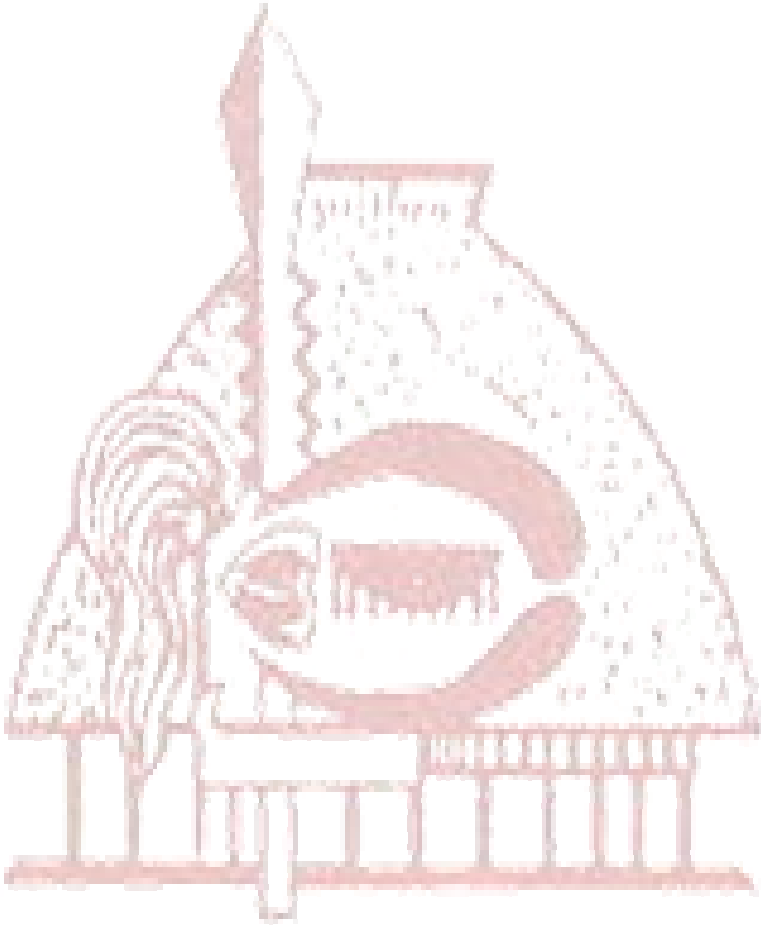


Academic Information



- **TUITION AND FEES**
- **ACADEMIC POLICIES AND PROCEDURES**
- **GRADUATION REQUIREMENTS**





ACADEMIC INFORMATION

Developmental Course Work

Students who do not meet the placement test score requirements for college freshman level courses will be limited to enrollment in developmental courses until their academic proficiency in Math and English is raised to an acceptable level. Students failing to enroll in the required developmental courses as assigned will be denied enrollment in regular ASCC college level courses. Students that fail to follow the proper course prerequisites will be subject to the Administrative Drop Policy. Please refer to the section on Administrative Drop and Course Prerequisites.

Exception Policy

Admissions and Records Office deadlines, policies and procedures are strictly enforced. If a student has an extenuating circumstance requiring an exception to any deadline, policy or procedure, that student may file a request for exception. To file for an exception:

1. Student must submit a petition in writing to the appropriate Instructional Department Chairperson (*For registration this would be the advisor's department chairperson.*) Once the Instructional Department Chairperson forwards a request for exception to the Registrar's Office, the student must pay a \$25.00 non-refundable processing fee.
2. The student's Exception Request will be reviewed for approval or disapproval by a committee comprised of the following: Dean of Student Services; Registrar; and the Instructional Department Chairperson. Each member may appoint a representative to the review committee in his/her absence.
3. The student will be informed of the committee's decision within five (5) working days from the official processing date identified by the Registrar's Office.
4. Exception cases that have not been finalized within five (5) working days period will automatically be rendered approved.

5. Only after all the approvals are granted can the Exception Request be processed. All supporting documents will be filed in the student's record.

