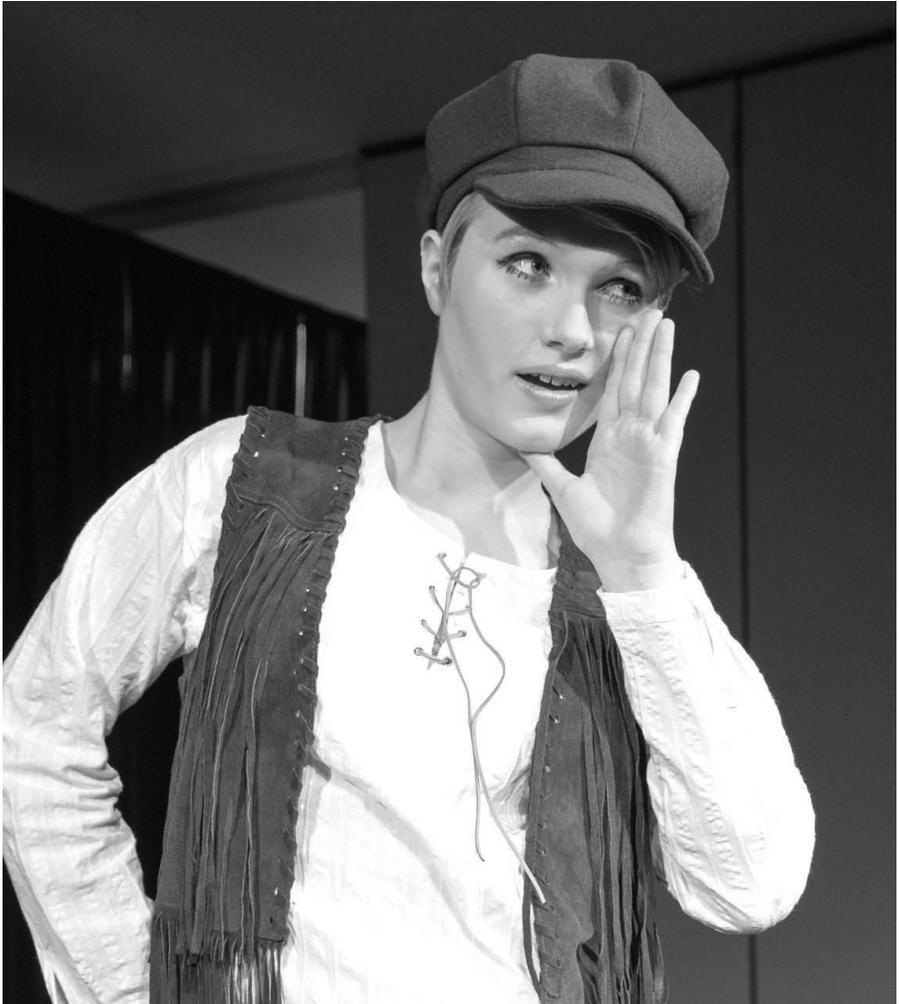




Academic Regulations



Student Rights and Responsibilities

Each student is guaranteed the privilege of exercising his or her rights of citizenship under the Constitution of the United States without fear or prejudice. In addition to constitutional rights as a citizen, each individual enrolled at the College is guaranteed additional student rights, which are listed below:

Students are free to pursue their educational goals. Appropriate opportunities for learning in the classroom and on the campus shall be provided by the College.

Free inquiry, expression, and assembly are allowed by students following College approved guidelines and that in no way impairs the learning environment. These guidelines may be obtained from the Associate Vice President of Student and Enrollment Services.

Due process is guaranteed to all students who have a concern regarding college decisions that directly affect them. Appeals are directed to the Student Affairs or Academic Review Committee.

Evaluation of student academic performance shall not be prejudicial. All students are entitled to an explanation of the basis for course grades. The College, however, has the right to set academic standards, which students are expected to meet.

The College and members of the College community have the right to expect personal safety, protection of property, and the continuity of the educational process.

Students are expected to acquaint themselves with and observe College regulations and policies contained in this catalog and all announcements made through the Administration.

It is the responsibility of each student to be knowledgeable and meet the graduation requirements of the College in his/her particular program of study and to maintain the minimum required grade point average. Counselors and academic advisors will work with all students, but the final responsibility is that of the individual student.

Student complaints not related to the Student Affairs Committee or the Academic Review Committee may be submitted in writing to the Associate Vice President of Student and Enrollment Services. The Associate Vice President will respond in writing within seven (7) working days. The student may appeal this decision to the Vice President of Instruction and Chief Academic Officer.

Academic Integrity

Nash Community College upholds the integrity of the academic process. Academic dishonesty undermines that integrity. Academic dishonesty includes cheating and plagiarism.

Cheating is an attempt to use unethical or dishonest means to perform work for a course. These may include, but are not limited to, copying the work of others, bringing unapproved sources of information during tests or other work ("cheat sheets," the use of information stored on electronic devices, the use of others' work on out of class assignments, etc.), and any other covert means to complete work without the approval of the instructor. Cheating encompasses both those giving and receiving aid.

