Academic Advising

Faculty advisors are assigned to students to assist them with the proper courses to fulfill their program objectives. Anyone desiring to establish or to change advisors should contact the Registrar’s Office in the Student Services building on the Niceville campus or registration personnel at the Fort Walton Beach Campus. Students may find out who their advisors are and how to contact them by checking the following locations where advisor listings are maintained.

- Counseling Office (Student Services Building), Niceville
- OWCC Fort Walton Beach Campus
  Martin Luther King, Jr. Boulevard
- OWCC Eglin Center, Bldg. 251
- OWCC Hurlburt Field Center
- OWCC Chautauqua Center, DeFuniak Springs
- OWCC Robert L.F. Sikes Education Center, Crestview
- Vice President for Instruction (Administration Building)

Faculty advisors are assigned based upon the student’s declared program objective. These advisors, other faculty members, or any counselor have advising materials and will assist students to prepare a program plan which may be used as a guide in the selection of courses each semester. Students who have not selected a program objective are assigned among the various departments.

Full-Time and Part-Time Status

Students are considered to be full-time or part-time according to the course load at the time of registration. A student enrolled in twelve (12) or more college, vocational, or college prep credits during the term is considered a full-time student. For adult basic education, ESL, and GED students, full-time is defined as enrolled in twenty-four (24) or more contact hours per week.

Audit Status

A student registering in a college-credit course on a “not-for-credit” basis will be enrolled in an audit status. Upon completion of the course, an “X” grade will be awarded with no impact on the student’s GPA. Students auditing a class are not required to complete examinations but are expected to attend classes and participate in other activities and requirements on the same basis as students seeking credit. Excessive absences for audit students are treated the same as for credit students; the instructor may recommend to the Vice President for Instruction that the student be dropped from the course with a “W” grade.

Audit students must meet the same admission standards as credit students and must pay the same fees. Some occupational courses may not be available on an audit basis. A student wishing to audit an occupational course must obtain permission in advance from the appropriate department head or division director. College prep courses may be audited only with advance approval of the Vice President for Instruction.

Students may register or declare audit status at any time during regular registration, as well as through the end of the Drop/Add period. After close of the Drop/Add period, students may not change from audit status to credit status or from credit status to audit status unless they obtain both the written permission of the instructor and the approval of the Vice President for Instruction.

If a student declares audit status prior to the close of the Drop/Add period, the enrollment will not be counted as an attempt for purposes of full cost or repeat course regulations. If a student changes to audit status after the close of the Drop/Add period, the enrollment will be considered an attempt under such regulations.

Students receiving financial aid or veterans benefits should consult with a financial aid advisor prior to enrolling in a course as audit status.

Schedule Changes

Changes in courses or sections may be made during the drop/add period specified in the college calendar and/or in the Schedule of Classes each semester. Any such changes shall be accomplished by completion and processing of required forms through the registration area at any one of the OWCC campuses or centers.

Withdrawing From Courses

Student Initiated Withdrawal (Drop) during the Drop/Add Period

If a student withdraws from a course within the established Drop/Add Period, the transaction is considered dropping a course and no record of the enrollment will appear on the student’s transcript, nor will the enrollment count as an attempt for
purposes of full cost and repeat rules. Requests to drop a course must be submitted in writing on the appropriate form, signed, presented at the registration desk at any OWCC campus or center, and processed by the established deadline for the term of enrollment.

Students who are required by Florida Statute and college policy to enroll in college preparatory courses are not permitted to drop such courses without prior approval of the Vice President for Instruction, the Dean of Students, or the Director of Enrollment Services.

**Student Initiated Withdrawal after the Drop/Add Period**

Students are permitted a maximum of two withdrawals per course in college credit, vocational credit, or college preparatory courses; upon the third attempt in such a course, the student will not be permitted to withdraw and will receive a grade for the course (A, B, C, D, F, or P).

A student-initiated withdrawal must be submitted in writing on the appropriate form, signed, presented at the registration desk at any OWCC campus or center, and processed by the established deadline for the term of enrollment. If these conditions are met and the student has not exceeded the approved number of withdrawals, the student will receive a grade of “W” on his/her final grade report and transcript.

Withdrawals after the established deadline may be approved only under extraordinary circumstances; normally, late withdrawals will not be processed after the end of the current term. A written request, including justification and appropriate documentation, must be submitted to the Office of the Vice President for Instruction. If approved, a grade of “W” will appear on the student’s transcript. Student initiated withdrawals are considered “attempts” for purposes of full cost and repeat course regulations.

Students receiving financial aid or veterans benefits should consult a financial aid advisor before withdrawing from a class.

