

ACADEMIC INFORMATION

South Piedmont Community College operates on the semester system. The fall and spring semesters are each sixteen (16) weeks and may include two or more shorter sessions. The summer term is eight (8) weeks and may contain two or more shorter sessions.

Student Classification

- Full-time curriculum students are enrolled in 12 or more semester hours of credit.
- Part-time curriculum students are enrolled with fewer than 12 semester hours of credit.
- Special credit students are enrolled in individual credit courses but not working toward graduation.

Academic Credit Hours

Semester hours are awarded as follows:

- One semester hour of credit for each hour per week of class lecture
- One semester hour of credit for each two or three hours per week of laboratory or shop
- One semester hour of credit for each three hours per week of clinical
- One semester hour of credit for each ten hours per week of cooperative work experience

Student Course Load

You must carry 12 semester hours to be considered a full-time student. Permission from the dean within the educational division must be obtained to schedule more than 20 credit hours in one semester.

Your decision about the best course load for you in fall or spring semesters or summer term depends on the amount of time you have to complete your academic work in addition to your other responsibilities. College coursework requires more of you than just the time to attend class. You need to allow time for reading, studying, assignments, research, projects, etc. Plan to devote two (2) to three (3) hours outside of class for every hour that the course meets. For example, if the course is a three (3) contact hour course (meets three (3) hours per week), plan to devote six (6) to nine (9) hours outside the classroom.

Distance Learning

Distance learning delivery systems at SPCC include online courses, blended courses, web-enhanced courses, and interactive television courses.

Online (Internet) courses are taught via the Internet, which gives you the flexibility of accessing course information, submitting assignments, and participating in course discussions at a time and place that is convenient to your schedule. All online courses have schedules and due dates that you will have to meet in order to be successful. Online courses are offered as part of the College's regularly scheduled classes; that is, they have published start and end dates. Courses conducted totally online have "IN" section numbers.

Blended courses combine online learning with required, scheduled, face-to-face instructional time. The primary delivery is online with a requirement that students also meet in traditional face-to-face sessions as determined appropriate by the College. The online portion replaces classroom instructional time with activities and assessments that are done online. You must attend all scheduled classes just as you would any other traditional college course. Blended courses have "B" section numbers.

Web-Enhanced courses are regular, face-to-face classroom courses that use an online course site to supplement instruction. Instructors will post the course syllabus there along with other course materials.

They may use the online grade book to help keep you up-to-date on your grades. Or, they may require you to submit assignments electronically in your course's online site. Some others may do all course testing on the course site. All of SPCC's seated courses are now web-enhanced. You will be required to submit at least one assignment by going to the course's online site. Web-enhanced courses have "W" section numbers.

SPCC uses the Moodle course management system for online learning. To access **Moodle**, go to <http://online.spcc.edu>. Your username and password are automatically created for you. Usernames include the first letter of your first name, the first three letters of your last name, and the last four digits of your SPCC student ID number. (Your student ID number can be found under your name at the top left corner of your registration form.) Your initial temporary password is "Temp" followed by your two-digit birth month, your two-digit birth day, followed by the plus sign. The "T" in the word "Temp" must be capitalized. For example, John Q. Public (student ID 1234567) would log in:

Username: jpub4567
Password: Temp0712+

You will be required to change your password the first time you log into Moodle. Your new password must be at least eight (8) characters long and include at least one (1) lower case letter, at least one (1) capital letter and at least one (1) number or special character.

Interactive Television (ITV) courses have two-way interactive video technology that connects teaching locations among SPCC campuses and throughout the state. ITV enables the course instructor and students in the classroom at one location to see, hear, and talk to students in comparably equipped classrooms at other locations. There are ITV classrooms on the L. L. Polk campus in Polkton, the Old Charlotte Highway campus in Monroe, and the Lockhart-Taylor Center in Wadesboro. These courses are taught by SPCC instructors and have "ITV" section numbers.

Registration for distance learning courses is handled in the same way as traditional course registration. Credit hours earned for taking these courses are the same as those earned for taking the same courses in a traditional classroom setting. The cost for distance learning is the same as for traditionally scheduled courses. There is, however, a \$10 fee for online ("IN" sections) courses that use Moodle as the sole mode of delivery. There is a \$5 fee for blended ("B" sections) courses.

Students participating in distance learning courses must:

- Complete the College Placement Test (CPT).
- Meet required prerequisites and/or corerequisites listed for the course in the College catalog.
- Possess the necessary skills and technical requirements needed to participate in distance learning courses.
- Complete all assigned coursework, discussions/chats, and assessments within the time constraints defined by the instructor.
- Access online and blended courses using the Internet on or before the last published access date. Additional information about these dates is published on the College website, www.spcc.edu under Student Resources / Distance Learning.

Distance learning is not for everyone. Although everyone might like the idea of not having to attend class, the flexible scheduling comes with extra demands. You must decide if you are a good candidate for a distance learning course. As a distance learning student, you need to be self-motivated and willing to work 12 to 15 hours every week on a course. You should be very disciplined and be able to create and adhere to a schedule of study, to read textbooks and articles, to do assignments, and to prepare for and take online tests.