Plagiarism is the undocumented use of information or the work of others presented as one's own. Nash Community College recognizes two types of plagiarism - accidental plagiarism and deliberate plagiarism.

Accidental plagiarism occurs when a student attempts to cite their sources, but does so improperly or incompletely. Nash Community College treats accidental plagiarism as poor work, and it will be graded as such.

Deliberate plagiarism occurs when a student copies the work of others or purposefully uses information from sources with no attempt to document it and presents it as their own. Nash Community College treats deliberate plagiarism as academic dishonesty.

Academic dishonesty is dealt with as follows:

1. For a first offense within a course, the student will receive a zero for the work in question. The student will be counseled by the instructor. An Academic Dishonesty Report form will be forwarded to the Associate Vice President for Curriculum and Chief Program Officer and maintained on file.
2. For a second offense within a course, the student will receive an F for the course. An Academic Dishonesty Report form will be forwarded to the Associate Vice President for Curriculum and Chief Program Officer and maintained on file.
3. Repeated offenses may lead to the recommendation of additional actions and penalties, including suspension or expulsion from the College in accordance with the Student Dismissal, Suspension, or Expulsion Authority procedure.

Registration

Students are required to register by the beginning of each semester on registration dates which are shown on the calendar in this catalog. Prior to the end of each semester, currently enrolled students may register with an advisor or through WebAdvisor for the following semester. Students who are on academic progress must register with an advisor, department chair or counselor as referenced later in the *Academic Regulations* section.

Audit

Through the 85 percent point of fall and spring terms and an equivalent period of the summer term, a course may be changed from a credit to audit with no academic penalty. For an official change of status, the student must obtain, complete, and submit the necessary form on WebAdvisor in the Student Forms area.

Any student who wishes to continue attending classes following the change to an audit status must declare this intent on the audit form. Students at the time of registration declaring audit status for a course will not be required to complete this process. Students are encouraged to attend classes and participate in all class activities. Changing from credit to audit is not permitted after the designated date for a given term. Audited courses receive no grade and no quality points. Classes being audited are not eligible for financial aid.

Course Section Numbers

The following section numbers are used on registration schedules to describe the time frames, type of course, or groups of students served:

Sections	Courses
01-19	Day Courses
20-29	Evening Courses
30-31	Proficiency Only (ZP)
33-34	Flip-Flop Courses
40-42	Career and College Promise High School
45-46	Career and College Promise Early College
60-69	Fast Track Courses
70-79	Independent Study Courses
80-84	Electric Line Construction Technology-EMC
85-87	Electric Line Construction Technology-Duke Energy Progress
88-89	Electric Line Construction Technology-ElectriCities
90-99	Miscellaneous Off-Campus Courses
01V-19V	Day Courses Virtual
21V-29V	Night Courses - Virtual
60V-69V	Fast Track Courses - Virtual
01VH-19VH	Day Courses - Virtual Hybrid
21VH-29VH	Night Courses - Virtual Hybrid

60VH-69VH	Fast Track Courses - Virtual Hybrid
01S-19S	Day (Self-Supporting)
21S-29S	Evening (Self-Supporting)
01HN	Honors Courses
H1-H99	Hybrid Courses
0L1-0L99	Online Courses
01W-19W	Weekend Courses
21W-29W	Weekend Evening Courses
End with C	Concurrent Course with Continuing Education
SK	Basic Skills Plus

Student Classification

<i>Freshman</i>	A student who has completed fewer than 32 semester hours.
<i>Sophomore</i>	A student who has completed 32 or more semester hours.
<i>Full-Time Student</i>	A student who is registered for 12 or more semester hours.
<i>Part-Time Student</i>	A student who is registered for fewer than 12 semester hours. 3/4 time = 9 – 11 credit hours 1/2 time = 6 – 8 credit hours Less than 1/2 time = 1 – 5 credit hours
<i>General Student</i>	A student who is registered for specific curriculum credit courses, but who has not declared a curriculum major or completed 18 credit hours.
<i>Conditional Student</i>	A student who has not completed admission procedures.
<i>Course Load</i>	A student who carries a minimum of 12 hours of credit is considered a full-time student. However, the normal load to progress for graduation is 16 hours per semester. Any student attending Nash Community College shall not enroll in more than 21 credit hours per semester without permission of the department chair and Associate Vice President of Instruction. Any student enrolled in two or more colleges concurrently during a semester shall give each college complete enrollment information including the name of each college enrolled, the number of credit hours taken, the class schedules, and other relevant information.

Any student found exceeding a total of 21 credit hours during a semester at two or more institutions and failing to give complete and accurate enrollment information shall be prohibited from taking courses at Nash Community College for one academic year.

Attendance Policy

Nash Community College is an attendance taking institution. Attendance or online equivalent is required of all curriculum courses regardless of program, degree level, or delivery type.

In order for a student to receive the optimum benefit of instructional programs, regular class attendance is required and recorded by the appropriate faculty member. All syllabi will reflect the appropriate attendance requirement. It is the student's responsibility to inquire about and complete missed assignments. Faculty are expected to follow the withdrawal policy for all students missing two consecutive weeks of class.

