

ADMISSIONS

APPLICATION FOR ADMISSION

Applications for admission to Mississippi Delta Community College should be submitted to the Director of Admissions and Records. It is the responsibility of the student to arrange to have his/her record of high school or college credits and other documents required for admission submitted in advance of registration. MDCC does not discriminate in application of its admissions or other policies on grounds of race, color, sex, or national origin. If an admissions applicant indicates that he/she has been convicted of a felony, an admissions hearing will be required with the Director of Admissions and Records and/or the Vice-President of Student Services. This hearing will determine enrollment eligibility. If an applicant provides false information on his/her application for admissions, the applicant may forfeit his/her right to attend Mississippi Delta Community College.

PRE-ADMISSION INFORMATION

Students planning to enroll may obtain information concerning offerings and opportunities available by contacting the Director of Admissions and Records or other administrative personnel. Prospective students are encouraged to visit the campus to inspect the physical plant, and if possible, to observe some of the activities in progress.

SUMMER SCHOOL

Mississippi Delta Community College operates a nine-week summer session, divided into three, three-week terms. Special terms are offered for certain courses. These terms are usually four and one-half weeks.

Admission requirements are the same as those required of students enrolling for the regular session. Students admitted to the summer session who are on academic probation will be able to clear their academic standing as a result of obtaining satisfactory grade marks for summer work.

There is no refund for summer term classes once classes begin. Students who register for courses and do not return for the registered semester must drop their classes from the campus computer system before the first day of class. Failure to drop classes from the campus computer system will result in charges to the student's account and those courses will appear on the student's transcript.

OPEN ADMISSIONS

MDCC ascribes to an "open admissions" policy consistent with all appertaining laws. MDCC embraces the philosophy that students be provided the opportunities for learning experiences, e.g. general education II courses, counseling, tutorial assistance, etc. that will help the individual students to succeed in achieving their educational goals.

MDCC utilizes relevant diagnostic instruments to determine the strengths and needs of students in order to assist in the selection of the most appropriate program options to assure student success.

ADMISSION TO THE FRESHMAN CLASS

Candidates for enrollment in the freshman class must comply with the following:

1. Submit a completed Application for Admission form. This form may be obtained from the Office of the Director of Admissions and Records.
2. Submit an official transcript showing graduation by diploma from a high school accredited by the Mississippi Department of Education or by other recognized accrediting agencies. A student who has not graduated may submit a transcript showing nineteen acceptable units of credit of which three units must be in English and twelve in the area of Mathematics, Science, Social Studies, Business Education, and Foreign Languages. This transcript must be sent directly to MDCC from the school which the student last attended.
3. Applicants who have not completed requirements for a high-school diploma may submit satisfactory General Education Development (GED) scores in lieu of a high-school transcript showing graduation.
4. Each applicant is requested to have copies of his/her ACT scores sent to the Office of the Director of Admissions and Records. The ACT code for MDCC is 022440. These scores are used for placement purposes in various academic classes. Health Science Programs (Associate Degree Nursing, Dental Hygiene, Emergency Medical Technology, Healthcare Assistant, Medical Laboratory Technology, Nuclear Medicine, Phlebotomy, Radiologic Technology, and Practical Nursing) and career-technical programs have special admission requirements. ACT scores are required for admission to technical and health science programs. For specific requirements, refer to program descriptions. ACT scores are not required for students enrolling in career programs.
Students scoring a 14 or less composite score on the ACT are required to take courses in the General Education II curriculum (see General Education II below).
Any applicant who does not have an ACT score submitted with his/her admissions application will be placed in the General Education II curriculum.
5. All regular applications for admission should be completed not less than seven days before the beginning of the semester.
6. No applicant will be approved for admission until all required documents have been received and evaluated by the Office of Admissions and Records.
7. The General Education II courses are designed to help each student elevate his/her skills according to individual needs. These courses are available to those students who need assistance in related academic areas. Students must make a "C" or better in each General Education II course and/or meet the

requirements of any exit exam at the end of his/her first semester to be eligible for full admissions status. A student who fails to meet this standard in General Education II course(s) during his/her first semester will be required to reenroll in the course(s) or the second part of the course(s) during his/her second semester. Students who do not meet the exit standards during their second semester will be required to repeat the General Education II courses(s) to be eligible for full admission.

