

# ACADEMIC INFORMATION



## DEGREES, DIPLOMAS, AND CERTIFICATES

The College offers the following degrees, diplomas or certificates for students who successfully complete approved programs of instruction:

1. The Associate in Arts and Associate in Science degrees are awarded to students majoring in college transfer programs and who may plan to transfer to four-year colleges or universities after completing their community college program.
2. The Associate in Applied Science Degree is awarded to students majoring in one of the technical curricula and who plan to obtain full-time employment upon graduation from the college.
3. The Associate in General Education Degree is awarded to students majoring in courses designed for personal growth and development leading to variable employment opportunities.
4. A Diploma is awarded to students who complete the one-year curricula.
5. A Certificate is awarded to students who complete approved programs less than one year in length with a minimum of 12 credit hours. Certificates are only awarded from core, major, or elective courses offered in the diploma or AAS programs.

## STUDENT CLASSIFICATION

**FRESHMAN:** A student who has earned fewer than 36 semester hours of credit.

**SOPHOMORE:** A student who has earned 36 or more semester hours of credit.

**FULL-TIME OR REGULAR STUDENT:** A student who is registered for 12 or more credit hours.

**PART-TIME STUDENT:** A student who is taking fewer than 12 credit hours.

**SPECIAL CREDIT STUDENT:** A student who is not seeking a degree or who is auditing a course and has earned fewer than 12 credit hours.

## ADVANCED PLACEMENT

Advanced placement is offered to students who, because of their demonstrated abilities, are qualified to accelerate their studies. Advanced credit may be awarded in the following ways:

1. Credit by Examination (see following section for details);
2. Successful completion of the general or subject examination of the College Level Examination Program (CLEP);
3. Successful completion of Advanced Placement Exam as administered by the College Entrance Examination Board (CEEB);
4. Successful completion of subject standardized tests (DSST) of the Defense Activity for Nontraditional Education Support (DANTES); and
5. Transfer credit from accredited, post-secondary institutions as outlined in the Admissions section. In cases of all standardized examinations, official score reports must be submitted to the Registrar for evaluation of possible transfer credit.

## CREDIT BY EXAMINATION

Regularly enrolled students who have reason to believe that previous educational studies, training programs, or work experiences may entitle them to course credit may request credit by examination.

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They must first register and pay the standard tuition fee per credit hour for the course and then notify the instructor during the first class meeting that they wish to challenge the course.

The examination will be administered by the appropriate department and successful completion will result in a grade of "CE." The credit hours of the class will count toward graduation. Please note that most colleges do not accept a "CE" grade as transfer credit.

Information on the College's policy on Credit by Examination may be obtained from the office of the Registrar. Note: No federal financial aid or veterans' benefits are payable for Credit by Examination (CE) courses.

## **CONTACT HOURS AND CREDIT HOURS**

**\*Semester credit hours are awarded for classes as follows:**

**Classroom:**.....16 contact hours = 1 semester hour of credit  
**Laboratory:**.....32 or 48 contact hours = 1 semester hour of credit  
**Clinical:**.....48 contact hours = 1 semester hour of credit  
**Cooperative Work Experience:**...160 contact hours = 1 semester hour of credit

\* Students should review specific courses in the course description section of this catalog to determine the exact hours of each course as assigned by the NC Community College System.

## **PREREQUISITES**

Prerequisites are indicated for many courses offered at Vance-Granville Community College. These are intended to give the student some measure of the proficiency expected for those beginning a given course. The student with assistance from his or her academic advisor, is responsible for checking prerequisites at the time of registration. Students failing to meet the required prerequisite(s) for a course(s) may be dropped or withdrawn at any time the deficiency is discovered. Under certain circumstances, local prerequisites or co-requisites may be waived by submitting a *Request to Waive Prerequisite and Co-requisite* form to the instructor of the class in question. Approval is also required from the appropriate academic program head and academic dean.

## **ACADEMIC ADVISING**

Academic advising assists students in the planning and development of their educational and career goals.

Courses selected by students must be approved by their advisor prior to registration. The advisor must also approve all registration changes, such as dropping and adding courses.

Students are encouraged to meet with their advisor throughout each term and discuss their academic progress. Although advisors are available to assist students in a variety of ways, the final responsibility for meeting all academic requirements for graduation rests with the students.

## **ATTENDANCE**

Students are expected to be present at all scheduled classes and examinations. At the beginning of each course, the instructor will provide the attendance requirements of the course on the course syllabus in accordance with academic division attendance regulations. It is the responsibility of the student to understand and abide by these requirements. Students are accountable for any work missed because of class absence. If the student's absence is due to extenuating circumstances, it is the student's responsibility to contact the appropriate instructor(s) or a counselor. Ex-  
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cessive absences as defined by the instructor may result in a "WF" grade. Students who fail to withdraw officially may receive a "WF" or "F" grade in each course for which they were registered.