**Withdrawals for Non-Attendance**

A student with excessive absences under the OWCC attendance policy may be withdrawn from class for non-attendance. Withdrawal for non-attendance prior to the established withdrawal deadline will appear as a "W" on the student’s transcript. If the student incurs excessive absences beyond that date, he or she will be withdrawn from the class and the grade appearing on the transcript will be determined by the instructor according to the grading policies of the course; normally the grade will be an “F”. Withdrawals under these circumstances will be counted as “attempts” for purposes of full cost and repeat course rules.

**Directed Independent Study**

Directed independent study provides opportunities for students to earn college credits in standard courses by working with an OWCC instructor on an independent basis. Students enrolling for courses under Directed Independent Study (DIS) are expected to accomplish the goals and objectives as specified in the course syllabus and are expected to attend such class meetings, group sessions, and working conferences as specified by the instructor. Courses are scheduled on a flexible basis as approved by the instructor, the department chair, and the Vice President for Instruction with the understanding that final exams will be taken and grades awarded during the term in which they begin.

DIS course enrollments are authorized under the following conditions: (1) a documented need exists for the student(s) to enroll for the course immediately rather than taking an alternate course or waiting until the next semester in which the desired course would be offered; (2) the student is able to identify an instructor who is willing to teach the course as DIS; (3) the student understands the extensive burden which he or she is undertaking; (4) the student agrees to pay any applicable fee; (5) enrollment is approved by the Department Chair and Vice President for Instruction, and (6) when it is not feasible for the course/section to be scheduled concurrently and taught at the same time and locations as another course/section.

All regular fees apply to DIS courses in addition to the established DIS special fee.

**Class Attendance**

Students are expected to attend all of their scheduled classes. The effect of absences upon grades is determined by the instructor. Excessive absences incurred before the established withdrawal date may result in a “W” grade on the transcript. Excessive absences incurred after the established withdrawal date may result in a grade of “F” on the transcript. Arranging to make up work missed because of legitimate class absence is the responsibility of the student in cooperation with the instructor(s). Instructors shall not, however, authorize major blocks of class absences (e.g., 25% or more of the total class hours) without approval of the Department Chair and the Vice President for Instruction.

Attendance is recorded by the instructor who will report immediately to the Office of Enrollment Services each student who has accumulated three consecutive day class absences or two (2) consecutive evening absences from class or three absences in a
month. Further, each time a student has been tardy three times in a class, it will count as one absence. Each set of consecutive absences will be reported. Veterans are subject to the same attendance requirements as all other students (see page 29).

**Incomplete Grades**

A grade of “I” may be given when a student is unable to complete the required work because of clearly documented extenuating circumstances and if the student has a reasonable chance of making a passing grade. The instructor files with the department chair and with the student concerned an outline of the work that must be completed, including an estimate of the student’s grade standing for work already completed during the semester. Work for the removal of the “I” must be completed prior to the END OF THE FINAL EXAM PERIOD in the next 16-week semester immediately following. The grade will revert to an “F” on the official transcript if not removed by that time. A student will not be permitted to re-enroll in a course for which he/she has an outstanding grade of “I”.

A deferred incomplete grade of “V” may be assigned by the teacher when approved absences preclude satisfactory course completion by the end of the next 16-week semester of enrollment.

**Final Examinations**

Final examinations for both traditional and distance learning classes are held at the end of each term and must be taken at the scheduled time unless other arrangements are approved in advance by the appropriate division director or department head. Final exam schedules are printed in the Schedule of Classes and on the OWCC web site for each term. If a student is absent from a final examination because of an emergency, substantive illness, or other compelling reason, a late examination may be given.

**Grades**

Grades are awarded in all college, vocational, and college prep courses, as well as in certain non-credit courses. OWCC maintains permanent records for all students registering for courses; grade reports are provided approximately five days following the published date that grades are due in the Office of Enrollment Services for each term. A cumulative record of the student’s grades appears on the transcript. Letter grades are assigned according to the following Grades Table.

### Grade Point Average (GPA)

The student’s permanent record also contains grade point average (GPA) calculations. The student’s GPA is used in determining academic standing, graduation readiness, eligibility for the President’s and Dean’s Lists, and in other academically related decisions. In general, a GPA is computed as follows.

\[
\text{Total Grade Quality Points Earned} \div \text{Total Hours Pursued}
\]

Grade quality points are awarded as follows.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>0</td>
</tr>
</tbody>
</table>

Credit hours pursued is defined as those credits in which a grade of A-F has been awarded. Grades of S, P, U, I, V, N, W, and X, do not carry grade quality points. In general, credits for these grades do not count in hours pursued. However, in certain other circumstances, such as determination of repeat enrollments, and in computation of certain specialized GPA’s, credits which carry these grades may be included in the GPA computation. An information sheet on calculating grade point average is available from the Office of Enrollment Services.
### Grades Table

