

# 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. Permission can be granted via the Overload Request found in Student Forms.

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 <https://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.) If logging into Moodle for the first time, the student logs into their SPCC Go! Account first, using their initial temporary password. 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 the password in their Go! Account 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.

Students participating in distance learning courses must:

- Complete the Placement Test if needed.
- 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, and complete requirements on or before the last published access date.

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.

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 Office 365 email 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 locate their academic advisor in Aviso.

## **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, found in Student Forms, must be filed with the Admissions Office in Student Affairs. 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 Placement Test, 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), the student 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 or Adding a 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 complete the online Change of Program form or visit the Advising Center for assistance. Students may change their program only once per semester. Changing programs may result in loss of financial aid.

Students who seek a double major (dual program) and have a cumulative South Piedmont Community College GPA of at least 2.0 must first consult with their current program Academic Advisor. To identify the Academic Advisor, students may log into their Aviso account, which lists the Academic Advisor on the Home page. Cumulative GPA can also be found in Aviso on the Profile page.

## **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 the 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 at 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 Director of Student Advocacy and Accountability 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 or in Student Forms. 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. 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 <http://www.getmytranscript.org>. The fee is \$5.00, plus \$2.50 per address 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:

1. The instructor, after consulting with his/her supervisor, 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.

2. The instructor will send the student's name along with detailed evidence and documentation of the violation to his/her supervisor, Dean, and the Assistant to the Vice President of Academic and Student Affairs to be added to the student's permanent academic record.

3. The Assistant to the Vice President of Academic and Student Affairs will notify the appropriate Dean if there are previous documented offenses in the student's file. The Dean will determine the disciplinary action for the violation. Sanctions range from the minimum of a reprimand to a maximum of suspension depending on the severity and number of violations.

4. The Dean will notify the student in writing electronically and by physical mail of the disciplinary action for the violation. Notification will be sent to the student's college email address and the home address on record. A copy of the disciplinary action letter will be sent to the Vice President of Academic and Student Affairs/CAO, and the Assistant to the Vice President of Academic and Student Affairs to be added to the student's permanent academic record.

#### **Appeal of Academic Integrity Violation**

Students may appeal the academic integrity violation and/or the disciplinary action resulting from the violation using the procedure below. Failure to follow the procedure will result in forfeiture of the appeal. Students needing assistance in navigating the appeal procedure should contact the Director of Student Advocacy and Accountability for guidance.

1. A formal appeal of the academic integrity violation and/or the disciplinary action must be received within five (5) business days after the notification to the student of the violation. This appeal must be submitted through the Formal Academic Integrity Appeal form located on the [www.spcc.edu](http://www.spcc.edu) website. This form must be completed in its entirety. All documentation supporting the reason for the appeal, including emails, any corrective action being requested, etc., must be attached to the appeal form. Incomplete or insufficient documentation will forfeit the appeals process. (Students needing assistance with completing the form may contact the Assistant to the Interim Vice President of Academic and Student Affairs/CAO or the Director of Student Advocacy and Accountability.) The student will receive notification of receipt of the appeal.

2. Within ten (10) business days of receipt of the appeal, the Student Appeals Team will review the appeal through a hearing. The student and the instructor will be notified of the date, time, and location of the hearing. The location may be in person (on campus), by conference call (on the phone), or virtually (video conferencing with a call-in option). 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 virtually.

- a. The appeal meeting is a conflict resolution and not a judicial proceeding.
- b. The student may not record this meeting but may take notes.

3. The Vice President of Academic and Student Affairs/CAO will notify the student (by student SPCC email and certified mail) and the instructor (by SPCC email) of the decision on the appeal within five (5) business days after the review. The decision of the Student Appeals Team is final.

The Student Appeals Team is a standing team appointed by the Vice President of Academic and Student Affairs/CAO and will consist of five (5) voting members to include representatives from faculty, staff, and the student body. (The student representative will be selected from a pool of student leaders within the college.) The Student Appeals Team is chaired by the Director of Student Advocacy and Accountability and is a non-voting member.

