

# **Academic Regulations**

July 2006

*Craven Community College publishes this catalog for the purpose of providing students and other interested persons with information about the College and its programs. The provisions of the catalog are not binding on Craven Community College, which reserves the right to change any provisions, requirements, or schedules at any time or to add or withdraw courses or program offerings. Every effort will be made to minimize the inconvenience such changes might create for students. The College further reserves the right to require a student to withdraw at any time when it considers such action to be in the best interest of the College.*

## **SEMESTER SYSTEM**

Craven Community College operates on the semester system. The fall and spring semesters are 16 weeks in length and the summer term is 10 weeks having mini-sessions for some programs. The College is in session six days a week. Classes normally meet hourly for 50 minutes with a 10-minute break between classes. The number of times that a class meets each week is determined by the number of semester hours credit. Also, the College offers a number of 8-week classes and mini-sessions each term.

## **CREDIT HOURS**

Semester hours credit is 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 work depending on the type of laboratory, and one semester hour of credit for each ten hours of internship, practicum, or cooperative education work experience.

## **STUDENT CLASSIFICATIONS**

### **Freshman**

A student who has earned fewer than 30 semester hours of credit.

### **Sophomore**

A student who has earned 30 or more semester hours of credit.

### **Full-time Certificate, Diploma, Degree, or College Transfer Student**

A student who is registered for 12 or more semester hours of credit.

### **Part-time Student**

A student who is registered for less than 12 credit hours.

### **Special Student**

A full-time or part-time student not seeking a degree or diploma.

## **CATALOG OF RECORD**

The catalog that is current when a student enrolls in the College is the catalog of record. A student who is in continuous attendance (except summer term) may graduate under the provisions of his/her

catalog of record, or a subsequent issue. A student who is not in continuous attendance must graduate under the provisions of the catalog in effect on his/her last reentry date or a subsequent issue. A student who changes his/her program of study will come under the provisions of the catalog in effect at the time of the change, or a subsequent issue.

Curricula regulated by accreditation or licensing agencies are revised to comply with the mandates of the agency. Students must meet those requirements in order to graduate from the program.

## **COURSE LOAD**

The registration of every student is subject to the approval of his/her faculty advisor. A student who is registered for 12 or more semester hours of course work is considered a full-time student; however, in order to maintain normal progress toward a degree or diploma, a student is expected to carry a course load as dictated by his/her curriculum.

## **ACADEMIC ADVISING**

The curriculum selected by a student will determine the assignment of a faculty member for advising. The advisor helps in planning the academic program, particularly official registration periods, provides the student with a checklist for the student to maintain their completed course work and is available throughout the student's enrollment for additional advising.

Advisors will make every effort to provide effective guidance to students in academic matters and to refer students to those qualified to assist them in other matters.

THE FINAL RESPONSIBILITY FOR MEETING ALL ACADEMIC REQUIREMENTS FOR A SELECTED PROGRAM ULTIMATELY RESTS WITH THE STUDENT.

## **TRANSFER RESPONSIBILITY**

**UNC System** - The student in a college transfer program will receive assistance from the College, primarily from the faculty advisor, in planning a transfer program. The North Carolina

Community College System has developed agreements with the University of North Carolina System whereby students can complete a pre-major degree, and upon acceptance by one of the state universities, may enter as a junior. Students transferring prior to completion of an Associate Degree can transfer a block of core curriculum courses which UNC institutions will accept as completion of their lower division general education requirements. The General Education Core and Pre-major Associate Degree requirements are available from academic advisors and Student Services.

#### **Other Institutions**

Students transferring to senior institutions other than those of the University of North Carolina System will receive assistance in planning their transfer program also. However, it is the responsibility of the student to determine what courses and credit will transfer to other institutions.

The transfer student should have little difficulty in completing transfer requirements satisfactorily by taking the following steps:

1. Decide early which institution to attend and contact the senior institution for recommendations concerning appropriate courses.
2. Obtain a copy of Pre-major or General Education Core requirements to transfer to one of the institutions within the University of North Carolina System.
3. Obtain a current copy of the catalog of the senior institution and study its entrance requirements.
4. Confer with the faculty advisor at Craven Community College about college transfer plans.
5. Check carefully at least one or two semesters before transfer to be sure that all necessary requirements and procedures are being met.