Students may only file three (3) exception requests during their academic careers.

Schedule of Courses

An official schedule of courses provides information of all courses offered, titles, times, days, credits and instructors for a particular semester. Schedules are published and posted before the registration dates by the office of the Dean of Academic Affairs. These schedules may be obtained from the Registrar's office or the office of the Dean of Academic Affairs. Official class schedules are also advertised in the local newspapers prior to registration.

Textbook Policy

Students are required to purchase textbooks, workbooks, and other instructional materials designed for course(s) they are enrolled in. Textbook costs vary from course to course. Every student must have the required materials identified in the current syllabus of the course(s) in which they are officially enrolled in by the end of the first week of instruction. Students' failure to provide their instructors proof of this requirement will result in an immediate recommendation by the instructor to drop the course(s). If the student does not drop the course or purchase the required materials, then the instructor may initiate an administrative drop. (Please refer to the section on administrative drop on page 9 for more details.)

Instructional Fees

Instructional fees may be charged by departments to cover additional costs of materials/resources for instruction. Instructional fees shall not exceed one hundred dollars per course and shall be announced and published by the College prior to enrollment. Fees are calculated into the student's final costs. (See next page on Tuition and Fees)



Technology Fee

All ASCC students are required to pay a technology fee of \$5.00 per credit at the time of registration (this includes late registration). Failure to pay will result in denial of admission to ASCC. This fee provides for student access to current computer hardware and software, student network security, and the management of student technology resources and supplies. There is no distinction made between resident and non-resident students. Refunds for the technology will be in accordance with the ASCC tuition refund policy.

Complete Withdrawal from ASCC:	\$10.00 per student
Exception Policy Fee	\$25.00 (non-refundable)
Dishonored Checks Fee	\$30.00 per check (non-refundable)
Graduation Fees	\$100.00*

* If for any reason the student does not graduate during the semester the graduation application is intended, no refund will be given but fees will be carried (except for the diploma fee) over for the semester the student actually graduates.

An additional \$25.00 will be charged for ordering an additional diploma for the semester the student actually graduates.

TUITION & FEES

Tuition cost per credit:	\$65.00 for Residence
	\$75.00 for Non- Residence

Refer to "Residency Requirements" on page 7 for residency qualification.

Student Records Fees:

Student Activity Fee	\$15.00
Registration	<u>\$35.00</u>
<i>Total Registration Fee:</i>	\$50.00 (non-refundable)
Late Registration:	\$70.00 (non-refundable)
Add/ Drop/ Withdrawal:	\$5.00
Evaluation of Credits:	\$10.00
(includes transfer of military credits and job/life experience)	
Student Copy of Transcript:	\$5.00 per student copy
Official Transcript:	\$10.00 per official copy
Transcript Fee – Rush:	\$15.00 - \$20.00
Application:	\$10.00
Technology Fee:	\$5.00 per credit
Independent Study:	\$25.00 (non-refundable)

Laboratory Fees

Agriculture Community and Natural Resources	
AGR 250	\$15.00
NRS 180	\$15.00
NRS 200	\$15.00
Art, Drama and Music	
ART 160	\$25.00
ART 161	\$25.00
ART 165	\$25.00
ART 170	\$25.00
ART 171	\$25.00
ART 172	\$25.00
ART 175	\$25.00
ART 180	\$25.00
DRA 150	\$25.00
MUS 140	\$25.00
MUS 153	\$25.00
MUS 185	\$25.00
MUS 190	\$25.00
MUS 192	\$25.00
MUS 296	\$25.00
Business	
BUS 150	\$15.00
BUS 220	\$15.00
ACC 152A	\$15.00
ACC 220	\$15.00



Health and Human Services / Social Sciences

PSY 250	\$25.00
ANT 160	\$15.00
ASL 101	\$25.00
ASL 150	\$25.00
GEO 150	\$15.00
GEO 160	\$15.00
GEO 161	\$15.00

Nursing

All Nursing Courses	\$45.00
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Language and Literature

SPA 151	\$15.00
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Samoan and Pacific Studies