## Attendance

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

The College does not differentiate between "excused" and "unexcused" absences in calculating course attendance.

### 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. Attendance in traditional or web-enhanced courses is defined as physically attending a seated class. 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 will withdraw students who violate the instructor's attendance policy as outlined in the course syllabus. The instructor will submit a Withdrawal Form, and a grade of "WI" (Withdrawal by Instructor) will be assigned.

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.

### Attendance in Distance Learning Classes (100 Percent Online)

Distance learning courses are taught completely online. Student attendance in online courses is defined as active participation in the online course. Attendance includes:

1. Submitting an academic assignment
2. Taking or submitting an exam or quiz
3. Completing an interactive tutorial
4. Participating in an online study group assigned by faculty/instructor(s)
5. Participating in an online discussion forum/board assigned by faculty/instructor(s)
6. Student-initiated documented contact with the faculty member (email from SPCC issued account, virtual meeting, in-person meeting, conference calls) to ask a content-related question(s)

If a student fails to maintain active participation for a sustained period as defined in the course syllabus, the instructor will withdraw the student from the course by submitting a Withdrawal Form, and a grade of "WI" (Withdrawal by Instructor) will be assigned.

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

### Attendance in Blended Classes

Blended/Hybrid/HyFlex courses have both online and seated class attendance requirements. Attendance in these courses is defined as active participation in the course. Attendance includes:

1. Physically attending a seated class or participating in a virtual synchronous class
2. Submitting an academic assignment
3. Taking or submitting an exam or quiz

4. Completing an interactive tutorial
5. Participating in an online study group assigned by faculty/instructor(s)
6. Participating in an online discussion forum/board assigned by faculty/instructor(s)
7. Student-initiated documented contact with the faculty member (email from SPCC issued account, virtual meeting, in-person meeting, conference calls) to ask a content-related question(s)

If a student fails to maintain active participation for a sustained period as defined in the course syllabus, the instructor will submit a Withdrawal Form, and a grade of "WI" (Withdrawal by Instructor) will be assigned. For any situation that 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 (2) 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.

**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 percent point or census date for the course.
- Students must score at a "B" grade level or higher on the test.
- 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, the student 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 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. Faculty member and student meet face-to-face weekly throughout the semester to discuss/assess progress toward meeting the course learning outcomes and for conducting the course assessment processes. The face-to-face meeting schedule is negotiated in advance of the course start date by faculty and student, and the total meeting hours must be at least one-third of the total contact hours of the course. For example, during a 3-credit hour 16-week course, faculty and student would meet face-to-face for one hour each week, resulting in a total of at least 16 hours meeting time. Course content, standards of progress, tuition and fee charges, and all other provisions heretofore presented will apply to independent study courses.

## Experiential Learning

Experiential learning integrates classroom learning with practical work experience in a work setting related to each student's program of study. Experiential learning opportunities include Work-Based Learning (WBL), Apprenticeship, Clinical courses/components, practicum courses/assignments, and Service Learning.

The objective of experiential 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.

To be eligible to participate in experiential learning, students must meet the following minimum guidelines:

- Be enrolled in a course/program of study approved for experiential learning
- Be in good academic standing as defined by a GPA of 2.0 or a GPA as otherwise indicated by the program of study
- Have approval from their Dean and Vice-President of Academic Affairs or their designees

In the event a student's behavior is not consistent with sound work practices and/or safety essential to the work site, the student may be removed from the work site by the on-site supervisor or the appropriate college official. Students who are removed from a work site for any reason may not be placed in another site without approval of the appropriate Dean and Vice-President of Academic Affairs.

### 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 Placement Test if scores are older than ten (10) years.

### Course Prerequisites

Students must comply with regulations stipulating that courses may not be taken until all state and local prerequisites have been met. If withdrawing from a prerequisite course, the student will also be dropped from currently registered courses requiring the prerequisite.

