

Academic Policies and Procedures

Section 9 of the *General Catalog 2011-2012*, “Academic Policies and Procedures,” begins on the third page of this document, which is page 71 of the printed version, and continues through page 89. This section includes all academic policies and procedures, including the core principles of academic freedom and academic integrity, along with academic advising, grading policies, attendance policies, and general education requirements for all degree programs.

Tip: Use the “Bookmarks” icon or tab on the left side of the screen in Adobe Acrobat reader to link to a particular section of this document.

Note: Page 77 of this section of the *General Catalog* was updated on October 25, 2010, as a result of legislation passed by the North Carolina General Assembly after the *Catalog* was published in July 2010.

General Catalog

2010-2011



Issue No. 29/Fall 2010

Published by

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The provisions of this publication are not to be regarded as an irrevocable contract between the student and Sandhills Community College. The College reserves the right to change any provision or requirement at any time within the student's term of residence or to add or withdraw course offerings. The College further reserves the right, at any time, to request that a student withdraw when such action is considered to be in the best interest of the institution.

ACADEMIC POLICIES AND PROCEDURES

Academic Advising

Upon enrollment at Sandhills, all regular students are assigned a faculty advisor to assist in course scheduling, registration, and program planning, as well as to periodically evaluate academic progress. Students who place into first-level developmental courses (zero prefix courses) may be temporarily assigned to an advisor in the Developmental Education Department who will guide them through prerequisite coursework in English, math, and reading.

Courses selected by students must be approved by the faculty advisor or Advising Center prior to registration. It is the intent of the advisor and the Advising Center to place students receiving financial aid only into courses required by their program of study. The advisor or the Advising Center must also approve registration changes, such as dropping and adding courses, unless the student is merely changing sections of the same course. Students receiving financial aid should always consult staff in the Financial Aid Office located in Student Services when dropping and/or adding courses.

Although the faculty advisor will help students become familiar with degree and diploma requirements in a chosen field, each student is ultimately responsible for the proper completion of his or her academic program, for familiarity with the college *Catalog*, for maintaining the grade average required, and for meeting all other degree requirements. The advisor will advise, but the final responsibility remains that of the student. In addition, college transfer students should know the requirements of both Sandhills Community College and the transferring institution.

Students whose advisors are not available or who are designated “special” or “dual enrolled” may receive advising help in the Advising Center located in Stone Hall.

Academic Freedom and Integrity

The faculty and staff at SCC recognize that student learning lies at the heart of all we do. To support student learning, we abide by the principles of academic freedom and integrity. Faculty and students must be free to examine all pertinent data, question assumptions, be guided by the evidence of scholarly research, and teach and study the substance of their discipline. Instructors are afforded the freedom to manage the learning environment of their courses. At the same time, students will be afforded a quality educational experience where learning is encouraged, evaluations are substantive and meaningful, and grades are awarded fairly.

Alternative Methods for Achieving Course Credit

Credit by Examination

Students enrolled in Sandhills Community College may have developed knowledge and skills that match the knowledge and skills to be achieved in certain courses in the College. These achievements may be the result of work experience, military experience, or informal study.

To receive credit by examination, students must demonstrate proficiency by taking challenge examinations developed by departmental faculty, or a standardized examination such as the College Level Examination Program (CLEP) or the United States Armed Forces Institute (USAFI).

Although any faculty advisor or counselor may initiate a credit by examination request, the specific courses to which credit by examination applies will be determined by the instructional departments. Students who decide that credit by examination is appropriate for their situations must obtain permission from the chairperson of the department in which the course is offered. The chairperson will arrange for the examination to be administered. The Dean of Instruction must approve all credit awarded by challenge examination.

Students who wish to receive credit by examination through CLEP or USAFI should submit such certifications to the Director of Records and Registration. The Office of Records and Registration will evaluate the certifications in consultation with the appropriate department chairperson.

Upon the student's successful completion of credit by examination, the symbol "CE" will be shown on academic transcripts, and credit hours will be awarded; however, no quality points will be assigned.

ACA Credit by Exam

The College requires incoming freshmen to take one of two freshman orientation courses: (1) ACA 115 for students pursuing the AAS degree, or (2) ACA 122 for students pursuing the AA, AS, or AFA transfer degree. Students who transfer in 18 or more hours from an accredited college or university or who have accumulated 18 hours of credit at SCC prior to 2006 may be eligible for Credit by Exam. Students who believe they are eligible should contact the ACA Coordinator or the Department Chair for Developmental Education.

Advanced Placement

Students who have taken any of the following Advanced Placement courses in high school and who have made a score of three (3) or higher on the AP exam will be accepted as part of a student's successfully completed general education core under the Comprehensive Articulation Agreement (CAA). Credit for two successive courses can be awarded only with a score of five. For example: a student who receives a score of three (3) on the AP Biology exam would receive credit for BIO 111. A student who receives a score of five (5) would receive credit for BIO 111 and 112. Only one course of credit (MAT 271 for four [4] credit hours) may be awarded for the AP Calculus AB exam with a score of three (3), four (4), or five (5); two courses of credit (MAT 271 and 272 for eight [8] credit hours) may be awarded for the AP Calculus BC exam with a score of three (3), four (4), or five (5). The Director of Records and Registration will verify AP examination scores and record appropriate credit on the student's transcript. One exception to this policy is the AP Art Studio course. Determination of credit for AP Studio Art will be made by the appropriate department chair with approval by the Dean of Instruction. Note: Students should be aware that if they receive AP course credit at Sandhills Community College but "do not complete the general education core" before transferring to a UNC university, their AP scores will be evaluated on the "basis of the receiving institution's AP policy," according to the CAA.