ADMISSION IN THE DUAL ENROLLMENT PROGRAM

Mississippi Delta Community College has a dual enrollment program which will allow current high school students to be enrolled at their high school and with MDCC simultaneously. Requirements for dual enrollment are as follows:

1. Students must have completed a minimum of fourteen (14) core high school units.
2. Students must have a 3.0 grade point average on a 4.0 scale or better on all high school courses, as documented by an official high school transcript; a home schooled student must submit a transcript prepared by a parent, legal guardian, or custodian with a signed, sworn affidavit to meet the requirement of this paragraph.
3. Students must have an unconditional written recommendation from their high school principal and/or guidance counselor. A home-schooled student must submit a parent, legal guardian, or custodian's written recommendation to meet the requirement of this paragraph.

Special Condition:

Students who have not completed 14 core high school units may be considered for dual enrollment if they have a minimum ACT composite score of thirty (30) or the equivalent SAT score and have the required grade point average and recommendations prescribed above.

All composite ACT scores mentioned in this catalog refer to composite ACT scores earned on or after October 28, 1989. For all scores earned prior to that date, use the following conversion table:

Composite ACT Scores		Composite ACT Scores	
Earned prior	Earned on or	Earned prior	Earned on or
To 10/28/89	equate to	To 10/28/89	equate to
	after 10/28/89		after 10/28/89
35	36	17	19
34	35	16	19
33	34	15	18
32	33	14	17
31	32	13	17
30	31	12	16
29	30	11	15

28	29	10	14
27	28	9	14
26	27	8	13
25	26	7	12
24	25	6	11
23	24	5	11
22	23	4	9
21	22	3	7
20	21	2	5
19	21	1	3
18	20		

ADMISSION OF TRANSFER STUDENTS

A transfer student is defined as one who satisfactorily completes twelve hours or more at another accredited college. Developmental or remedial hours are not considered acceptable. Those individuals should complete an application. An official transcript of the work done at the institution previously attended must be submitted. Applicants whose records show unsatisfactory scholastic standing may be probationally accepted, if their individual cases indicate that they may deserve special consideration.

A student who is transferring less than twelve semester hours of credit must also meet freshman entrance requirements as outlined. Transfer of any technical credit hours (other than college transfer credit) is evaluated on an individual basis.

Students should see the Director of Admissions and Records concerning the evaluation and acceptability of transfer credit within the first semester of entrance.

ADMISSION OF INTERNATIONAL STUDENTS

Mississippi Delta Community College is not an eligible college to complete the required I-20 Form of the Immigration and Naturalization Service for nonimmigrant students. Consequently, the College does not recruit or admit them. Any other student who is not a U.S. citizen must present proof that they are a permanent resident of the United States.

REGISTRATION AND ORIENTATION

Students currently enrolled who plan to re-enroll at MDCC may pre-register for their classes for the coming semester during the period that is set by the College. These dates are usually announced approximately six weeks ahead of time. Orientation and pre-registration of freshman and transfer students will not be possible until all entrance requirements are completed. These students are notified by mail as to when they should come. Faculty advisors will be available during pre-registration to advise and assist students in arranging their courses of study.

LATE REGISTRATION

All students are expected to register during the days set aside for this purpose, as indicated by the Academic Calendar.

CRITERIA FOR THE PLACEMENT OF STUDENTS IN MAT 1313 AND MAT 1233

ACT COMPOSITE SCORE 14 OR HIGHER

MATH ACT SUB SCORE	COURSE PLACEMENT
18 or higher.....	MAT 1313 College Algebra*
15-17.....	MAT 1233 Intermediate Algebra
14 or below.....	MAT 1103 or MAT 1203

CRITERIA FOR THE PLACEMENT OF STUDENTS IN ENG 1113 AND ENG 1023

ACT COMPOSITE SCORE 14 OR HIGHER

ENGLISH ACT SUB SCORE	PREREQUISITE	COURSE PLACEMENT
16 or higher.....	None.....	ENG 1113 English Composition I
15 or below	None	ENG 1023 Intermediate English**

**Each student will be given the opportunity to take a pre-test. Faculty will review the pre-test and determine each student’s score. A faculty member will consult with each student who successfully passes the pre-test. If the student chooses to advance to ENG 1113, the instructor will then send the student to the Vice-President of Instruction to enroll him/her in this course.

