

INSTRUCTIONAL INFORMATION

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Programs of Study

A student at Pearl River Community College may choose the University Transfer Program, a Technical Program, or a Career Program.

1. The **University Transfer** or **academic program** is recommended for a student who intends to transfer to a college or university to earn a bachelor's degree. This program is designed to meet the requirements of the first two years of a college or university program leading to a bachelor's degree. A student completing the university transfer program of study may be awarded the Associate in Arts (AA) Degree.
2. A **Technical Program** is recommended for a student seeking preparation for employment in a field that does not require a bachelor's degree. Each of these programs has specific requirements that a student must meet to earn the Associate in Applied Science Degree.
3. A **Career program** is recommended for a student seeking training in the skills necessary for employment in a specific occupational field. Career courses are not transferable. A student completing a Career program is awarded a Certificate of Proficiency.

Attendance

Pearl River Community College has a specified number of days of attendance required for a student to receive credit for courses. Regular and punctual attendance is required of all students enrolled in classes.

Absences

- A. **Regular semester day and all night classes:** Academic and technical students missing a class more than twice the number of times it meets in a week during a semester will be dismissed from that class due to excessive absences. Career students enrolled in a "shop class" will be allowed a maximum of six absences during a semester.
- B. **Summer day classes:** Academic and technical students are allowed only two absences during any four week term. Career students enrolled in an eight week "shop course" are allowed only four absences.
- C. **Weekend classes:** A student should not be absent from any part of a weekend class. Only in extreme circumstances may a student be excused by the instructor for missing any portion of a weekend class session.
- D. **Other classes:** A student may not be absent more than twice as many times as the number of semester hours of credit conveyed by a course. An absence is defined in this case as missing fifty (50) minutes of a lecture (or equivalent) class, or missing one hundred (100) minutes of a laboratory, shop, activity, or field type of class.
- E. An instructor may propose a stricter rule for absences from a class if approved by the instructor's immediate supervisor and by the next level of administration.
- F. The absence rule for any class must be included in the course syllabus provided to all students at the first meeting of the class.

Attendance

- A. To pass a course, a student is required to take all tests scheduled by the instructor and satisfactorily fulfill the performance objectives of each course.
- B. If a student has to miss class, on the day the student returns to class, he or she has the responsibility of contacting the instructor in order to schedule any make-up work.
- C. A student may make up work missed if valid reasons for missing, such as illness, accident, or other extenuating circumstances are accepted by the instructor. A student has one week after returning to class to schedule make-up work unless circumstances indicate that extra time is needed. Regular scheduled tests and examinations missed without a valid reason will be recorded as a grade of zero.
- D. Students will be informed of those programs which may have special attendance requirements mandated by external agencies and/or program guidelines.
- E. After a student cuts out of a class, he/she cannot be readmitted to that class without permission from the instructor.
 1. A request for a hearing with the instructor must be made one (1) day after the student has been informed by the instructor that he/she has been dropped from class due to excessive absences.
 2. Readmission to class will be determined based on reasonable evidence presented to the instructor. Therefore, students requesting a hearing should be prepared to show proof to support their argument for excessive absences, i.e. a doctor's excuse, etc.
- F. School business will not be counted as an absence from class. The names of students to be excused will appear in the Friday Report. Faculty and staff members responsible for activities requiring students to miss school must report the absences to the appropriate dean's secretary before 9:00 a.m. Thursday after an absence for school business.
- G. A record of class attendance will be kept beginning with the date of the first class meeting.

- H. Instructors should turn in Hcut-outF forms to the admissions office no later than Thursday at 3:00 p.m. of the following week.
- I. Three tardies will count as one absence. A tardy of fifteen minutes or more will be considered an absence. A student leaving any class without official dismissal will be counted absent.
- J. An instructor of a distance education course will record attendance in a grade book. A distance education student is classified as current, active, inactive or dropped/withdrawn with the last date of attendance recorded. These categories are defined as follows:
current - Contact is being made on a regular basis and student is current in all assignments.
active - Contact is being made on a regular basis; however, the student may be behind in submitting his/her work.
inactive or dropped (withdrawn) - Student dropped the course and documentation submitted by student is confirmed. The last date of attendance (LDA) for an inactive student or a dropped student will be the last date of contact with the student. The instructor should download a copy of his or her class roster at the end of the sixth week. This report will be complete with dates indicating if the student is active, inactive, current, withdrawn, or dropped. The last date of attendance (LDA) will be shown. The student's attendance status is determined by the instructor and supported by the email logs, assignment and test columns, verification of log-in and log-out times, time spent in a particular unit or other part of online courseware, time spent in chats and online discussion.