Approved AP Courses

Art History (ART 114 and 115), Biology (BIO 111 and 112), Calculus AB (MAT 271), Calculus BC (MAT 271 and MAT 272), Chemistry (CHM 151 and 152), Computer Science A or Computer Science AB (CIS 115), Macroeconomics (ECO 252), Microeconomics (ECO 251), English Language (ENG 111), English Literature (ENG 112), Environmental Science (BIO 140), French Language (FRE 211), French Literature (FRE 212), Comp Government & Politics (POL 210), U.S. Government & Politics (POL 120), Human Geography (GEO 111), Music Theory (MUS 114), Physics B (PHY 151 and 152), Physics C (PHY 251 and 252), Psychology (PSY 150), Spanish Language (SPA 211), Spanish Literature (SPA 212), Statistics (MAT 151), Studio Art (ART 121, ART 122, or ART 131, based upon portfolio), U.S. History (HIS 131 and HIS 132), and World History (HIS 111 and HIS 112).

College Credit for College Tech Prep Students

Students who successfully completed high school College Tech Prep courses may receive credit for Sandhills Community College courses that cover the same content or skills development as identified by college faculty statewide articulation agreements. In most cases, the student must demonstrate mastery of course knowledge and skills by passing the VOCATS tests or an examination administered by college personnel.

Credit for Experiential Learning

Students enrolled in degree, certificate, or diploma programs that have had career experience that they believe duplicates that required for a course may apply for credit by contacting the Director of Admissions. The student will document the career experience, which will be forwarded to the appropriate faculty member for evaluation. The faculty member will recommend credit be given for courses for which required knowledge and skills have been demonstrated. Credit will be awarded upon approval by the appropriate Department Chair and the Dean of Instruction. The symbol "EL" on academic transcripts will indicate credit earned for experiential learning. Credit hours will be awarded for such credit; however, no quality points will be assigned. The College periodically validates the evaluation process for awarding credit for experiential learning by reviewing the performance of students receiving such credit in follow-on courses or their program of study.

Credit for Military Training

Credit may be awarded to enrolled students for educational experience in the armed services. The student must submit an official transcript from the Army/American Council on Education Registry Transcript System (AARTS). The Director of Records and Registration will evaluate the transcript and determine any applicable credit. Credit hours will be awarded for such credit; however, no quality points will be assigned. The Dean of Instruction must approve all credit for military educational experience.

Academic Petition/Course Substitution

Students may, under unusual circumstances, petition that one course substitute for another in a curriculum program. The academic petition form must have the approval of the faculty advisor, the Program Coordinator, the Department Chair, and the Dean of Instruction.

Course Requisites Waiver

A student who has not completed the specified prerequisite and/or corequisite courses may satisfy prerequisite and corequisite requirements by demonstrating to the

instructor that he/she has the appropriate knowledge and skills required for admission to the course. The instructor must document to the Dean of Instruction the assessment method prior to the student's admission to the course. *Pre-Requisite/Co-Requisite Waiver* form must be submitted to the Dean of Instruction within the 10% census period of the semester.

Special Course Enrollment

Enrollment in Courses Unique to Concentration Programs

Some programs in the North Carolina Community College System have "concentrations" identified, such as the Golf Course Management concentration of the Turfgrass Management Technology, the E-Commerce concentration of the Business Administration program, and the Substance Abuse concentration of the Human Services Technology program. Each concentration has certain "concentration courses" identified that must be unique to the concentration. These courses are identified by a sentence in the course description that reads, "This course is a unique concentration requirement of...."

Students who are not enrolled in the particular concentration program may enroll in and take for credit unique concentration courses if the students are otherwise eligible to participate in the class by, for example, meeting prerequisite and corequisite requirements. Such classes may be counted as elective credits for other applied science programs. Students not enrolled in the concentration program must receive approval from the instructor of the course. The instructor will indicate approval by signing the students' *Course Planning Form* or *Course Change Form* and will document such approval on the course roster.

Independent Study

Under unusual circumstances, a student may have a need to enroll in a course of independent study under the guidance of an instructor. A student must first substantiate the need and then secure the written approval of the instructor and advisor. Next, an independent study contract form must be prepared by the instructor with whom the work will be done. Finally, written approval must be obtained from the chairperson of the department in which the course is requested. The registration form should also indicate the course will be taken by independent study. The registration process cannot be initiated unless a copy of the contract accompanies the registration form. Enrollment in more than one independent study course per semester will be allowed only under exceptional circumstances.

Auditing Courses

Those who do not desire credit or a grade may audit any course for which prerequisites are met. Students who wish to audit a course must complete an audit permission form and submit the form to the Director of Records and Registration prior to the end of the drop period. Requirements for auditing will be determined by the instructor. Auditors will register and pay the same tuition and fees as students who take the course for credit. Students with a recorded audit grade for a course may repeat the course one time on an audit basis.