#### **TRANSCRIPT OF STUDENT PERMANENT RECORD**

All student records are held in confidence by the College. Placement credentials, transcripts, and other pertinent information will be made available only upon request of the student. A statement authorizing release must be signed by the student before a transcript will be sent to other colleges, employers, or agencies.

Transcripts will not be released for a student who has an outstanding financial obligation to the College.

## **REGISTRATION**

All students are strongly urged to register during the registration periods preceding the term they plan to enroll (See **Academic Calendar/Class Schedules** for dates and times).

### **New Students**

For registration purposes, new students are defined as those students who are enrolling at Craven Community College for the first time.

### **Returning Students**

For registration purposes, returning students are defined as those students who are enrolled for the current term.

### **Re-enrolling Students**

Re-enrolling students are those students who have attended the College previously but not during the preceding term and are enrolled during the current semester. **These students should see a counselor prior to registering to update their student records as necessary.**

### **Registration Procedure**

1. Schedule a meeting with your academic advisor to register for classes. If you are unsure who your academic advisor is, you can find this information in Admissions Offices.
2. You and your advisor will plan your classes for the upcoming semester. Your advisor will be able to enter your schedule into the computer at that time. If you have a block on your record (such as an unpaid fine or ticket) or if you wish to audit classes, your advisor will help you complete a Permit to Register form that you will then take to the Office of Records and Registration.
3. After your schedule is entered in the computer, go to the Business Office to pick up your schedule and pay your tuition and fees.

**CLASS SIZE****Class Cancellation**

The College reserves the right to cancel any class due to reason of insufficient enrollment, limitation of funds, lack of qualified staff availability, or lack of physical facilities. Such cancellations usually occur during the drop/add period, thus allowing students to enroll in another course.

**DROP/ADD PERIOD**

Courses may be added, dropped, or changed from audit to credit during the scheduled drop/add and late registration periods. (See **Academic Calendar** for dates.)

**Drop/Add Procedure**

1. To drop or add a class, see your Advisor.
2. After dropping or adding the course, go to the Business Office to pick up your receipt and new schedule.

**WITHDRAWAL FROM A COURSE OR COURSES**

Withdrawal from a course or courses after the last day to drop or add will result in a grade of "W." (See **Attendances and Tardiness**.)

**Withdrawal Procedures**

1. Obtain a Registration Change Notice from an Admissions Office and complete it per instructions.
2. See a counselor.

**Students cannot withdraw from classes after the last day to officially withdraw from a class without a grade of "F," except for extenuating circumstances, which must be approved by the Dean of Enrollment and Student Services.**

**AUDITING COURSES**

Students who wish to audit courses must register for such courses. Auditors receive no course credit; however, students auditing classes will participate in class projects, class work, class discussions, and take examinations. The audit student who exceeds 20 percent absences jeopardizes his/her right to remain in the class. In the event of limited classroom space, first priority for a classroom seat

must go to the student enrolled for credit. **A CHANGE FROM AUDIT TO CREDIT IS ALLOWED ONLY DURING THE DROP/ADD PERIOD.**

**NOTICE: Financial Aid and Veterans' Benefits are not available for courses audited.**

### **Audit Change Procedures**

Procedures for changing credit to audit during drop/add period. (See section on **Drop/Add Period.**)

1. Students should obtain a Permit to Audit Courses form in the Admissions Office.
2. Complete the Permit to Audit Courses form and have his/her instructor and Financial Aid sign the audit form.
3. Submit the completed form to the Office of Records and Registration. Students may change a course for credit to an audit through the last day to withdraw.

### **ATTENDANCE AND TARDINESS**

Students are expected to be in class on time and are expected to attend all classes, laboratory periods, and shop sessions. **A student must attend a minimum of 80 percent of the total class hours, laboratory periods, clinical and shop sessions for each course in order to receive a passing grade.** Any three tardies in a given class will constitute one class absence. A tardy will also be assessed when a student leaves class early.

