

# CREDIT AND GRADING ISSUES

## CLASS SCHEDULING

Curriculum classes at SCC are normally scheduled for sixteen weeks during the fall and spring semesters. The summer semester is scheduled for ten weeks. At times, especially during the summer, some classes are offered in abbreviated sessions. In developing the curriculum class schedule each semester, SCC tries to provide as broad a schedule as possible to allow for students' needs. Classes are generally available beginning at 8:00 a.m. on weekdays and continuing through the evening hours. Some are also available on weekends. Most curriculum credit classes are taught on the college campus in Dobson. Some are offered at the Workforce Development Center (Mount Airy) and the Yadkin Center and on the Internet.

SCC encourages students to take as many or as few classes at a time as they like. Some daytime classes may meet only two or three days each week; others meet each day.

Evening classes usually meet one or two evenings per week. In deciding upon a schedule, students need to remember that study time outside of classroom hours is an integral part of academic success.

## CREDIT MEASUREMENT

Credit for curriculum courses is measured in semester credit hours, defined as one credit hour for one contact hour of classwork, two contact hours of laboratory, or three contact hours of shop or clinical work per week for the sixteen weeks of the semester or its equivalent. Contact hours are the actual number of clock hours that are scheduled for a class each week.

Fifteen to eighteen credit hours is considered a normal full-time academic load during fall and spring semesters. A maximum of 21 credit hours may be carried without special approval by the Associate Vice President of Student Development. A maximum of eighteen credit hours may be taken during the summer without this approval. (Normal summer load is 9-12 credit hours.)

## STUDENT CLASSIFICATION

A freshman is a student who has met regular admission requirements and has earned fewer than thirty semester hours of credit.

A sophomore is a student who has earned thirty or more semester hours of credit with at least a 2.0 quality point average.

Full-time students are those who carry academic loads of twelve or more credit hours each semester. Part-time students are those who carry fewer than twelve credit hours per semester.

## GRADE DEFINITIONS

The following grading system is used at Surry Community College.

| Letter | Description                | Quality Points |
|--------|----------------------------|----------------|
| A      | Excellent                  | 4              |
| B      | Above Average              | 3              |
| C      | Average                    | 2              |
| D      | Below Average              | 1              |
| F      | Failing                    | 0              |
| I      | Incomplete                 | 0              |
| W      | Withdrawal                 | 0              |
| AU     | Audit                      | 0              |
| CR     | Credit by Proficiency/Exam | 0              |
| NS     | No Show                    | 0              |
| NC     | No Credit                  | 0              |
| TR     | Transfer Credit            | 0              |

## GRADE POINT AVERAGE

Student progress is measured by grade point average, or GPA. This average is sometimes called a quality point average, or QPA. Students can compute their GPA by dividing the number of credit hours they have taken into the number of grade points they have received. Grade points are assigned in this manner:

| Grade | GPA Grade Points |
|-------|------------------|
| A     | 4                |
| B     | 3                |
| C     | 2                |
| D     | 1                |
| F     | 0                |

### Grade Points Assigned for 3 Credit Hours

|   |    |
|---|----|
| A | 12 |
| B | 9  |
| C | 6  |
| D | 3  |
| F | 0  |

\*If students have taken 30 credit hours and have 90 grade points, their Grade Point Average is 3.0 (90 divided by 30 = 3.0, a "B" average). When courses are repeated, the lower grade is not counted toward the GPA.

\*Courses below 100 level (i.e., ENG 080) are not included in the calculation of GPA or selection for academic honors (dean's list or president's list).

## COURSE SYLLABUS/ATTENDANCE

At the beginning of each semester, instructors are required to give each student a course syllabus that should explain all course requirements, the grading scale, and the attendance policy for that class. Students have a much better chance of being successful if they understand all the procedures and requirements for each class.

All instructors do not use the same grading scale or the same attendance policy. Given the diversity of courses taught within this college, students may find that a particular number grade may be awarded different letter grades in different courses. For example, a 90 may be a "B" in one course and an "A" in another course.

Regular class attendance is a key element in becoming a successful college student. It is the student's responsibility to know and understand the attendance policies for each instructor and to understand how attendance in class might affect his or her final grade. Any leave of absence from a particular class must be approved by the individual instructor and will include arrangements for missed tests, class work, and any other assignments.