SAM 151	\$15.00
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Science

BIO 150	\$25.00
BIO 155	\$25.00
BIO 180	\$25.00
BIO 181	\$25.00
BIO 250	\$25.00
BIO 251	\$25.00
BIO 255	\$25.00
CHM 150	\$25.00
CHM 151	\$25.00
MSC 150	\$25.00
MSC 155	\$25.00
MSC 160	\$25.00
MSC 170	\$25.00
MSC 270	\$25.00
MSC 280	\$25.00
PHSCI 150	\$25.00
PHY 151	\$25.00
PHY 152	\$25.00

Institution of Trades & Technology (ITT)

ABR 150	\$15.00
ABR 210	\$15.00
ADT 150	\$15.00
ADT 230	\$15.00
ADT 250	\$15.00
ADT 251	\$15.00
ADT 280	\$15.00
CET 150	\$15.00
ELE 150	\$15.00
ELE 170	\$15.00
ELE 201	\$15.00
ELE 202	\$15.00
ICT 150	\$15.00
ICT 155	\$15.00
ICT 161	\$15.00

ICT 170	\$15.00
ICT 235	\$15.00
ICT 236	\$15.00
ICT 270	\$15.00
WLD 150	\$15.00
WLD 151	\$15.00

Physical Education

PED 150	\$25.00
PED 151	\$25.00
PED 152	\$25.00
PED 153	\$25.00
PED 154	\$45.00
PED 155	\$25.00
PED 156	\$45.00
PED 162	\$25.00

ASCC Refund Policy

Tuition refunds will be issued for student schedule changes as follows:

1 st Week of Instruction	100% Tuition Refund
2 nd Week of Instruction	75% Tuition Refund
3 rd Week of Instruction	50% Tuition Refund
4 th Week of Instruction	0% Tuition Refund





ACADEMIC POLICIES AND PROCEDURES

Course Classification Systems

Course numbered below 100 are developmental or preparatory in nature, and are not counted toward a degree program of study. However, due to the unique content structure of some degree programs, specific courses in English and Math numbered below 100 will be required. Students are advised to check with their advisors about these degree programs. The following numbering system is used to classify course.

001-099 Developmental/Preparatory Courses
100-199 Freshman Level Courses
200-299 Sophomore Level Courses

Academic Credits

Academic credits are granted for work completed successfully in courses specifically outlined below

- A lecture course carries one semester credit hour for one hour of classroom instruction per week.
- Instructor supervised laboratory work carries one semester credit hour for three hours of laboratory time per week.

Academic Advising

The entire ASCC Faculty is committed to helping each student pursue a course of study to fulfill his/her Individual Educational Plan (I.E.P.) for the future. Academic advisers bring to their responsibilities as educators not only knowledge of academic disciplines, but also an understanding of the rationale that underlies the curricula of ASCC. Students are strongly encouraged to seek assistance early in their college careers.

Academic advising includes:

- Assisting students in clarifying, articulating, and attaining academic and life goals;
- Facilitating each student's academic adjustment to the campus;
- Educating students to assess academic progress and to develop educational plans;

- Explaining and clarifying college core courses, graduation requirements, and academic rules and regulations;
- Advise students on issues as they relate to academic progress, which may include referral to appropriate College programs and community agencies; and,
- Serving as advocates and mediator for students.

Academic Standards

Academic standing is based upon the students' cumulative grade point average (CGPA). The academic standing designations are: Good Standing, Academic Probation, 1st Suspension and 2nd Suspension.

Good Standing

A student is in good academic standing when his/her cumulative grade point average (CGPA) is 2.00 or above.

Academic Probation

A student whose CGPA is less than 2.00 will be placed on academic probation. A student on academic probation can only enroll in up to 6 credits or up to 9 credits with the recommendation of his/her advisor and the approval of the Dean of Academic Affairs and when appropriate the Dean of Institution of Trades & Technology (ITT). Students on academic probation can enroll in only one course for summer session. A student who achieves at least a semester GPA of 2.00 while on academic probation may continue to enroll at the college. A student is removed from academic probation when a CGPA of 2.00 or higher is reached.