Honors Courses

Sandhills may offer honors courses (designated with an "H" on the semester class schedules) for exceptionally well-qualified students. These courses are invitational and highly selective. The objectives of honors courses are to develop outstanding and

independent student achievement, to enrich the educational experience of the student in breadth and depth, and to enable and encourage the superior student to work to maximum potential. Successful completion of twelve (12) hours or four (4) honors courses will be noted on the student's diploma.

External Instruction

The College maintains full responsibility for the academic requirements and standards of students who participate in credit courses that require work-site experiences, such as clinical or internship courses. Each program using such courses will provide written policies and requirements to students and will maintain reporting and monitoring procedures that are consistent with program standards.

Course Load Policy

Depending on the program, the usual course load for students is 12 to 18 semester hours during fall and spring terms. The usual course load for students during any entire summer session (two five-week sessions or one ten-week session) is 6 to 12 semester hours. Registration for more than 18 hours in the fall and spring or 12 hours for the entire summer (7 semester hours for a single five-week session) must carry the approval and signature of the Advisor and the Dean of Instruction.

Classification of Students

For purposes of administration, excluding financial aid, the following student classifications have been specified:

- Full-time student: The student is enrolled in 12 or more credit hours. During the summer semester, a full-time student must be enrolled with 9 or more credit hours.
- Part-time student: The student is enrolled in fewer than 12 credit hours. During the summer semester, a part-time student is enrolled in fewer than 5 credit hours.
- Freshman: The student has successfully completed 32 or fewer semester hours.
- Sophomore: The student has successfully completed more than 32 semester hours.

Course Change Policies and Procedures

Drop/Add Policy and Procedure

Students should follow these practices when adding or dropping courses:

Adding Courses – A student may add a course with permission of the advisor through the second day of the semester. After that point, permission of the advisor and the instructor is needed in order to add a course through the census point.

Dropping Courses – A student may drop (DR) a course at any time during the first 65% point of the semester or summer session by completing a *Course Change Form*, obtaining the signatures of the advisor and the instructor, and filing the form with the Office of Records and Registration. A student may withdraw (WP or FW – the instructor of record makes the determination of WP or FW) from a course at any time after the 65% point of the semester by completing a *Course Change Form*, obtaining

the signatures of the advisor and the instructor, and filing the form with the Office of Records and Registration.

Fall and Spring Semesters – To drop/add a class, a student must: (1) meet with the assigned advisor to complete and to sign a *Course Change Form*, (2) obtain an instructor’s signature for all classes dropped/added, (3) submit this form to the Registrar’s Office for approval and processing, and (4) submit the form to the Business Office.

Students should familiarize themselves with these guidelines for dropping and adding during the fall and spring semesters:

1. Students who drop (DR) a class during the 65% point of a semester may do so without academic penalty. If the course is dropped during the first 10% of the semester, the student will not receive a grade for the class and no record of enrollment in the class will appear on the student’s transcript.
2. If the student drops the course after the 10% and prior to 65% point, the class will be listed on the student’s transcript with a grade of “DR.” The “DR” grade will not be computed in the calculation of the student’s grade point average.
3. Emergency situations that make it necessary for a student to withdraw from a course, a program, or the College may arise after the 65% point of the semester. In this case, the student may officially withdraw from the course by completing the withdrawal portion of the *Course Change Form*. This form must be signed by the instructor of the course and the student’s advisor, and then submitted to the Registrar prior to the end of the semester. If the student is passing at the time of withdrawal, the student will receive a grade of “WP” (withdraw passing). If the student is failing, the student will receive a grade of “FW” (failing withdrawal). The “WP” grade will not be computed in the calculation of the student’s grade point average. The “FW” grade will be computed in the calculation of the student’s grade point average and will have the same effect as a grade of “F.”
4. Students who stop attending class but fail to officially drop or withdraw may receive an “F” or “FW” in the course.

Summer Semester: During the summer semester, the same drop/add policy will be in effect. However, the last day to drop will vary, depending on the length of the summer semester session(s). The last day to drop and other enrollment information will be listed in the college *Catalog*.

Adding a Course: Through the second day of the semester, a student may add a course with the permission of the advisor. After that point, both the advisor’s and the instructor’s permission are needed in order to add a course.

Instructor-Initiated Drop or Withdrawal

An instructor may drop or withdraw a student from a course under any of the following conditions:

- Student misses more than five consecutive class hours, or the student fails to meet the attendance policy of the course.
- Student fails to post in an online class within the time period prescribed in the online syllabus.

- Student is absent from the final exam without the instructor's permission.
- Student misconduct.

Withdrawal from a Course, Program, or the College

As noted above, emergency situations may arise after the no-penalty drop period whereby students must leave involuntarily. In this case, students may withdraw from the course by completing a *Course Change Form*. Students must obtain signatures from their advisor and instructor on the drop/add form. This form must be completed and filed with the Office of Records and Registration and shared with the Financial Aid Office.

Students who are passing at the time of withdrawal may receive a grade of "WP." Students who are failing at the time of withdrawal may receive a grade of "FW." Students who stop attending class without officially withdrawing from the course may receive a failing grade in the course.