Student Classification

A college student who has earned less than 27 semester hours is classified as a freshman. A student who has earned 27 semester hours or more is considered to be a sophomore. A full-time student is one who is enrolled in 12 or more semester hours in a regular term. Semester hours taken during a summer term (day or night sessions) will be combined to determine the enrollment status for the summer semester.

Student Course Load

The normal course load for academic and technical students is 16 semester hours. An academic or technical student enrolled in one or more developmental courses may register for no more than 14 semester hours without the approval of the appropriate administrator. An academic or technical student who is not taking a developmental course may register for no more than 18 semester hours without the approval of the appropriate administrator. A career student in a program requiring the student to enroll in 19 or more semester hours may do so with the approval of the director of that program. A full-time student must maintain a minimum course load of 12 semester hours, of which at least 9 must be other than activity courses. That is, a student must be enrolled in at least 9 semester hours that are either developmental courses or courses that may be applied toward an associate degree. (No more than 4 semester hours of activity courses may be applied toward an associate degree.)

Distance Learning

Since 1994, Pearl River Community College has been actively involved in distance learning through the Mississippi Virtual Community College (MSVCC). MSVCC is a cooperative for distance learning of Mississippi's community colleges. Through the MSVCC, students may take courses on-line from a community college anywhere in Mississippi while getting support services from the college nearest them. The local college awards credit and provides support including advisement, counseling, financial aid and learning resources. The remote college provides the course instruction. It is designed for people who want to attend college, but need a flexible alternative to classroom instruction.

In order to take an on-line class, you must first be accepted for admission to Pearl River Community College. The admission procedure for a virtual course is the same as for day and night courses. No registration for on-line classes will be processed until you have been cleared for admission to the college.

For additional information, visit <http://pearlrivercc.blackboard.com>. Students may register only for those classes that have been approved and that are listed in the current PRCC catalog.

Grades

The instructional programs at PRCC operate on an academic calendar year which is divided into two sixteen week semesters and two four week summer terms. Instructors at PRCC are responsible for maintaining a record of student performance and assigning a final grade at the end of each semester for the students enrolled in their classes. Grades earned by students may be based on class recitation, oral and written reports, oral examinations, themes, written examinations, and laboratory performance.

Instructors will schedule and administer quizzes and examinations with appropriate frequency and suitable to the subject matter to ensure an adequate measure of the student's progress throughout the duration of each course.

Students will be informed of those programs which may have special grading requirements mandated by external agencies and/or program guidelines.

The student's progress and final grades earned will be expressed according to the following letter system:

A	(90 - 100)	Excellent
B	(80 - 89)	Good
C	(70 - 79)	Average
D	(60 - 69)	Poor
F	(Below 60)	Failure

Additional letters used by the college to record a student's status in courses at the end of a semester are:

W	Withdrawn
P	Passed
AP	AP Credit
Z	CLEP
AU	Audit
I	Incomplete

A student who withdraws or drops a course(s) on or before the published date on which the term is 75% completed will receive a W as a reported grade regardless of the individual's class average. A student who completes the forms necessary to withdraw from a course after that date will receive a W or F based upon the individual's grade average in the course.

A student who is dropped from a course due to excessive absences will receive a grade of F regardless of class average. A student who is suspended from PRCC due to excessive absences in a required developmental course will receive an F grade for the course. Grades assigned for non-developmental course(s) that the suspended student was enrolled in will be recorded as W or F based upon their course averages, unless the limit of allowable absences has been exceeded.

An instructor may assign an I (incomplete) in the rare circumstance in which a student has not completed the requirements for a course as a result of an accident, illness, or other approved reason. An incomplete grade is to be awarded only if the student and instructor have communicated prior to the submission of semester grades. If the requirements for the course are not completed, and the grade for the course is not assigned before the end of the next Fall or Spring semester, the grade of I will be changed to F unless otherwise approved for or approved by the dean of the instructional area. (A student who takes the final examination for a course may not be assigned a grade of I.)