To determine if you are a good candidate for being a successful online learner, you are encouraged to complete the orientation activity, which includes viewing modules and taking assessments, available on the SPCC Distance Learning page of the SPCC website.

Distance learning students must not only have access to the right equipment for the course but must know how to use it. When taking online and blended courses, you must have access to a computer and a reliable Internet connection. Although computers on campus are connected to the Internet, you must not rely on campus computers as your sole means of accessing your courses.

Some courses will require specific versions of software packages, such as a Microsoft Office. Many courses will require that you view PowerPoint presentations and/or create one as part of a course project. Your computer must be loaded with the required software, or you must have the ability to save your documents in a format that your instructor can open and read and that is agreed upon.

As a minimum, students using Moodle must be able to:

- Access and use their SPCC Gmail account
- Open and close a word processing program
- Enter and edit text
- Save a file to a hard drive or a flash drive
- Upload files from a hard drive or a flash drive
- Open existing documents
- Use passwords
- Protect against computer viruses
- Open and close a browser
- Navigate to different websites
- Create/find/use a bookmark or favorite

Academic Advisors

Every curriculum student is assigned an academic advisor(s). Your academic advisor is available to you during his/her regularly scheduled office hours as well as by appointment. You have the responsibility for planning your program of study with the help of your academic advisor. This involves (1) keeping up to date with College and division/department curriculum requirements, (2) keeping informed of academic deadlines and changes in academic policies, and (3) consulting with your academic advisor at each pre-registration period and at other times as needed. A list of program advisors can be found on the SPCC website under Future or Current Students/Academic Advising.

Catalog of Record

The catalog that is current when you enroll in the College is called the catalog of record. The program of study listed in your catalog of record outlines the requirements that must be met for graduation. When changes occur in a program of study, you may elect to move to the next catalog in which those changes are effective or continue in the current catalog. A request for change must be filed with the Admissions Office in Student Services. Any deviation from the catalog of record must receive written approval by your academic advisor and his/her supervisor.

If you have not attended South Piedmont Community College for at least one academic year, you must re-enter under the catalog in effect at the time of readmission.

Continuous Enrollment

As long as a student maintains continuous enrollment, the student's records (test scores, transfer credit evaluation, transfer credit appeal, etc.) will remain valid. Continuous enrollment is defined as enrollment in consecutive fall and spring semesters. If a student does not maintain continuous enrollment, the student may be required to take the College Placement Test (CPT), complete the Credit Appeal process and/or repeat coursework.

Collaborative Agreements

If you are taking classes at South Piedmont Community College toward a degree which will be awarded by another community college, such as Biotechnology (Gaston College), or Fire Protection Technology (Central Piedmont Community College), you must meet the admissions and graduation requirements for that "host" college. Transcript evaluations will come from the host college. Most colleges will only accept 75 percent of the total program hours as transfer credit from another college. Check with the host college to find out their admissions, graduation, and transfer credit policies.

Changing Program of Study

When you completed an application for admission to South Piedmont Community College, you selected or declared a program of study. To change this program of study or to add another program of study, you must see Admissions Office in Student Services for a change of program form. Depending on your situation, you will be referred to an advisor for further discussion about your program change and the reasons behind it. If you are receiving financial aid, you will be required to speak with a financial aid representative as to the possible consequences resulting from a program change. Completed forms must be returned to Student Services for processing. If you have been placed into Special Credit status by the Admissions Office due to not meeting all admissions criteria, you must meet all of those requirements before requesting a change. You may change your program only once per semester. Changing programs may result in loss of financial aid.

Student Records

South Piedmont Community College will comply with the Amendment to Public Law 93-380, (Privacy Rights of Parents and Students) which sets forth obligations for the maintenance and release of certain student information.

The following documents will be maintained as part of your institutional record for five (5) years and are subject to all state and federal regulations governing the safety and confidentiality of those records:

- Complete application
- Registration and change notices
- Veterans records
- Transcripts
- Registration forms
- Test records (when applicable)
- Statement of waiver by the student for release of records, which also contains a list of those persons to whom the records are accessible

South Piedmont Community College will use the above information for the sole purpose of assisting you in the attainment of educational goals at this institution. The information gathered as listed above may be shared with appropriate professional personnel of the institution for the accomplishment of this goal.

You have the right to request and be permitted, within the limitations of Public Law 93-380, to review the above listed records in the presence of either the Vice President of Student Services or a counselor. You must provide identification and complete a Request for Release of Information form. You will be allowed to view your records within 45 days of the request.

Destruction of Records

Disciplinary, college activity, and various other records are periodically destroyed. SPCC assumes no obligation to provide you the information contained in such records following their destruction. (This includes official, non-official, and faxed copies.)

Transcripts

You may request copies of your South Piedmont Community College transcripts by completing a transcript request form available in the Registrar's Office. You should allow time for processing and mailing.