Attendance Policies and Procedures

Attendance Policy

Because the College realizes that academic success is tied to regular attendance, students are expected to attend all class sessions, laboratories, and clinical experiences. Faculty members are responsible for informing students in writing at the first class meeting of attendance expectations and identifying all classes, laboratories, and clinical experiences that must be attended at the scheduled times. Faculty members will inform students at the first class period if tardiness is to be computed as an absence. Absence from class must be satisfactorily explained to and/or documented for the instructor, and the student is held responsible for all work missed. Sandhills Community College will excuse two days each academic year for religious observances required by the faith of a student. Students must provide a written notice to the instructor at least two weeks prior to the absence. Students are required to make up work missed due to absences. Unsatisfactory attendance may adversely affect a student's grade for the course. Any student who violates the attendance policy of the course during the 65% point of a semester (or summer session) may be required to drop the course. Any student who violates the attendance policy of the course after the 65% point of the semester (or summer session) may be required to withdraw from the course with a grade of "WP" or "FW," depending upon his or her grade in the course at the time of withdrawal. Attendance policies for online courses are detailed in the course syllabi for the individual courses. Generally, these attendance policies reflect the instructor's expectations regarding the frequency of posted interactions.

Class sessions that are missed by late-enrolling students may be counted as absences.

Students will not be charged when an absence is due to participation in an activity approved by the Dean of Instruction or the Dean of Student Services.

Schedule of Last Class Sessions

The last four days of each semester are used to provide classes with a concluding session related to the final assessment activity the instructor has designed. Meeting times for classes during the last four days of the semester are provided in a schedule of last class sessions that is published and distributed prior to the four-day period. The last class sessions are used for final examinations or for other activities that are

designed to bring the course to a successful conclusion. Last class sessions must meet whether or not a final examination is to be given.

Grading Policies and Procedures

Grading Policy

Grading the performance of students in course work is the responsibility of individual faculty members.

Grade Categories for Completing a Course

Categories of institutional grades and symbols for students who have met minimum course requirements are as follows:

Superior	A	superior academic performance
Good	B	Good academic performance
Average	C	Average academic performance. Students in zero-prefix courses must earn a “C” or better to enter subsequent developmental or curriculum course(s).
Passing	D	Academic performance that has met minimum course requirements and that will allow students to enter the subsequent course or courses in a series, unless a higher grade is specified in the course prerequisite. Students who make a “D” grade in a zero-prefix course may not progress to the next course.
Credit by Examination	CE	Credit earned by examination procedures of the College
Experiential Learning	EL	Credit earned for life experience
Transfer Credit	TR	Credit earned from courses taken at other accredited educational institutions or military education experiences in the armed services
Audit	AU	Participation as an auditor of a course

Grade Categories for Not Completing a Course

Categories of institutional grades and symbols for students who have not met minimum course requirements are as follows

Failure to Meet Course Requirements	F	Student performance judged to require repetition of the course. Students who make an “F” grade in a zero-prefix course may not progress to the next course.
Drop	DR	Courses dropped during the first 10% of the class will not appear on the transcript. Between the 10% and 65% date, the class will be listed on the transcript as “DR.”
Withdraw Passing	WP	Used to indicate that a student currently passing a course has withdrawn or been withdrawn from a course after the 65% date of the semester.
Failing Withdraw	FW	Used to indicate that a student currently failing a course has withdrawn or been withdrawn from a course after the 65% date of the semester.
Incomplete	I	Punitive grade used when the instructor determines that at least the minimum course requirements may be met by a student during the next consecutive semester without repeating the course.

Removing Incomplete “I” Grades

1. When grades are reported, it is the responsibility of the instructor to inform the appropriate department chairperson in writing of the reasons for an “I” grade and the conditions that must be met to remove it.
2. It is the student’s responsibility to contact the instructor or department chair regarding work to be completed for the removal of the “I” grade.
3. When removing an “I” grade during the next consecutive semester, a student should continue working under the instructor’s direction and should not re-register for the course.
4. If a student has not removed the “I” grade by the end of the next consecutive semester, it may be necessary to re-register and re-take the course. “I” grades not removed during the allowed time may remain on the student’s record. “I” grades have the same effect as “F” grades.
5. When a student performs the work that allows the removal of the grade of “I,” it will be deleted from the transcript, and the new grade will be entered.
6. If a student receives an “I” and the instructor is not at the institution the next consecutive semester, the student should meet the requirements of the course under the supervision of the department chairperson.
7. A grade of “I” may be replaced by a grade of “F” if a student, in attempting to remove an “I,” completes the work required but averages an “F” in the course.

Grade Point Average

Grade point averages are based on points assigned as follows:

Grade	Grade Points
A	4
B	3
C	2
D	1
F	0
FW	0
I	0
WP	Not computed
DR	Not computed

A minimum major grade point average of 2.0 is required for graduation. In addition, students enrolled in health science programs will be required to achieve a minimum overall average of “C” (or 2.0) in all required specialty and clinical courses.

In the computation of the grade point average for determining graduation eligibility, only grades for courses required for the completion of the current program of study will be computed. All other grades will remain on the student’s record but will not be computed. Grades earned in developmental courses (indicated by numbers ranging from 060 through 095) will not be used in the computation of the grade point average for graduation, but those grades will be included in the grade point average to determine academic progress.