No record of attendance will be entered for a student who officially withdraws from a course before the end of registration.

Grade Appeal

A student who is not satisfied with the final grade received for a course should first consult with the instructor of the course. If this consultation does not resolve the situation, the student should then consult the chair of the instructional department offering the course. If the department chair is unable to resolve the situation, the student should submit a written appeal to the appropriate administrator. This appeal must be received no later than 4:00 p.m. of the last day of regular classes of the next regular semester (fall or spring). A written appeal of a grade received in any course taken at the Forrest County Center should be submitted to the Dean of the Forrest County Center. A written appeal of a grade received in a career or technical course taken on the Poplarville campus or at an off-campus site should be submitted to the Director of Career and Technical Education Programs on the Poplarville campus. A written appeal of a grade received in an online course provided by Pearl River Community College through the Mississippi Virtual Community College (MSVCC) should be submitted to the Director of Extended Education. (A grade appeal for an online course hosted by PRCC through the MSVCC must be handled according to the policy of the college providing the course.) A written appeal of a grade received in an academic course taken on the Poplarville campus, at the Hancock Center, or at an off-campus site should be submitted directly to the Vice President for Instruction. If the situation is not resolved by an administrator other than the Vice President, the administrator will forward the student's written appeal to the Vice President for Instruction. The decision on the grade reached by the Vice President for Instruction will be final. No further appeal of a course grade is provided by the College.

Grade Point Average (GPA)

Example	Semester	Hours	Grade	Quality
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	Hours	Grade	Attempted	Earned	Points
ENG 1113	3	A	3	4	12
PSY 1513	3	B	3	3	9
MUA 1141	1	B	1	3	3
PHY 2514	4	D	4	1	4
PSC 1113	3	F	3	0	0
CHE 2432	2	AU	0	0	0
SPT 1113	3	W	<u>0</u>	<u>0</u>	<u>0</u>
			14	11	28

$$\text{Grade Point Average} = \frac{\text{Total Grade Points}}{\text{Total Hours Attempted}} = \frac{28}{14} = 2.00$$

A student must have at least a 2.00 grade point average to complete the degree or certificate requirements for any program. The semester hour is the unit of credit measurement for course work attempted at PRCC. A semester hour of credit is awarded for a lecture class that meets one hour per week for an entire semester.

Quality Points

Quality points are determined by the number of credit hours the students has attempted and the grade received in each course. The following formula is used to assign quality points:

A	4 quality points for each hour of credit attempted
B	3 quality points for each hour of credit attempted
C	2 quality points for each hour of credit attempted
D	1 quality point for each hour of credit attempted
F	0 quality points for each hour of credit attempted
P	0 quality points (GPA is not affected)
Z	0 quality points (GPA is not affected)
W	0 quality points (GPA is not affected)
AU	0 quality points (audit)
NR	0 quality points - grade not reported

Transfer Students to PRCC

A student who transfers to Pearl River Community College from another college must provide an official transcript from all colleges previously attended. Previous college work posted on the PRCC transcript is computed in the cumulative Grade Point Average (GPA). A Grade Point Average for PRCC work only is also visible on the official transcript.

Grade Changes or Corrections

A student who believes an incorrect grade appears on the semester grade mailer or official transcript has the right to petition the Record's Office for an investigation. The student has a period of one year from the date of the end of the course in question to request an investigation of the grade. Inquiries should be made in writing to the Record's Office, Pearl River Community College, Poplarville, MS 39470. Should a correction be made, official transcripts are mailed at no charge to the students and/or colleges, employers, etc.

Repeated Courses

If a student repeats a course at PRCC that has been previously attempted at PRCC, only the highest grade is used in the calculation of the grade point average (GPA). The repeated course is marked either with an "I" (included in GPA) or an "E" (excluded from GPA). A student intending to transfer to a four-year institution should check the catalog of the transfer institution to determine the institution's policy on repeated courses.