<table>
<thead>
<tr>
<th>Grade</th>
<th>General Meaning</th>
<th>Grade Points Assigned Per Credit (Quality Points)</th>
<th>Credit Count Toward Graduation?</th>
<th>Does Credit Transfer?</th>
<th>Can Be Repeated To Improve GPA For Graduation?</th>
<th>Does It Affect Cumulative GPA?</th>
<th>Does It Count As “Attempted Credits” For Students Academic Progress?</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>4.0</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>3.0</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>2.0</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>D</td>
<td>Poor/Passing</td>
<td>1.0</td>
<td>Yes&lt;sup&gt;5&lt;/sup&gt;</td>
<td>Sometimes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>F</td>
<td>Failure</td>
<td>0.0</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>I&lt;sup&gt;6&lt;/sup&gt;</td>
<td>Incomplete</td>
<td>0.0</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>N</td>
<td>No Grade</td>
<td>0.0</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>P&lt;sup&gt;7&lt;/sup&gt;</td>
<td>Passing</td>
<td>0.0</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>S&lt;sup&gt;8&lt;/sup&gt;</td>
<td>Satisfactory</td>
<td>0.0</td>
<td>Yes/No</td>
<td>Yes/No</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>U&lt;sup&gt;9&lt;/sup&gt;</td>
<td>Unsatisfactory</td>
<td>0.0</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>V&lt;sup&gt;9&lt;/sup&gt;</td>
<td>Deferred Incomplete</td>
<td>0.0</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>W&lt;sup&gt;10&lt;/sup&gt;</td>
<td>Withdrawn</td>
<td>0.0</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>X&lt;sup&gt;11&lt;/sup&gt;</td>
<td>Audit</td>
<td>0.0</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
</tr>
</tbody>
</table>

<sup>1</sup> Final grades are based upon daily work, special reports, laboratory and fieldwork, tests, and final examinations.

<sup>2</sup> Grade points are assigned as listed for all college credit courses. Grades earned through college preparatory courses are not used in grade point calculations.

<sup>3</sup> Upon written request, transcripts will be furnished without charge.

<sup>4</sup> Courses with final grades of P, S, or C or higher, cannot be repeated for credit or to improve one’s GPA without permission of the Vice President for Instruction or if so designated as a repeatable course in the Catalog course description. Beginning Fall Semester 1997, Florida Statutes may impact the fees/tuition student’s will be charged for courses that are repeated. (See page 37 of the Catalog for more information.)

<sup>5</sup> D grades DO NOT count toward graduation under the Associate of Arts degree for English, mathematics or humanities general education requirements. D grades in such courses MAY be used to meet graduation requirements in the Associate of Science and Certificate programs.

<sup>6</sup> I grades are awarded by the instructor only if the student has a reasonable chance of successfully completing the course. An I grade will become an academic F if course requirements are not completed by the end of the next sixteen-week semester.

<sup>7</sup> Credits earned by examinations such as Advanced Placement (AP) and International Baccalaureate (IB) tests, and College Examination (CLEP) or other selected non-traditional methods (i.e. alternative means) show a grade of P.

<sup>8</sup> Assigned in non-credit courses.

<sup>9</sup> V grades must be approved by the Vice President for Instruction and are assigned only for approved extended absences beyond the normal incomplete time frame (i.e. military deployments, serious illness.)

<sup>10</sup> W grades are received if a student withdraws from a course after the end of the “drop/add period” and before the advertised “last day to withdraw with a W grade” period each semester/term.

<sup>11</sup> V grades must be approved by the Vice President for Instruction and are assigned only for approved extended absences beyond the normal incomplete time frame (i.e. military deployments, serious illness.)

<sup>12</sup> Not to be assigned by the instructor. A student may elect to audit a course at registration, before drop/add ends, or until the advertised deadline each semester (usually around mid-term.) If a student registers as an audit before the end of the drop/add period, the course will NOT count as an attempt toward full cost of instruction/repeat rules. If the student changes to audit status after the drop/add period, the course WILL count as an attempt toward full cost of instruction/repeat rules.
Repeating Courses

Repeating a Course to Improve the Grade

If a student receives a grade of D, F, W, or U in a college credit, vocational credit, or college preparatory course, he/she may repeat the course to improve the grade. Students are permitted a maximum of three enrollment attempts in such courses. On the third attempt, the student will be awarded the letter grade earned (A, B, C, D, F, S, U, or P) and will not be allowed to withdraw from the course or to repeat the course. If a course withdrawal (drop) is processed prior to the close of the Drop/Add period, or if audit status is declared prior to the end of the Drop/Add period, the enrollment will not count as one of the three attempts. Normally, once a student has successfully completed a course (received a grade of A, B, C,) he/she will not be permitted to repeat the course. In certain special or compelling circumstances, it may be possible to re-enroll after successful completion, but advance written approval must be obtained from the Vice President for Instruction.