Each student has the full responsibility of accounting to the instructor for each class session missed. The instructor determines if the work missed can be made up; however, any work that is made up cannot be used to erase any absences on the part of the student. Regular attendance contributes greatly to academic success, and unnecessary absences are detrimental to a student's work. Any student who is absent from a course for indiscriminate reasons may lose credit if later absent because of personal sickness or emergencies.

**STUDENTS WHO CANNOT ADHERE TO THE ATTENDANCE POLICY MUST OFFICIALLY WITHDRAW FROM CLASS(ES) IN STUDENT SERVICES TO AVOID A POSSIBLE FAILING GRADE. (See **Withdrawal Procedures.**)** A student will be automatically withdrawn from any

course when absent more than 20 percent of the total class, laboratory, clinical or shop periods. Students who are withdrawn on or before the last day to withdraw without penalty will be assigned a grade of "W," while those withdrawn after this deadline will receive a grade of "F." See the academic calendar in the catalog and your course handout for the specific withdrawal deadline. Refer to the paragraph "Grade: I" in the Academic Regulations section for extenuating circumstances.

#### **Developmental Courses (Courses numbered 050-095)**

Students are expected to be in class on time and attend all class sessions. A student in a developmental class must attend a minimum of 90 percent of the total class hours. Any three tardies in a class will constitute one class absence. **Students in developmental courses will be automatically withdrawn from the course(s) when absent for more than 10 percent of the total class hours.**

**EXCEPTION: Students enrolled in Basic Law Enforcement Training and in Early Childhood Associate credential courses must meet attendance requirements mandated by the approval agencies.**

#### **COURSE PREREQUISITE**

Students must comply with the catalog regulations stipulating that courses may not be taken until all prerequisites are met. Occasions arise when exceptions to this regulation may be deemed desirable and necessary. An appropriate instructor and Division Dean may submit a waiver or course substitution or approve a student's industry certification or indication of competency completion from another accredited institution. In such cases, the Dean of Enrollment and Student Services will determine if such documentation is sufficient to constitute satisfaction of prerequisite. Signatures from the Division Dean and the Dean of Enrollment and Student Services, along with appropriate documentation, will be placed in the student's official file.

Instructors should state clearly the prerequisite of the course at the initial class meeting. Students not eligible for the course should be sent to their advisor immediately to register for another course(s).

## **COURSE SUBSTITUTION**

Under extenuating circumstances, a student may apply to his/her advisor for approval of a course substitution. A course substitution requires final approval by the appropriate Division Dean. The completed Course Substitution form must be on file in the office of the Dean of Enrollment and Student Services.

## **PREVIOUS LEARNING EXPERIENCES**

Craven Community College recognizes that previous learning experiences should be a fundamental part of the whole academic program. A student who is currently enrolled, or who has completed all admission requirements, may receive college credit if he/she evidences proficiency in a course or courses due to previous work or educational experiences.

## **CREDIT BY EXAMINATION**

Credit for certain college courses is awarded under college policy for credit by examination in the following testing programs:

1. APP-Advanced Placement Program
2. CLEP-College Level Examination Program
3. International Baccalaureate College Credit

A maximum of 20 semester hours credit is allowed under the Credit By Examination Policy. Credit will apply towards graduation requirements in the student's curriculum program; however, quality points are not awarded.

A student desiring college credit through the APP, CLEP, or IBCC programs must have the applicable testing agency forward the examination results to the Dean of Enrollment and Student Services who will award credit based upon established criteria.

Students, whose placement test scores indicate the need for a developmental course, may attend a workshop offered through the Academic Skills Centers or Student Services. Upon successful completion of this academic workshop, the student will take another form of the placement test with the opportunity to test out of the developmental course(s). If the workshop and retesting are

completed prior to the beginning of the semester in which the student will enter a developmental course and the retest is successful, the student will receive 100% tuition reimbursement. If the student selects to take the retest on the first day of class and successfully completes the testing- out process, the student will be eligible for a 75% reimbursement.

### **Departmental Examinations**

A student may receive credit by taking a departmental examination for a course in which he/she evidences previous work or educational experience. Students must register and pay tuition for a given class in order to take a departmental exam and earn credit for the course. If the student does not successfully pass the examination, he/she may elect to remain in the course for credit or **may elect to withdraw from the course.** (See **Withdrawal Procedures.**) Courses completed by examination are not used in computing a student's full-time or part-time enrollment status.