Probation and Suspension

If a student fails to maintain a minimum grade point average, he or she is placed on academic probation. If in the semester immediately following academic probation, the student does not remove the deficiency, the student is placed on academic suspension and is ineligible to re-enroll for a period of at least one regular semester. If the student re-enrolls after a period of academic suspension, he or she enters the college on a probationary status and has a period of one semester to remove the deficiency. (A students receiving financial aid should consult page 63 of this publication for information about financial aid

probation or suspension.)

HOURS ATTEMPTED FOR GPA	0-24	25-36	37 & above
MINIMUM CUMULATIVE GPA	1.5	1.75	2.0

Any student placed on academic suspension has the right to an appeal for re-enrollment at the college. Appeals should be made in writing to the Director of Admissions at least two weeks before the beginning of any semester.

President's List and Dean's List

The President's List recognizes full-time students with 4.00 grade point averages during the previous semester. A student is not eligible for the President's List for a semester in which a developmental course is taken.

The Dean's List recognizes full-time students with grade point averages of at least 3.40 but less than 4.00. A student is not eligible for the Dean's List for a semester in which a developmental course is taken.

Honor rolls will be generated by the Department of Information Technology at the end of each semester. The Vice President for Instruction will verify the honor rolls of academic students and the Dean or Director of Career and Technical Education will verify the honor rolls of career and technical students. These honor rolls will then be sent by the Department of Information Technology to the Department of Public Relations for distribution.

Change of Schedule

A student may drop or add classes or change the arrangement of his or her class schedule during the five day change of schedule period at the beginning of each regular semester. The change of schedule period ends after the first day of classes for a summer term.

Withdrawal from a Class

During the registration period, a student who wishes to withdraw from a class may complete the process on-line or seek the assistance of an academic counselor. After the last day of registration, a student should consult with the instructor of that class and obtain a withdrawal form. After the student signs the form, the instructor will also sign it and will take the form to the Admissions Office. A student who wishes to withdraw from an on-line course should notify the instructor by email.

No grade will be given if a student withdraws from a class during the drop/add period. After the drop/add period, a student who is determined by the instructor to be passing a course may withdraw with a grade of "W" at any time prior to the scheduled time for the final examination. Prior to the published date on which the term is 75% completed, a student may withdraw with a grade of "W" whether passing or not. After that date, a student who is determined by the instructor to be failing the course will receive a grade of "F" upon withdrawal. (A student who is dismissed from a class because of excessive absences or as a result of disciplinary action at any point in a term will receive a grade of "F".)

Withdrawal from College

A student who wishes to withdraw from all classes taken at the College should obtain a withdrawal slip from a counselor, who will supply the necessary information on the front of the withdrawal slip and explain the procedure for clearing each department listed on the reverse side. The counselor will also notify the instructors of the classes from which the student is withdrawing. Upon delivering the completed withdrawal slip, along with identification, to the Business Office, a refund of fees will be made if applicable. The grade in each class from which the student withdraws will be determined by the instructor of the class according to the procedure stated above.

Credit by Examination

Credit by Examination

A student may receive credit for specified courses upon taking a comprehensive final examination in the subject. The process is initiated with a student making such a request in writing with the Vice President for Instruction or Career -Technical Director. The Vice President for Instruction will secure an examination and may consult with an instructor in the subject area to arrange for a meeting with the student to discuss the level of knowledge and the administration of an examination. The student is required to register for the course and pay \$25 per credit hour. If a student wishes to request a "credit by examination" while enrolled in a regular course of the same subject, the student must make the request before the end of the change of schedule period of that session. The grade will be pass or fail with "passing" being equal to a regular letter grade of "C" or better. Results of the examination will be submitted to the Director of Admissions for posting of the grade on the student's record.

College Level Examination Program (CLEP)

CLEP examinations sponsored by the College Entrance Examination Board measure achievement in specific college courses. A student who has not earned college level credit in the subject area may take a CLEP subject-area examination. Credit is awarded to only those students whose scores meet or exceed the national norms. Students are restricted to a maximum of thirty (30) semester hours with not more than six (6) hours or (2) courses in one subject area. In order for a student to get credit for a CLEP Examination, the test score must be on file in the Admissions Office. It is necessary to earn a minimum of fifteen (15) semester hours of college credit at Pearl River Community College in the regular college program before CLEP credit is recorded on the individual's transcript.