For any course repeated, whether at OWCC or elsewhere, only credit from the last attempt will be used in the computation of the student's grade point average and for meeting program requirements. Repeating a course results in an adjusted grade point average; however, if a course is repeated after the student has earned his/her A.A. degree, the student's grade point average will not be changed or recomputed. Students should be aware that some private colleges and universities, as well as out-of-state institutions, may not accept the revised GPA or treat the repeated course in the same manner.

Per Florida statute, after the first attempt in a college preparatory course, a student will be required to pay the full cost of instruction (approximately four times the usual matriculation fees) to repeat the course. In documented cases of financial hardship or extenuating and compelling circumstances, the full cost requirement may be appealed through the Office of the Vice President for Instruction or the Office of Enrollment Services. After the second attempt in a college or vocational credit course, a student will be required to pay the full cost of instruction to repeat the course. No appeal to the full cost requirement is available for college or vocational credit courses.

Students receiving financial aid or veterans benefits should consult with a financial aid advisor before repeating a course; benefits and aid may not be available for certain repeat enrollments.

Repeating a Course for Credit toward Graduation

Certain courses, such as those in the fine and performing arts areas, physical education, and communications areas, may be repeated for credit toward graduation. The specific courses and the number of allowable repeat enrollments are provided in the course description section of this catalog. Only those courses designated as repeatable for credit fall into this category.

When a course is repeated under these circumstances, the full cost of instruction rule is not applicable until the maximum number of creditable repeats has been reached. All grades and credits associated with the allowable number of repeats will be considered in the student's GPA and will be considered in determining the credits for program completion. Once the maximum number of enrollments has been reached, additional enrollments will be treated as specified in the previous section on course repeats and may be subject to the full cost rule.

Repeating Non-credit Courses

Courses taken through Continuing Education, PRIME TIME, the Institute for Professional Development, Kids on Campus, or other similar non-academic or self-support instructional options are generally not subject to repeat rules.

Enrollment in certain Adult Education courses, including ABE, GED, and ESL offerings, is subject to certain restrictions. Students are limited to a maximum number of instructional hours in each level of instruction. Details on these limits are available from the Adult Basic Education Department or the Office of Enrollment Services.

Recognition of Academic Achievement

When the quality of a student's work is superior, the college is pleased to honor such work through recognition as follows:

PRESIDENT'S LIST. Full-time students (or part-time students for each cumulative twelve hours) who make a grade-point average of 3.80-4.00 in college level courses during any semester are placed on the President's List.

DEAN'S LIST. Full-time students (or part-time students for each cumulative twelve hours) who make a grade-point average of 3.50-3.79 in college level courses during any semester are placed on the Dean's List.
HONORS AND HIGH HONORS. At the time of graduation, a student’s total academic record is reviewed to determine High Honors (3.80-4.00) and Honors (3.50-3.79). For students to graduate with this distinction, they must have earned 15 or more hours of credit at OWCC and must have attained these same standards on all work done at OWCC as well as any cumulative academic work from prior institutions of higher education.

**Standards of Academic Progress**

The college has set academic standards ranging from recognition of excellence for superior progress to discontinuance of enrollment for inadequate progress towards these standards. In determining academic progress, college credit, vocational credit, and preparatory credit are combined. The standards apply to full and part-time students. They apply to those students who are seeking a degree or award and those who are not. A student’s cumulative grade-point averages (CGPA) will include all work which is transferred from any previously attended institutions of higher education and not just selected courses. For part-time college-credit students, the cumulative grade-point average will not be computed for honors or sub-standard academic performance until the student has attempted a minimum of twelve (12) cumulative semester hours and thereafter, will be computed every semester in which the student is enrolled.

**Good Standing.** A student is considered in academic good standing as long as the student maintains the appropriate cumulative grade-point average (GPA) specified in the following schedule for satisfactory academic progress. Students on academic suspension are not considered to be in good standing:

<table>
<thead>
<tr>
<th>Credit Hours Attempted</th>
<th>Minimum Required CGPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>12</td>
<td>1.50</td>
</tr>
<tr>
<td>24</td>
<td>1.70</td>
</tr>
<tr>
<td>36</td>
<td>1.80</td>
</tr>
<tr>
<td>48</td>
<td>1.90</td>
</tr>
<tr>
<td>60 or over</td>
<td>2.00</td>
</tr>
</tbody>
</table>

**Not In Academic Good Standing.** When students fail to achieve the schedule of credit hours with the appropriate cumulative GPA, the college will place certain restrictions on their future registrations and the courses for which they may enroll. The college will notify students of the seriousness of their situations and the restrictions that will apply to their individual cases. In order to return to “Academic Good Standing,” students must increase their cumulative grade point average for all work attempted to at least the level specified for “Academic Good Standing.”