Face to face and hybrid classes students must be physically present at least once within the first 10% of the course in order to remain in the class. Students taking online classes must submit the Enrollment Verification Activity (EVA) on or before the 10% point of the online class. Any student not physically present (in face to face or hybrid) or does not complete the EVA (for online classes) on or before the 10% point will be reported as a No Show (NS). No Show students are eligible for a 100% tuition refund. Students reported as a No Show will have their semester credit hour total reduced, which may impact financial aid award status.

After the 10% point, the following list will constitute attendance:

- Face-to-face classroom presence (face to face or hybrid classes)
- Online submission of assignments, or work in Moodle
- Online submission of assignments or work in any approved third-party software
- Discussion board or forum participation
- Approved emailed assignments

For attendance purposes, the following list does NOT constitute attendance:

- Physical absences from face-to-face or hybrid courses
- Non-completion/participation of online activities, assignments, or tests
- Email correspondence, without turning in assignments
- Online course login activity, without active participation

Withdrawal Policy

All students have the option to withdraw from any class before the semester 85% point without academic penalty. The student must obtain the necessary withdrawal form from WebAdvisor under the heading "Student Forms" and submit the completed form by the designated withdrawal date. A student should consult with an instructor or counselor before withdrawing from a course to determine if the action can be avoided. Students receiving financial aid should consult with a financial aid staff member to determine the impact course withdrawal will have on existing and future award status. Students that completely withdraw or stop attending all classes before the 60% point of the semester may be required to repay a portion of their financial aid award back to Nash Community College and/or the department of education.

Faculty must administratively withdraw a student if at any point in the semester they experience two consecutive weeks of nonattendance from a class. Faculty are required

to complete the administrative withdrawal form found in WebAdvisor under “Employee Forms”. Nonattendance is defined by missing two consecutive weeks of regularly scheduled class meetings (if applicable) in addition to no participation in any assignments or activities during that period. Students being approved for excused absences, such as trips, illness, etc., are still required to be actively participating in class by completing Moodle assignments, discussion boards, or any approved activity at the discretion of the instructor. Online classes require weekly participation in course activities, discussion boards, or assignments. Correspondence with an instructor or signing into an online course does not constitute participation for attendance purposes. A W grade is non-punitive and will not affect the student’s GPA. Faculty documentation will reflect the last date of attendance or participation.

The College grants each student two days of excused absences per academic year for religious observances. In order for the absence to be excused, students must notify the College in writing within the first two weeks of any class and/or course in which they are enrolled. Notification must include the dates of the religious observance for the requested absence. Written notice to the college shall be deemed received when the required “Student Notification of Request For Excused Absence for Religious Observances Form” is received by the Associate Vice President of Student and Enrollment Services (SES), available in SES.

For the purpose of this policy, an excused absence is an absence for which the student is held harmless for failure to attend a scheduled class and for which the instructor provides the student the opportunity to make up any tests, exams, assignments, or other work missed as a result of the absence. Should the student fail to complete the tests, exams, assignments or other work missed during the excused absence after the instructor has provided a reasonable opportunity to complete the missed assignments or other work, the instructor is authorized to give no credit for the missed work. The excused absence shall still be recorded as an absence for attendance purposes, and could impact a student’s enrollment in the course should they fail to adhere to the attendance requirement of the institution.

Request for Medical Withdrawal

The student seeking a withdrawal for medical reasons past the normal withdrawal deadlines should meet with a counselor in Student and Enrollment Services (SES) located in building A. The counselor will discuss the reason for the medical withdrawal and, if the counselor believes the medical reasons are appropriate, provide the student with guidance for the proper submission of documentation.

The student should complete the Request for Medical Withdrawal form(s) and present supporting documentation to the Associate Dean of Enrollment Management for review. Acceptable documentation must include a physician’s signature, a specific recommendation to withdraw due to medical reasons, and dates verifying that the medical condition corresponds to the semester in which the medical withdrawal is requested.

Medical withdrawals will be recommended for all courses within the specified semester unless the documentation clearly states why the student's medical condition does not require withdrawal from all courses. Supporting medical documentation will be kept confidential.

If the Associate Dean of Enrollment Management recommends the medical withdrawal, each instructor will be notified. In the event it is a part-time instructor, the department chair will be informed and appropriate contact is made by the department chair.

The Associate Dean of Enrollment Management will have the authority to approve or not approve the medical withdrawal.

If approved, the signed Medical Withdrawal Form will be forwarded to the Director of Records and Retention's Office to officially document the withdrawal.

If the medical withdrawal is not approved, the student has the right of written appeal to the Associate Vice President of Student and Enrollment Services who will have the authority to review all supporting documentation, including the medical documentation submitted by the student, to issue a final resolution of the matter.

