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# **INTELLITEC COLLEGES CATALOG ADDENDUM**

Supplement to the IntelliTec Colleges Student Catalog  
2023-2025 Volume XI, August 2023, Number 1

***Date Created: August 31, 2023***

***Date Updated: August 31, 2023***

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## **Revisions to the Catalog: August 31, 2023**

**Pg. 38 After Leave of Absence (LOA) section add the below section.**

### ***MAKE-UP WORK AND COURSEWORK DUE DATES***

#### ***Residential and Distance Education Programs and/or Courses***

##### ***Synchronous Delivery***

Daily in-class assignments, lab demonstrations, checkoffs, and group work are due on a daily basis. If a student is absent, they will not earn points for the in-class assignments, however, the instruction time missed can be revisited during open labs or by requesting tutoring to help you stay on track with your class.

All Outside/Graded Work is listed in the syllabus and is assigned on Monday of the school week and are due on the following Sunday at 11:59 p.m. Late Outside/Graded work assignments submitted after Sunday at 11:59 p.m., will ONLY be accepted through Monday at 11:59 p.m. with a 20% deduction. All week 6 assignments are due by the last day of class, there will be no assignments accepted after the course has been completed.

##### **Make-Up for Exams**

If a student is absent on a scheduled exam date, the student must meet with the instructor before or after class to determine if make-up is possible, and, if so, make arrangements for make-up exam.

- Exams cannot be made up during class, as this would result in the student missing even more class time. Make-up exam time does not count for attendance.
- All make-up exams will have 10% deducted from the score if taken the first class day after the scheduled exam date; and 10% for each additional day late, for a maximum of one week and a total of 40% deduction from the score.
- If a student does not make up the exam one week after it was scheduled, the student will receive a zero (0) for that exam.
- Midterm and final exams cannot be made up unless the student notifies the instructor and the Director of Education in advance of extenuating circumstances that preclude attendance on the day of the exam. The instructor will discuss with the DOE the approval of the exam.

#### ***Distance Education Programs and/or Courses***

##### ***Online Asynchronous Delivery***

Weekly lecture assignments and weekly discussion board posts are due Thursday at 11:59 p.m. Discussions boards require the student's initial response and a response to three fellow students.

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##### **Make-Up for Exams**

If a student is absent on a scheduled exam date, the student must meet with the instructor before or after class to determine if make-up is possible, and, if so, make arrangements for make-up exam.

- Exams cannot be made up during class, as this would result in the student missing even more class time. Make-up exam time does not count for attendance.
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- If a student does not make up the exam one week after it was scheduled, the student will receive a zero (0) for that exam.
- Midterm and final exams cannot be made up unless the student notifies the instructor and the Director of Education in advance of extenuating circumstances that preclude attendance on the day of the exam. The instructor will discuss with the DOE the approval of the exam.

**Pg. 31 Under the Academic Progress section paragraph 12 now reads:**

Failing a course will result in a change to the student's scheduled classes and graduation date. This also may result in the student being required to go on a Leave of Absence if a class is not available. The student will be notified of these changes. Any course repeated will result in a student charge of \$250 for 1-4.5 credits and \$500 for 5 or more credit hours in accordance with the current tuition supplement. The grade of any successfully repeated class will replace the grade of the same previously failed class in the GPA calculation.

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