### **DEPARTMENTAL EXAMINATION PROCEDURES**

1. The student shall submit the Credit by Examination form to his/her academic advisor and the appropriate Division Dean.
2. If approved, the Division Dean shall make the appropriate arrangements with the student for registration and for administering the departmental examination.
3. Following successful completion of the examination, the Division Dean will notify the Dean of Enrollment and Student Services by submitting the Credit by Examination form.
4. Credit will be awarded for a grade of "C" or higher. Credit hours will be posted on the student's permanent record using the grade symbol "CE." Quality points are not assigned for credit by examination. However, course credit and the credit hours are counted toward graduation requirements.

### **TRANSFER OF CREDIT**

1. Any credit earned with a grade of "C" or higher at an accredited institution will be accepted at Craven Community College provided it is appropriate to the student's program and a comparable course is offered. The catalog and/or course

descriptions from other institutions attended may be required for evaluation before credit is granted.

2. Course work over fifteen years old may not be accepted. Evaluation of such credits will be made on an individual basis.
3. The College may also grant credit where applicable for military service schools in accordance with the recommendations of the American Council on Education's "Guide to the Evaluation of Educational Experiences in the Armed Services" when consistent with the student's program requirements.
4. Transfer credit for work experience will be awarded only through the organized and supervised Cooperative Education Program. Academic credit is not allowed for previous work experience outside the supervision of the College; however, a student may challenge courses by departmental examinations or may be granted credit through the College Level Examination Program (CLEP), Advanced Placement Program (APP), or International Baccalaureate College Credit (IBCC). Skills and competencies earned in the high school may also be awarded by examination. (See **Credit by Examination.**)
5. Transfer students are required to successfully complete all additional curriculum courses for which transfer credit was not received and to complete all other graduation requirements for their degree. In addition to fulfilling all other requirements for graduation, a student receiving an Associate Degree must complete a minimum of 25 percent of the respective program credit hours at Craven Community College.

## **TRANSFER OF EARNED CREDIT BETWEEN PROGRAMS**

Credits earned in any degree program may be credited toward a degree or diploma program upon evaluation by the Dean of Enrollment and Student Services.

Students changing from a diploma program to a degree program may request credit by examination where prior work or educational experience is indicated. (See **Credit by Examination.**)

## REPEATING A COURSE

Students who earned a grade below "C" (including D, F, AU, U, and SP) are allowed to repeat the course twice to improve their knowledge and skills in the subject and improve the grade received. If a student repeats a course in which they have earned a grade of "D" or "F" then the credit hours attempted will be used in computing the quality point average.

Students are allowed to audit courses twice which have been transferred from other institutions and courses in which they have earned a grade of "C" or higher. However, they may not repeat such courses for credit.

In the event a student enrolls in a repeat class in a manner inconsistent with the above rules (an unauthorized course repeat), then the College will not count any such unauthorized course repeats for institutional funding and **will charge the student for the full cost of the course**. The full cost is tuition cost plus the state funds that would have been generated if the student enrollment had been reported for institutional funding.

If a student has not taken the course during the past five years, the student may appeal to the Executive Vice President & Chief Academic Officer requesting an exception to this repeat policy.

**Note:** **Veterans** will not receive benefits for repeating a course in which they have received a grade of "SP", "D", or higher. **Financial aid recipients** will not receive financial assistance for repeating courses in which they have received a grade of "D" or higher. (See Satisfactory Academic Progress policy in the catalog for more information.) **Military students** will not receive tuition assistance for courses previously covered by tuition assistance.

## CHANGE OF CURRICULUM

There are times when a student's aptitude and interests may be better served by a change of curriculum. Should a change be advisable, a counselor should be consulted to explore possibilities which will serve the interests of the student.

A student desiring to change his/her program of study must file a Request for Change of Program with a counselor. The change must be approved by the counselor and shall be effective at the beginning of the next semester, or later, as specified by the student.

Because of the nature of associate degree and occupational diploma programs, each student requesting a change of program will have his/her record reevaluated in terms of his/her goals.