## FINAL GRADES

Final grades for each class will be mailed directly to students as soon after the end of each semester as possible. Students will receive one grade mailer which lists all courses for which they were registered during the semester. In addition to the semester grades, this grade mailer will show students' semester grade point averages, the total number of credit hours they have earned as students here, and their cumulative grade point averages. Students should read this mailer carefully, and be certain that they have received a grade for each class. If they think there is an error of any kind, they should come to Student Development to have it checked. Final grades will not be released if there are unpaid financial obligations to the college or other unresolved issues.

## RELEASE OF RECORDS

The most important document you will create as a college student is your academic transcript. It is created when you register for the first time, built upon each semester, and completed only when you have taken your last course. In some ways, it is really more important to your future than the diploma you receive upon completion of a degree program. Each time you apply for a job, each time you apply to take courses at another college, you will need an official copy of your transcript. It provides a complete academic record of all courses you

have taken, including grades received. Therefore, even though it may be important to graduate and have a diploma hanging on the wall, jobs in your future may be won or lost on the basis of what a potential employer sees on your transcript.

Your transcript is a confidential document maintained by the Office of Student Development. It is accessible only to you and those you permit to have copies. Surry Community College charges a \$3.00 fee for each official transcript. Anyone needing an official transcript may choose one of the following procedures:

1. Drop by Student Development, complete a transcript request form, and pay the \$3.00 per transcript fee at the Cashiers window.
2. Fax a written request (with full name, signature, date of birth, and destination of transcript) to 336-386-3690. Then call 336-386-3208 and the transcript charge will be processed by phone with a credit card. You may fax credit card information (name, credit card number, and expiration date, name that appears on credit card if different than transcript) to 336-386-8951.
3. Email requests will be accepted only if the transcript is to be sent to another educational institution. Email student information (with full name, date of birth, destination of transcript, and estimated years of attendance) to transcripts@surry.edu and call 336-386-3208 to pay by credit card, or fax credit card information to 336-386-8951 (or 336-386-3201 after 3:30pm except Fridays.)
4. Transcripts will not be released if there are unpaid obligations to the college.

There is no charge for “unofficial” transcripts.

## **STUDENT RECORDS POLICY**

**I. Responsibility for Security and Release of Students Records.** Associate Vice President of Student Development.

**II. Definition of Student Records.** Surry Community College maintains accurate and confidential student records and recognizes the rights of students to have access to their educational and personal records in accordance with existing College policy and the Family Educational Rights and Privacy Act of 1974 (Buckley Amendment) and its revisions. “Educational Records” include files, documents, and other materials which contain information directly related to students. The term ‘educational records’ does not include the following:

- a. Records and Documents of institutional personnel which are kept apart from educational records.
- b. Records on the student which are made or maintained by a physician, psychiatrist, psychologist, counselor, or other recognized professionals or paraprofessionals acting in their official capacity.
- c. Financial records on the parents of students.
- d. Records of instructional, supervisory and administrative personnel kept in their sole possession provided they are “not accessible or revealed to any other person except a substitute”.

**III. Right to Inspect Student Records.** An eligible student’s request to inspect or review his or her record shall be honored within a reasonable time by the Associate Vice President of Student Development; in all cases, within 45 days after the initial request.

**IV. Release of Student Educational Records.** Surry Community College may disclose, without consent, “directory” information such as a student’s name, address, telephone number, date and place of birth, degrees and awards, and dates of attendance, enrollment status (full or part-time). However, SCC must tell the eligible students about directory information and allow eligible students a reasonable amount of time to request, in writing, that the school not disclose directory information about them.

Faculty and administrative officers of the College who demonstrate a legitimate educational need will be permitted to review the official student file for a particular student. Requests for confidential information shall not be honored without proper written consent for the release of such records by students. The written consent must specify the

records or the specific data to be released and to whom it is to be released, and each request must be handled separately. Exceptions to this policy are the following:

- a. Requests for confidential information will be honored without prior consent of the student in connection with an emergency.
- b. Official requests in connection with the audit and evaluation of federal or state supported programs or in connection with enforcement of federal or legal requirements which relate to such programs.
- c. A lawfully issued subpoena or court order instructing the College not to disclose the existence or contents of the subpoena or the College's response.
- d. All other subpoenas. Eligible students will be provided with the opportunity to review and challenge their records prior to compliance of the school with the judicial order or subpoena.
- e. An Ex Parte Order from the Attorney General of the United States in connection with the investigation or prosecution of terrorism crimes as specified in the U.S. Code.
- f. Non-directory information required by the Immigration and Naturalization Service about International Students.
- g. Persons or organizations providing financial aid to the student or determining financial aid decisions.

**V. Request from Prospective Employers.** Every effort shall be made to cooperate with prospective employers of Surry Community College graduates. Information given shall be of a general nature such as: dates of enrollment; program of study; degree and awards received, etc.