Attendance for Veteran Students

The Department of Veterans Affairs (VA) and the North Carolina State Approving Agency (SAA) requires institutions of higher learning to report when a student has a class schedule change, discontinues class attendance or is not regularly attending. The College's policy for veteran student attendance is as follows:

- Students applying for VA educational benefits are notified that in order to remain eligible for the Department of Veteran Affairs (VA) educational assistance benefits regular attendance, per policy, is required.
- When a student's absence exceeds two consecutive weeks, the instructor is required to administratively withdraw the student from class.
- An email will be sent to the veteran student's College provided email account notifying him/her that they will be reported to the Veterans Services Officer (School Certifying Official) for missing more than two consecutive weeks of attendance.
- The veteran student will have 24 hours to express nonattendance concerns to the Veterans Services Officer (School Certifying Official) before he/she is reported for nonattendance.
- After the 24-hour period, the Veterans Services Officer (School Certifying Official) will report the last date of attendance to the Department of Veterans Affairs on VA-Once.

- The Department of Veterans Affairs will follow its procedures for veteran student nonattendance. This will include administratively withdrawing the student from the class using the last date of attendance provided by the instructor.

Veteran Student Responsibilities:

1. Attend all class sessions (traditional and/or online).
2. Stay in contact with the College's Veterans Services Officer (School Certifying Official) in the event you have questions concerning attendance and VA requirements.
3. Check your College-provided email daily and respond to emails from instructors and the College Veterans Services Officer (School Certifying Official) in a timely manner.
4. If you have been reported to the VA for nonattendance, and you return to class, your re-enrollment is not guaranteed. If your re-enrollment request is approved, it is your responsibility to inform the Veterans Services Officer (School Certifying Official) and request reinstatement of benefits.
5. If you are approved to re-enroll in the class, you will need to continually attend for a period of 30 calendar days, with attendance being verified by the instructor and the Veterans Services Officer, before benefits may be recertified with the Department of Veterans Affairs.

Nash Community College Virtual Learning

NCC offers students the unique opportunity to enroll and participate in a number of virtual classes that are available online but differ from traditional online courses. Virtual learning allows for course participation from almost any remote site. The expectation of virtual courses, those identified with the letter V in the course title, is that students will attend and participate online during the scheduled course time. NCC's virtual learning environment is interactive and students are able to communicate with their instructors and other students in real time during the class. Students enrolling in an NCC virtual course must have access to a computer/laptop, earphones/headset, and a microphone/speaker phone. Additionally, NCC recommends that students participating in virtual courses have high speed, wired internet access with a bandwidth of 256k uplink and 512k downlink.

Grading System

The following grading system is used in all courses by Nash Community College. On student transcripts a "P," "S," or "R" grade denotes that the course is not calculated into the current academic grade point average (GPA). Additionally, any course grade with an "*" beside it (ex. C*) has been excluded from GPA calculations. Zero-numbered courses are not included in the academic GPA, hours completed, or hours attempted.

Letter	Numerical Equivalent	Quality Points per Semester Hour
A	90–100	4
B	80–89	3
C	70–79	2
D	60–69	1
F	Below 60	0
W	Withdrawal	See explanation
WA	Withdrawal Attendance	See explanation
I	Incomplete	See explanation
AU	Audit	See explanation
ZP	Credit by Proficiency Examination	See explanation
T	Transfer Credit	See explanation
NS	Never Attended Class (not computed in GPA)	See explanation
CC	Course Completion	See explanation

Letter	Numerical Equivalent	Quality Points per Semester Hour
LA	Temporarily Late	See explanation
S	Satisfactory	See explanation
U	Unsatisfactory	See explanation
XA	90-100	See explanation
XB	80-89	See explanation
XC	70-79	See explanation
P	Passed	See explanation
R/RT	Repeat/Retake	See explanation

W – Withdrawal

A grade of W denotes official withdrawal from a class after the 10% point. This grade is non-punitive and will not affect the student's GPA. Students may withdraw themselves from a class up until its 85% point. Faculty must administratively withdraw students after two consecutive weeks of nonattendance. Please see the Attendance and Withdrawal Policies in this catalog for more detailed information on what constitutes nonattendance, and the procedure for withdrawing from a course.

WA – Withdrawal Attendance *(Grade no longer used as of January 2017)*

After the 85 percent point, an instructor uses a WA during the semester when a student has absences exceeding fifteen (15) percent of the course hours. This grade is punitive and will negatively affect the student's GPA. Faculty will record and submit the last date of attendance for all grades of W.

I – Incomplete

A grade of I denotes no grade and no quality points because of incomplete work. This grade can be given when a student has completed at least 80 percent of his course work. The student must complete the required work and remove the I by the end of the fourth week of the next semester. Otherwise, the I will be recorded as an F.

AU – Audit

An AU denotes no grade and no quality points. A student may initiate a change from credit to audit on or before the semester 40 percent point. This grade is non-punitive and will not affect the student's GPA.

NS – Never Attended

NS denotes no grade and no quality points because the student registered but never attended before the 10 percent point of classes. This grade is not included in hours attempted in GPA calculations and is non-punitive and will not affect the student's GPA. Late course entry is not permitted.

LA – Temporarily Late

LA is a temporary grade designation to be used by the Director of Records and Retention when course information is not reported on time from the instructional department through no fault of the student.

