

Summer School Policies

The following are offered for your guidance and to ensure some uniformity in the way we handle summer school students and classes.

1. **Official Schedules** are printed on blue paper. Students should take these to class for the first meeting. Faculty should not allow students in class without the blue schedule. If the student does not have a schedule, he/she should report to the Registrar's Office.

2. **Class Attendance**- A student cannot receive credit for the course if he/she misses more than 20% of the meeting sessions) this usually averages out to be 2 absences).

3. **Class Withdrawal**- Allow withdrawal from classes with "W" grades through 5:00 PM, Friday, July 19, 2010. Students withdrawing or being dropped due to excessive absences after that time should receive grades of "W", "WP", or "WF", as appropriate.

4. **Adding Classes**- No classes can be added after 5:00 PM, Tuesday June 29th, 2010.

5. **Grades**- Final grades are to be submitted to the Registrar by 10:00 AM on or before the next working day following exams. Summer School ends on Friday, July 30, 2010, and grades are due Monday, August 2nd, 2010 by 10:00 AM. This includes all final grades for independent studies.

"I" grades are to be allowed only in extreme cases and with a plan of work for completion of the course submitted to the Registrar (according to college policy as stated in the Louisburg College Catalog.

6. **Final Exams**- Final exams are to be administered on the published last class meeting date within the usual time scheduled. All courses are required to have final comprehensive exams as stated in the Louisburg College Catalog.

7. **Students** are asked to check their portals and campus post office boxes daily.

8. **Monday, July 5, 2010**- No classes; Independence Day observed.