### GRADING SYSTEM AND QUALITY POINTS

A grading system is a method of recording faculty evaluations of student progress and the fulfillment of class objectives. All students officially enrolled in courses must be awarded a grade in accordance with College policies.

Grade	Explanation	Quality Points Per Credit Hour
A	Excellent Quality	4
B	High Quality	3
C	Average Quality	2
D	Minimum Satisfactory Quality	1
F	Unacceptable Quality	0
AU	Audit	*
CE	Credit by Examination	*
G#	Grade Forgiven	*
I	Incomplete Grades	*
NS	No Show	*
PA, PB, PC	Passing Grade - Developmental	*
RF	Reschedule - Developmental	*
TR	Transfer Credit	*
WF	Withdrew Failing	*
WP	Withdrew Passing	*

\*Not computed in Grade Point Average.

#### 'AU' Grade (Audit)

(No Credit) The audit grade indicates the student is enrolled for non-credit. This is not counted in computing grade point averages. Neither federal financial aid nor veterans' benefits are payable for audited classes.

#### 'CE' Grade (Credit by Examination)

The credit by examination grade indicates that the student has received credit by examination for a course. Details of this procedure appear in the chapter on Academic Information. "CE" grades are not payable by financial aid or veterans' benefits.

#### 'G#' Grade (Grade Forgiven)

(No Credit) The "G#" grade replaces a forgiven grade on the academic transcript. Starting with the 2009-2010 College catalog students may apply for forgiveness of "D" or "F" grades on their transcript under specific conditions. See Academic Forgiveness Policy for additional information, page 38.

#### 'I' Grade (Incomplete)

(No Credit) The incomplete grade is assigned in place of a grade when students who are making satisfactory progress are unable to complete all class assignments by the end of the semester.

The requirements for satisfactory completion of a course will be established by the instructor in accordance with course objectives. The in-

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complete "I" is temporary and must be changed to a grade within the time period designated by the instructor, not to exceed eight weeks from the beginning of the term following the one in which the course was taken. At the end of the specified time period, unresolved "I" grades will be converted to "F" grades. The "I" is used for verifiable, unavoidable reasons and extends enrollment without requiring rescheduling of the course.

The instructor will award a permanent grade based upon course objectives successfully completed, and it is the responsibility of the student to ensure satisfactory completion.

Incomplete grades are not payable by veterans' benefits and may also affect Federal Financial Aid Standards of Progress.

#### **'NS' Grade (No Show)**

(No Credit) The no show grade is a non-punitive grade that indicates a student registered for, but never attended class.

#### **'PA,' 'PB,' and 'PC' Grades (Passing - Developmental)**

(No Credit) The passing grades are awarded in developmental courses below the 100 level. The "PA", "PB", or "PC" indicates the student passed the developmental class with an "A", "B", or "C" average. "P" grades are not computed in grade point averages.

#### **'RF' Grade (Reschedule - Developmental)**

(No Credit) The reschedule grades are awarded in developmental courses below the 100 level. The "RF" indicates the student is making progress but has not met minimum course objectives. The student should reschedule the course during the next registration. The "RF" will not be computed in grade point averages and no credit is awarded. (For financial aid and/or veterans' benefits, the "RF" grade is classified as non-punitive for GPA purposes; however, it will affect Federal Financial Aid Standards of Progress.)

#### **'TR' Grade (Transfer Credit)**

The transfer credit grade is awarded based on review of an official transcript received from an accredited post-secondary institution. The "TR" grade is not computed in Grade Point Average, but credit toward graduation is earned.

#### **'WF' Grade (Instructor initiated withdrawal)**

(No Credit) "WF" indicates that the student officially withdrew after the 75% point of the semester, or the faculty initiated the student's withdrawal due to excessive absences before or after the 75% point of the semester. Courses with "WF" grades are not payable by veterans' benefits, and "WF" grades will affect Federal Financial Aid Standards of Progress.

#### **'WP' Grade (Student initiated withdrawal)**

(No Credit) "WP" indicates the student officially withdrew by the 75% point of the semester. In cases of mitigating circumstances (health or emergency reasons with documentation) after the 75% point of the semester, the student may withdraw passing with approval of the instructor, Academic Dean, Vice President of Instruction, and Vice President of Student Affairs. Courses with "WP" grades are not payable by veterans' benefits, and "WP" grades will affect Federal Financial Aid Standards of Progress.