Students who plan to transfer to a four-year college/university should be aware that many four-year colleges/universities re-compute the grade point average based on all college-level hours that the student attempts. Students who have a cumulative grade

point average of less than 2.0 may not be accepted by the University of North Carolina System institutions.

Course Repetition Policy

A student who has earned a grade of “C” or better in a course may repeat the course one time in an effort to earn a higher grade or to add to his/her mastery of course content. A student who has not earned a grade of “C” or better may repeat the course as many times as necessary in order to earn a higher grade. When a course is repeated, only the higher grade will be counted in determining the hours earned and the grade point average at Sandhills Community College.

Students planning to transfer should realize that universities do not have consistent policies regarding grade forgiveness. University admissions personnel will review the transcripts of transfer applicants and may re-compute grade point averages and could include forgiven low grades. The Comprehensive Articulation Agreement (CAA) with the University of North Carolina System requires that a student earn a grade of “C” or better in each transfer course completed.

Students with a recorded “Audit” (or grade of “AU”) for a course may repeat the course one time on an “Audit” basis. Exceptions to this policy must be approved by the Dean of Instruction.

Inter-curricular Transfer of Credit

When a student transfers from one curriculum program to another within the College, all courses with passing grades that are applicable to the new program will be transferred and included in the computation of the student’s grade point average.

Change of Major, Re-entry, and Readmission

Change of Major

Students are never “locked into” a program of study for longer than one semester. Any time a student considers making a change, the student should immediately meet with a counselor, instructor, or advisor to discuss the advantages and disadvantages of the proposed change. Students should explore all program offerings at SCC, and Career Counseling located in Blue Hall is prepared to help in that exploration.

If the advisor feels that a student is not making satisfactory progress or has reason to doubt the validity of the program placement of the student, the advisor may refer the student to the Advising Center, located in Stone Hall, for a change of major.

If a student wishes to change from one instructional program to another, the student must complete a Change of Major form. This form is available in the Advising Center in Stone Hall. Students may change their major at any time during the academic year, but the students who are on financial aid should seek counsel from a Financial Aid official in Stone Hall.

Re-entry into a Program

When a student wishes to be considered for re-entry into a program that has special placement requirements or enrollment limitations, these procedures will be followed:

1. The student should confer with a counselor.

2. The counselor may recommend to the appropriate department chairperson that the student be permitted to re-enter the program. Such recommendation should be based upon the student's demonstration that remedial action has been taken that would prevent a repeat of earlier failure to succeed in the program.
3. The department chairperson will have responsibility for approving a student's re-entry into a program within the department.
4. Nursing and Health Science students should consult the department chair and/or program coordinator to review specific re-entry requirements as detailed in the program policy manual that applies.
5. Students who interrupt their program of study will be subject to the program requirements of the *Catalog* in effect at the time of their re-entry into the program.

Forgiveness/Special Readmission Policy

A student who has not been enrolled in curriculum courses for 36 consecutive months may request readmission under the special readmission policy. Under this policy, the following conditions apply:

1. The student's entire academic record at Sandhills Community College will be recorded on any subsequent transcript.
2. For courses attempted prior to readmission, only courses with a grade of "C" or better will count toward fulfilling graduation requirements.
3. Subsequent grade point averages of students readmitted under this policy will be computed without inclusion of previous coursework in which a grade below "C" was received. However, this work will be included in calculations for consideration for honors.
4. A student may be readmitted under this policy only one time.
5. This forgiveness policy is used for academic purposes only. This policy does not supersede Federal Regulations for financial aid purposes.

Academic Progress

Academic Progress

Students who enroll in curriculum programs, or who enroll as special students, are expected to maintain satisfactory academic progress.

Academic Probation and Suspension

Following the first ten semester hours of coursework at Sandhills Community College, a student who does not attain a semester grade point average (GPA) of 2.0 may be placed on academic probation. The semester GPA is based on all courses taken during a single semester for which a grade is given.

The purpose of the probation program is to identify when students are having academic difficulties that might jeopardize their reaching their educational goals. Since a 2.0 GPA in a program is required for completion, students who fall below this standard in any given semester are placed on academic probation and are required to seek advice or counseling to identify ways to improve their academic achievement. Advisors may recommend that the student continue with his/her current program or they may recommend that the student interview with a counselor to consider other academic or program options.

Students on academic probation will not be permitted to participate in early or pre-registration without approval from an advisor or the Dean of Instruction.

Students will be returned to normal academic status upon attaining a 2.0 or better semester GPA or upon returning to the College after an absence of at least one semester.

Students who continue on probation for a second semester may be suspended from their program and must attend an advising session with the Dean of Instruction. Suspended students may remain in their programs with permission from the individual program coordinator.

Students who are suspended from a second program may be suspended from the College. To be readmitted, the student must interview with a counselor and obtain permission from the Dean of Instruction.

Academic Progress for Students Receiving Financial Aid

Purpose – All financial aid recipients are required to meet satisfactory academic progress (SAP) according to Federal regulations and policies set by Sandhills Community College. The intent of these policies is to ensure that students who are receiving financial aid are making measurable progress toward completion of an approved degree, diploma, or certificate program in a reasonable period of time and within a reasonable number of credit hours attempted in their program of study.