1st Suspension

A student will be placed on 1st suspension if, while on probation, he/she fails to maintain a semester GPA of at least 2.00. This is equivalent to two consecutive probationary semesters. The student may not be suspended as a result of academic performance during the summer session. The student may re-enroll after one semester, not including the summer session



2nd Suspension

A student, who re-enrolls at the college after returning from 1st suspension, can enroll up to 6 credits (or up to 9 credits with the Dean of Academic Affairs and when appropriate the Dean of Institution of Trades & Technology (ITT) approval), must achieve at least a 2.00 semester GPA, and must meet the quantitative requirements for Satisfactory Academic Progress (SAP). Otherwise, the student will be placed on 2nd suspension. The 2nd suspension is for at least one calendar year. After this period of time the student may apply for readmission under the same provision as those required of a suspended student.

Attendance Policy

All students attending ASCC are expected to attend all of their scheduled classes. Students with excessive absences during the first two weeks of instruction will be administratively dropped.

Instructors are required to include in their course syllabi the College's attendance policy and have it distributed to students during the first week of instruction. A student cannot exceed six (6) absences for Monday, Wednesday, Friday classes, four (4) absences for Tuesday, Thursday classes; and three (3) absences for summer sessions. Students with excessive absences, in accordance to this policy, will receive a lower or failing grade for the semester or session.

A student can be excused from classes at the discretion or upon verification by the instructor, for the following reasons: medical reasons, family emergency, special curricular activities, military obligations, jury duty, and related official College sponsored activities. It is the responsibility of the student to make arrangements with his/her instructor(s) for work to be made up for absences due to legitimate reasons. Students are required to submit in writing, justifications or provide appropriate documentation for absences to the Dean of Academic Affairs and when appropriate the Dean of Institution of Trades & Technology (ITT) for approval.

Veteran students are to refer to the Student Services Veterans Educational Assistance sections for additional attendance requirements.

Academic Renewal

The changing of previously recorded substandard academic performance (D and F grades), completed here at the American Samoa Community College, which may not be reflective of a student's demonstrated ability, will be considered upon submission of a petition by the student to the Registrar's Office. Upon approval by the Dean of Student Services, the academic record of the student will be annotated with the appropriate adjustments made to the grade point average (GPA). All previously recorded work, however, will remain on the transcript, ensuring a true and complete academic history. The changed grade will be recorded as "AR" with the original grade in parenthesis. For example, a grade of "D" will appear as AR (D). A maximum of 24 credits of course work can be alleviated. This policy is applicable under any of the following cases:

1. Completion of 24 credits at "C" (2.00) level or above since the semester of substandard work.
2. Passage of at least 4 years since the substandard work was recorded.
3. Demonstration that pre-recorded work is not reflective of the student's present ability. Such evidence might include, but is not limited to, documented proof of experience, awards, degrees and honors since the notation of the substandard work.

The Family Educational Rights and Privacy Act- FERPA

Pursuant to Section 99.7 of the rules and regulations governing the Family Educational Rights

Privacy Act of 1974 (hereinafter the Act), students in attendance at the American Samoa Community College are hereby notified of the following:

1. It is the policy of the American Samoa Community College to subscribe to the requirements of Section 438 of the General Education Provision Act, Title IV, of the Public Law 90-247, as amended, and to rules and regulations governing the Act, which protect the privacy rights of students.