CLEP Subject-Area Examinations

The following subject area examinations are open to any Pearl River Community College student who is not attempting or who has not completed college-level work in the subject area in which he/she seeks credit.

Test	Semester Hours	PRCC Course Equivalency
Accounting, Introductory	6	ACC 1213/1223
Business Law, Introductory	3	BAD 2413
Biology, General	6	BIO 1133/1143
Chemistry, General	6	CHE 1213/1223/1313
English Composition with Essay	3	ENG 1113
Human Growth and Development	3	EPY 2533
Western Civilization I: Ancient Near East to 1648	3	HIS 1163
Western Civilization II: 1648-Present	3	HIS 1173
American History I: Colonizations to 1877	3	HIS 2213
American History II: 1865 to the Present	3	HIS 2223
College Algebra	3	MAT 1313
Calculus with Elementary Functions	6	MAT 1613/1623
Trigonometry	3	MAT 1323
American Government	3	PSC 1113
Psychology, Introductory	3	PSY 1513
Sociology, Introductory	3	SOC 2113

Continuing Education Units

Non-credit activities that are organized to provide unified and systematic instruction are measured in duration of time, are subject to performance evaluation of the participant, and meet categorical requirements and will be measured in continuing education units (CEU's). One CEU is defined as "ten contact hours of participation in an organized continuing education adult or extension experience under responsible sponsorship, capable direction, and qualified instruction." The CEU will serve as a unit of measure to give recognition for an individual's participation in non-credit accounting units for the institution's non-credit courses. These credits are maintained in a permanent file in the Record's Office.

Advanced Placement (AP) Credit

A student will receive 3 semester hours credit for a score of 3 and 6 semester hours credit for a score of 4 or 5 on Advanced Placement (AP) subject examinations.

1. A student must earn a minimum of 15 semester hours of college credit at PRCC before Advanced Placement credit is posted to the transcript.
2. A grade of "AP" is given for Advanced Placement Credit. No quality points are awarded and the grade does not figure in the student's grade point average (GPA)
3. Students are restricted to 20 semester hours of credit, with no more than 8 semester hours or 2 courses in any one subject area.
4. Test scores must be on file in the Admissions Office.
5. Credit will be awarded only in subjects that are taught at PRCC.
6. Advanced placement credit may apply to graduation at PRCC; however, students who wish to transfer to a senior institution should check with that institution to insure that AP scores will be honored in transfer.

Veteran's Benefits

Pearl River Community College is a Serviceman's Opportunity College (SOC). Veterans who plan to attend PRCC under any type of Veterans Administration Educational Assistance Program should file a claim with the Veterans Coordinator in the Office of Admissions. Veterans must meet all standard admissions requirements to be admitted to the college. (See Getting Started at PRCC, page 34.)

Veterans must furnish the Veterans Coordinator with certified or original copies of DD-214 (separation papers) and other information that may be pertinent to the claim for educational benefits.

It is the veteran's responsibility to notify the Office of Records of any change in enrollment status, major, or educational plans. Failure to notify the Office of Records of changes could result in overpayment or underpayment of benefits. Veterans must take courses leading toward an approved educational objective as approved by a counselor or advisor. To be considered full time in a regular semester, a veteran must enroll for a minimum of 12 semester hours. Benefits are pro-rated for students who enroll for less than 12 hours in a regular semester. Veterans enrolling in summer terms or night terms should contact the Veterans Coordinator to determine full-time or less than full-time status.

Satisfactory Academic Progress for Veterans

A student must maintain satisfactory academic progress toward an educational objective. The student receiving educational benefits from the Veterans Administration under Chapter 30, 106, 32, 34, or 35 must make a 2.0 ("C" average) on all hours attempted each semester. If a student receiving these benefits fails to make a grade point average of 2.0, the veteran or dependent will be placed on a probationary status for a period of one semester. If the student fails to make a 2.0 grade point average for two consecutive semesters of attendance, veteran's benefits will be suspended for a period of one semester. A student who re-enrolls after a period of suspension will enroll on a probationary status. If the student fails to earn a 2.0 GPA during the period of re-enrollment, benefits will be suspended for a period of one year. A veteran who has been placed on probation or suspension has the right to appeal his or her academic status. Written appeals for permission to continue enrollment should be presented to the Director of Admissions at least two weeks before the beginning of the semester for which the suspended veteran wishes to enroll.