## **CREDIT BY PROFICIENCY**

Surry Community College recognizes that students gain knowledge and skills both inside and outside traditional classrooms. Therefore, students who can provide tangible evidence of preparation to successfully challenge a course, may request credit by proficiency for that course.

Students who are interested in pursuing credit by proficiency for a course must do the following:

- Register and pay for the course and attend class prior to requesting permission to take the proficiency examination.
- Initiate the request for demonstration of proficiency through the class instructor. Forms to accommodate this written request are available from the instructional deans and Student Development offices.
- Provide tangible evidence of preparation to challenge the course.
- Obtain approval from the instructor, the division chair, and the appropriate dean.

A written, oral, and/or performance examination will be administered by the instructor in a manner pertinent to the content of the course. If the student exhibits satisfactory performance on the examination, the appropriate credit hours and proficiency credit grade will be placed on the student's transcript. The decision of the examining instructor will be final.

Additional considerations guiding the implementation of this policy include the following:

- Credit by proficiency must be requested and completed during the first ten percent (10%) of the class content.
- Some courses may not be appropriate for proficiency testing, and are excluded from this procedure.
- Students who earn less than a "C" on the proficiency exam receive no transcript notation and may complete the class for credit.
- Students who earn at least a "C" on the proficiency exam will receive the appropriate credit hours and proficiency grade (CR) on their transcripts.
- Students may attempt credit by proficiency only once for any given course.
- To ensure consistency in testing, each instructional department will develop a common proficiency exam for all eligible courses.
- Financial aid, veterans, and some third parties do not pay for credit by proficiency.
- No credit is given for experiential learning or training.

***Please note that the "CR" grade assigned for proficiency may have implications for financial aid awards, and the credit may not be accepted by all transfer institutions.***

## **TRANSFER CREDIT**

Students who transfer to SCC from another accredited college or university, will need to furnish **official transcripts** for evaluation. All high school and college transcripts must be received before the transfer evaluation will occur. The college or university must be accredited by an entity recognized by the U. S. Department of Education. Courses that are satisfactorily completed at other accredited institutions are evaluated in terms of the program the student selects at Surry Community College. Normally, grades of “D” or below do not transfer. Only courses that apply to the student’s current program will be transferred.

AP and CLEP credits are granted based on scores recommended by the College Board and other accrediting agencies. (See Advanced Placement) In some cases, transfer credit can be granted for military training. In order to receive this credit, students must provide official documentation to support their claims. Normally, only course credit recommended by American Council of Education guides is granted. No credit is given for experiential training or for courses taken at non-accredited schools.

Transfer credit presented is evaluated and then placed on an official transcript. These transcripts are available in Student Development upon request. Students receiving transfer credit toward an associate degree, diploma, or certificate must complete at least 25 percent of the semester hours in their major at Surry Community College in order to complete graduation requirements. These hours may not be earned by proficiency.

### **College TechPrep Articulation**

Through the statewide College Tech Prep Articulation agreement among high schools and community colleges and efforts of the SYSTEM (Surry Community College, Yadkin and Surry County Schools, and Elkin and Mt. Airy City Schools), students entering Surry Community College may receive advanced placement courses for a number of Career Technical courses completed in high school. To receive credit, the high school must provide documentation that the student completed the course with a grade of “B” or better and scored at or above the mastery level (Score of 80) on the end-of-course VoCats test, and the student must enroll in SCC within two years of high school graduation. The current SCC College Tech Prep Articulation Agreement is shown on the following pages.

