

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

Students 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.

The decision about the best course load in fall or spring semesters or summer term depends on the amount of time available to students to complete academic work in addition to other responsibilities. College coursework requires more than just the time to attend class. Students 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 the flexibility of accessing course information, submitting assignments, and participating in course discussions at a time and place that is convenient to the student's schedule. All online courses have schedules and due dates that students 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. Students must attend all scheduled classes just as 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 students up-to-date on their grades. Or, they may require submission of assignments electronically in the 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. Students 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>. A username and password are automatically created. Usernames include the first letter of the student's first name, the first three letters of their last name, and the last four digits of their SPCC student ID number. (Student ID numbers can be found under the student's name at the top left corner of the registration form.) The initial temporary password is "Temp" followed by the student's two-digit birth month, two-digit birthday, 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+

Students will be required to change their password the first time they log into Moodle. The 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 corequisites 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. Students must decide if they are a good candidate for a distance learning course. Distance learning students need to be self-motivated and willing to work 12 to 15 hours every week on a course. They 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 candidacy for being a successful online learner, 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, access to a computer and a reliable Internet connection is needed. Although computers on campus are connected to the Internet, students must not rely on campus computers as the sole means of accessing their courses.

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

At 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). The academic advisor is available to students during his/her regularly scheduled office hours as well as by appointment. Students have the responsibility for planning their program of study with the help of the 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 the academic advisor at each pre-registration period and at other times as needed. Current students can find their academic advisor in Starfish under My Success Network.

Catalog of Record

The catalog that is current when a student enrolls in the College is called the catalog of record. The program of study listed in the student's catalog of record outlines the requirements that must be met for graduation. When changes occur in a program of study, a student 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 the student's academic advisor and his/her supervisor.

If a student has not attended South Piedmont Community College for at least one academic year, re-entry must be 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, 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), and/or repeat coursework.

Collaborative Agreements

If a student is taking classes at South Piedmont Community College toward a degree which will be awarded by another community college, such as Fire Protection Technology (Central Piedmont Community College), he or she 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 students complete an application for admission to South Piedmont Community College, a program of study is selected or declared. To change this program of study or to add another program of study, students must visit the Admissions Office in Student Services for a change of program form. Depending on the situation, students will be referred to an advisor for further discussion about the program change and the reasons behind it. If the student is receiving financial aid, he/she 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 a student has been placed into Special Credit status by the Admissions Office due to not meeting all admissions criteria, he/she must meet all of those requirements before requesting a change. Students may change their 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 student's institutional records 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 students 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.

Students 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. Each must provide identification and complete a Request for Release of Information form. Students will be allowed to view 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 the information contained in such records following their destruction. (This includes official, non-official, and faxed copies.)

Transcripts

Copies of South Piedmont Community College transcripts may be requested by completing a transcript request form available in the Registrar's Office. 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 \$5 each and will be mailed out within 48 business hours of the request. Transcripts on demand or faxed transcripts can also 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 but is not limited to the following: cheating, plagiarism, fabrication/falsification, and complicity in academic dishonesty.

Cheating is an attempt to use or actual use of unauthorized materials in any format to complete an academic exercise. Cheating also includes the communication of unauthorized information during an academic activity or 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 according to the conventions appropriate for the assignment (APA style, MLA style, etc).

Self-plagiarism is the unauthorized use of one's own previous work without the express permission of both the instructor to whom the previous work was submitted and the instructor to whom the work currently is being submitted.

Fabrication/falsification is an attempt to deceive the instructor in his/her effort to fairly evaluate an academic exercise. Fabrication/falsification may include presenting dishonest information related to an academic activity or exercise; or creation of or altering information or citations related to an academic activity or exercise.

Complicity in academic dishonesty refers to intentionally giving unauthorized assistance to someone else who engages in academic dishonesty.

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, which may include a formal warning, a reduced grade on an assignment, or a reduced grade in the course.
- 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 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)

Students 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.
- Students must speak with the instructor for the course concerning their desire to test out.
- The credit by examination must occur before the 10% point or census date for the course.
- Students must score at a "B" grade level or higher on the test out.
- Students will be assigned a grade of "CE" on their 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, students are not eligible to take a credit by examination for that course. If a student drops or withdraws from a course, he/she is 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 students have an immediate need for a course in order to fulfill 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 the program of study. The classes are scheduled with the faculty member of the course. During the semester, the faculty member will meet with students face-to-face a minimum of 16 hours to discuss/assess 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:

- Students must meet with the South Piedmont Community College Financial Aid Officer.
- Students must meet face-to-face with the instructor a minimum of 16 hours during the semester.
- Students 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 each student's program of study. The objective of work-based learning is to expand the student's learning environment into the workplace, providing opportunities to observe and apply the skills and knowledge learned in the classroom. Students 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. Students normally will be eligible to register for work-based learning as outlined in the curriculum map for their program of study. The work-based learning director will help students plan for the work-based learning experience.