ZP – Credit By Proficiency Examination

A student may earn credit-by-examination for a given course if the student can demonstrate the required level of proficiency. Before being allowed to take certain courses by proficiency examination, the student must provide evidence of experience/aptitude or licensure/certification related to the course content. A Credit-by-Examination form must be obtained from the appropriate department chair for examination scheduling. The student must register and pay all fees prior to taking the proficiency examination. Examinations will be administered between or during the first five (5) days of the semester. No student will be allowed to attempt credit by examination for more than two (2) courses per semester. A student may not use more than 30 percent proficiency credit in meeting the required hours for graduation or according to instructional services agreement program contracts. The proficiency examination(s) must be part of the regularly scheduled semester course offerings.

A student will not be allowed to take an examination for credit more than once for any course. Credit by examination will be used to calculate the individual student semester course (allowable hours) load as well as credit toward program requirements. A student will be required to pass the proficiency examination with a grade of C or higher. The grade will be computed into the grade point average. A student who does not pass the examination with a grade of C or higher must change registration for the course to an on campus or online section. Developmental courses may be challenged through the Course Readiness Assessment.

T – Transfer Credit

A grade of T (Transfer Credit) denotes credit received by transfer from another institution. Only the hours of credit will be recorded.

S – Satisfactory

A grade of S (Satisfactory) denotes successful completion of a course and/or associated clinical course objectives and no quality points. The grade is not included in computing GPA. Course hours are used for determining financial aid eligibility related to credit hours attempted and satisfactory academic progress.

U – Unsatisfactory

A grade of U (Unsatisfactory) denotes unsuccessful completion of a course and/or associated clinical course objectives and has no quality points. The grade is not included in computing GPA. Course hours are used for determining financial aid eligibility related to credit hours attempted and satisfactory academic progress.

XA, XB, XC

A grade of XA, XB, or XC is awarded in developmental or zero-numbered courses. Quality points are not earned for these courses and grades are not included in the calculation of grade point average.

P-Passed

A grade of P (Passed) denotes successful completion of course. The grade is not included in computing grade point average. Course hours are used for determining financial aid eligibility related to credit hours attempted and satisfactory academic progress.

R-Repeat/RT-Retake

A grade of R (Repeat) or RT (Retake) denotes unsuccessful completion of course. The course should be repeated. The grade is not included in computing grade point average. Course hours are used for determining financial aid eligibility related to credit hours attempted and satisfactory academic progress.

CC-Course Completion

CC indicates a student successfully achieved the outcomes expected for the course and completed the minimum requirements. The CC grade is given for the pre-curriculum math DMA's.

GPA Calculation

To calculate a GPA, multiply course credit hours by the quality point value of the grade in that course to determine the quality points earned for that course. Add the quality points earned and divide the sum by the total number of semester credit hours attempted. See the following example:

Course	Grade	Course credit hours attempted	x	Grade value	=	Quality points
Course 1	B	3	x	3	=	9
Course 2	B	4	x	3	=	12
Course 3	WA	3	x	0	=	0
Course 4	A	4	x	4	=	16
Course 5	C	3	x	2	=	6
Totals		17				43

In this case, divide 43 by 17 to get a 2.529 grade point average.

Quality Point Average

The earned quality point average is calculated by dividing the total number of quality points earned by the total number of semester hours attempted. On the 4.0 quality point system, a 2.0 is a C. Only those courses which are required for graduation shall be included in the calculation of the grade point average for veteran students. Satisfactory progress for veteran students is defined as a 2.0 grade point average on courses required for graduation. Fundamental or zero-numbered courses shall not be included in the grade point average calculation either for satisfactory academic progress or for graduation requirements for the veteran student.

Grade Forgiveness Procedure

Nash Community College automatically computes the GPA for a student using the best grade received for each course. It is not necessary to request forgiveness for a course grade when the course is retaken.

Repeating Courses

A student may repeat a course only once if a passing grade has been previously received for the course. In such cases, the higher grade will be used to calculate the grade point average. For graduation, the credit earned for a course will not be counted more than once in determining the total number of hours needed for graduation. This policy does not apply

to students enrolled in developmental courses. It is understood that it may be necessary for students to repeat the developmental courses in order to attain a level of proficiency required to meet prerequisite requirements or for entry into curriculum programs.

Course Substitutions

The College shall determine course substitutions in curricula programs in certain circumstances, however the appropriate number of hours must be met in the curriculum standard category. Course substitutions shall add value to the applicable specific major, related, general education, or work experience segments of the curriculum program and shall be limited to no more than two course substitutions per program. Course substitutions shall be approved by the appropriate department chair and the Associate Vice President of Curriculum and Chief Program Officer and verified by the Director of Records and Retention. Documentation of this approval will become part of the student's permanent file and be retained for a period of five years in accordance with the North Carolina Community College System's Records Retention Policy. Core requirement courses are not allowed to be substituted.

Change of Grade Policy

After a grade has been posted on a student's record, it may be changed only under the following conditions:

1. The student submits a written request to the instructor within thirty days from the date the grade is given.
2. The student forwards a copy of the request to the Associate Vice President of Curriculum and Chief Program Officer, Associate Vice President of Student and Enrollment Services, and the Director of Records and Retention.