Academic Warning/Probation 1: The first time a student fails to achieve “Academic Good Standing” (after twelve [12] credits have been accumulated) they will be placed on “Academic Warning.” They will be notified of this action and records will be coded to reflect this status. Students who are placed into this status should meet with a counselor or academic advisor to determine what course of action will return them to “Academic Good Standing.” This will probably include repeating certain courses in which the student was unsuccessful or the timely scheduling of courses so as not to overtax the student’s time available for academic requirements.

Academic Probation/Probation 2: A student who is in the status of “Academic Warning” and fails to achieve “Academic Good Standing” at the end of that semester, will be placed on “Academic Probation.” The student has one semester to return to “Academic Good Standing.” Students who during this semester achieve a semester GPA of “C”, will be continued in this status one more semester; however, veteran students are ineligible for VA benefits beyond two consecutive semesters if they are on academic warning/academic probation. Veteran students who are removed from VA benefits following the second semester of their academic warning/academic probation period may be recertified for veteran benefits after attaining the minimum required grade point average.

Academic Suspension. Any full-time student (or part-time student who has accumulated twelve [12] credit hours) who fails all courses in a semester shall be suspended for a minimum of one semester.

Any student who has for one semester been in the status of “Academic Probation” and has not attained a semester GPA of “C” or better during that semester shall be considered as not making satisfactory progress and will be suspended for a semester.

Students may appeal the decision of “Academic Suspension” through the Admissions committee. Contact the Office of Enrollment Services (729-5373) for details.
Academic Dismissal. If a student has progressed through all stages from “Academic Warning,” to “Academic Probation,” to “Academic Suspension,” and still has not returned to “Academic Good Standing,” then the student will be separated from the college under the status of “Academic Dismissal.” In this status, the student is eligible to register only for noncredit classes in “Continuing Education.”

Credit by Alternative Means

Currently enrolled students may earn credit by examination. No grades are assigned to credit earned by this method, and hours are not included in computing a student’s grade point average. A maximum of 45 semester hours may be earned toward graduation through a combination of nontraditional sources as listed below under guidelines established by the State Board of Education in Florida Administrative Code (FAC 6A-10):

(AP) Advanced Placement Credits: Okaloosa-Walton Community College participates in the Advanced Placement Program conducted by the College Board. Advanced Placement Tests may be taken at participating high schools or centers. Upon receipt of official score reports from the College Board, college credits will be awarded as determined by the Registrar. Scores of 3, 4, and 5 will be accepted for credit. No credit will be allowed for scores of 1 or 2.

(CLEP) College Level Examination Program: College credits may be earned through the successful completion of general and subject level examinations. A 50th percentile score is required for credit. Upon receipt of official score reports from the College Board, specific courses in which credit may be awarded are determined by the Registrar under guidelines established by the State Board of Education. Application for CLEP exams may be made through OWCC’s Testing Center, located in Student Services on the Niceville Campus.

(IB) International Baccalaureate: Students receiving the International Baccalaureate (IB) diploma will receive up to 30 semester hours of credit for scores of 4 or higher on both higher level and subsidiary level examinations. Students who do not receive the IB diploma will receive credit for scores of 5 or higher on higher level examinations only.
Upon receipt of an official score report from the College Board, college credit will be awarded as determined by the Registrar.

Military Credit: A student enrolled in a recognized program and wishing to translate military service school credits into college credits may do so by making a formal written request to the Registrar. Active duty personnel must submit an official copy of the Department of Defense Form 295. Retired military personnel must submit a certified copy of the Department of Defense Form 214 (DD214). Students requesting credit for military schools completed in the Air Force must have an official transcript sent to the Office of Enrollment Services from the Community College of the Air Force (CCAF). Credits for military experiences will be granted according to the recommendations of the American Council on Education (ACE) as published in the latest edition of the Guide to the Evaluation of the Educational Experience in the Armed Services. The final determination of credit is made by the Registrar.

Comprehensive Examination for Credit in Designated Courses (Departmental Challenge Exam): Students who are admitted to the college may be granted credit in designated courses based on knowledge or ability as measured by an examination in the area in which credit is being sought. Designated courses that may be completed through a Comprehensive Examination are on file in the Vice President for Instruction’s office.

To be eligible for credit by Comprehensive Course Examination the student must:

1. Be admitted to OWCC.
2. Complete necessary application form for Comprehensive Course Examination, securing the signature of the appropriate department chair (setting date for examination) and the Vice President for Instruction.
3. After Item 2, present form to Comptroller’s office and pay the Comprehensive Examination Testing Fee (100 percent of registration/tuition fee for course, excluding lab fee), returning form after payment of fee to the Vice President for Instruction. The Comprehensive Examination Testing Fee may be paid anytime after the end of late registration, or as approved by the Vice President for Instruction upon written request from the student and department chair.
4. Complete the examination on date as scheduled. Examination date must precede final exams for the term in which it is scheduled.