Transcripts are sent upon the written request of the student only. No transcript will be furnished for a student whose financial obligation to the College has not been satisfied. Transcripts cost \$2 each and will be mailed out within 48 business hours of the request. Transcripts on demand or faxed transcripts can be obtained for a \$5 fee. If paying by check, the check must include a driver's license number and phone number. Starter checks are unacceptable.

A student may also obtain transcripts through the National Student Clearinghouse website at Getmytranscript.org. The fee is \$2.00, plus \$2.25 per address to which the transcript is sent. Faxed copies are \$5.00, plus \$2.25 per number to which the transcript is sent.

Academic Integrity Policy and Procedure

SPCC's Academic Integrity Policy and accompanying procedure address student rights and responsibilities regarding academic dishonesty. This policy applies to all students, including those in distance learning courses and programs.

Students enrolled at South Piedmont Community College are responsible for upholding standards of academic integrity. An academic integrity violation includes cheating and plagiarism.

Cheating is an attempt to deceive the instructor in his/her effort to fairly evaluate an academic exercise. Cheating includes, but is not limited to, copying another student's homework, class work, or required project (in part or in whole) and presenting it to the instructor as one's own work; or giving, receiving, offering, and/or soliciting information on a quiz, test, examination, or other academic exercise.

Plagiarism is the copying of any published work such as books, magazines, audiovisual programs, electronic media, and films or copying the theme or manuscript of another individual. It is plagiarism when one uses direct quotations without proper credit or when one uses the ideas of another without giving proper credit. When three or more consecutive words are borrowed, the borrowing should be recognized by the use of quotation marks and proper parenthetical and bibliographic notations.

It is the student's responsibility to learn more about how to avoid academic dishonesty.

If upon investigation the instructor determines there is an academic integrity violation, the student will be held accountable as stated below:

- The instructor will notify the student in writing of the details of the academic integrity violation and that an "F" or "O" has been given for the assignment.
- The instructor will send the student's name along with detailed evidence and documentation of the violation to his/her supervisor, the Vice President of Academic Affairs/Chief Academic Officer (CAO), and the Vice President of Student Services to be added to the student's permanent academic record.
- The Vice President of Student Services will notify the appropriate supervisor if there are previous documented offenses in the student's file. The Vice President of Academic Affairs/CAO, in consultation with the supervisor, will determine the disciplinary action for the violation. Sanctions range from the minimum of a reprimand to a maximum of expulsion depending on the severity and number of violations.

- The student may appeal the disciplinary action resulting from the academic integrity violation by submitting a letter addressed to the Student Appeals Team in care of the Vice President of Academic Affairs/CAO no later than five (5) days following notification to the student of the disciplinary action. The Student Appeals Team will hold a hearing within ten (10) working days of the receipt of the appeal. The decision of the Student Appeals Team will be final.

Attendance

Regular attendance and participation are essential to student learning and successful completion of a course. South Piedmont Community College recognizes that students are adults with many responsibilities and occasionally absences are unavoidable. However, absences in no way lessen the student's responsibility for meeting the requirements of the course.

Attendance in Traditional or Web-Enhanced Classes

Traditional or web-enhanced courses are seated classes in which students attend on campus or at other designated physical locations. Absences are counted from the first official meeting of the course regardless of when the student registers for, or enters, the course.

Students are responsible for all work missed during their absence. Instructors are not required to accept makeup or missed work; therefore, acceptance of makeup or missed work is at the discretion of the instructor.

Attendance may be used as a factor in determining the final grade for a course. This factor must be included in the instructor's syllabus. Instructors are responsible for discussing their syllabus at the first class meeting of each course.

Instructors may withdraw students who violate the instructor's attendance policy as outlined in the course syllabus. In the event that a student's absences in a course exceed 12.5 percent of the course contact hours, the instructor may submit a Withdrawal Form through Sharepoint to the Registrar's Office, and a grade of "WI" (Withdrawal by Instructor) will be assigned. Prior to submitting the Withdrawal Form, the instructor will attempt to notify the student of the impending withdrawal. The 12.5 percentage is calculated by doubling the number of course contact hours as listed in the College catalog. For example, the 12.5 percent point for a three (3) contact hour course is 6 class hours. The College does not differentiate between "excused" and "unexcused" absences in calculating course attendance.

Punctuality is also essential to student learning. Students are expected to arrive to class meetings on time and to stay for the entire class period. Arriving late or leaving early disrupts the learning environment. Each instructor is responsible for addressing punctuality in the course syllabus at the first class meeting of the course.

Attendance in Distance Learning Classes (100% Online)

Distance learning courses are taught totally online via the Moodle course management system. Student "attendance" in online courses is defined as active participation in the individual online course. Active participation is tracked through weekly login records, submission/completion of assignments by the posted due dates, completion of tests, and communication with the instructor as outlined in the course syllabus. If a student fails to maintain active participation for a period equivalent to 12.5 percent of the total instructional days for the semester/term and has made no contact with the instructor, the instructor may withdraw the student from the course by submitting a Withdrawal Form through Sharepoint to the Registrar's Office, and a grade of "WI" (Withdrawal by Instructor) will be assigned. Prior to submitting the Withdrawal Form, the instructor will attempt to notify the student of the impending withdrawal.