The instructor in consultation with the Associate Vice President of Curriculum and Chief Program Officer will determine whether to grant or to deny a change of grade and will notify the Director of Records and Retention. A change of grade must be made within the semester for which the request is filed. Students may appeal decisions made through the Academic Review Committee.

Grade Reports

Grades for all courses taken during a semester will be posted to WebAdvisor. There will be a 24-hour grace period for instructors to post grades on WebAdvisor, with the exception of the last day of classes when grades must be posted by 9:00 am the following day.

Scholastic Honors

Dean's List

To qualify for the Dean's List, a full-time student must make a 4.0 quality point average for the semester. A student who receives an incomplete will not be eligible for the Dean's List. Developmental courses (DRE and DMA) do not count towards satisfying Dean's List requirements.

Honor Roll

To qualify for the Honor Roll, a full-time student must make a 3.3 quality point average for the semester and must have no grade lower than a C. A student who receives an incomplete will not be eligible for the Honor Roll. Developmental courses (DRE and DMA) do not count towards satisfying Honor Roll requirements.

Transfer of Credit Between Institutions

Educational work completed at recognized regionally and nationally accredited postsecondary institutions may, where applicable, be credited toward the requirements of a degree, diploma, or certificate program at Nash Community College. The student may file an official transcript of all post-secondary work for evaluation, but final acceptance or rejection of the transfer credit is Nash Community College's decision. Transfer credit will not be granted for any grade lower than a C. A minimum of 25 percent of the semester credit hours of a degree or 50 percent for diplomas and certificate programs of study is required in residence for graduation from Nash Community College. Fundamental courses taken through the North Carolina Community College system within the past two years will be accepted for transfer. DMA's and DRE's will be accepted from NCCCS permanently. Technology credits older than five years will be evaluated on a course-by-course basis.

Credit will be allowed for up to thirty-two (32) semester hours of work based on testing with the College Level Examination Program (CLEP). The student must request that the CLEP exam scores be sent to Nash Community College for review by the Director of Records and Retention. A score in the 50th percentile or above as recommended by the American Council on Education must be achieved to earn credit on most CLEP subject exams. No credit is given for the general exam.

Credit for DANTES Subject Area Exams, USAFI courses, and for service school training may be granted where appropriate to the student's curriculum. DANTES scores must meet ACE (American Council on Education) recommendations. Service school training will be evaluated on the basis of A Guide to the Evaluation Experiences in the Armed Service published by the American Council on Education. USAFI courses will be evaluated on the basis of the current catalog of the United States Armed Forces Institute.

Nash Community College does not award credit for experiential learning, certificates, training, and/or continuing education courses. Having experience or a particular skill set may

qualify the student to take a proficiency exam in order to receive credit for a course with similar content or skills. The student should contact the department chair for the course(s) in question for information regarding a credit by proficiency exam.

Credit earned at Nash Community College may be transferred to similar programs at other institutions in the North Carolina Community College System as well as many four-year colleges. The North Carolina Comprehensive Articulation Agreement addresses particular courses and institutions for which this applies. This agreement can be viewed at <http://www.northcarolina.edu/college-transferarticulation-agreements/comprehensive-articulation-agreement-caa>. Other colleges and universities may also accept credit earned at Nash Community College on a course by course basis.

Transfer of Credit Between Programs

Any student who wishes to change from an unfinished program of study to a second program of study, and possibly transfer credit between the programs may do so without restriction as long as the requirements for the new program are met. However, students wishing to make a third program of study selection should meet with a counselor to discuss career options, academic problems, etc. Program change forms are available from WebAdvisor under the heading “student forms” and are to be submitted electronically.

A program change form may be submitted at any time during the semester, but the Director of Records and Retention’s office will not make an official data entry change until after the semester has been completed and before the start of the new semester.

Credit earned in any program may be applied to a different program. Fundamental courses are awarded institutional credit only and are listed in the catalog. No credit will be awarded for work taken on a non-credit basis. Credit hours successfully completed and quality points earned in a prior program which are applicable to the new program will be applied toward graduation.

Quarter System Classes

Courses taken under the quarter system may not be equivalent to semester course hours and will be evaluated on a case-by-case basis by the Director of Records and Retention.

Credit from AP and IB Testing

Nash Community College participates in Advanced Placement (AP) and International Baccalaureate (IB) programs and awards credit based on the following schedule. These schedules are reviewed annually by the Testing Committee and are subject to change without notice.

To be considered for credit and/or placement, students must ask the appropriate testing service to send official test results to Nash Community College.

Advanced Placement Exams

Exam	Minimum Score	Awarded Credit
Biology	3 or 4	BIO 111
Biology	5	BIO 111 and BIO 112
Calculus AB	3, 4 or 5	MAT 271
Calculus BC	5	MAT 271 and MAT 272
English	3	ENG 111
English	4	ENG 111 and ENG 114
English	5	ENG 111 and ENG 112
History	3	HIS 131
History	4 or 5	HIS 131 and 132
Psychology	3,4 or 5	PSY 150

International Baccalaureate Scores

Students at NCC may receive placement through the International Baccalaureate program. Typically, students can earn advanced placement and /or college credit with scores of 5, 6, or 7 on higher level exams. Students will be granted placement or credit on a course-by-course basis, depending on individual scores, rather than on the basis of completion of the IB diploma.