**The quality point average will not be recalculated when a student changes his/her program.**

## **SECOND MAJOR IN A DEGREE OR DIPLOMA PROGRAM**

A student may receive a second degree or diploma by meeting the additional requirements of the second program. Credits already earned will be recognized if they meet the criteria established in the Transfer of Earned Credit Between Programs paragraph.

## **GRADING**

(A letter grade description follows the letter definitions.)

Grades for Curriculum and Adult High School Courses:

<u>Letter Grade</u>	<u>Letter Definition</u>
A	Excellent
B	Above Average
C	Average
D	Below Average
F	Failing
I	Incomplete Grade
W	Withdrawal
AU	Audit
CE	Credit by Examination
NG	No Grade

One Carnegie Unit of Credit is awarded for successful completion of each Adult High School course.





**Grade: SB**                      **Quality Points Per Credit Hour: 0**  
Satisfactory with a B.

**Grade: SP**                      **Quality Points Per Credit Hour: 0**  
Satisfactory progress. The student has made satisfactory progress, but the student must register again for the same course.

**Grade: U**                      **Quality Points Per Credit Hour: 0**  
Unsatisfactory. The student must retake the course based on unsatisfactory performance or because the student did not officially withdraw on or before the last day to withdraw.

**Grades for Continuing Education Noncurriculum Occupational Extension Courses:**

<u>Letter Grade</u>	<u>Numerical Grade/ Letter Definition</u>
A	93-100
B	85-92
C	77-84
D	70-76
F (Failing)	Below 70
P	Pass
F	Fail
I	Incomplete
W	Withdrawal
U	Unsatisfactory

**Grades for Continuing Education Noncurriculum Basic Skills and Community Services Courses:**

<u>Letter Grade</u>	<u>Letter Definition</u>
P	Pass
SP	Satisfactory Progress (Basic Skills Only)
I	Incomplete
W	Withdrawal

**Computation of Quality Point Average (QPA)**

The letter for each subject will be converted to a quality point equivalent. The quality points are then multiplied by the semester hours. The total quality points are then divided by the total hours to give the quality point average.

**Example:**

<b>Class</b>	<b>Grade</b>	<b>Quality Points</b>		<b>Semester Hours Credit</b>	<b>=</b>	<b>Total Quality Points</b>
ACA 115	A	4	x	1	=	4
EDU 111	B	3	x	2	=	6
PSY 150	D	1	x	3	=	3
EDU 112	C	2	x	2	=	4
HEA 110	C	2	x	<u>3</u>	=	<u>6</u>
<b>Totals</b>				<b>11</b>		<b>23</b>

Divide: 23 divided by 11 equals 2.09

Your quality point average is 2.09

## GRADE REPORTS

Grade reports will be issued to students after each term unless otherwise requested in writing to the Dean of Enrollment and Student Services.

## CHANGE OF GRADE

Students are ultimately responsible for checking the accuracy of their grade report form with the instructors. Awarding grades to students is the responsibility of the instructor. Once awarded, a grade may only be changed upon written explanation and authorization from the instructor to the Dean of Enrollment and Student Services using the Change of Grade Report form. Extraordinary circumstances (such as the death or disappearance of an instructor) will be referred to the instructor's supervisor. Neither the award of grades nor change of grade is subject to the Student Appeal Procedure.

## ACADEMIC HONORS

For the purpose of honoring students with outstanding scholastic records, the College publishes a Dean's List shortly after each semester. In order to qualify for the Dean's List, a student must complete a minimum course load of 12 curriculum credit hours and achieve a 3.5 quality point average for the semester without a grade of "Incomplete." Students achieving an overall 3.5 or better quality point average in programs will be recognized at graduation.

## **ACADEMIC STANDING**

Students maintaining a cumulative QPA of 2.0 are considered to be in good academic standing with the college. Students whose averages fall below 2.0 will be notified and requested to make an appointment with a counselor to discuss their academic status. Students may be warned or placed on academic probation depending on the circumstances.