2. The Family Educational Privacy Rights Act affords students certain rights with respect to their educational records. They are:
 - a. The right to inspect and review the student's education records within 45 days of the day the College receives a request for access. Students should submit to the Registrar, Dean, or other appropriate official, written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the college official's to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
 - b. The right to request the amendment of the student's education records that the student believes is inaccurate or misleading. Students may ask the College to amend the record that they believe is inaccurate or misleading. They should write to the College official responsible for the record, clearly identify the part of the record they want to change, and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his/her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
 - c. The right to consent to disclosures of personal identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to the College officials with legitimate educational interests. A College official is a person employed by the College in an administrative, supervisory, academic research, or support staff position; a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another College official in performing his/her tasks. A College official has legitimate interest if the official needs to review an education record in order to fulfill his/her professional responsibility.
3. The right to file a complaint with the U.S. Department of Education concerning alleged failures by State College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue S.W., Washington, D.C. 20202-4605.
4. Students are advised that certain personally identifiable information listed below is considered by the College to be directory information and, in response to public inquiry, may be disclosed in conformance with Federal law, at the College's discretion, without prior consent of the students unless the student otherwise so informs the College not to disclose such information:
 - a. Name of Student
 - b. Address of Student
 - c. Telephone Number
 - d. Email Address
 - e. Major Field of Study
 - f. Dates of Enrollment
 - g. Enrollment Status (full time, part time, etc.)
 - h. Degrees, academic honors, and awards received
 - i. Student Status (new, continuing, returning)

A student has the right to request that any or all of the above items not be designated directory information with the respect to that student. Should student wish to exercise this right, he/she must present in person and in writing a request, not earlier than the first day of instruction and no later than 14 (fourteen) calendar days from the first day of instruction for the academic term or semester, or the fourth day of a summer session.



5. A parent, spouse, sibling, or any other relative of a student is advised that information contained in educational records, except as may be determined to be directory information, will not be disclosed to him/her without the prior written consent of the student. This includes, but is not limited to, the release of the student transcript. Please refer to the Transcript section on page 10 for more information.

Stopped/Non-Attendance

A grade of “F” or “NP” will be recorded if a student stops attending, never attended a class, or exceeds the maximum allowable absences, and does not properly drop or withdraw from a class. Please refer to the College policy on attendance.

Date of last attendance is periodically collected from the instructors by the Admissions and Records Office. In addition, instructors are required to report the date of last attendance when a final grade of “F”, “W”, “W/F”, “W/WNP”, “UW” or “NP” is submitted. The date of last attendance is recorded on the student’s record and is made available to the Financial Aid Office for recipients of Federal Financial Aid as required by Federal Law.

Veteran students are to refer to the Student Services Veterans Educational Assistance sections for additional attendance requirements.

Course Substitutions

Courses may be substituted with another course that is similar in scope and content with general education course requirements for degree or program requirements. All program course requirements needed for a certificate or degree may not be substituted. All course substitution must be approved by the Dean of Academic Affairs. A limit of two courses may be substituted. A course substitution form is available from the Admissions and Records Office.

Course Repetition

Students may only repeat course(s) with an earned grade of “C-”, “D”, “F”, or “W/F” (Nursing courses may be repeated with an earned grade of “C”) twice. All grades will be retained on record after all attempts made to repeat a course. The

highest earned grade will be used to compute semester and cumulative grade point averages.

Coursework Expiration

The normal duration of time to complete coursework for an approved degree or certificate program of study is ten years. Students may be asked to repeat courses taken more than ten years before graduation, due to the change and currency of subject matter specific to a program of study. Evaluation and approval of coursework will be conducted by each Academic department and signed by the Department Chairperson.

Credit for Transfer Courses

A request to accept credits earned at other colleges or universities, or military or life experience credits must be made to the Admissions and Records Office. The transfer of credit process takes approximately six weeks. An official transcript must be submitted directly from the institution to the Admissions and Records office. Military transfer requests must include the ACE evaluation. Transfer credit is awarded on a course by course basis, based on the following conditions:

1. The transcript used is an official copy received directly by ASCC from the institution where the credit was earned.
2. The transferred courses must be similar in scope, content, and institutional format to an ASCC course.
3. The transfer credits must be a “C” grade or better.
4. The transfer credits must be approved by the instructional Department Chairperson and the Dean of Academic Affairs and when appropriate the Dean of Institution of Trades & Technology (ITT).

Credit by Examination

All requests to challenge courses by examination must be approved by the Instructional Department Chairperson.