5. Credits will be awarded for passing grades earned on comprehensive examinations. (See footnotes on the A.A. degree General Education page for certain minimum grade restrictions.)

Comprehensive Course Examinations will be administered by the Department Chair. A Comprehensive Course Examination in a particular course may not be taken more than one time for a designated course.

Credit awarded by Comprehensive Course Examination will become part of a student’s permanent record and will be posted to the student’s transcript with the appropriate grade if all fees are paid within deadlines stated.

No more than 45 semester hours of nontraditional credit may be earned through this means or any combination of sources (i.e., CLEP, military experience, etc.).

Correspondence Course Credits: Up to nine semester hours of credit for correspondence and/or extension courses may be transferred from a college or university accredited by the appropriate regional accrediting association. (This does not include Distance Learning Courses taken at OWCC.) These hours may include, but not be in addition to, the credits available through the Servicemember’s Opportunity College Program.

Credits for Armed Services Schools and Military Training. Credits resulting from classroom-type instruction (i.e., excluding on-the-job training and correspondence-type courses) at U.S. Air Force Schools will be evaluated as stated on the official transcripts issued by the Community College of the Air Force. Credits for occupational and vocational-technical courses will apply only toward an A.S. degree or Technical Certificate. Credits for classroom instruction from military schools other than the established academies of the U.S. Air Force, U.S. Army, U.S. Coast Guard, U.S. Marine Corps, and U.S. Navy will be evaluated by the OWCC Registrar according to the ACE Guide. DANTES/USAFI credits will be evaluated by the OWCC Registrar in keeping with the state of Florida Articulation Agreement between community colleges and universities.

Articulation of Vocational Courses/Credits. Students who complete a diploma or certificate from a vocational or technical school at less than the college level may receive credit toward partial completion of a related technical program at OWCC. Credit is awarded based upon the nature of the training, current skill levels, and relationship to OWCC program standards. The amount of credit awarded will depend upon established articulation agreements and departmental recommendations.
Students receiving credit under this option must complete fifteen credits in residence at OWCC before the alternate credits will appear on the student's permanent record (transcript). Additional minimum grade or course requirements, as well as demonstration of competencies, may also be required.

Students who complete a vocational school certificate program which is contained in an approved articulation agreement with OWCC will receive credit toward completion of a related technical program at the college per the details of the agreement.

Students who complete a vocational credit certificate at OWCC may receive credit toward partial completion of a related technical program at the college according to the credit/competency equivalents established by the College Curriculum Committee.

Servicemembers Opportunity College

Okalooza-Walton Community College subscribes to the principles of the Servicemembers Opportunity College and has established flexible policies including credits and/or course waivers based on OLEP, DANTES/USAFI, CASE Guide, and “challenge” examinations geared to the needs of active-duty service persons (maximum 45 credit hours). Active-duty personnel stationed at Eglin Air Force Base and Hurlburt Field who have earned a minimum of 15 approved degree credits from OWCC may transfer other approved credits back to OWCC from any accredited college or university to be applied toward the associate degree. Interested personnel should consult with Okalooza-Walton Community College’s educational advisor in the college’s on-base office or with their Education Services Officer for complete details regarding the SOC.

College Preparatory Instruction

College preparatory courses are provided for high school graduates who are identified as needing additional academic background or refresher work in computation and/or communications skills before pursuit of college credit courses. These courses provide competency-based instruction in the areas of reading, English/writing, and mathematics. College prep courses do not apply toward A.A., A.S., or certificate program requirements, but may meet prerequisites for continued pursuit of college credit courses.

Required Enrollment in College Prep Courses

Students whose entry level placement scores are below the levels specified in Florida Administrative Code are required to enroll in the appropriate college prep courses before attempting college credit work in those areas. Students whose placement scores fall below the minimum in the computation area must satisfy the appropriate college preparatory mathematics requirement prior to enrollment in any college credit mathematics course or in any college credit course for which a college credit math course is a prerequisite. Students whose placement scores fall below the minimum in the English area must satisfy the appropriate college prep English requirement prior to enrollment in any college credit English or Gordon Rule writing courses. (Refer to “Entry-Level Testing” on page 6 of the Admissions Section of this catalog.)

Once the college preparatory requirement is satisfied, the student may progress to college credit courses in the subject area. Successful completion of the college preparatory requirement is defined as: a) a grade of “C” or higher in each required college prep course and b) attainment of a passing score on each required college prep exit examination (see below). A student may also progress to college credit work if he/she demonstrates a satisfactory placement exam score in the appropriate subject area.