To be considered for credit and/or placement, students must ask the appropriate testing service to send NCC their official test results.

Academic Progress

Reminder: Receiving Financial Aid is dependent upon satisfactory academic progress. Refer to the Financial Aid section of the catalog for details.

A student's academic progress is monitored to assist the student in successfully completing a chosen program of study within a given time period. The following scale is used to ensure that the student will attain a cumulative grade point average of 2.0 which is required for completion of all certificate, diploma, and degree programs.

Hours Attempted	Cumulative GPA	Action
1-18	< 1.5	Academic Review
19-36	< 1.5	Academic Warning
Over 36	< 2.0	Academic Probation

Academic Review

A notification is sent to inform students about NCC services that are available to help them have a successful college experience. Students will be reminded that a GPA of 2.0 is required for completion of degree, diploma, and certificate programs.

Academic Warning

A notification is sent to warn students that, if the GPA does not improve, the student will be placed on Academic Probation with a reduced course load. Students will be reminded that a GPA of 2.0 is required for completion of degree, diploma, and certificate programs. Students will need to register with an advisor.

Academic Probation

A notification will be sent. The student will be flagHSE in the system and allowed to take only 10 credit hours. Students will be reminded that a GPA of 2.0 is required for completion of degree, diploma, and certificate programs. Students will need to register with a counselor in Student and Enrollment Services.

Academic Probation II

A student on Academic Probation who fails to reach a 2.0 GPA will be placed on Academic Probation II and allowed to take only one class. Students will need to register with the Department Chair.

Graduation Requirements

The following general requirements apply to all programs for graduation; however, there may be additional departmental requirements.

1. A student must meet all curriculum requirements with an earned overall grade point average of 2.00.
2. A minimum of 25 percent of the semester credit hours of a program of study of a degree (A.A., A.S., A.A.S., or A.G.E.) or diploma or one half certificate program must be earned at Nash Community College.
3. All financial obligations to Nash Community College must be met before a diploma is awarded or transcripts are sent from the institution.
4. Application for graduation must be made by the posted deadline of the expected graduation semester.
5. Degree seeking students - Must have an official high school, high school equivalency, or Adult High School Diploma (AHSD) transcript on file showing graduation.

In order to satisfy the specific course requirements for degree completion all students must:

- Successfully complete the courses in an individual program of study.
- Provide an official transcript for transfer credit from an accredited institution for courses completed with a C or better.
- Provide evidence of CLEP and DANTEs course completion (individual students will be allowed only thirty-two (32) hours in satisfying degree requirements).

Nash Community College does not award credit for experiential learning, certificates, training, and/or continuing education courses. Students may pick up degrees and diplomas two days after the last day of the semester.

Continuous Enrollment

A student maintains continuous enrollment provided a break in enrollment does not equal or exceed one year, excluding summer semesters.

Catalog of Record

Students are expected to meet the catalog requirements in effect at the time of their enrollment into a curriculum program. Anyone not in continuous enrollment for more than one year (not counting Summer) will be readmitted under the requirements of the current catalog. A student who changes programs must meet the requirements of the catalog in effect at the time of the change of program. A student's academic advisor can recommend substitution of courses with adequate cause. Substitutions must have written approval from the instructor, department chair, and the Associate Vice President and Chief Program Officer.

Most courses can be counted for credit toward graduation for an indefinite period of time. Some courses that depend heavily on technology, speed and accuracy, and physical skills will be subject to review after five years unless the student has been continuously enrolled. Courses subject to review may include, but not limited to, keyboarding, computer, and trades courses.

A catalog year is considered current for five years from the date the student was admitted to their program of study.

Graduation Exercises

Spring Commencement Ceremony Participation

Graduation exercises are held each spring for students of Associate and Diploma programs of study. The cap and gown may be purchased at the NCC Campus Store to participate in commencement exercises. Graduation letters will be sent in March. Graduates from the preceding summer and fall semesters will be invited to participate in graduation.

Early Commencement Ceremony Participation

Associate and Diploma students scheduled to graduate at the end of the summer semester following the spring commencement ceremony may request to participate in the spring commencement ceremony. In addition to stated graduation requirements, the following requirements must be met:

1. A student may have a one course maximum remaining to meet graduation requirements. Nash Community College will not be held responsible if a course is not offered during the summer semester.
2. Proof of enrollment in remaining course at Nash Community College or another institution is required.
3. Request for participation in the spring commencement ceremony is due at the same time application for graduation is due during the spring semester (end of the extended registration week).

Students participating before the summer semester course requirement is met will not receive an honor cord until the conclusion of the summer semester, if eligible.

Certificates and Diploma programs do not include scholastic honors.