**SURRY COMMUNITY COLLEGE  
TECH PREP ARTICULATION AGREEMENT**

Updated February 2008

**HIGH SCHOOL PATHWAY & COURSE**

**SURRY COMMUNITY COLLEGE COURSE**

| <b>AGRICULTURE &amp; NATURAL RESOURCE TECHNOLOGIES</b>  |  | <b>CR. HR.</b> |
|---|--|----------------|
| Horticulture I - 6841 & Horticulture II – 6842  | AGR 160 - Plant Science<br>AGR 170 - Soil Science  | 3<br>3         |
| Agricultural Mechanics I - 6831   | MNT 110 - Intro to Maintenance Procedures  | 2              |
| Agricultural Mechanics II - 6832  | WLD 112 - Basic Welding Processes  | 2              |
| Animal Science I - 6821 &<br>Animal Science II - 6822   | ANS 110 Animal Science   | 3              |
| <b>BUSINESS TECHNOLOGIES &amp; INFORMATION TECHNOLOGIES</b>   |  |                |
| Principles of Bus. and Personal Finance - 6200 or<br>Principles of Bus. and Personal Finance - 6600 | BUS 125 - Personal Finance   | 3              |
| Bus. & Electronic Communications - Bus. 6535  | BUS 260 - Bus. Communications  | 3              |
| Bus. Mgt & Applications – 6225  | BUS 137 - Principals of Management or<br>OST 181 - Intro to Office Systems   | 3<br>3         |
| Small Bus. Entrepreneurship (Bus.) - 6235 or<br>Small Bus. Entrepreneurship (Marketing) - 6615      | BUS 230 - Small Bus. Management  | 3              |
| Foundations of Information Technology - 6340  | CIS 111 - Basic PC Literacy  | 2              |
| Computer Applications I – 6411  | CIS 110 - Intro to Computers or<br>CIS 111 - Basic PC Literacy   | 3<br>2         |
| Computer Engineering Technology I = 7991  | CTS 120 Hardware/Software Support  | 3              |
| Computer Engineering Technology II = 7992   | CTS 220 Advanced Hardware/Software Supp  | 3              |
| Computer Applications II – 6412   | WEB 110 - Internet/Web Fundamentals or<br>CTS 125 - Presentation Graphics or<br>OST 137 - Office Software Applications | 3<br>3<br>2    |
| Cisco - Network Engineering II – 7981   | NET 125 - Networking Basics &<br>NET 126 - Routing Basics  | 3<br>3         |
| Cisco - Network Engineering III – 7982  | NET 225 - Routing & Switching I &<br>NET 226 - Routing & Switching II  | 3<br>3         |
| Digital Communication Systems - 6514  | CIS 111 - Basic PC Literacy or<br>CIS 110 - Intro to Computers or<br>OST 137 - Office Software Applications            | 2<br>3<br>2    |
| E-Commerce I – 6415   | WEB 110 - Internet/Web Fundamentals  | 3              |
| E-Commerce II - 6416  | WEB 210 - Web Design   | 3              |
| Networking I -T & I/BE - 7980 or 6341   | NET 110 - Networking Concepts  | 3              |
| Marketing - 6621 & Marketing Mgt. - 6622  | MKT 120 - Principles of Marketing  | 3              |
| Strategic Marketing - 6626  | MKT 120 - Principles of Marketing  | 3              |
| <b>CONSTRUCTION TECHNOLOGIES</b>  |  |                |
| Construction I - 7721 &<br>Construction II - 7722   | CAR 111 - Carpentry I  | 8              |
| Construction I - 7721   | CAR 110 - Intro to Carpentry or<br>CST 110 - Intro to Construction   | 2<br>2         |
| Furniture & Cabinetmaking I - 7621 &<br>Furniture & Cabinetmaking II - 7622                         | CAB 111 - Cabinetmaking I  | 7              |
| Masonry I - 7722  | MAS 140 – Introduction to Masonry  | 2              |
| <b>COMMERCIAL &amp; ARTISTIC PRODUCTION TECHNOLOGIES</b>  |  |                |
| Graphics I - 7911 & Graphics II - 7912  | GRA 151 - Computer Graphics I  | 2              |
| <b>HEALTH SCIENCES</b>  |  |                |
| Medical Sciences I - 7221 or<br>Allied Health Sciences I - 7211                                     | MED 110 - Orientation to Medical Assisting &<br>MED 112 - Orientation to Clinical Setting I                            | 1<br>1         |
| Medical Sciences II - 7222 or<br>Allied Health Sciences II - 7212                                   | MED 121 - Medical Terminology I &<br>MED 122 Medical Terminology II  | 3<br>3         |