### Course Corequisites

A corequisite course is a course that must be taken simultaneously with another course. If withdrawing from a corequisite course, the student must also withdraw from the course 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 percent point of the semester. Students can access the Withdrawal Form in Student Forms.

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

- Submit an administrative withdrawal request found in Student Forms.
- 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 Affairs 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. If a student is preregistered for a course in which the requisite is required, the course requiring the requisite will also be dropped.

## 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 two (2) times without approval of the Associate Vice President of Academic Affairs for Student Success. 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 recalculate 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 submit a grade forgiveness request found in Student Forms.
- 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 Go Portal. 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
SR	Senior Citizen Audit	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 Affairs Office, the Advising Center, or Go Portal.

## 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, the student 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.

Senior citizens who wish to register as an auditor must also meet all requirements of the course. A grade of “SR” will be assigned. Senior citizen student auditors are expected to pay for associated fees and textbooks for audited courses.

## 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 Final Course Grade

Any student who believes that an instructor has unfairly assigned a final course grade may appeal using the procedure below. Failure to follow the procedure will result in forfeiture of the appeal. Students needing assistance in navigating the appeal procedure should contact the Director of Student Advocacy and Accountability for guidance.

Step 1. Any student wishing to appeal a grade must consult with the instructor issuing the grade within five (5) business days after the respective course grade is posted in the student Go Portal located on the SPCC website. The consultation may be in person (on campus), by conference call (on the phone), or virtually (video conferencing with a call-in option). (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.)

Step 2. 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) business days after the date the grade was posted in the student Go Portal located on the SPCC website. If the instructor is a division/department supervisor, the student should contact the Interim Vice President of Academic and Student Affairs/Chief Academic Officer (CAO). The consultation may be in person, by conference call, or virtually.

Step 3. Should the matter remain unresolved after consulting with the supervisor, the student may request an Informal Consultation with the respective Dean within twelve (12) business days after the date the grade was posted in the student Go! Portal located on the SPCC website.

Step 4. Should the matter remain unresolved after consulting with the Dean, a formal appeal of the grade must be received within fifteen (15) business days after the grade was originally posted in the student Go! Portal located on the SPCC website. This appeal must be submitted through the Formal Final Course Grade Appeal form located on the [www.spcc.edu](http://www.spcc.edu) website. This form must be completed in its entirety. All documentation supporting the reason for the appeal including emails, copies of graded work, syllabus, any corrective action being requested, etc., must be attached to the appeal form. Incomplete or insufficient documentation will forfeit the appeals process. (Students needing assistance with completing the form may contact the Assistant to the Vice President of Academic and Student Affairs/CAO or the Director of Student Advocacy and Accountability.) The student will receive notification of receipt of the appeal.

Step 5. Within ten (10) business days of the receipt of the appeal, 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. The location will be in person (on campus), by conference call (on the phone), or virtually (video conferencing with a call-in option). 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 virtually.

Step 6. The Vice President of Academic and Student Affairs/CAO will notify the student (by the student's SPCC email and certified mail) and the instructor (by SPCC email) on the decision of the appeal within five (5) business days after the review. The decision of the Student Appeals Team is final.

The Student Appeals Team is a standing team appointed by the Interim Vice President of Academic and Student Affairs/CAO and will consist of five (5) voting members to include representatives from faculty, staff, and the student body. (The student representative will be selected from a pool of student leaders within the college.) The Student Appeals Team is chaired by the Director of Student Advocacy and Accountability and is a non-voting member.

## **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**

Counseling Services 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 the student 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 Affairs

### **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 Affairs
- 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 Affairs by notifying the President no later than five (5) days following the notification of suspension status. The President's decision is final.