Scope – Regulations require a student's progress for financial aid purposes to be measured both quantitatively and qualitatively. In addition to a student's **cumulative** grade point average, students are also required to pass a percentage of all attempted coursework and to complete their program of study within the maximum time frame established by the institution. To reasonably measure a student's satisfactory academic progress for financial aid, the student's academic record will be evaluated including credit hours earned at other post-secondary institutions and transferred into the student's program of study at SCC. This requirement applies to all students who apply for financial assistance from Federal, State and institutional aid.

Standards of Progress – To receive financial aid, the student must maintain satisfactory academic progress toward an eligible program of study. There are two standards in the Financial Aid office standards of progress that any student receiving financial aid must meet in order to maintain satisfactory academic progress:

- **Qualitative Standard:** The minimum cumulative grade point average (GPA) requirement the student must maintain to receive and/or continue receiving financial aid assistance is 2.0. This includes all degree, diploma and certificate programs.
- **Quantitative Standard:** 67 % Completion Rate and 150% Maximum Time Frame

To continue to receive financial aid, the student must maintain the minimums as listed below:

- **Completion Rate Requirement:** The student must successfully complete 67% of the cumulative credit hours attempted to meet the minimum requirement. Example: if the student attempts 60 credit hours during enrollment, the student must successfully complete 40 credit hours (60

hours attempted \times 67% = 40 hours). Successful completion is defined as receiving a grade of A, B, C, D.

- **Maximum Time Frame:** The maximum timeframe for a student to complete a program is 150% of the published length of the program. Example: if 75 credit hours are required to complete a degree, the student may attempt a maximum of 113 credit hours before the student exceeds his eligibility for financial aid (75 credit hour program \times 150% = 113). One academic year of credit (30 credit hours) may be added for required remedial coursework.

The Financial Aid Office can provide further information on the standards imposed in awarding financial aid.

Treatment of Selected Grades for Financial Aid

Students who receive financial aid should be aware of the terminology related to grading.

Withdrawals/Drops

Credit hours in which a student receives a grade of “FW,” “WP” or “DR” are included in the number of attempted hours, but do not count toward successfully completed hours. Students who withdraw may have difficulty meeting the satisfactory academic progress requirements for financial aid.

Incompletes

Credit hours in which a student receives a grade of “I” are included in the number of attempted hours, but do not count toward successfully completed hours. Students with “incompletes” may have difficulty meeting the satisfactory academic progress requirements for financial aid at the time of evaluation, but may request reevaluation upon completion.

Transfer Credit

Students transferring from another college will be considered making satisfactory progress for financial aid at the time of enrollment at SCC. A student’s maximum time to receive financial aid will be reduced by the equivalent transfer of credit hours towards his/her degree.

Audit and Never Attend

An audit (AU) or never attend (NA) grade is not considered attempted course work. It is not included in the grade point average or completion rate determinations. A student cannot receive financial aid for courses that he/she audits or is considered a no show (AU or NA).

Repeat Courses

For financial aid purposes, all hours attempted will continue to be counted in the student’s cumulative total of hours.

Credit by Examination

While credit by examination (CE) is not included in enrollment status for purposes of awarding financial aid, the attempted and completed credits are counted in each component of the quantitative standard.

Summer Session

Credit hours attempted and earned during summer session will be included in the calculation of satisfactory academic progress for financial aid, just as they would in any other enrollment period.

Complete Academic Record

In order to measure a student's satisfactory progress toward degree, diploma, or certificate requirements, the student's total academic record at Sandhills Community College must be evaluated whether or not the student received financial aid for the entire time of enrollment. When students complete course work for more than one major, college and financial aid academic progress standards must be met in order for the student to receive student financial aid.

Financial Aid Eligibility Status

The following terms are used in reporting financial aid eligibility status.

Satisfactory Financial Aid Status

Satisfactory status is achieved when the Qualitative Standard and Quantitative Standard have been met, as described previously in the "Academic Progress for Students Receiving Financial Aid" section of this catalog.

Financial Aid Probation

Students (those who are not currently on probation) who do not have the required grade point average and/or have not successfully completed 67% of their attempted credit hours will be placed on financial aid probation for the following semester. Satisfactory progress will be monitored at the end of the semester to determine if the student met the standards of progress and is eligible to continue to receive financial aid.

Financial Aid Suspension

Students on financial aid probation who have not attained at least a cumulative 67% completion rate and/or earned the minimum required grade point average listed above will have their financial aid suspended at the conclusion of the probation period. Students who have attempted the maximum allowable credit hours for their program of study will have their financial aid suspended.

Notification of Financial Aid Probation or Suspension

The Financial Aid Office will send a warning letter to any student who is placed on financial aid probation or a suspension letter to any student who is no longer eligible to receive financial aid.

Regaining Financial Aid Eligibility

Students on suspension for financial aid who attend SCC may regain financial aid eligibility by achieving a 67% completion rate and earning the required GPA based on hours attempted. A student may request reconsideration of eligibility for financial aid by submitting a written request to the Financial Aid Office once all requirements are met.

Students who exceed the maximum allowable timeframe to complete a program of study must appeal and provide a graduation plan signed by their academic advisor. If the plan is considered reasonable, the student may receive financial aid on probation

for one or more semesters until the degree is completed, as long as the conditions set forth are met.