| <b>ENGINEERING &amp; INDUSTRIAL TECHNOLOGIES</b>  |   |             |
|---|---|-------------|
| Drafting I – 7921   | DFT 111 - Technical Drafting I &<br>DTF 111A - Technical Drafting I Lab                                 | 2<br>1      |
| Drafting I - 7921 &<br>Drafting II - 7962 (Architectural)   | DFT 115 - Architectural Drafting or<br>DFT 151 - CAD I  | 2<br>3      |
| Drafting I - 7921 & Drafting II - 7962 &<br>Drafting III - 7963   | DFT 151 - CAD I   | 3           |
| Drafting I 7921 - &<br>Drafting II - 7972 (Engineering)   | DFT 151 - CAD I   | 3           |
| Drafting III - 7973 (Engineering)   | DFT 112 -Technical Drafting II &<br>DFT 112A - Technical Drafting II Lab                                | 2<br>1      |
| Electrical Trades I - 7741 &<br>Electrical Trades II - 7742   | ELC 113 - Basic Wiring I  | 4           |
| Electronics I - 7631 &<br>Electronics II - 7632   | ELC 112 - DC/AC Electricity &   | 5           |
| Metals Manufacturing Technology I - 7641 &<br>Metals Manufacturing Technology II – 7642   | BPR 111 - Blueprint Reading &<br>MAC 111 - Machining Technology I &<br>MAC 151 - Machining Calculations | 2<br>6<br>2 |
| Welding Technology I - 7661   | WLD 110 - Cutting Processes   | 2           |
| Welding Technology I - 7661 &<br>Welding Technology II - 7662   | WLD 115 - SMAW (Stick) Plate/Pipe   | 5           |
| <b>PUBLIC SERVICE TECHNOLOGIES</b>  |   |             |
| Early Childhood Education I - 7111 &<br>Early Childhood Education II - 7112   | EDU 119 - Early Childhood Education   | 4           |
| <b>TRANSPORT SYSTEMS TECHNOLOGIES</b>   |   |             |
| Automotive Service Technology I - 7511 &<br>Automotive Service Technology II – 7512   | AUT 110 – Intro to Auto Technology &<br>AUT 161* - Electrical Systems                                   | 3<br>4      |
| Automotive Service Technology II - 7512 &<br>Automotive Service Technology III - 7513   | AUT 151* - Brake Systems &<br>AUT 151A* - Brake Systems Lab   | 3<br>1      |
| *Upon acceptance to college, the high school student will submit a NATEF Task List for brakes and a NATEF Task List for electrical signed by their high school teacher to the automotive department chair before credit is awarded for AUT 151 or AUT 161 |   |             |
| Collision Repair Technology I - 7521 &<br>Collision Repair Technology II - 7522   | AUB 121 - Non-Structural Damage I   | 3           |

### **CRITERIA TO AWARD COLLEGE CREDIT**

The following criteria shall be used to award college credit for courses identified above.

1. Grade of B or higher in the course and
2. A raw score of 80 or higher on the standardized VoCATS post-assessment. (\*or 80 or above on the CISCO final exams or pass an industry standard certification.) In order to receive articulated credit, students must enroll at Surry Community College within two years of their high school graduation date.

The official high school transcript and all official standardized VoCATS post-assessment scores shall be required to verify that the criteria has been met to award credit for articulated course work. A community college advanced placement credit form must be attached to the front of the student's official high school transcript. This form is available to high school personnel upon request from Surry Community College. Once SCC receives transcript and form, credit will be awarded and a credit evaluation form will be mailed to the student.

Surry Community College officials shall have responsibility for verifying eligibility and acceptance of the articulated course on the high school transcript for college credit.

**Advanced Placement Examination.** AP exams are usually taken by high school students enradvanced classes. Students are responsible for having scores forwarded to the Admissions Office for consideration. Students who achieve a score of four or higher will receive credit for two semesters of English composition. Students who achieve a score of three will receive credit for English 111.

## **AUDITING COURSES**

Students who would like to take a particular class but do not care about earning credit for it, may register to audit the class. The process for registering is the same as if one were taking it for credit, and the tuition is also the same. The only difference is that on the first day of class the students must advise the instructor that they are auditing the class. Once begun as an audit, the course may not later be changed to credit. Similarly, after the drop/add period, the course may not be changed to an audit. The course will still appear on the students' transcripts and will show a final grade of "AU." It will not be included either as hours attempted or hours earned and will not be considered in the calculation of grade point average. No financial aid or veteran's benefits will be paid for an audited class.

## **COURSE REPETITION**

Students who successfully complete a course (minimum grade of "C"), may repeat the course twice. Students who do not successfully complete a course may repeat it as many times as necessary to be successful. Some curriculum students may be advised to audit a course more than once in order to gain basic skills necessary for success in the selected course. Students who completed a course five or more years earlier may repeat the course more than twice in order to improve their grades, or to refresh their knowledge of, or skills in, the subject. Tuition and fees charged to students who repeat courses, as well as the reporting of student hours, follow regulations as set out in the current North Carolina Administrative Code.

When curriculum courses are repeated, the highest grade is recorded as the final grade for the course and will be the only grade used in calculating quality point averages or hours toward graduation. Quality point averages, hours necessary for graduation, and other specific information concerning audits and repetition of courses as related to graduation requirements are outlined elsewhere in this college catalog.