Degrees, Diplomas, and Certificates Granted

Upon recommendation of the faculty and approval of the Board of Trustees, the appropriate degree, diploma, or certificate will be awarded to a student who has completed the curriculum requirements.

Transcripts

Current and former students may request copies of their academic transcript via the College web site at www.nashcc.edu/transcripts. The College uses a third party vendor, Parchment, for the delivery, tracking, and reporting on the sending of transcripts. Transcripts may be delivered by mail or, if available, in a recipient's preferred electronic format. Transcript requests through the Parchment website are usually filled in less than 24 hours. You will be required to create an account and you will be able to pay for transcripts with a credit card. Parchment is fully secure and Family Educational Rights and Privacy Act (FERPA) compliant.

The College provides limited on-campus transcript requests. In person requests for transcripts will be charged at a higher amount than requests generated through Parchment. Additionally, there is a 48-hour turnaround time for on-campus requests. During peak times of the year (for example, during pre and post registration periods), processing time will be longer.

Transcripts will not be released if the student is financially indebted to the College or if existing counseling has not been completed for Direct Loans. (A student does, however, have the right to inspect the contents of his/her educational records). Transcripts in the folder from other institutions are property of Nash Community College and will not be returned to the student or copied and will not be forwarded.

A College photo identification card or governmental approved photo identification card is required before transcripts can be released to a student or designated person. A student giving authorization to release a transcript to a designated person must do so in writing and a student signature is required on the Transcript Request Form (which includes a Release of Information Form). The College is authorized to release educational records in accordance with the Family Educational Rights and Privacy Act (FERPA).

North Carolina graduates may receive official copies of their HSE (High School Equivalency) transcripts at no charge by completing a Transcript Request Form available from the North Carolina Community College System website. Requests can also be made in person at 200 W. Jones Street, Raleigh, NC, between the hours of 8:00 a.m. – 4:00 p.m.

In response to inquiries from the general public, prospective employers, etc., the College will, without student consent, release directory information. Directory Information consists of the student's name, address, telephone number, academic classification, major field of study, participation in officially recognized activities, dates of attendance, degrees and awards received.

Any student who wants to make a request that directory information not be released should contact the Admissions Office.

HSE Verification, Transcript and Diploma Requests

2014 Test Completers

Effective May 2, 2014, the North Carolina Community College System transitioned its HSE credentialing process from the issuance of paper transcripts and HSE diplomas to a paperless electronic transcript system for students taking the test in 2014. The 2014 tester has the option of ordering a professionally printed North Carolina HSE diploma which is free of charge. Duplicate transcript and diploma requests will cost \$15.00. Students will log onto their MyGED.com account for subsequent requests and may forward their transcripts to prospective employers, colleges or universities.

2002-2013 Test Completers

Duplicate transcript or diploma requests will cost the completer \$15.00. Test takers will need to sign in to <http://exchange.parchment.com/students> to securely order their duplicate transcripts, verifications or diplomas.

1940-2001 Test Completers

The North Carolina Community College System (NCCCS) High School Equivalency (HSE) Records Office will fulfill verification, transcript and diploma requests for individuals who tested before 2002. There will be no charge. Detailed information and a FAQ is posted on the NCCCS web site at

<http://www.ncccommunitycolleges.edu/college-and-career-readiness/basic-skills-plus>.

If you have additional questions concerning this process, contact the NCCCS at steinbeiserd@ncccommunitycolleges.edu or call 919-807-7214.

Student Files

The College shall maintain an application for admission, a transcript of high school work, and documentation of college Course Readiness Assessment scores or Standardized Test scores (SAT/ACT) for all degree or diploma students. The College shall maintain additional information such as medical forms as required for students enrolled in certain programs. All file forms are property of Nash Community College and will not be returned to the student, and will not be forwarded. The Admissions Office shall ensure that appropriate documents are in the permanent student file. Limited student records are secured in a fireproof vault located in the Student and Enrollment Services Office. Student records maintained on the College computerized system, Datatel and Singularity, are secured by the firewall and password protected.

The Director of Records and Retention maintains all registration documents, records of release of information, and correspondence relating to the student. Except for the permanent transcript data which is transferred to disk, the paper copy of permanent records of students not enrolled for five (5) years from the date of last enrollment shall be destroyed as specified in the Records, Retention and Disposition Schedule for Institutions in the North Carolina Community College System.

Performance Measures

The Performance Measures for Student Success Report is the North Carolina Community College System's (NCCCS) major accountability document. This annual performance report is based on data compiled from the previous year and serves to inform colleges and the public on the performance of the 58 community colleges. The Nash Community College (NCC) results for academic year 2014-15 are as follows:

Measure	NCCCS GOAL	NCC
A. Progress of Basic Skills Students	63.8%	45.0%
B. Student Success Rate in College-Level English Courses	55.9%	39.3%
C. Student Success Rate in College-Level Math Courses	32.5%	33.4%
D. First Year Progression	75.0%	62.6%
F. Curriculum Completion	51.9%	44.1%
G. Licensure and Certification Passing Rate	90.9%	73.4%
H. College Transfer Performance	87.6%	77.9%