The inactivity period equivalent to 12.5 percent is defined as follows:

- 10 instructional days for a 16-week course
- 8 instructional days for a 12-week course
- 5 instructional days for an 8-week course

For any situation which results in the student being unable to log in to his/her online course, the student is responsible for contacting the instructor.

Attendance in Blended Classes

Blended courses have both online and seated class attendance requirements. Instructors may withdraw students who violate the instructor's attendance policy as outlined in the course syllabus. In the event that a student's absences in a course exceed 12.5 percent of the on-campus contact hours for the course, the instructor may submit a Withdrawal Form through Sharepoint to the Registrar's Office, and a grade of "WI" (Withdrawal by Instructor) will be assigned. Prior to submitting the Withdrawal Form, the instructor will attempt to notify the student of the impending withdrawal. The College does not differentiate between "excused" and "unexcused" absences in calculating course attendance.

If the student fails to maintain active online participation for a period equivalent to 12.5 percent of the total instructional days for the semester/term and has made no contact with the instructor, the instructor may withdraw the student from the course by submitting a Withdrawal Form through Sharepoint to the Registrar's Office, and a grade of "WI" (Withdrawal by Instructor) will be assigned. Prior to submitting the Withdrawal Form, the instructor will attempt to notify the student of the impending withdrawal.

The inactivity period equivalent to 12.5 percent is defined as follows:

- 10 instructional days for a 16-week course
- 8 instructional days for a 12-week course
- 5 instructional days for an 8-week course

For any situation which results in the student being unable to log into his/her online course, the student is responsible for contacting the instructor.

Department Attendance Requirements

A curriculum department may be more stringent in its attendance requirements but cannot be more lenient. If a department decides to have more stringent attendance requirements, then all instructors in the department must incorporate these requirements into their syllabi and advise their students of these requirements at the first class meeting of each course. If an external accrediting agency requires a more stringent attendance policy for a program in a department than the College's attendance requirements, that requirement will be incorporated into the syllabi. Changes to the College's attendance requirements must be approved in advance by the Vice President of Academic Affairs/Chief Academic Officer.

Absences for Religious Observances

South Piedmont Community College will authorize two excused absences each semester (fall and spring) for religious observances required by the faith of a student.

SPCC requires that the student provide written notice of the request for an excused absence a minimum of two weeks prior to the date of the religious observance. The student will be given the opportunity to make up any tests or other work missed due to an excused absence for a religious observance. The student must communicate with the instructor in advance of the absence to determine how and when the missed work will be completed.

Census Dates

Entry into classes at SPCC requires students to have physically attended and or to have logged into their Moodle courses and completed the Start Up Activity in order to be counted for funding purposes. Entry into a course must occur by the census date/10 percent point for the course. Census dates differ depending on the type of course in which the student is registered:

Students who have neither logged into their Moodle course and completed the Start Up Activity by the census date NOR attended a seated class meeting by the census date will be considered "Never Attended" and removed from the course. Students are responsible for the cost of any course in which they are considered a Never Attended. Never Attended grades may affect your financial Aid.

Traditional or web-enhanced classes: Students must be physically present by the census date/10 percent point for the course. Students who have not attended any class meeting by the census date will be considered “Never Attended” and removed from the course.

Distance learning or online classes: Students must log into Moodle AND complete the Start Up Activity by the census date/10 percent point in the course. Students who have not logged into Moodle and completed the Start Up Activity by the census date will be considered “Never Attended” and removed from the course.

Blended classes: Students must log into Moodle AND complete the Start Up Activity by the census date/10 percent point in the course OR must have physically attended a seated class meeting by the census date/10 percent point in the course. Students who have neither logged into Moodle and completed the Start Up Activity by the census date NOR attended a seated class meeting by the census date will be considered “Never Attended” and removed from the course.

Credit by Examination (Test Out)

You may request academic credit for a course by demonstrating the required level of proficiency for that course. Approval for a credit by examination or test out is at the discretion of the course instructor.

- Register and pay for the course as listed in the class schedule.
- Financial aid does not pay for credit by examination.
- Veteran’s Benefits do not pay for credit by examination.
- You must speak with the instructor for the course concerning your desire to test out.
- The credit by examination must occur before the 10% point or census date for the course.
- You must score at a “B” grade level or higher on the test out.
- You will be assigned a grade of “CE” on your transcript. This grade is not used in computing GPA.

The credit by examination may be attempted only once for each course. If a grade of “D,” “F,” or “I” has been received previously for the course, you are not eligible to take a credit by examination for that course. If you drop or withdraw from a course, you are not eligible to take a credit by examination for that course during that semester.

Independent Study

Independent study is a class offered without any regularly scheduled conventional classroom or lab sessions. Independent study classes are only used in extraordinary cases and when other alternatives, such as online, video conference, schedule modification, etc., are not available. Generally, independent study courses are used when you have an immediate need for a course in order to fulfill your graduation requirements. Independent study classes are rare and must have the approval of the appropriate dean and vice president prior to the creation of the class.