## **INDEPENDENT STUDY**

Degree-seeking students who need to complete a particular course to meet graduation requirements but who cannot take it at its scheduled time as a result of unavoidable problems may request it on an independent study basis. This request is generally made through an instructor or division chairperson on a Request for Independent Study Form. The form is then signed by the student, instructor, division chairperson and the appropriate dean. It should be completed and returned to Student Development by the end of the drop/add period. Registration and tuition for such a course are the same as if taken on a regular basis.

## **CHANGE OF PROGRAM**

**Degree-seeking students who change their minds about the curriculum they wish to pursue must see a counselor to make this change official.** Special Credit students who decide to complete the requirements for a diploma or degree program must see both a counselor (for orientation and testing requirements) and the admissions staff to be sure required transcripts and other pertinent information are on file.

## **CLASS CANCELLATION**

At times it may become necessary for the college administration to cancel a class appearing on a schedule. Normally this is done only when the enrollment for this class is not sufficient to allow it to be taught as scheduled. When class cancellations are made, Student Development staff will work with students to find an acceptable alternative. Students need to come to the Student Development Office if they want to replace the cancelled class. Students are automatically dropped from cancelled classes and refunds are issued if they are due.

## **WITHDRAWING FROM CLASSES**

A student who withdraws should do so officially through the office of Student Development. Failure to withdraw officially could result in the assignment of an “F” grade for the work attempted and in a forfeiture of refunds. It is the student’s responsibility to be sure his/her registration and withdrawal are correct.

**Drop/Add.** The drop/add period consists of the first five days of classes for fall and spring semesters. Summer semester operates on a ten-week session, therefore, drop/add may be shorter than five days. If students decide to drop or add a course, they should come by Student Development and fill out a drop/add form. Instructors’ permission is not required during this period. Students who do not attend a class at least once, and do not officially drop the class, will receive a “NS” grade for the class. A grade of “NS” applies if a student never physically attends. Official drops for such classes must be completed by students within the drop/add period.

If students decide that they need to drop a class after the drop/add period, they need to follow these procedures:

1. Come by Student Development and fill out a drop/add form.
2. Ask the instructor to sign the drop/add card. Failure to get the instructor's signature may cause students to receive an "F."
3. Turn in drop/add form at the registration desk in Student Development.
4. Students receiving financial aid should notify the Financial Aid Office of any changes in their schedule.

Students must make certain their registration is correct. This procedure is the responsibility of the students and is one of the most important functions they have as a college student.

When a student officially withdraws from school or a class after the drop-add period, a “W” (withdrawal) grade will be assigned unless the instructor determines that the student’s performance at the point of withdrawal has been unsatisfactory. A student can only receive a “W” if they have actually attended class. An “NS” grade cannot be changed to a “W.” If the instructor’s evaluation of the student’s status is unsatisfactory, an “F” grade will be recorded on the transcript at the end of the semester. If a punitive grade (“F”) is going to be assigned, the student is encouraged to continue in the class in an effort to earn a passing or non-punitive (“W”) grade.

**ACA Withdrawals.** ACA is required for all first-year, full-time, degree-seeking students. College transfer students (A.A., A.F.A. or A.S.) should enroll in ACA 122, while A.A.S. program students should enroll in ACA 111. Students who wish to drop this class will need to have their drop/add cards signed by the appropriate dean, in addition to following the procedures described above. The ACA requirement is waived for students who have completed at least 24 semester hours during a previous period of enrollment at any institution with a GPA or 3.0.

## **REMOVAL OF INCOMPLETE GRADES**

When students receive a grade of “I” in a course, they should reregister and pay the appropriate tuition for it if completion will require attending the class. The “I” grade for all other courses can be removed by working with the instructor to complete the work necessary to finish the course. The instructor then turns in a change of grade form to Student Development, and this final grade is placed on the student's transcript replacing the “I.”

Students having an “I” grade on their transcripts have a maximum of one year from the date it was given in which to remove the “I.” If at the end of this time the “I” has not been removed, it will remain on the transcript as an “I.” If students need credit for the course, they will need to reregister and repeat the entire course. Transfer students should be aware that “I” grades not removed before transferring are treated as an “F” for computation of grade point averages by many receiving institutions.

## **FRESH START/IN-HOUSE TRANSFER**

Two policies provide qualifying students a one-time opportunity to petition the school to exclude, for GPA calculation purposes, all previously completed courses in which a grade of **D** or **F** was earned. Prior to submitting the written petition to Student Development, the student must have completed at least twelve college-level semester hours and have a current overall GPA of 2.5. The only physical change to the transcript will be the placement

of an asterisk beside the courses that will not be used in the GPA calculation. Forms requesting this recalculation are available from the Records Desk in Student Development.