To be eligible to participate in a work-based learning course, students 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 the work-based learning director.

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

In the event a student's behavior is not consistent with sound work practices and/or safety essential to the work-based learning position, the work-based learning director, or on-site supervisor may remove the student from the work-based learning site immediately.

Course Substitution

Students may request to substitute an equal or higher-level course required in the 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 the student's advisor, the appropriate dean, and the Registrar.

No course substitutions will be accepted if a student has 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.

No course substitutions will be approved for CIS 110 and CIS 111 unless the North Carolina Community College System curriculum standard for the 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

Students 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 withdrawing from a corequisite class, the student 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. Students may withdraw from any course and receive a grade of "W" after the class census date and through the 70% point of the semester. Students must see a counselor and complete a "Withdrawal Form." This form must be signed by the student and the counselor and be submitted to the Registrar's Office.

Before withdrawing from a course, be aware that course withdrawals:

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

After the 70% point of the semester, if the student 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, the student 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 percent 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 the student wishes to take has a prerequisite or a corequisite, the student is 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, students may repeat any curriculum course, but 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 the 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 a grade of “C” or better be earned in each transfer course completed. If a student is planning to transfer, 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 the student’s responsibility to determine their status in regard to veterans benefits and financial aid.

If a student has been dismissed from (or have dropped out of) a program that requires specific admissions, (i.e., curriculum and continuing education health programs, BLET, etc.) they 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.
- Students 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 the 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 grades forgiven in computing the grade point average (GPA).

Grades

The evaluation of each student's coursework will be reflected in a final letter grade assigned by the 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 the 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 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 the program of study and overall is necessary to meet grade requirements for graduation.

Academic Evaluations (EVAL)

The academic evaluation identifies the course requirements for the student's program, indicates which of these courses have been completed, and reflects the program of study GPA (courses, grades, and quality points included in the program). Students may obtain an academic evaluation from their advisor, from the Student Services Office, the Advising Center, or through WebAdvisor.

Academic Honors

Students enrolled in a curriculum program leading to a degree, a diploma, or a certificate, 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 a student wishes to attend classes regularly but does not want to take examinations or receive credit, he/she may register as an auditor. If the course has requisites, then all requisites must be met before enrolling. 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. Student auditors are expected to pay regular tuition and fees for audited courses. Federal regulations do not allow financial aid for courses being audited.

Incompletes

An instructor may assign a grade of “I” if a student is unable to complete all the requirements of a course subject to the following conditions:

- Student has regularly attended class.
- Student has completed 75 percent of the course material with a passing average prior to assignment of the “I.”
- Circumstances beyond the student’s control interfere with the ability to complete the course by the last day of the semester or term.
- There is reasonable expectation that the remaining work can be completed before the last day of classes of the following semester or term.

“I” grades cannot be awarded if the student does not attend class, complete work, withdraw from the course, or request an “I” to avoid receiving a failing grade.

If the conditions above are met and an incomplete in a course is sought, the student should discuss the appropriateness of an incomplete grade with the 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.” Refer to the current Student Handbook for more details.

Appeal of Course Grade

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 Counseling Department, in conjunction with the Dean of Student Development, reviews students' academic progress each semester. The first semester a student earns a grade point average below a cumulative minimum of 2.0, the student will be placed on academic intervention. Academic intervention status will not limit the number of hours a student may take during that semester; however, the student is encouraged to meet with a counselor to complete an academic success plan. The student will have one semester to meet the required 2.0 cumulative GPA. Failure to do so will result in being placed on academic probation.

Academic Probation

The second and all subsequent semesters 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 probation. During the academic probation period, the student's hours will be limited, and he or she will meet with a counselor to register for classes and create an academic success plan. Failure to meet the required 2.0 grade point average during the probationary semester may result in one or more

of the following:

- An additional semester of academic probation
- Limited academic course load and counseling
- Loss of financial aid; refer to Section III, Satisfactory Academic Progress for Students Receiving Financial Aid for additional requirements
- Loss of VA educational benefits; refer to Section III, 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; refer to Academic Suspension below for further information)
- Other as defined by the Vice President of Student Services

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 SPCC
- 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 may 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 a student's best academic and college work throughout their programs of study. Created over time, the ePortfolio archives the learner's history, providing a snapshot of student learning and how it develops over time. 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. This reflection, or critical thinking, offers students the opportunity to strategically analyze their college learning experience in light of their goals.