### **Appeal for Program Dismissal Procedure**

Students who have been dismissed from an academic program due to reasons other than charges of a violation of academic integrity and/or a final grade may appeal using the procedure below. Failure to follow the procedure will result in forfeiture of the appeal. Students needing assistance in navigating the appeal procedure should contact the Director of Student Advocacy and Accountability for guidance.

1. A formal appeal of the program dismissal must be received within three (3) business days after the dismissal. This appeal must be submitted through the Formal Appeal for Program Dismissal form located on the [www.spcc.edu](http://www.spcc.edu) website. This form must be completed in its entirety. All documentation supporting the reason for the appeal, including emails, any corrective action being requested, etc., must be attached to the appeal form. Incomplete or insufficient documentation will forfeit the appeals process. (Students needing assistance with completing the form may contact the Assistant to the Vice President of Academic

and Student Affairs/CAO or the Director of Student Advocacy and Accountability.) The student will receive notification of receipt of the appeal.

- Upon the receipt of the appeal, the student will be placed on the status of dismissal pending. While in this status, the student may not attend any program activities (classroom, clinical, lab or club activities).
2. Within three (3) business days of the receipt of the appeal, 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. The location may be in person (on campus), by conference call (on the phone), or virtually (video conferencing with a call-in option). 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 virtually.
    - The appeal meeting is a conflict resolution and not a judicial proceeding. The student may not record this meeting but may take notes.
  3. The Vice President of Academic and Student Affairs/CAO will notify the student (by student SPCC email and certified mail) and the instructor (by SPCC email) of the decision on the appeal within three (3) business days after the review. The decision of the Student Appeals Team is final.

The Student Appeals Team is a standing team appointed by the Vice President of Academic and Student Affairs/CAO and will consist of five (5) voting members to include representatives from faculty, staff, and the student body. (The student representative will be selected from a pool of student leaders within the college.) The Student Appeals Team is chaired by the Director of Student Advocacy and Accountability and is a non-voting member.

## Academic Enrichment Programs

The Association of American Colleges and Universities has identified teaching and learning practices that result in academic challenge, student engagement, and “deep learning” (Kuh, 2008). These high-impact practices are the foundation of SPCC’s Academic Enrichment Programs: ePortfolio, a capstone project, Honors, Global Scholars of Distinction, Service Learning, First-Year Experience, Learning Communities, and Undergraduate Research. Assessment of these active learning practices reveals their effectiveness in measuring student learning over time.

### SP ePortfolio

Students in the School of Arts and Sciences complete ePortfolios, a web-based collection of their best academic work, which tells the student’s learning story. Academic work from courses across the curriculum are selected and reflections are written to explain the significance of their learning. Students learn how to present themselves professionally to demonstrate their skills for employers and universities. For information, email [tfrailly@spcc.edu](mailto:tfrailly@spcc.edu).

### SP Global Scholars of Distinction

Global Scholars of Distinction is an academic program that provides SPCC students with global competencies and skills needed for employment and university transfer. Affiliated with UNC’s World View program, NC Global Distinction Initiative, students 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 Scholars. Upon completing the program, students will receive the Global Scholars of Distinction notation on their transcripts, a certificate of completion from UNC Chapel Hill, and graduation honors. For information on Global Scholars of Distinction, email [tfrailly@spcc.edu](mailto:tfrailly@spcc.edu).

**SP Honors**

The SP Honors Program 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 Wingate University, Appalachian State University, UNC Greensboro, Mars Hill University, Western Carolina University, and UNC Asheville; potential transfer of Honors credits to additional four-year institutions; presentation opportunities at the NC Honors Association Conference, National Collegiate Honors Association, and symposiums; documentation on their SPCC transcript; and honors cords. For information, email [tfrailly@spcc.edu](mailto:tfrailly@spcc.edu).

**SP Service Learning**

This program combines traditional classroom instruction with the opportunity for students to apply their learning through community service. The projects meet the learning outcomes for the course by integrating practical, hands on experience with reflective practice to offer enhanced opportunities for personal and professional growth.