For developmental courses numbered below 100, the student must register for the class prior to challenging the courses. If the student succeeds in passing the examination with a “C” grade or better, the student will be allowed to add the next level class and drop the challenged class. The



challenged class will not appear on the student's transcript. An add/drop extension will be granted through the first week of classes

For courses numbered 100 or above, the student must register for the class prior to challenging the class. If the student succeeds in passing the examination with a "C" grade or better, the student will be awarded an "E" grade.

If the student fails the examination, no grade is entered and the student may continue with course. Examinations for course credit may be taken only once. "E" grades for Credit by Examination will not be counted toward overall GPA and CGPA. Additionally credits earned by examination are not covered under federal financial aid. Please check with the Financial Aid Office for the information.

Credit for Work/Life Experience

Credit for experiential learning through work and life experiences may be granted toward meeting requirements for all undergraduate degrees. Such learning completed since high school must be validated by documentation or examinations. These experiences must be appropriate to the degree and the students' major. A student applying for work/life experience credit must file with appropriate instructional Department Chairperson a portfolio documenting experiential learning. Evidence of learning may include written or oral examinations, tapes, projects, demonstrations and performances. Verification of employment and training must be for a minimum of two years.

In general, work/life experiences are equated with the learning expected from a formal course in the ASCC catalog. Approvals of credit begin with the appropriate Department Chairperson with final approval by the Dean of Academic Affairs and/or the Dean of Institution of Trades & Technology (ITT) when appropriate. Credit for work/life experiences is limited to 15 semester credit hours.

Grading System

The instructor, based on the student's assignments, examinations, class attendance and other criteria outlined in the course syllabus, evaluates the student's scholastic achievement and awards a letter grade. The Grade Point Average (GPA) is computed based upon rules associated with the letter grade as listed in the chart below. The letter

grade rules determine whether credits attempted and credits earned are counted in the GPA and the value of the points per credit.

LETTER GRADE	DESCRIPTION QUALITY	POINTS
A	Exceptional Achievement	4.0
A-		3.7
B+		3.3
B	Above Average Quality	3.0
B-		2.7
C+		2.3
C	Acceptable Work	2.0
C-		1.7
D+		1.3
D	Not Fully Satisfactory	1.0
D-		0.7
F	FAIL (NO CREDIT)	0.0
W/F	Withdrawal/Fail (No Credit)	0.0
UW	Unofficial Withdraw	0.0

The following grades have no point value; the credits attempted are not counted in the GPA calculation.

LETTER GRADE	DESCRIPTION QUALITY	COMMENTS
W	Withdraw	Does not affect GPA
W/NP	Withdraw/No Pass	Does not affect GPA
P	Pass	Does not affect GPA
NP	Not Pass	Does not affect GPA
E	Credit by Exam	Does not affect GPA, But the credits are counted towards credit earned
I	Incomplete	Does not affect GPA until Instructor submits a final grade for the course
X	No Show	Does not affect GPA
R	Repeat	Does not affect GPA
AU	Audit	Does not affect GPA
AR	Academic Renewal	Does not affect GPA





GPA Calculation

The semester GPA is calculated as follows:

1. Find the points per credit value for each letter grade.
2. Multiply the points per credit value by the Credits Attempted (CA) for each class to equal Quality Points.
3. Total all the Quality Points (QP)
4. Total all the Credits Attempted (CA)
5. Divide the total Quantity points (QA) by the total Credits Attempted (CA) to equal the GPA.

Example:

Letter Grade	Points Credit	X	Credits Attempted	=	Quality Points
A	4.0	x	3	=	12.0
B+	3.3	x	4	=	13.0
B	3.0	x	3	=	9.0
W/F	0.0	x	3	=	0.0

1. Total QP = 12.0 + 13.0 + 9.0 + 0.0 = 34.2
2. Total CA = 3 + 4 + 3 + 3 = 13.0
3. QP / CA = 34.2 / 13 = 2.63
4. GPA = 2.63

The Cumulative Grade Point Average (CGPA) is calculated the same way, taking ALL letter grades and ALL Credits Attempted (CA) from the first semester through the last semester and calculating as above.