The SP ePortfolio is a versatile, digital framework that students will use as they transfer or start their careers. Beginning with the student's first semester and ending with their capstone course, students in Associate in Arts, Associate in Science, Associate in Fine Arts, as well as certain Allied Health programs produce an ePortfolio. For more information, email eportfolio@spcc.edu.

Students may request an appeal to have the requirement waived. Contact the Director of Academic Enrichment Programs for more information.

SP Global Scholars of Distinction

Global Scholars of Distinction is an academic program that provides SPCC students with global competencies and skills needed for success at universities that focus on global education and for employment in the 21st century workplace. Affiliated with UNC's World View program for community colleges, NC Global Distinction Initiative, students in the program complete 15 hours of globally focused courses and experience co-curricular activities on campus and in the community. Students create and

present a capstone project on a global, international, or intercultural issue. With SPCC's Study Abroad Program, students have opportunities for international travel and learning.

Students in any SPCC degree program with a GPA of 2.5 or higher may participate in Global Distinction. Upon completing the program, students will receive the Global Scholars of Distinction notation on their transcripts. For information, email tfrailly@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 in any degree program. Honors option 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 benefits of the Honors program include:

- Articulation agreements with Appalachian State University, UNC Greensboro, Mars Hill University, Western Carolina University, and UNC Asheville
- Potential transfer of Honors credits to additional four-year institutions
- Opportunities for leadership in the classroom and beyond
- Presentation opportunities at symposiums and conferences such as the NC Honors Association Conference
- Formal recognition on the official South Piedmont Community College transcript
- Honors recognition at graduation

For more information, email tfrailly@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. Students have the option to fulfill part of the course requirements by completing a service learning project designed by the instructor. The projects meet the learning outcomes for the course by integrating practical, hands on experience with reflective practice offer enhanced opportunities for personal and professional growth.

This program gives students the chance to serve the community and earn college credit at the same time. For more information, email tfrailly@spcc.edu.

First Year Experience

The First Year Experience (FYE) at SPCC is designed to help students make a smooth transition to college. The FYE program offers a learning community, workshops, and events throughout the year to help students connect with college resources, excel in classes, and get comfortable on campus. The FYE will help provide what is needed to succeed. For information, email jmcalhaney@spcc.edu.

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 DRE 098 and DMA 040 levels. Graduates will demonstrate fundamental computer skills through successful completion of a web-enhanced and/or blended course.

In order to receive a degree, diploma, or certificate, students 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 at Students/Student Resources/Student Records/Graduation. 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 major and an overall 2.0 GPA
- Completed all required courses in program of study
- Satisfied all division or departmental requirements
- 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 for graduation
- Ordered cap and gown

Presence at graduation is expected. When attendance is impossible, students 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, students must submit official transcripts to the SPCC Registrar's Office, PO Box 126, Polkton, NC 28135, for immediate evaluation. Students will not receive a degree or diploma until official transcripts have been received and evaluated by the SPCC Registrar.

Students who have taken classes at South Piedmont Community College toward a degree which will be awarded by another college, such as Fire Protection Technology (Central Piedmont Community College), 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

Students who receive an associate degree and have a grade point average of 3.5 or higher in their major, will have honors noted on their 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.

Reverse Transfer

The Reverse Transfer Program is a collaborative effort between North Carolina's Community Colleges and the University of North Carolina's 16 constituent institutions.

Students who transfer from one of the 58 North Carolina community colleges to a North Carolina university are given the opportunity to combine the credits earned at the university with credits previously earned at the community college to determine if the associate degree requirements have been met.

Twice a year, community colleges will evaluate transcripts received from the university and inform students if an associate degree has been earned. If an associate degree is awarded, the community college will send details on how to obtain a printed diploma and graduation information to the student's university email.

To graduate from SPCC, students must meet residency requirements for graduation. A minimum of 25 percent of the credit hours in the respective program must be completed at SPCC.

Students who would like to participate in the reverse transfer program should contact the UNC System office reverse transfer director.

Visit the University of North Carolina Reverse Transfer Program for complete details and FAQs for Students.