The program gives students the chance to serve the community and earn college credit at the same time. For information on service learning, email [tfrailly@spcc.edu](mailto: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 program will help provide what is needed to succeed. For information, email [rbrown@spcc.edu](mailto:rbrown@spcc.edu).

**Learning Communities**

Students in learning communities take two or more courses together and meet regularly to discuss course topics and interdisciplinary connections. Professors mentor students and encourage students to question. Students are challenged to apply their learning in and outside the classroom with practices such as common readings, community-based service, professional topics, and undergraduate research. For information, email [rbrown@spcc.edu](mailto:rbrown@spcc.edu).

**Undergraduate Research**

Undergraduate research introduces students in the arts or sciences to the exciting world of inquiry and analysis. Students ask and investigate questions that are important to their studies or career, so the research is relevant to them. Learning communities, faculty mentoring, presentation, and/or publication opportunities assist in the development of their skills. For information, email [ssilvoy@spcc.edu](mailto:ssilvoy@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.

Students are not required to submit an application for graduation. Graduation eligibility is determined by the Registrar's Office.

**Degree, Diploma, and Certificate Requirements**

For most programs, a student is eligible for graduation when they have satisfied the specific requirements of the college and the program for which they are enrolled, completed a minimum of 25% of the credit hours required in residence at SPCC, and have earned at least a 2.0 program and overall GPA. Students

accepted into programs with competitive entrance requirements may have to meet other graduation criteria.

Students enrolled in a degree (diploma), will automatically be eligible for graduation in lower level diploma and certificate programs.

Students continuously enrolled may graduate using the catalog under which initially enrolled or the current catalog (the advising center can help update a catalog year). A student's record will be made inactive if they do not enroll for two consecutive terms (summer term excluded). If a student's record is made inactive, the catalog year will be updated based on the semester the student returns.

Students are responsible for ensuring that they have met all program and course requirements to earn their degree, diploma, and/or certificate.

### **Graduation Eligibility Notification**

Students who meet graduation eligibility requirements will be notified of their pending graduation through their South Piedmont Community College email account. Any student who believes they are eligible for graduation, but has not received notification after midterm, should contact their advisor or the Advising Center.

Students completing their program of study in the summer semester must be enrolled in their final courses by April 1 to ensure their eligibility to participate in the spring graduation ceremony.

Upon receiving the graduation eligibility notification from the Registrar's Office, students will be directed to complete the required Graduation Information Form. This form must be submitted by April 1 to have the student's name printed in the spring Commencement program.

Courses withdrawn or failed may change program status and graduation eligibility.

### **Distribution of Degrees, Diplomas and Certificates**

Degrees, diplomas and certificates are NOT given out at the commencement ceremonies. The Registrar's Office completes graduation processes and mails awards within six (6) weeks after final grades have been posted and final evaluations are complete. Before requesting final transcripts, students should check to make sure graduation has been posted.

Students need to make sure they complete the 'Graduation Information Form' once they receive the Graduation Eligibility notification via SPCC email. Awards will be mailed to the address provided on the Graduation Information Form. If students fail to update their name and address, the current information on file will be used. Students will be notified through their SPCC email if their award documents are returned by the post office. The award documents must then be picked up at the L.L. Polk Campus in Polkton within 90 days; unclaimed awards will be shredded. Replacement awards are \$5 each.

Degrees, Diplomas and Certificates will be mailed four to six weeks after graduation is confirmed.

Any changes that need to be made after the form has been submitted, should be sent to the Registrar's Office.

Students must have:

- Earned 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
- Met residency requirements for graduation
- Returned all property of the College, i.e., library books, videos, tapes, etc.

- Paid all fees due to the College
- Paid graduation fee (if participating in graduation)
- Ordered cap and gown (if participating in graduation)

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, 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 on the SPCC website under Consumer Information, <https://spcc.edu/consumer-info/>.

### **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 four 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.