Full-time degree-seeking students must begin prep instruction in their first term of enrollment as a degree-seeker and continue in the appropriate college prep sequence until they have successfully satisfied all preparatory requirements. Part-time students who have accumulated twelve (12) or more credits must begin their college prep courses and continue in the appropriate college prep sequence until they have satisfied all prep requirements. Once required to begin college prep instruction, the student must enroll in at least one college prep course each term of enrollment until the prep requirement is satisfied. In certain circumstances, attainment of the appropriate placement score may be sufficient to permit the student to progress to college credit courses.

Students enrolled in college prep courses may, at the same time, take college credit courses for which they are qualified. In this manner, a student may begin earning credits that apply toward his/her program of study while completing college prep requirements.

Non-degree seeking students, students who have successfully completed appropriate college credit course work in English, mathematics, and/or reading, and students who have already completed an A.A. or higher level degree may be excused from college preparatory instruction. In such cases, official verification of previous course work or degree is required.
College Preparatory Exit Examination

Beginning with the Fall 1998 Semester, Florida Statutes require that a student successfully complete a college preparatory exit examination at the close of each college prep course sequence in which he/she is required to enroll. Accordingly, an exit examination will be administered in each prep subject area in coordination with the final course in the college prep English, mathematics, and reading sequences. In order to proceed into college credit course work in the subject area, a student must successfully complete both the college prep course and the appropriate exit examination.

Note: At catalog press time, additional clarifications regarding the college preparatory exit examination requirement were still pending at the state level. Students will receive the most current information regarding this requirement at the time of enrollment and/or during their first week of enrollment in college prep courses. For additional information, contact the Office of the Vice President for Instruction or the Office of Enrollment Services.

Elective Enrollment in College Prep Courses

Students whose placement scores are above the established minimum level may still enroll in college preparatory courses if such enrollment would enhance future academic success. Many students find the courses an excellent way to refresh skills learned in the past. However, as college prep courses do not apply toward program completion, students are advised to enroll in prep courses only after very careful consideration. Students receiving financial aid or veterans benefits should consult with an advisor prior to enrolling in college prep courses in these circumstances.

Repeat Enrollments/Attempts in College Preparatory Courses

Per Florida Statute, a student is eligible for no more than three attempts to successfully complete a given college preparatory course. All official enrollments after summer of 1997 are considered attempts, regardless of the grade received. However, if a withdrawal is processed prior to the close of the Drop/Add period, or if audit status is granted prior to the close of the Drop/Add period, the enrollment will not be counted as an attempt. Students may not audit a college prep course unless advance approval is granted through the Office of the Vice President for Instruction. If a student receives a grade of D, F, W, X, or U in a college preparatory course, he/she may repeat the course to improve the grade and meet prep requirements. On the third attempt, however, the student will be awarded the letter grade earned (A, B, C, D, F, S, U, or P) and will not be allowed to withdraw or to re-enroll. The prohibition for re-enrollment extends to any public postsecondary institution in Florida.

Once a student has exhausted his/her course attempts in a given college prep area, the only ways to satisfy the prep requirement are: a) retake the placement examination and demonstrate a score above the established minimum for that subject area, or b) provide documentation of successful completion of an equivalent or higher-level course at a private postsecondary institution.

The campus stores at the OWCC Niceville and Fort Walton Beach campus provide textbooks, student rate computer equipment and software, clothing, dry goods, and a variety of other products and services.
Students not eligible to re-enroll in a given college prep course may, however, continue enrollment at OWCC in other prep courses, or in other courses for which they are eligible. In the latter case, an appeal through the Office of Instruction may be necessary to continue enrollment. College prep students should work closely with an advisor to determine the best plan under such circumstances.

Florida Statutes also mandate that after the first attempt in a given college preparatory course, a student will be required to pay the full cost of instruction (approximately four times the usual matriculation fees) to repeat the course. In documented cases of financial hardship or extenuating circumstances, an exception to the full cost requirement may be granted. Exceptions must be appealed through the Office of the Vice President for Instruction or the Office of Enrollment Services prior to registration.

Alternatives for Students No Longer Eligible for College Prep Enrollment

Once a student has exhausted his/her course attempts in a given college prep area, the only ways to satisfy the prep requirement are: a) retake the placement examination and demonstrate a score above the established minimum for that subject area, or b) provide documentation of successful completion of an equivalent or higher-level course at a private postsecondary institution.

OWCC is committed to student success and has developed several strategies for students in this circumstance. The student should work closely with an advisor to identify alternatives for which he/she is eligible and to develop a plan for continued study. These strategies are also appropriate for an individual who is subject to the full cost requirement and is unable to afford the increased cost of enrollment.