Credit for Military Experience

Veterans who are attending college after a period of active duty in the armed forces may be eligible to receive undergraduate college credit according to the statements below. Inquiries about college credit for military service may be directed to the Director of Admissions.

For four months of active duty, a veteran is exempted from the physical education requirement and is awarded two hours of credit, HPR 1111 and HPR 1121 (General Activity courses in Physical Education.)

For six months of active duty, a veteran is exempted from the physical education requirement and is awarded five hours of credit, HPR 1111, HPR 1121, and HPR 1213 (Personal and Community Health.)

For a year or longer of active duty, a veteran is exempted from the physical education requirement and is awarded seven hours of credit: HPR 1111, HPR 1121, HPR 1551, HPR 1561 (Fitness and Conditioning I and II), and HPR 1213.

Statement of Refund Policy for Veterans

The refund policy for veterans provides that the amount charged for tuition, and other charges, except for consumable items, will be refunded on a pro-rata basis in the event an individual receiving educational benefits from the Veterans Administration fails to attend, withdraws according to the established school policy, or is dismissed.

Developmental Courses

An entering freshman student must submit ACT scores before admission to any curriculum. If there is evidence of academic deficiency in reading, writing, or mathematics, the student will be required to take developmental classes. Please see an advisor or counselor for class placement.

Developmental Course Procedures

Academic

1. Effective Fall 2000. Institutional credit is awarded for developmental courses, and students pursuing an Associate in Arts degree may use up to nine hours of the following developmental courses as electives toward graduation at Pearl River Community College. These courses are not transferable toward a bachelor's degree.
 - Intermediate English (ENG 1023)
 - Beginning Algebra (MAT 1023)

- Intermediate Algebra (MAT 1233)
2. A student taking one or more developmental courses should not normally take more than 12 semester hours plus a maximum of 2 activity courses for a total of 14 semester hours.
 3. Class Meetings: Developmental courses meet three lecture hours per week. (3 credit hours per course)
 4. Students enrolled in developmental courses must earn a grade of "C" or higher in order to enroll in the next higher level course. Students not earning a grade of "C" or higher must repeat the course the following regular semester.
 5. A student whose ACT subscores indicate the need to enroll in one or more developmental courses must schedule these courses immediately. This requirement may not be delayed without the approval of the Vice President for Instruction or the Director of Career Technical Education or Center Directors.

Career -Technical

Technical students must submit ACT scores before admission to any curriculum. Students who do not have an ACT score at the time of registration must take the TABE test. If there is evidence of academic deficiency in reading, writing, or mathematics, the student will be required to take Related Studies Reading (VOR 1103) and/or Related Studies Mathematics (VOM 1103). Students who do not have an ACT or TABE score must be scheduled into Related Studies Reading and Related Studies Mathematics.

Placement Scores for Related Studies Classes for Career-Technical Students:

Related Studies Math (VOM 1103)	ACT Math score below 13	TABE Math score below 9.0
Related Studies Reading (VOR 1103)	ACT Reading below 15	TABE Reading score below 10.0

A grade of "D" or better is required for career students to pass Reading/Math class(es).

Related Studies classes meet three hours per week. Students who do not successfully complete a Related Studies class will be enrolled in the class the following semester. Three credit hours are awarded per class and will count towards graduation at PRCC.

Requirements for Graduation

In order to receive either an Associate in Applied Science degree or an Associate in Arts degree a minimum of twenty-five percent (25%) of the hours applied toward the degree must be completed at Pearl River Community College.

The **Associate in Arts** degree is awarded to students who meet either of the following requirements:

1. Complete a minimum of 64 semester hours to include the 40 semester hour basic core curriculum and 24 semester hours of transferable electives (a maximum of four activity hours may be applied toward graduation); and, attain an overall grade point average of 2.0 or higher.
2. Complete the first two years of a baccalaureate program of study found in any accredited four year college or university catalog which has become effective since the student began college studies; and, attain an overall grade point average of 2.0 or higher.