Registration for the course should take place during regular semester registration. All independent study classes must be required or elective courses in your program of study. The classes are scheduled with the faculty member of the course. During the semester, the faculty member will meet with you face-to-face a minimum of 16 hours to discuss/assess your progress toward meeting the course learning outcomes and for conducting the course assessment processes. Course content, standards of progress, tuition and fee charges, and all other provisions heretofore presented will apply to independent study courses.

In addition to the above, the following requirements apply to students receiving Veterans benefits and/or financial aid:

- You must meet with the South Piedmont Community College Financial Aid Officer.
- You must meet face-to-face with the instructor a minimum of 16 hours during the semester.
- You must need the course in order to graduate on time.

Work-Based Learning

Work-Based Learning (Cooperative Education) integrates classroom learning with practical work experience in a work setting related to your program of study. The objective of work-based learning is to expand your learning environment into the workplace, providing opportunities to observe and apply the skills and knowledge learned in the classroom. You will work under a structured learning plan and under the guidance of a designated supervisor at an approved work site. Academic credit is given for the learning that takes place during the work period. You normally will be eligible to register for work-based learning as outlined in the curriculum map for your program of study. Your work-based learning faculty coordinator (your academic advisor) will help you plan for your work-based learning experience.

To be eligible to participate in a work-based learning course, you must meet the following minimum requirements:

- Be enrolled in a curriculum program of study at SPCC that includes work-based learning in the curriculum
- Have and maintain a GPA of 2.0 or higher
- Have the approval of your work-based learning faculty coordinator and the Coordinator of Work-Based Learning

In some cases, you may be permitted to use your current job for work-based learning. Such employment must meet all work-based learning criteria as determined by the Coordinator of Work-Based Learning.

In the event your behavior is not consistent with sound work practices and/or safety essential to the work-based learning position, your work-based learning faculty coordinator, your on-site supervisor, or the Coordinator of Work-Based Learning may remove you from the work-based learning site immediately. You would then be referred to the Vice President of Student Services or Dean of Student Development for discussion of options.

Course Substitution

You may request to substitute an equal or higher-level course required in your program of study based on particular occupational goals. The exception is that substitutions are not allowed for a program's core courses. Core courses are listed under "Major Hours - Core Courses" in the Programs of Study section of this catalog. All substitutions must be approved by your advisor, the appropriate dean, and the Vice President of Academic Affairs.

No course substitutions will be accepted if you have not met SPCC's prerequisite and/or corequisite for the required course.

A maximum of five (5) courses may be credited for any associate degree through course substitution, three (3) courses for diploma, and one (1) for certificate.

Effective fall semester 2007, no course substitutions will be approved for CIS 110 and CIS 111 unless the North Carolina Community College System curriculum standard for your program allows for the substitution. Re-entering students must take ENG 111; no course substitutions for ENG 110 will be approved. All re-entering students will be strongly encouraged to retake the College Placement Test. Re-entering students must retake the CPT if scores are older than five (5) years.

Course Prerequisites

You must comply with regulations stipulating that courses may not be taken until all state and local prerequisites have been met.

Course Corequisites

A corequisite class is a class that must be taken simultaneously with another class. If you withdraw from a corequisite class, you must also withdraw from the class requiring the corequisite.

Course Withdrawal

South Piedmont Community College recognizes that from time to time it may be necessary for a student to withdraw from a course. You may withdraw from any course and receive a grade of “W” after the class census date and through the 70% point of the semester. You must see a counselor and complete a “Withdrawal Form.” This form must be signed by you and the counselor and be submitted to the Registrar’s Office.

Before you withdraw from a course, you should be aware that course withdrawals:

- May affect your financial aid status.
- May affect your transfer grade point average.
- May affect your anticipated graduation date.

After the 70% point of the semester, if you must withdraw from one or more classes, the Vice President of Student Services may grant an **administrative withdrawal**. To petition for an administrative withdrawal after the 70% point of the semester, you must:

- Get an administrative withdrawal request form from the Student Services Office.
- Provide compelling and sufficient written documentation of the circumstances creating the need to withdraw.
- Submit the completed request form along with documentation at least two (2) weeks before the end of classes for the semester in question.

In cases where the Vice President of Student Services formally approves the withdrawal, a grade of “W” will be assigned.

Students who withdraw through the 60% point of the term and who are receiving federal financial aid (Title IV) are required to repay funds for which they are not eligible due to withdrawal.

NOTE: If the course you wish to take has a prerequisite or a corequisite, you are required to meet those course requirements. All prerequisites must have been satisfactorily completed before registering for the course. When withdrawing from a course with a corequisite, both the corequisite and the course requiring the corequisite must be withdrawn.

Course Repeat

In an effort to earn a higher grade and/or to enhance mastery of course content, you may repeat any curriculum course. You may not enroll in the same course more than three (3) times without approval of the Vice President of Academic Affairs/Chief Academic Officer. Although all grades will appear on your transcript, only the highest grade will be counted toward the cumulative grade point average (GPA) at South Piedmont Community College.