1. The student may continue enrollment in other appropriate college prep courses, or continue enrollment in other appropriate college prep and college credit courses and pursue one of or a combination of the following strategies. After an appropriate skill-building effort, the student may then retake the placement exam.
   - Enroll in an appropriate alternate college prep course in the subject area
   - Enroll in an OWCC adult basic education class(es) to build skills in the given area
   - Pursue individualized study in the OWCC Academic Success Center and/or Math Lab to build skills in the given area
   - Work with an OWCC tutor to build skills in the given area
   - Enroll in an OWCC non-credit basic skill refresher course in the given subject/skill area
   - Attend an OWCC Skill Refresher Workshop(s) in the given subject/skill area

2. The student may consider a revised program of study which does not carry a college preparatory requirement. OWCC offers several college credit and vocational credit certificates for which placement testing and college prep instruction are not applicable. Students pursuing an AS degree may wish to change to a companion college credit certificate which offers the technical skills needed for employment. After completion of the certificate courses, the student may acquire sufficient skills to perform better on the placement examination and eventually progress to an associate degree program of study. See the “Certificates” section of this catalog.

3. The student may temporarily “stop-out” of credit courses, concentrate on skill development, through his/her own resources, then retake the placement examination.

4. The student may enroll in an equivalent or higher level course in the subject area at a private postsecondary institution. Upon successful completion of that course work, the student may transfer the course back to OWCC and/or re-take the placement exam. Students wishing to pursue this option should work closely with an advisor to be sure the alternate course(s) selected will satisfy the prep requirement. Ideally, the student should submit a transient study form and secure advance approval. Depending on the nature and level of the transfer course, the student may still need to demonstrate minimum skills through the placement exam.
**English Course Sequence**

The following diagram indicates certain required and recommended tracks to satisfy requirements for English communications and reading. At catalog press time, additional English and reading courses were under review and are not reflected in this flow chart. Students should work closely with an advisor to select the courses appropriate to their educational goals.

**FCEP Writing Placement Test**
- **Passing Score**
  - **Below Cutoff**
  - **Recommended *WS 1 or 2**
    - **Grade of “C” or Above**
      - **ENC 0020** Prep English 2
      - **Pass FCEP Writing Placement Test**
    - **Grade of “C” or Above**
      - **ENC 0010** Prep English 1
    - **FCEP Score 64-82**
      - **REA 0002** Prep Reading 2
      - **Grade of “C”**
      - **FCEP Score Above Cutoff**
  - **FCEP Score 0-63**
      - **REA 0001** Prep Reading 1
      - **FCEP Score Above Cutoff**
  - **FCEP Score 0-63**
      - **REA 0001** Prep Reading 1
      - **FCEP Score Above Cutoff**

**Humanities Courses**
- **ENC 1101 English Comp. I**
  - **ENC 1102 English Comp. II**

**Reading Course Sequence**
- **FCEP Reading Placement Test**
  - **Passing Score**
    - **Below Cutoff**
    - **FCEP Score 64-82**
      - **REA 0002** Prep Reading 2
      - **Grade of “C”**
      - **FCEP Score Above Cutoff**
    - **FCEP Score 0-63**
      - **REA 0001** Prep Reading 1
      - **FCEP Score Above Cutoff**

*WS – Writing Sample*
**Mathematics Course Sequence**

The following diagram indicates possible tracks to satisfy mathematics requirements depending upon background and program needs. At catalog press time additional math prep courses were under review and may cause changes in the flow chart. Students should work closely with an advisor to select the appropriate math courses to meet their education goals.

To move along flow chart all grades must be a “C” or better.

New MAT1033 is 4 semester hours.

- **MAT 0024**
  - Col. Prep Alg. if scores <72

- **MAT 0025** or **MAT 1033** before Summer 98

- **MAC 1140**
  - Pre Calc. Algebra

- **MGF 1106**
  - Math for Liberal Arts

- **MAC 1102**
  - Intro. to College Alg.

- **STA 2023**
  - Statistics

- **MAC 1140**
  - Pre Calc. Algebra

- **MGF 1106**
  - Math for Liberal Arts

**Elective Credit**
- New MAT 1033
- Intermediate Alg.

**General Ed Credit**
- **STA 2023**
  - Elem. Statistics

- **MAC 1105**
  - College Algebra

- **MGF 1106**
  - Math for Liberal Arts

- **MAC 2233**
  - Calc. for Business

- **MAC 1140**
  - Pre-Calc. Algebra

- **MAC 1147**
  - Pre Calc. Alg. & Trig.**

- **MAC 1114**
  - Trigonometry

- **MAC 2311**
  - Calc. I

- **MAC 2312**
  - Calc. II

- **MAC 2313**
  - Calc. III

- **MAS 2103**
  - Linear Alg.

- **MAP 2302**
  - Differential Equations

* Scores to be determined later
** A or B in Trigonometry Courses connected on same line may be taken simultaneously