**\*The Fresh Start Policy** allows a former SCC student who returns after a minimum three-year period of non-enrollment, to have previously earned D's and F's removed from the GPA calculation process.

**\*In-House Transfer of Program Policy** allows a student who officially changes programs at SCC to have D's and F's earned in the old program removed from the GPA calculation process.

**NOTE:** *Neither the "Fresh Start Policy" nor the "In-House Transfer of Program Policy" are applicable in meeting the "Satisfactory Progress" guidelines for financial aid and veterans aid students.*

## ACADEMIC PROGRESS

The policies governing academic progress at Surry Community College are intended to assist students in successfully completing their programs of study and to prevent prolonged failure for all students. Procedures are designed to identify students experiencing academic difficulty and to ensure effective corrective action. These procedures are supported by both the staff and faculty, who are committed to

- (1) informing all students of minimum academic standards and grading procedures;
- (2) identifying and alerting students displaying signs of academic difficulty as early in the semester as possible;
- (3) providing opportunities for corrective action to such students; and
- (4) notifying all students of their grade point averages immediately following the end of the semester.

Students enrolled in degree, diploma, or certificate programs are expected to maintain satisfactory academic progress toward the completion of the requirements for their programs. Since a 2.0 minimum grade point average is required for graduation from all programs, students are expected to regularly maintain upward progress toward this average in order to be considered in good academic standing.

For purposes of determining academic progress, final grades on all courses within the student's program will be considered. Because a period of adjustment to college life is often necessary for new students, the following scales are used to determine satisfactory academic progress. Students who are receiving financial aid should also read and consider the **STANDARDS OF ACADEMIC PROGRESS FOR ALL FINANCIAL AID RECIPIENTS** section of this catalog, since some specific additional conditions apply for the continuation of their financial assistance.

### SATISFACTORY PROGRESS IN ASSOCIATE DEGREE PROGRAMS

| <b>Credit Hours Attempted</b> | <b>Minimum Grade Point Average</b> |
|-------------------------------|------------------------------------|
| 0-30                          | 1.00                               |
| 31-50                         | 1.50                               |
| 51 and above                  | 1.75                               |
| Graduation                    | 2.00                               |

### SATISFACTORY PROGRESS IN DIPLOMA/CERTIFICATE PROGRAMS

| <b>Credit Hours Attempted</b> | <b>Minimum Grade Point Average</b> |
|-------------------------------|------------------------------------|
| 0-25                          | 1.00                               |
| 26 and above                  | 1.50                               |
| Graduation                    | 2.00                               |

## Academic Probation

Students who do not achieve the appropriate minimum average shown previously will be placed on academic probation. These students will be notified by letter of their probationary status and will be required to consult with their academic advisor. Students who are placed on academic probation must either remove themselves from

probation or demonstrate progress toward removing the probationary status. Progress toward removing probationary status is defined as achieving a minimum 2.0 semester grade point average for each subsequent semester until the probationary status is removed.

Following notification of probation, the student and academic advisor will meet by the third week of the subsequent semester in order to assess cooperatively the problems impeding success and to identify possible corrective actions. Recommendations may be made to the student regarding his or her course load and/or chosen program, as well as obtaining academic assistance.

Students who do not demonstrate progress toward removing themselves from probationary status following these actions will encounter one or more of the following:

- (1) suspension for one semester
- (2) loss of financial aid
- (3) additional semester probation
- (4) transfer to another curriculum
- (5) loss of veterans educational benefits
- (6) reduced academic course load and counseling

The Associate Vice President of Student Development, in consultation with the student and his or her academic advisor, will determine which one or more of these actions will apply in each individual case.

### **Academic Suspension**

Students who do not maintain the minimum grade point average shown here will be subject to a period of academic suspension equal to one semester or more. Length of suspension will be determined on an individual basis by the Associate Vice President of Student Development in consultation with the student's academic advisor. Maximum length of suspension for academic reasons is one calendar year. Academic suspension may be appealed by the student through the regular grievance/appeal policy explained in this catalog.

| <b>Credit Hours Attempted</b> | <b>Minimum Grade Point Average</b> |
|-------------------------------|------------------------------------|
| 16-35                         | 0.50                               |
| 36-50                         | 0.75                               |
| 51 and above                  | 1.00                               |

### **Academic Dismissal**

Dismissal of students from Surry Community College is an action taken only in the severest situations. Although a student's best interests may sometimes be served through a short-term break from school to promote increased focus and/or responsibility, the College exists to provide opportunities for learning, not to deny them. Students will, therefore, not be dismissed permanently for academic reasons.