CHANGE OF SCHEDULE AND CLASS WITHDRAWAL

A student is held responsible for attendance at all classes to which he/she is assigned. A change in schedule may be made, with the permission of the Vice-President of Instruction or the Assistant to the Vice President of Instruction for Career Technical Education, and without penalty, according to the date indicated by the College Calendar. Any subsequent changes will be made only at the request of the instructor concerned, to care for special cases. Any class dropped after the final date for schedule changes must be approved by the student’s advisor, instructor and the Vice-President of Instruction or the Assistant to the Vice President of Instruction for Career Technical Education. A grade of “W” will be assigned. Students may drop a class until the last week prior to exams. Failure to withdraw from a class properly will result in the grade of “W” or F being assigned by the instructor after the student has exceeded the maximum number of allowable absences.

WITHDRAWAL FROM COLLEGE

If it becomes necessary for a student to withdraw from college, it is essential that a withdrawal form be secured from the Counseling and Recruiting Office located in the Boggs-Scroggins Student Services Building or off-campus center office and completely executed. Unless this procedure is followed, the student will forfeit the right to any refund due him/her from the Business Office. Failure to withdraw properly will be recorded as part of the permanent record and grades of W or F for all courses in progress at the time will be assigned by the instructor after the student has exceeded the maximum number of allowable absences. Application for approved withdrawal must be filed within one week from the last day of class attendance, except in cases where the delay is governed by causes beyond the control of the student concerned.

ATTENDANCE POLICY

Academic, Technical, and Health Science Programs

Regular class attendance is expected of all students. Instructors will keep an accurate class attendance record, and these records will become part of the student's official record. Absences are a serious deterrent to good scholarship; it is impossible to receive instruction, obtain knowledge, or gain skills when absent from class. When an absence occurs, it is the student's responsibility to contact his/her instructors for make-up assignments. The student will be allowed to make-up assignments for absences resulting from personal illness, death in the immediate family, official school functions, and those excused by the Vice-President of Instruction or Assistant to the Vice President of Instruction for Career Technical Education, assuming proper documentation. The student must complete the assignment within the time specified by the instructor. When a student's absences in a course exceed the following, the student will be dismissed from the course:

One class meeting, lecture or laboratory, per week	2
Two class meetings, lecture or laboratory, per week	4
Three class meetings, lecture or laboratory, per week.....	6
Four class meetings, lecture or laboratory, per week	8
Five class meetings, lecture or laboratory, per week	10

**ABSENCES CAUSED BY CHANGE OF SCHEDULE OR LATE REGISTRATION
WILL BE RECORDED AS ABSENCES.**

Career Programs

This absentee policy applies to Career programs and to the first year of technical programs that result in a certificate upon completion.

Students are expected to attend all scheduled classes and other meetings which constitute a regular part of their school program. If a student must be absent from class, he/she will abide by the following Career absentee policy:

Absences are not classified as excused or unexcused. (If you are not in class, you are absent and it will be counted as one of the four days you are allowed.) Absences caused by late registration will be recorded as absences.

This absentee policy will allow a student to be absent four days or twenty-seven and one half clock hours each semester for such absences as personal illness, family illness, death in the family, personal business, doctor's appointments, dentist appointments, VA, GI Bill, etc. and still receive credit for the program. These four days will also include tardies (three tardies equal one full day's absence), but will not include absences because of official school business ("official business" will be determined by the Vice-President of Instruction or the Assistant to the Vice President of Instruction for Career Technical Education).

Each time a student is absent from a Career class for any reason, the instructor will inquire as to the reason for the absence. The instructor will post absences and tardies to the official record of attendance daily in their grade books. The counselors will be informed of the student's attendance record and a student-counselor session will be strongly recommended within two days.

If an assigned test is missed, the student must go to the Vice-President of Instruction or the Assistant to the Vice President of Instruction for Career Technical Education and prove that he/she was absent because of death in the family, extreme illness, or official business for the College. With such proof furnished, the Vice-President of Instruction or the Assistant to the Vice President of Instruction for Career Technical Education will issue a permit to the instructor whose test he/she has missed and the student will be allowed to make up the test.

When a student accrues more than 4 days absence, the student will be withdrawn from school.

Reinstatement for Courses

If the student thinks that excessive absences can be justified, he/she may appeal to the instructor of the class for reinstatement in the class. An appeal must be made by the student to the instructor within three school days from the dropped date. The student will be reinstated by the instructor with the understanding that he/she cannot be absent from class after being reinstated. Should the student be absent again, the student will be dropped from the class without further appeal. In very extreme cases, a student that experiences an absence due to an emergency after reinstatement may request an appeal from the Vice-President of Instruction. The student must provide documentation to the Vice-President of Instruction to establish justification for the appeal. The student may then be permitted to present his/her case to an attendance committee appointed by the

Vice-President of Instruction. The student must remain in class until after the hearing is concluded. The decision of the attendance committee is final.