Appeals Procedure for Financial Aid Students

Appeal of Satisfactory Academic Progress for Financial Aid

Students who have been disqualified from receiving financial aid may petition the Financial Aid Office to waive the satisfactory progress requirements only when there are special circumstances. A student may submit written documentation to the Financial Aid Office that explains unavoidable circumstances that have affected academic performance. Supporting documentation must be presented. Circumstances may include, but are not limited to these: illness of student or immediate family member or the death of a family member. If a student is allowed to continue based on mitigating circumstances, the student will be given an additional, clearly defined increment of time to meet the standard requirements.

Returning students are evaluated on a continuing basis from the first enrollment at SCC unless a mitigating circumstance is considered. Returning students who were previously enrolled under an academic progress policy other than the current academic progress policy will be required to meet the standards of the current policy upon returning.

Financial Aid Appeals Process

A student not eligible for financial aid may appeal financial aid eligibility. The process for appeal is as follows:

1. A student may appeal in writing to the Director of Financial Aid explaining why satisfactory academic progress requirements were not met. Supporting documentation for the extenuating circumstance is required. The Director of Financial Aid then submits the student's appeal request and documentation to the Financial Aid Appeals Committee for review. A decision will be rendered in five (5) business days to the Director of Financial Aid, who will inform the student of the appeal decision by letter.
2. If a student disagrees with the determination by the Financial Aid Appeals Committee, he/she may appeal the decision to the Vice President of Student Services and Academic Support. This appeal must be submitted in writing within five (5) business days from the date of documented notification from the Financial Aid Appeals Committee. The decision of the Vice President of Student Services and Academic Support is final.

Academic Progress of Health Sciences and Nursing

Academic Progress Standards for Health Science Programs

To remain in good academic standing, students in health science programs must not only satisfy the general academic progress requirements of the College but must also maintain 2.0 or higher average for all required specialty courses and meet the required prerequisites for each specialty course. Any student earning less than an overall 2.0 GPA may be suspended or placed on probation or not be allowed to continue; students must confer with the program coordinator or department chair to review policies for a specific health science program.

Academic Progress Standards for Nursing Programs

To remain in good academic standing, students in nursing programs must not only satisfy the general academic progress requirements of the College but must also achieve a letter grade of “C” or better in all required nursing specialty courses and corequisite courses with the course prefixes BIO, PSY, and SOC. Students who do not achieve this will not be allowed to progress and will be subject to program suspension.

Academic Progress Standards for Therapeutic Massage Program

In the event that a student withdraws from the program due to academic shortfall or life circumstance, the Therapeutic Massage program follows these guidelines for readmission:

Students who receive a “C” or better in one portion of the curriculum but who fail out of or leave the program during subsequent semesters must demonstrate proficiency in completed courses in order to be given credit for the courses taken earlier.

Recognition of Outstanding Academic Performance

President’s List

The names of students who have achieved a 4.0 grade point average (for all non-developmental courses attempted) on twelve or more semester hours of college-level work during the semester will be placed on the President’s List. Developmental courses (indicated by prefix number 060-095) are not considered college-level work and will not be included in the computation of the grade point average for the President’s List. The list will be published following the reporting of semester grades for the fall and spring academic semesters.

Dean’s List

The names of students who have achieved a grade point average of 3.5 or higher (for all non-developmental courses attempted) on twelve or more semester hours of college-level work during the semester will be placed on the Dean’s List. The student can have no grade below a “C” on any college-level course. Developmental courses (indicated by prefix number 060-095) are not considered college-level work and will not be included in the computation of the grade point average for the Dean’s List. The list will be published following the reporting of semester grades for the fall and spring academic semesters.

Honors Graduates

Students who will receive a degree or diploma and will have earned a cumulative grade point average of 3.5 or higher in their major by the end of the semester preceding their graduation semester will be recognized during graduation exercises for having achieved one of the following honors designations, which will also be noted on their diploma:

- *Cum Laude* – grade point average between 3.5 and 3.74
- *Magna Cum Laude* – grade point average between 3.75 and 3.89
- *Summa Cum Laude* – grade point average between 3.9 and 4.0

Developmental courses (indicated by prefix number 060-095) are not considered college-level work and will not be included in the computation of the grade point average for honors designation.

Honors graduates must have completed at least one-half of the credit hours required for their degree or diploma at Sandhills Community College.

RESOURCES FOR LEARNING AND SUPPORT

Advising Center

The Advising Center is available to assist students whose advisor may not be available or have a program code of T90990 special student. The Advising Center also assists students with administrative procedures, such as change of majors and advisors, course withdrawal notices, audit procedures, and drop/add forms. Special evening advising hours are available during registration days. To ensure equal educational opportunities, the office also provides services for students with disabilities who qualify under ADA guidelines. For more information, contact Madie Ash, 695-3707.

Information Technology Resources

Sandhills Community College provides up-to-date information technology resources for students, faculty, staff, and community members. There are many on-campus microcomputer laboratories that are available for use by students and community members. All of the main buildings on the campus are networked, providing access to the Internet and the administrative computer center. A wide variety of software is available for use on these computers. (See *Information Technology Resources Acceptable Use Policy*.)

