will follow the Judson semester system for all of their coursework. Initial and completion dates for each contract will be stated clearly on the contract. The student will have contact with the instructor through means stipulated by the instructor in concert with the situation of the student. Once all assignments of the contract have been completed, the instructor will forward a grade to the Distance Learning Office. If a course is not completed within the original contracted period and the student does not request an extension, or if a student cannot complete the course by the end of the extension period, a grade of **F** is automatically issued. Students have the option of re-enrolling in the course and the “Course Repeated for Credit” policy will apply.

Credit by Examination

Additionally, acceptable scores on AP, CLEP, IB, or DANTES subject examinations will be accepted toward a degree at Judson College. A list of approved tests may be obtained from the Registrar's office. In certain circumstances, the student may request to take a departmental challenge exam for a particular subject. A test score of at least 60 percent must be earned on the department exams for the student to achieve credit for the course. The departmental exams for credit are given at the discretion of the department head. Fees include a \$150 per credit hour examination fee.

Please note that no more than 30 non-graded hours will be accepted toward a degree at Judson College.

Drop/Add

A student may add a course to his/her original schedule within the first month of the original contract period. This period will be known as drop/add.

A student who drops a course after the drop/add period will be assigned a grade of **WD** (withdrawn). The **WD** does not affect the student's GPA.

A student who drops a course after the mid-point of their original contract period will be assigned a grade of **WP** (Withdrawn Passing), **WF** (Withdrawn Failing), or **F** by the instructor. An **F** or **WF** will be calculated in the GPA computation as an **F**.

Incomplete Grade

An **Incomplete (I)** may be assigned when a student is enrolled (contracted) and is passing a course, but because of extenuating circumstances, is unable to complete the requirements prior to the end of their original contract period. The student must request an Incomplete prior to the final exam and provide reasons for the request. All Incomplete grades must be approved in advance by the Vice President and Academic Dean or the Director of Distance Learning.

Students must remove Incompletes (**I**) within the first six weeks of the original contract end date. Failure to do so will result in an automatic **F**. If a student enrolls in a sequential course, a student who has received an Incomplete (**I**) in the prerequisite, must have the approval of the Vice President and Academic Dean or the Director of Distance Learning.

Library Services

Upon initial enrollment, each Distance Learning student will receive a username and password which provides access to Judson's numerous interdisciplinary and subject specific online databases, collections of electronic books, and online reference materials. The Judson College Virtual Library is the portal for all of Judson online databases. The electronic resources may be accessed by logging into the Judson Student Net using the assigned username and password and clicking on the Bowling Library homepage. Bowling Library's reference librarians are available by email and phone for any informational needs.

Student Services

Student Services offered on the Judson campus are available to all students, traditional and non-traditional. A list of these services is available in the Office of Student Services. Cultural and spiritual events