The University of North Carolina System and other colleges and universities require that you earn a grade of “C” or better in each transfer course completed. If you are planning to transfer, you should realize that receiving institutions do not have consistent policies regarding coursework that is repeated and may re-compute grade point averages to include the grade(s) originally assigned.

Certain regulations may prohibit veterans and other financial aid recipients from receiving educational benefits while repeating a course. It is your responsibility to determine your status in regard to veterans benefits and financial aid.

If you have been dismissed from (or have dropped out of) a program that requires specific admissions, (i.e., curriculum and continuing education health programs, BLET, etc.) you will not be permitted to repeat any course in that particular program without being officially accepted into that program.

Grade Forgiveness

Any returning student who has not attended South Piedmont Community College for five (5) years and upon re-enrolling maintains a 2.0 GPA for a minimum of 12 semester hours may petition to have grades on all prior coursework more than five (5) years old with a grade of less than “C” excluded in calculating the cumulative GPA.

- These credits must not be required to satisfy any previous degree requirements.
- Only prior courses with grades below a “C” are eligible for grade forgiveness.
- You must complete a grade forgiveness form that can be obtained from the Registrar’s Office.
- Only one grade forgiveness request will be accepted. If the request is approved, the record of the earlier coursework remains on your transcript but is not calculated in the cumulative grade point average.
- For instances in which grade forgiveness is granted for courses completed at South Piedmont Community College and then transferred to another college or university, the receiving institution may choose to disregard those course grades. Other colleges or universities may elect to include the grades forgiven in computing your grade point average (GPA).

Grades

The evaluation of your coursework will be reflected in a final letter grade assigned by your instructor at the end of each semester or term. Grades will be posted in WebAdvisor. The 4.0 quality point system is used to calculate your quality point averages. Quality points are the numerical equivalents of the letter grades and are used to determine academic honors. The letter grades used are:

Grade	Rating	Quality Points (per credit hour)
A	Excellent	4
B	Good	3
C	Average	2
D	Below Average	1
F	Failure	0
AP*	Advanced Placement	0
AU*	Audit	0
CC*	Course Completion	0
CE*	Credit by Examination	0
I*	Incomplete	0
NA*	Never Attended	0
P*	Passing	0
R*	Re-Enroll	0
T*	Transfer	0
TP*	Tech Prep	0
W*	Withdrawal	0
WI*	Withdrawal by instructor	0

*These grades do not affect GPA.

Grade Point Average (GPA)

GPA is a calculation of your credits earned and grades received. The grade point average is calculated by dividing the total number of quality points earned by the total number of semester hours attempted. A minimum GPA of 2.0 in your program of study and overall is necessary to meet grade requirements for graduation.

Academic Evaluations (EVAL)

Your academic evaluation identifies the course requirements for your program, indicates which of these courses you have completed, and reflects your program of study GPA (courses, grades, and quality points included in the program). You may obtain an academic evaluation from your advisor, from the Student Services Office, the Advising Center, or through WebAdvisor.

Academic Honors

If you are enrolled in a curriculum program leading to a degree, a diploma, or a certificate, you are eligible for the Academic Honors lists. Special credit students are not eligible for academic honors. Students who earn grades of "D," "F," or "I" for the semester are also not eligible. Any repeated (coursework previously attempted), developmental education courses or earned grades of "W" or "WI" will be excluded from the minimum semester hours.

- **Dean's List:** Students enrolled for a minimum of 12 semester hours in a given term in an approved curriculum and earn a 3.5 GPA or higher (but less than a 4.0 GPA) will be placed on the Dean's List. Only courses at or above the 100 level are considered in calculating eligibility for academic honor.
- **President's List:** Students enrolled for a minimum of 12 semester hours in a given term in an approved curriculum and earn a 4.0 GPA will be placed on the President's List. Only courses at or above the 100 level will be considered in calculating eligibility for academic honor.

Course Auditing

If you wish to attend classes regularly but do not want to take examinations or receive credit, you may register as an auditor. A record of classes attended will be maintained. No credit is awarded for such courses and cannot be granted at a later date. A grade of "AU" will be assigned. Enrollment in a course for credit cannot be changed to audit after the class census date. The participation of auditors in class discussions or examinations is optional with the instructor. You are expected to pay regular tuition and fees for audited courses. Federal regulations will not allow you to receive financial aid for courses being audited.

Incompletes

An instructor may assign a grade of "I" if you are unable to complete all the requirements of a course subject to the following conditions:

- You have regularly attended class.
- You have completed 75 percent of the course material with a passing average prior to assignment of the "I."
- Circumstances beyond your control interfere with your ability to complete the course by the last day of the semester or term.
- There is reasonable expectation that you can complete the remaining work before the last day of classes of the following semester or term.

"I" grades cannot be awarded to you if you do not attend class, do not complete work, withdraw from the course, or request an "I" to avoid receiving a failing grade.