Tardy Policy

Tardiness is a serious interruption of instruction and continuous infraction will not be permitted. Three tardies are equal to one absence. Each instructor will inform his/her students of what constitutes a tardy in his/her class.

STUDENT LOAD AND ACADEMIC STATUS

A normal load is considered to be fifteen or sixteen hours each semester. A semester hour of credit represents one hour of class work or two hours of laboratory work a week, plus the necessary preparation for a semester. In some Career and preprofessional courses, three laboratory hours are required for one hour of credit.

The maximum load for a student each semester is nineteen hours. Students whose previous academic record shows a 3.0 or higher may be allowed to register for a maximum of three additional credit hours with permission of the Vice-President of Instruction or the Assistant to the Vice President of Instruction for Career Technical Education.

Sophomores who lack a maximum of nineteen semester hours to meet requirements for graduation may be granted a waiver of the 3.0 requirement, provided that the number of quality points needed for graduation does not exceed the number of semester hours needed for this purpose.

A student enrolled for fewer than twelve academic semester hours will be classified as a part-time student.

Recipients of scholarships granted by the MDCC must pass a minimum of twelve hours for the semester.

PROBATION POLICY

Probation (eligible to enroll with restrictions)

- a. Any full-time/part-time student who fails to earn a 1.5 GPA for the current semester will be placed on academic probation.
- b. Any student re-admitted following dismissal for academic reasons from MDCC or any other college or university will be accepted on probation.

SUSPENSION POLICY

Suspension (not eligible to enroll for a specific period of time)

- a. Any full-time/part-time student on probation must maintain a 1.5 quality-point average for the current semester or be placed on academic suspension for a minimum of one semester.
- b. Any appeal to the suspension policy must be made to the Director of Admissions and Records at least 3 working days prior to the start of the semester.

* For probation and suspension purposes, a student's part-time/full-time classification is based on the number of hours enrolled in after the last day to drop a class without receiving a grade.

CLASSIFICATION

Students who have completed fewer than twenty-four semester hours in their curriculum are classified as freshmen. Classification of all students is made by the Director of Admissions and Records at the beginning of the fall semester.

GRADING SYSTEM AND QUALITY POINTS

The final grades for each student are determined by combining the grades received in daily recitations, laboratory work, written work, class attendance, and periodic hour tests, with those received on final examinations.

Letter grades will be assigned for all completed courses according to the following scale: A - excellent, represents work in addition to the regularly prescribed assignments; B - good, represents work for above average of the class; C - satisfactory, average achievement; D - poor, the lowest grade for which credit is given. It represents achievement below the average of the class. I - represents a temporary mark that may be removed without repeating the course; it is submitted by the instructor when the student, because of illness or other circumstances beyond his/her control, has been unable to complete the course requirements. "I" grades must be cleared at the earliest possible opportunity through arrangements approved by the Vice-President of Instruction and the instructor and, in all cases, before the student withdraws from school. A grade of F will be recorded on the permanent record if the condition is not removed within the allotted time. F - failure represents an inferior type of work, and the course must be repeated in order to receive credit. A grade of "W" represents that a student withdrew from a course without penalty.

On all repeated subjects, Mississippi Delta Community College will consider only the highest grade earned in determining course credit and quality-point averages. This is a local college policy and may not apply to other colleges or universities to which you may wish to transfer.

For those accustomed to an evaluation in terms of percent, the grading scale is as follows:

A-93-100; B-84-92; C-75-83; D-68-74; F-below 68

Semester hours indicate the amount of work done. Quality points are a measure of the quality work. For a course carried throughout a semester with a grade of A, four quality points will be awarded for each semester hour of credit. For a course carried throughout a semester with a grade of B, three quality points will be awarded for each semester hour of credit. For a course carried throughout a semester with a grade of C, two quality points will be awarded for each semester hour of credit. A grade of D is credited with one quality point per semester hour of credit. A grade of “W”, “F”, or “I” is credited with no quality points for each semester hour of credit.

A minimum of sixty academic semester hours and 120 quality points are required for all types of diplomas granted by Mississippi Delta Community College.

ADVANCED PLACEMENT PROGRAM

Advanced placement and three hours of credit are awarded in American History, Biology, Calculus, Chemistry (2), English (1), Western Civilization, Physics, Spanish, and French to students who participate in the College Entrance Examination Board (CEEB) Advanced Placement Program offered through their high school, and who earn scores of three or higher on the final examinations. A student must earn twelve hours at MDCC before advanced placement credit may be recorded on the student’s transcript. The total number of hours one may earn by the advanced placement program is fifteen.