Incomplete Grades

An incomplete grade may be reported only if the student is unable to successfully complete all course requirements by the end of the semester. An "I" grade is given when extenuating circumstances beyond the student's control make it impossible to complete the required work within the prescribed time. Arrangements must be made between the instructor and the student before the end of the semester.

A "Report of Incomplete" form is available from the Admissions and Records Office. This form must be signed by the instructor AND the student and submitted by the instructor along with the student's other grades by the end of the semester. Courses may not be repeated to remove an incomplete. Incomplete grades can only be removed by completing unfinished course requirements before the deadline. It is the student's responsibility to submit the make up

work with enough time for the instructor to grade the work and submit the Change of Grade Form before the deadline. (See Change of Grade policy).

Independent Study

Independent Study is an option for students who are unable to enroll in a course due to a schedule conflict, class cancellation, program requirement change, graduation or a transfer requirement. Initiating an independent study is based entirely on an instructor's willingness to do so.

Independent study contracts must have attached course syllabus that is commensurate in content and coverage to the actual course, with modifications only to the meeting times, dates and topical outline. Students are limited to no more than two (2) independent study contracts per semester. Independent study contracts can only be approved for courses in the current catalog. Independent contracts are not valid for courses offered during summer session, courses that require laboratories, ASTEP, service learning and Distance Learning classes.

Students will be charged \$25.00 (non-refundable fee) in addition to the cost of the course. Please note that an independent study course is not covered by Financial Aid.

Change of Grade

An instructor may change a student's grade within the first six weeks of the subsequent semester in which the original grade was given. The instructor initiating the change of grade must obtain a Change of Grade Form from the Admissions and Records Office.

Faculty must hand carry Change of Grade Forms throughout the entire process, securing signatures of the Department Chairperson and the Dean of Academic Affairs and when appropriate the Dean of Institution of Trades & Technology (ITT). Upon review and approval of the appropriate Dean, the form will then be forwarded to the Registrar's Office for final review and approval before final processing. The Dean of Academic Affairs and when appropriate the Dean of Institution of Trades & Technology (ITT) will not review change of grade requests hand carried by personnel other than the instructor of the course.



A change of grade request cannot be made for a grade above “B” unless approved by the Dean of Academic Affairs and when appropriate the Dean of Institution of Trades & Technology (ITT). This is to ensure equal and fair treatment of all students enrolled in that particular course.

Programs, Policy, and Fee Changes

The American Samoa Community College reserves the right to change policies, programs, or fees, as approved by the Board of Higher Education, without previous written notice.

Student Right-to-Know Disclosures

In compliance with the Student-Right-to-Know and Campus Security Act of 1990, it is the policy of the American Samoa Community College to make available its completion and transfer rates to all current and prospective students.

Campus Crime Statistics

The following statistics concern criminal offenses reported to have occurred on the American Samoa Community College campus during the recent years. The statistics are based on the academic year, which includes Fall, Spring, and Summer semesters.

<u>Fall - Spring - Summer</u>	<u>2006</u>
Aggravated Assault	12
Burglary	10
Robbery	0
Theft	1
Liquor Violation	21
Drug Violation	5
Vandalism	5
Weapon Possession	0
<u>Spring</u>	<u>2008</u>
Aggravated Assault	21
Burglary	0
Robbery	2
Theft	1
Liquor Violation	5
Drug Violation	0
Vandalism	0
Weapon Possession	0

Nondiscrimination and Affirmative Actions

The American Samoa Community College (ASCC) is an Equal Opportunity/Affirmative Action Employer. It is the policy of ASCC to comply with Federal and State laws that prohibit discrimination in College programs and activities, including but not necessarily limited to the following laws which cover students and applicants for admission to ASCC.

Title VI of the Civil Rights Act of 1964; Age Discrimination Act of 1975; Titles VII and VIII of the Public Health Service Act; Title IX Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; and Section 402 of the Vietnam Era Veteran’s Assistance Act of 1974.