A student will first be encouraged to consider such options as a different program of study, developmental studies, lighter course load and/or work schedule, extra study in the Academic Skills Center, or assistance of a tutor. If the student continues to do poorly, he may be placed on academic probation. Academic probation is a proving period. During this period the student must give evidence of significant progress toward satisfying graduation requirements and any requirements specified by the Director of Admissions and Counseling. Some programs or curricula within the College have different, specific, or higher academic requirements which shall supersede general statements made in the General Catalog or other college publications. Each student shall be responsible for informing himself or herself of the specific rules, regulations, and standards which apply in the program or curriculum in which he or she is enrolled.

## **ACADEMIC PROBATION**

A student's academic standing is satisfactory if he/she has a 2.0 cumulative quality point average or better. A student who falls below a 2.0 cumulative quality point average is not considered to be making satisfactory progress toward graduation. The Director of Admissions and Counseling reviews the records of any student whose average falls below a 2.0 cumulative quality point average. Each of these students is notified of his/her academic status and requested to make an appointment with a counselor to discuss his/her academic status. Such students may be warned or placed on academic probation depending upon each student's circumstances.

Academic probation is a proving period. During this period a student must give evidence of significant progress toward satisfying graduation requirements and must meet any requirements that may be specified by the Director of Admissions and Counseling. Some

programs of curricula within the College have different, specific, or higher academic requirements which shall supersede general statements made in the General Catalog or other college publications. Each student shall be responsible for informing himself or herself of the specific rules, regulations, and standards which apply in the program or curriculum in which he or she is enrolled.

**Financial Aid and Veteran recipients must comply with additional program requirements to be eligible for financial assistance. (See Financial Aid/Veterans' Educational Assistance.)**

### **FORGIVENESS POLICY**

A student who has not been enrolled in curriculum courses in the College for 36 consecutive months since his/her last grade of "F" may request the Dean of Enrollment and Student Services to reevaluate his/her academic record. Under this policy, the student may request that his/her previous grade(s) of "F" not be used in calculating the cumulative quality point average. Prior to the reevaluation, the student must re-enroll in the College and complete at least 12 credit hours of course work with a minimum quality point average of 2.0 in each course. The Dean of Enrollment and Student Services, at the request of the student, will then reevaluate the student's academic record and recalculate his/her cumulative quality point average as appropriate. A reevaluation is done only once for each student.

### **GRADUATION REQUIREMENTS**

A student is eligible for graduation upon fulfilling the following requirements:

1. The minimum number of course credit hours prescribed in the chosen program of study has been completed. (See Degree, Diploma and Certificate Program Section for specific program requirements.)
2. A student receiving an Associate Degree must complete a minimum of 25 percent of the respective program credit hours at Craven Community College.
3. All courses have been completed with a cumulative quality point average of at least 2.0.

4. Students who desire to graduate from Craven Community College must meet all graduation requirements within three years from the last term enrolled as a Craven Community College student.
5. All financial obligations to the College have been met.

### **APPLICATION FOR GRADUATION**

It is the responsibility of the student to make application for graduation during the semester preceding that in which he/she expects to complete curriculum requirements. (See **Academic Calendar** for dates to apply.) The student should first see his/her advisor to: (1) determine status in regard to completion of curriculum requirements, and (2) obtain an application for graduation. When this has been completed by the student and signed by the advisor, the student files the application with the Dean of Enrollment and Student Services, who will certify the student for graduation when all graduation requirements have been met. The student may place his/her cap and gown order and pay the graduation fee in the College Business Office. **(ALL GRADUATION FEES ARE NONREFUNDABLE.)**

### **GRADUATION EXERCISES**

Graduation exercises for the purpose of awarding degrees, diplomas, and certificates are held following the end of spring semester. (See the Academic Calendar Section for the date.)

### **GRADUATION IN ABSENTIA**

Candidates for a degree, diploma, or certificate should attend graduation exercises. If for extenuating circumstances they cannot attend, the Dean of Enrollment and Student Services will notify students when their credentials are available to pick up or they can be mailed upon written request.

### **CHANGE OF NAME OR ADDRESS**

It is the obligation of every student to notify the College of any change in name or address. Failure to do so can seriously delay processing of student records.

**CHANGES IN REGULATIONS**

Craven Community College reserves the right, without prior notice, to make changes in regulations, course fees, and other matters of policy and procedure when and as deemed necessary.