If you meet the conditions above and seek an incomplete in a course, you should discuss the appropriateness of an incomplete grade with your instructor. Incompletes must have approval of both the instructor and the division/department chair. If the work is not completed by the instructor's required completion date, the "I" is automatically converted to an "F." You should refer to the current Student Handbook for more details.

Appeal of Course Grade Policy

Any student who believes that an instructor has unfairly assigned a final course grade may pursue the following appeals process. If these procedures are not followed, the student forfeits the right to appeal the final course grade:

- Any student wishing to appeal a grade must consult with the instructor issuing the grade within five (5) working days after the respective course grade is posted in WebAdvisor. The consultation may be in person, on the phone, or by electronic correspondence. After the student has made a reasonable effort to contact the instructor and the instructor has not responded, the student should proceed to Step 2 and contact the supervisor of the respective division/department.
- If, after consultation with the instructor, the complaint is not resolved, the student should consult with the supervisor of the division/department in which the instructor taught the course for which the questioned grade was issued within ten (10) working days after the date the grade was posted in WebAdvisor. If the instructor is a division/department supervisor, the student should contact the Vice President of Academic Affairs/Chief Academic Officer (CAO). The consultation may be in person, on the phone, or electronically.
- Should the matter remain unresolved after consulting with the supervisor, a formal appeal of the grade must be made in writing within fifteen (15) working days after the grade was originally posted in WebAdvisor. This appeal may be submitted to the Vice President of Academic Affairs/CAO by U.S. Postal Service, by e-mail, or in person. The appeal must list the (1) student's full name, mailing address, phone number, e-mail address, and SPCC student identification number; (2) course number, title, section, and time scheduled; (3) instructor; (4) grade issued; (5) error charged by the student; (6) date and time of consultation with the instructor; (7) date and time of consultation with the supervisor; (8) any corrective action being requested; and (9) request for on campus, conference call, or electronic review by the Student Appeals Team. The letter must also include all documentation supporting the reason for the appeal, including copies of graded work, syllabus, etc. The student will receive notification of receipt of the appeal letter.
- Within ten (10) working days of the receipt of the appeal by the Vice President of Academic Affairs/CAO, the Student Appeals Team will review the appeal. The student and the instructor will be notified of the date, time, and location of the hearing, whether to be held on campus, by phone, or electronically. Both parties may present pertinent information. At the discretion of the Student Appeals Team, other pertinent individuals may be contacted for additional information, either in person, by conference call, or electronically.
- The Vice President of Academic Affairs/CAO will notify the instructor and the student of the decision on the appeal within five (5) working days after the review. The decision of the Student Appeals Team is final.

The Student Appeals Team is an ad hoc team appointed by the Vice President of Academic Affairs/CAO and will consist of five (5) members to include three (3) faculty, one (1) Student Services staff member, and one (1) student. A quorum of the Student Appeals Team will be necessary to hear an appeal.

Academic Standards Policy

Students must maintain satisfactory academic standards. Academic evaluation of student performance occurs at the end of each semester. Minimum satisfactory academic performance is defined as maintaining a cumulative grade point average (GPA) of at least 2.0 (a grade of "C").

Academic Intervention

The first semester a student has a grade point average below the minimum 2.0 required for the cumulative hours attempted for his/her current major, the student will be placed on academic intervention and will be required to meet with a counselor to develop a plan.

Academic Probation

Students who have a cumulative grade point average below 2.0 for two or more semesters will be placed on academic probation. Progress will be monitored during the academic probation period, and student course hours will be limited. Failure to meet the required 2.0 grade point average during the probationary semester will result in one or more of the following:

- An additional semester of academic probation
- Limited academic course load and counseling
- Loss of financial aid and/or VA educational benefit (Refer to Satisfactory Academic Progress for Students Receiving Financial Aid for additional requirements)
- Academic suspension for a semester or more (students suspended for academic reasons will automatically be placed on probation for their first returning semester)
- Other as defined by the Vice President of Student Services

Academic Suspension

Students who consistently fail to meet academic standards may be recommended for academic suspension. Under academic suspension, students:

- Are officially prohibited from enrolling in credit courses at South Piedmont Community College for at least one semester (fall, spring, or summer)
- May register only for continuing education courses at South Piedmont Community College
- Must submit a letter requesting readmission to the Vice President of Student Services
- If permitted to return, will be readmitted on academic probation. Under this status, students must meet with a counselor to complete an academic plan and obtain the counselor's approval of their proposed course schedules before registering for the next semester.
- Must achieve a minimum 2.0 GPA for each semester. If students do not achieve a semester GPA of 2.0 while on probation following a suspension, they again will be placed on academic suspension.
- When students' cumulative GPA is at least 2.0, they will return to good academic standing.

Students may appeal the decision of the Vice President of Student Services by notifying the President no later than five (5) days following the notification of suspension status. The President's decision is final.