The President of the American Samoa Community College has declared and reaffirmed commitment to the College’s pursuit of equal education and employment opportunities, and further declared that any harassment of students’ or employees on the basis of sex is prohibited. The College’s Human Resources Office will handle complaints of this nature.

Drug Free Policy

(Note: We acknowledge that alcohol and nicotine are legal yet hazardous.)

The use, consumption and possession of ANY narcotics, dangerous drugs or controlled substances by any student of the College for which said student does not have a valid prescription is strictly prohibited on the American Samoa Community College campus or at any other ASCC off-campus function.

GRADUATION REQUIREMENTS

General Graduation Requirements

A. Eligibility for Graduation

Students planning to graduate must meet with their advisor to review degree or certificate program requirements. The advisor will indicate on the advising sheet if the student



may apply for graduation. If the student is eligible, he/she must apply for student graduation with the Admissions & Records Office by the deadline date and pay a graduation fee. The Admissions & Records Office will determine if academic requirements have been completed.

B. Application and Graduation Fees

Students who complete all program requirements should apply for graduation before their final semester. Graduation applications are accepted during specific deadlines as listed in the college catalog. A fee is charged to each graduating student to cover the costs of all graduation expenses (See "Tuition and Fees" on page 32).

C. General Education Credits

Core requirements for specific degree programs can not be applied to the Associate of Arts Degree electives.

The total educational credits required for an Associate of Arts, Associate of Science degree or a Certificate of Proficiency for graduation are identified under each of the Educational Plans in the catalog. (Refer to the Associate of Arts, Associate of Science, or the Certificate of Proficiency section for the specific requirements).

D. Catalog Requirements

A Student must satisfy either the graduation requirements in effect at the time he/she first enrolled as a classified student in a specific ASCC degree or certificate program, or the requirements in effect at the time of his/her graduation.

A student whose enrollment is interrupted for two consecutive semesters (excluding summer sessions) must complete the requirements in effect at the time the student is readmitted or the requirements in effect at the time of his/her graduation. Any exceptions must be petitioned to the Dean of Academic Affairs and/or the Dean of Institution of Trades & Technology when appropriate.

The college reserves the right to change the requirements for graduation at any time, and candidates may be required to comply with all changes pertaining to the incomplete portions of their requirements.

E. Program Credits

Upon Completion of all degree requirements as specified in this catalog, a student may qualify for more than one degree given the following:

1. The 12 credits required for the major are not applied as electives for the second degree.
2. The 12 credits required must be taken at ASCC.

F. Awarding a Degree or Certificate

All specified program requirements must be completed for the Associate Degrees and the Certificates of Proficiency in order to be awarded a Degree or Certificate.

G. Residency Credits

At least 15 credits must be completed at ASCC in order to earn an Associate Degree or Certificate of Proficiency from this Institution. Any exception must be petitioned to the Dean of Academic Affairs or the Dean of Institution of Trades & Technology when appropriate.

H. Grade Point Average

A student must have cumulative grade point average of 2.00 or higher for all coursework towards a degree or a certificate.

I. Clearance

Prospective graduates are required to clear all ASCC obligations such as, but not limited to outstanding fees, refund of PELL grant or FSEOG overpayment, disciplinary action, and overdue/lost library book fees.



Honors

Graduation with Honors

Students who have earned a CUM GPA of 3.50 or above, and with no “F”, “WF” or “UW” grades, or grades for courses that have been repeated, and a maximum of three (3) withdrawals will graduate with honors. Student approved for Academic Renewal (AR) are qualified to graduate with honors. Students meeting identified criteria will receive special recognition during graduation exercises.

Candidates for the Associate degrees or Certificate of Proficiencies who attain the final cumulative grade point average will receive the following distinction:

- 3.50-3.74 Cum Laude
- 3.75-3.89 Magna Cum Laude
- 3.90-4.00 Summa Cum Laude



Commencement

Degrees and certificates are publicly awarded biannually at fall and spring commencement exercises. After applying and being approved for candidacy, it is recommended that candidates attend the commencement exercises.

Only students having completed and satisfied all program requirements are allowed to participate in the commencement exercises.