Computer proficiency is required of all students who receive an Associate in Arts degree. This proficiency may be demonstrated by passing an academic computer science course or passing a computer proficiency test. The Vice President for Instruction may consider declaring a student computer proficient based on documentation of appropriate employment experience.

The **Associate in Applied Science** degree is awarded to a student who completes the prescribed technical course of study in his or her chosen field as outlined in the college catalog and attains an overall grade point average of 2.0 or higher.

The **Certificate of Proficiency** is awarded to a student who completes the prescribed Career course of study in his or her chosen field as outlined in the college catalog and attains an overall grade point average of 2.0 or higher.

In order to participate in commencement and receive a diploma a candidate for graduation must file an application for graduation in the office of the Vice President for Instruction or the Director of his or her respective Career and Technical Center. A Student should apply for graduation one semester prior to the anticipated graduation date.

Any student enrolled in a degree or certificate program is encouraged to seek advisement from a counselor and/or a faculty advisor so that the appropriate courses are taken to meet graduation requirements. Careful consideration should be given by the student to courses that have been completed and to schedules proposed for future semesters to be sure that all requirements for graduation are met. All who are involved in advisement are committed to accuracy, and will do their best to avoid mistakes in advising students. However, the ultimate responsibility for meeting graduation requirements rests with the student. The College cannot be held responsible for mistakes made that result in a student not being able to graduate at a particular time.

Honors and Special Honors

Students graduate with Special Honors when they have a grade point average of 3.80 - 4.00 for all college hours attempted

within their chosen program at Pearl River Community College.

Students graduate with Honors when they have a grade point average of 3.40 - 3.79 for all college hours attempted within their chosen program at Pearl River Community College.

Transferring to a Senior College or University

Any student attending PRCC who has achieved all of the standards as specified by the Board of Trustees for Institutions of Higher Learning for admission to the universities under the governance of this Board of Trustees may transfer at any time to an institution under the State Board of Trustees. This does not alter individual institutional requirements regarding transfer students.

Any student whose ACT composite score is below an institution's minimum required score and who has not been selected as a high risk student by the institution must attend an accredited institution of higher learning other than those under the governance of the Board of Trustees and must attain a C average (2.0 on a 4.0 scale) in the following twenty-six (26) semester credit hours:

English Composition	6 semester hours
College Algebra or higher level mathematics	3 semester hours
Laboratory Sciences	8 semester hours
Transferable electives	9 semester hours

Transcript Information

All academic, technical, and career work attempted becomes a part of the student's permanent academic record. This information is maintained by the Office of Admissions and Records at Pearl River Community College.

Students may secure a copy of this information during working hours, or they may request that a copy of their academic record (transcript) be forwarded to anyone they designate. There is a nominal fee for mailing an official transcript. Transcripts will not be released to a third party without the original signature of the student. Facsimile (FAX) requests are not honored, nor will PRCC FAX transcripts to the student or a third party. No student transcript will be released until the transcript request has been cleared by the Office of Business Affairs. A student who has an outstanding balance may not have a transcript mailed until the balance has been paid in full.

Transcripts ordered by students are available the next business day. Students driving to the campus should call the Record's Office on the day before transcript pickup.

Technical Advance Placement (TAP)

Technical Advance Placement (TAP) is the process through which advanced credit for Pearl River Community College courses is awarded to qualified high school students who have completed two years of an articulated Career Technical program on the secondary level with a "B" average. For more information on programs that have been articulated, contact the PRCC Tech Prep Coordinator or the Director of Career-Technical Education.

The Department of Workforce Education

The Department of Workforce Education is the workforce training and economic development arm of Pearl River Community College. The program was established in 1994 as a result of the passage by the Mississippi Legislature of the Workforce Act of 1994. Its principal mission is to offer and arrange workforce training for the businesses and industries in the College's six-county district. It is located at the Lowery Woodall Advanced Technology Center in Hattiesburg, Mississippi. Funding support is provided with legislatively appropriated funds administered through the State Board for Community and Junior Colleges.

The Center serves primarily businesses and industries seeking assistance in training workers, individuals in need of basic and pre-employment skills training, and small business entrepreneurs.

For more information about Workforce Education, contact the director at (601) 554-4647.