Library

The Katharine L. Boyd Library, including the Teresa Wood Reading Room, provides comfortable, pleasant surroundings for study and reading in a 26,000 square foot building. Library materials are selected to support and supplement academic programs and to assist students in becoming informed citizens. Materials are also selected to satisfy interests in various careers and to encourage reading as a leisure-time activity. Via a community patron card, library and inter-library loan privileges are available to Moore and Hoke County residents 18 years of age and older. The Library collection includes more than 85,000 items.

The library provides access via its website to a wide variety of online research databases both directly and via NC-LIVE for traditional and distance-learning students. The library also houses a microfilm edition of the New York Times dating from 1851. The non-print library collection contains over 1,000 titles including feature films, documentaries, musicals, operas, and plays in DVD and VHS formats. The Hastings Gallery, housed in the library, provides monthly exhibits of art, photographs, crafts, and other artifacts.

Learning Resource Center

The Learning Resource Center (LRC) is located in Boyd Library. The LRC is a staffed student computer lab available for course requirement based Internet access, word processing, computer-based tutorials, assistance with distance learning coursework and a wide variety of software applications. The LRC is restricted to use by students with valid ID's. The LRC is also the primary site for SCC placement testing.

Project Promise

Project Promise is a Student Support Services federal TRIO program designed to help students achieve their potential in both academic and personal areas. “Promise” is an acronym for “Providing Real Opportunities to Make Individuals Successful in Education.” This program helps qualified students deal effectively with all aspects of college life, from entrance through graduation and/or transfer to a four-year college or university. Since Project Promise is federally funded, students must apply to participate in the program and must meet certain eligibility requirements. Benefits of program participation include personal and academic counseling, specialized tutoring, field trips, cultural enrichment activities, support groups, career exploration, and free workshops. Project Promise services are offered free for students who meet eligibility requirements. The Project Promise offices are located in Kennedy Hall.

Testing

The College administers the General Education Development (GED) high school equivalency test, the ACCUPLACER course placement test for students entering college programs, and a variety of academic achievement and screening examinations requested by instructional departments. GED testing is located in Van Dusen Hall. Those wishing to take the college placement test must see the coordinator of testing in Stone Hall Student Services.

Tutorial Services

An organized program of free tutorial assistance is provided to supplement the instruction given in the classroom. These services are provided by students and community volunteers. The Tutoring Center is located in Kennedy Hall (Room 149).

CURRICULUM ACADEMIC PROGRAMS

Academic Freedom and Integrity

The faculty and staff at Sandhills Community College recognize that student learning lies at the heart of all we do. In pursuit of this, we abide by the principles of academic freedom and academic integrity. Faculty and students must be free to examine all pertinent data, question assumptions, be guided by the evidence of scholarly research, and teach and study the substance of their discipline. Instructors are afforded the freedom to manage the learning environment of their courses. At the same time, students will be afforded a quality educational experience where learning is encouraged, evaluations are substantive and meaningful, and grades are awarded fairly.

College General Education Requirements

Graduates of all associate degree programs should be competent in five fundamental areas: reading, writing, oral communication, fundamental mathematical skills, and the basic use of computers. Students must demonstrate this competence as follows:

Reading

All associate degree students are required to show reading competence through appropriate scores on reading competence tests. Those who cannot demonstrate this competence are required to take one or more integrated developmental

reading/writing courses and must demonstrate competence prior to entering ENG 111, which is required of all students graduating with an associate's degree.

Writing

All associate degree students are required to take ENG 111, Expository Writing. The final writing assignment for students in this class is evaluated for writing competence based on a recognized grading rubric. Students must demonstrate writing competence in order to pass the course.

Oral Communication

All associate degree students are required to take ENG 112, Argument-Based Research, or ENG 114, Professional Research & Reporting. Each of these classes contains an oral communication component. Each student's competence is evaluated based on a recognized grading rubric. Students must demonstrate competence in oral communication in order to pass the course. Successful completion of an oral communication (COM) course also will satisfy this requirement.

Mathematical Skills

Prior to graduation, students must complete both of the following conditions: (1) All associate degree students are required to show mathematical competence through appropriate scores on competency tests. Those who do not demonstrate this competency are required to take one or more developmental mathematics classes prior to entering their degree programs. **All associate degree students must either place out of MAT 060 or successfully complete MAT 060 to meet the SACS requirement for demonstration of competence in fundamental mathematical skills.** (2) All graduates of associate degree programs are required to complete successfully at least one mathematics or laboratory-based quantitative science course.

Basic Use of Computers

All students who graduate with associate degrees are required to successfully complete ENG 111, Expository Writing. In order to complete this class, all students are required to show competency in the following basic computer skills: creating and storing files, using a recognized computer software program for word processing to create a properly formatted document, transporting files by way of networks, using computer-based communications, and performing Internet-based searches and retrieval of information. These skills are reinforced in both ENG 112 and ENG 114, either of which is required for all associate degree programs. Successful completion of a computer (CIS) course also will satisfy this requirement.

Any candidate for graduation that has not completed the competencies described above will be separately evaluated and the competencies documented prior to receiving his/her degree. For example, a student who has been awarded transfer credit for ENG 111 will be separately evaluated by the English and Humanities Department for basic computer skills since the institution from which the credit was transferred may not have evaluated that competency. Successful completion of courses specifically designed to develop required competencies may be acceptable and must be approved on a case-by-case basis by the Dean of Instruction or Dean of Humanities.