### **Readmission**

Students who have withdrawn in good standing and/or who have not enrolled for a period of one year or more will need to request readmission status through the Student Development Office. Normally, new copies of previous academic transcripts and placement tests are not required. Applicants for readmission to limited admission programs must follow regular admissions procedures for those programs. Students who have been suspended for academic or disciplinary reasons may request readmission after the term of suspension has expired. These students will be required to consult with their academic advisor (academic suspensions) and/or the Associate Vice President of Student Development (disciplinary suspensions) prior to registration.

### **Additional Academic Requirements for Nursing Students**

Nursing students must meet general academic progress policies. Additionally, some nursing (NUR) courses have prerequisites. These prerequisites are listed in the catalog under the description of the courses. A student must make a grade of "C" or better in both theory and clinical practice in the prerequisite nursing (NUR)

courses before registering for the next nursing (NUR) course. For related nursing prerequisites, a student must make a “C” or better to register for the next nursing course.

In accordance with the North Carolina State Board of Nursing rules, a student will be dismissed from the nursing program for problems which conflict with safety essential to nursing practice. These problems include physical or emotional health problems which conflict with safe nursing practice and do not respond to appropriate treatment and counseling within a reasonable period of time.

A student must make a “C” or better in both nursing (NUR) and related prerequisite courses in order to register for the next nursing course. Students transferring into the nursing program will be given no credit for a grade less than a “C.”

## **ACADEMIC HONORS**

### **The Dean’s List**

The Dean’s List is published for fall and spring semesters to honor those students who achieve significant academic status in their classes. It recognizes each student who carries at least twelve college-level credit hours of coursework during the semester, maintains at least a 3.25 quality point average for the semester, and has no final grade lower than a “C” in any course taken. The Dean’s List is posted each semester on the College website and published in local newspapers. Courses below 100 level (i.e., ENG 080) are not considered part of the course load for selection for the dean’s list or president’s list.

### **The President’s List**

The President’s List is used to recognize full-time students who achieve true academic excellence as measured by a minimum semester quality point average of 3.75, with no grade below a “C” in any course. Each President’s list student receives a congratulatory letter from the college president.

### **Honors Graduates**

In order to qualify as an honor graduate, a student must have completed the requirements for graduation (see Graduation Requirements) with a 3.25 average on all work required for the degree at Surry Community College with no grade lower than “C.”

## **GRADUATION REQUIREMENTS**

In order to receive a degree, diploma, or certificate from Surry Community College, students must fulfill these requirements:

- A. Complete all course work and credit hours required in the program. Students must complete all credit hours with no grade below a “D.”
  1. Transfer Credit - All transfer credit must be evaluated by the Records Department and placed on an official transcript before it can be counted toward graduation.
  2. Substitutions - All programs must be completed as stated in the catalog unless a substitution has been approved and filed in Student Development.

**Example:** Substitute ENG 112 for ENG 114 in an A.A.S. program. This practice is acceptable, but it must be approved beforehand. The paperwork can be picked up from the department chairperson or in Student Development.
- B. Students must have a \*2.0 Grade Point Average with no grade below a “D” for all courses counted toward graduation. (A “D” will count toward graduation, but in most cases it will not transfer.) See Grade Point Average in the Credit and Grading Issues section.

**\*IN ORDER TO RECEIVE A DEGREE, DIPLOMA, OR CERTIFICATE, IT IS THE STUDENT'S RESPONSIBILITY TO APPLY IN THE STUDENT DEVELOPMENT OFFICE AND PAY THE FEES IN THE BUSINESS OFFICE BY THE ANNOUNCED DEADLINE.** This procedure is normally completed at the beginning of the semester in which the student will complete all coursework.

\*At least 25 percent of coursework for a degree, diploma, or certificate **must** have been completed at Surry Community College by those applying for graduation. This 25 percent of hours may not be earned by proficiency and must be in the student's major area.

- C. In addition to the general graduation requirements described above, nursing students must meet each of the following requirements:
  - 1. Earn a grade of "C" or better in all nursing courses.
  - 2. Earn an overall minimum grade point average of 2.0 ("C").
  - 3. Earn at least a "C" in all related courses required in the nursing curriculum.
  
- D. Students that either complete a change of major or have not attended for a period of one year or longer must follow the current program requirements of the catalog in effect at the time of returning or starting a new program.