Academic Enrichment Programs**SP ePortfolio**

The SP ePortfolio is a web-based collection of digital learning materials selected to showcase student's best academic and college work throughout their programs of study. Created over time, the ePortfolio archives the learner's history. It includes academic assignments, work experiences, accolades, study abroad, and extracurricular activities along with reflective commentary to provide context and explain the significance of their experiences. As students transition to institutions of higher learning or the workforce, the SP ePortfolio will be a useful, digital tool that can assist them as they apply for college admissions, scholarships, and employment.

The SP ePortfolio is a graduation requirement for all students in diploma or degree programs. For more information, email eportfolio@spcc.edu.

SP Global Scholars of Distinction

The SP Global Scholars of Distinction Program invites students to participate in curricular, campus, and community activities aimed at creating effective global citizens. Students complete 15 hours of courses with a global focus and experience a diverse set of international activities on campus and in the community. They

may choose to participate in the Study Abroad Program or complete experiences related to intercultural, international, global study. Students in SP Global Scholars of Distinction will receive graduation honors and a notation on their transcripts. For more information, email global@spcc.edu.

SP Honors

The SP Honors Program, sponsored and administered through the School of Arts and Sciences, provides an intellectually challenging curriculum for high achieving students. Honors designated courses enrich traditional college coursework by offering additional opportunities for critical thinking, communication, information and technology literacy, academic integrity, and social responsibility. The Honors Contract provides students with the option to collaborate with faculty to create an Honors experience in any curriculum course. The Honors Program is open to SPCC students in any degree program. Students in transfer programs may be able to transfer honors courses to their four-year destinations, allowing them to complete university-level honors. For more information, email honors@spcc.edu.

SP Service Learning

At South Piedmont, students engaged in service learning participate in community service as a portion of the assigned activities for a curriculum course. In selected courses, students have the option to fulfill part of the course requirements by completing a service learning project. The projects meet the learning outcomes for the course by integrating reflection with learning activities to offer enhanced opportunities for personal and professional growth.

This program gives students the chance to serve the community and earn college credit for their service at the same time. More information is available on the SPCC website, www.spcc.edu. Click on Programs of Study and SP Service Learning.

Requirements for Graduation

South Piedmont Community College ensures all graduates of its degree and diploma programs have achieved competence in English, reading, mathematics, and computer skills by placing out of or successfully completing courses at the ENG 111, DMA 040 or MAT 070, and CIS 070 levels. Graduates will demonstrate fundamental computer skills through successful completion of a web-enhanced and/or blended course. Effective with students enrolling in the 2014-2015 academic year, transfer degree graduates will be required to complete the ePortfolio.

In order to receive a degree, diploma, or certificate, you must complete a Graduation Application form. The Graduation Application form is available in the Student Services Office at either campus or on the SPCC website. The following minimum requirements apply for graduation. Some departments may have additional requirements applicable only to that department.

- Have a 2.0 GPA (grade point average) in your major and an overall 2.0 GPA
- Completed all required courses in your program of study
- Satisfied all division or departmental requirements, including ePortfolio
- Returned all property of the College, i.e., library books, videos, tapes, etc.
- Paid all fees due to the College
- Paid graduation fee
- Met residency requirements
- Ordered cap and gown

Your presence at graduation is expected. When attendance is impossible, you may petition, in writing, to the Vice President of Student Services for permission to graduate in absentia.

Graduation exercises will be conducted at the end of spring semester for students who will complete **all** coursework by the end of summer term. This includes courses taken at other colleges during the summer term. Upon completion of courses taken at other colleges during the summer term, you must

submit official transcripts to the SPCC Registrar's Office, PO Box 126, Polkton, NC 28135, for immediate evaluation. You will not receive your degree or diploma until your official transcripts have been received and evaluated by the SPCC Registrar.

If you have taken classes at South Piedmont Community College toward a degree which will be awarded by another college, such as, Biotechnology (Gaston College), or Fire Protection Technology (Central Piedmont Community College), you must meet the graduation requirements of that college.

Residency Requirement for Graduation Policy

To graduate from SPCC, students must complete a minimum of 25 percent of the credit hours required for a degree, diploma, or certificate in residence at SPCC. In meeting this requirement, students must complete at least 25 percent of the credit hours in the respective program (excluding general education requirements) at SPCC, unless otherwise approved by the College.

Examples of credits that do not meet the 25 percent requirement include, but are not limited to: transfer, credit by exam, AP, CLEP, or other forms of credits that do not involve SPCC course completion. Students changing programs at SPCC must meet the 25 percent requirement for the new program of study. Students may be required to repeat coursework for credit.

SPCC Graduation / Persistence Rates

Information regarding the persistence rates relative to degree completion of students at South Piedmont Community College is available upon request from the Assistant Vice President of Planning and Institutional Effectiveness.

Honor Graduates

If you will receive an associate degree and have a grade point average of 3.5 or higher in your major, honors will be noted on your degree. Honor graduates must have completed at least one-half (50%) of the credit hours required for a degree from South Piedmont Community College.

Graduates of Excellence

The Graduates of Excellence program annually honors five outstanding graduates for their academic achievement, college and community leadership, and service to professional organizations. These graduates demonstrate the qualities necessary for a successful future and serve as role models for their colleagues.