1. Any student who receives a three or four on the examination will receive three hours of credit for English 1113. Any student who receives a five on the examination will receive six hours of credit for English 1113 and English 1123.
2. Chemistry laboratory is not included.
3. Credit can be awarded for Advanced Placement in BOT 1113 Document Formatting, BOT 1123 Word Processing, and/or BOT 1102 Keyboard Speed Building.

EXAMINATIONS

Examinations are given at the close of each semester and at such other times as instructors deem necessary. Absences from final examinations, except in case of unusual emergency, are automatically recorded as failures. Examinations can only be rescheduled with the approval of the Vice-President of Instruction or the Assistant to the Vice President of Instruction for Career Technical Education.

VIEWING SEMESTER GRADES

The Office of the Director of Admissions and Records posts grades of all students at the end of the semester. These grades can be accessed online through the college website.

Special reports covering the academic or conduct record of a student will be mailed to the student at any time that it may be deemed necessary.

Students may obtain their course grades from the individual instructors immediately following the close of a term or semester.

RECORDS

The custodian of the records at Mississippi Delta Community College is the Director of Admissions and Records.

MDCC maintains records to show continued pursuit of subject enrolled and the progress made. They include the grade in each subject, per semester and record of withdrawal from any subject. These records are maintained in a fire proof vault in the Office of the Director of Admissions and Records.

The College maintains a written record of previous education and training which clearly indicates that appropriate credit has been given by the College for previous education and training, with the training period shortened proportionally, if applicable, and the person and other appropriate agencies notified.

Proof that entrance requirements are met is part of the aforementioned records.

Privacy Rights Of Parents And Students

Mississippi Delta Community College complies with all provisions of the Family Educational Rights and Privacy Act concerning student records.

Mississippi Delta Community College will release directory information about any student unless he/she has notified the Director of Admissions and Records in writing that he/she does not want any such information released. This written request must be filed within two weeks after the student registers each semester. It should be noted that such a request will be followed to the letter.

Directory information includes the student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees received, honors and awards earned, the most recent educational agency attended by the student and other similar information.

Students can file a complaint concerning alleged failure by Mississippi Delta Community College to comply with the requirements of FERPA with the U. S. Department of Education at the address below:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920

The information below from the U. S. Department of Education website (<http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>) provides for the rights of students at MDCC concerning the privacy of student records and serves as the basis for the College's policy concerning the release of student records at MDCC above.

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must

notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339.

Or you may contact us at the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920

Transcripts

An official transcript of a student's record may be obtained by the student submitting a written request complete with the student's signature to the Director of Admissions and Records. A fee, payable in advance, is required for each copy.

REQUIREMENTS FOR GRADUATION

Students expecting to graduate from Mississippi Delta Community College must file an application for graduation with the Director of Admissions by the deadline announced by the Office of Admissions.

Candidates for graduation may follow one of three programs, a course of study leading to a degree of Associate of Arts (AA), a degree of Associate of Applied Science (AAS), or a Certificate. Students who complete degree requirements online at MDCC through the Mississippi Virtual Community College consortium must meet the same requirements listed for graduation.

The candidates must spend the semester immediately preceding the date of graduation in residence and earn a cumulative grade point of 2.00 to graduate. Transfer students must complete at least one-half of the number of hours required for graduation and earn a quality point average of 2.0 during this period of residence at MDCC. Developmental courses taken at MDCC or at another institution are not counted for meeting degree requirements at MDCC. Credit awarded for CLEP or Advanced Placement does not count toward meeting residency requirements.

Students receiving the Associate of Arts Degree (A.A.) must complete no less than sixty-two hours of credit with a minimum cumulative grade point average of 2.00. A minimum of sixty of the required sixty-two hours must be academic credit hours. Nonacademic courses which may be counted toward graduation include Physical

Education, Band, and Chorus. The A.A. Degree will be awarded to those in the transfer program who follow the outline as listed in this catalog for their curriculum and complete the Core for the Associate of Arts Degree.

The Associate of Applied Science Degree (A.A.S) will be awarded to those students who complete the prescribed curriculum in each program. The curriculum must include no less than sixty-two semester hours including a minimum core of general education courses. A minimum cumulative grade point average of 2.00 is required for graduation.

Students receiving a certificate should complete the prescribed curriculum in the program of study as listed in this catalog.