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## COMPUTING GRADE POINT AVERAGE

The grades for each subject will be converted to quality points. A grade point average indicates an individual's academic standing, which determines whether he or she is meeting standards of progress, and whether he or she is eligible for awards. The grade for each subject taken under the current major will be converted to grade points by

1. Multiplying the semester hour credits times the quality points awarded, and
2. Dividing the total grade points by the total semester hour credits of courses attempted.

## CHANGE OF GRADE

Awarding grades to students is the responsibility of the instructor. Once awarded, a grade may only be changed with authorization of the instructor and Academic Dean, using the Change of Grade form. A student who wishes to contest a grade must follow the Academic Grievance/Grade Appeals Procedure outlined later in this chapter. Grade corrections may be made by contacting the Registrar's office in writing during the official WebAdvisor grading period.

## REPEATING COURSES

A course taken at Vance-Granville Community College may be repeated up to two times (three attempts total) in order to raise the grade if the previous grade was below a "C." For each repeated course, only the highest grade will be used to determine the student's GPA, eligibility for graduation, and eligibility for academic honors. Under extraordinary circumstances, students who earn a "C" or higher may submit a written request for permission to take the class one more time to fulfill specific program requirements. This request may be submitted, at the time of registration, to the Academic Dean of the division which offers the course.

No course may be repeated more than twice (three attempts total) regardless of previous grades, including "WP," "WF," or "RF" grades without approval of the Vice President of Instruction.

Developmental classes completed more than three years ago no longer meet the prerequisite(s) for subsequent classes and must be repeated.

**Note:** *Veterans' benefits are not payable to students who repeat any course in which they made a grade of "D" or higher, except for Health Science core courses. Federal financial aid regulations require that both courses count toward the maximum number of hours that may be attempted.*

**Note:** *In the case of a transfer student, some colleges compute the QPA from all previous credit hours attempted.*

## STANDARDS OF PROGRESS

Each student at Vance-Granville Community College is expected to maintain satisfactory academic progress toward completing requirements of a degree, diploma, or certificate. At the end of each term, a student's quality point average for that term and his/her cumulative Quality Point Average are examined. The college seeks to provide students with a warning when they fail to meet minimum academic performance standards, and to provide a means of preventing and/or terminating prolonged failure. This policy applies to all students regardless of their academic program.

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Students whose semester grade point average (GPA) falls below 2.0 are subject to academic warning, which may be followed by probation and suspension. GPA will be calculated at the end of each term using the official grade for each course taken that semester at Vance-Granville Community College.

### **Academic Warning**

Students failing to meet the minimum GPA of 2.0 during any semester will receive a letter of academic warning from the Counseling Services office. This warning advises students of their academic status and encourages them to meet with their advisor immediately to examine present academic plans.

### **Probation**

Students whose semester GPA falls below 2.0 for two successive semesters will be placed on probation, which means the student will have restricted scheduling and must meet with his or her advisor or a counselor to do one or more of the following:

- Limit the number of hours attempted
- Schedule preparatory or remedial courses as needed
- Schedule repeat of courses
- Reconsider academic program and/or receive career counseling

Students and their advisors will be notified in writing of their status by Counseling Services.

### **Suspension**

Students whose semester GPA falls below 2.0 for three successive semesters will be placed on academic suspension for one semester, which means the students will not be allowed to register for curriculum courses. Continuing Education courses may still be taken. Students and their advisors will be notified in writing of their status by Counseling Services.

### **Appeals**

Academic issues related to probation and suspension may be appealed through the appropriate Academic Division Dean. Students should follow the academic appeals processed as outlined in the college catalog.

### **Enrollment after Suspension**

Readmission decisions are based on the Academic Division Dean or Campus Dean's judgment that the student has made sufficient changes in his or her commitment to college. The student should schedule an appointment to meet a counselor for academic/career advisement, and to complete a Post-suspension Enrollment form. The form will be submitted to the appropriate Dean for final approval. The student will remain in academic probationary status until she or he achieves a semester GPA of 2.0 or higher.

**Note:** *The Standards of Progress as defined for financial aid and veterans' benefits are different from academic standards as stated above. The student needs to contact the Financial Aid Office for specific differences in Standards of Progress.*

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## ACADEMIC FORGIVENESS POLICY

The college has established this policy to provide an opportunity for students to improve their cumulative GPA without retaking previous course work. Students may request in writing to have previous grades of "D" or "F" excluded from calculation in their cumulative GPA under the following conditions: The coursework to be forgiven must be at least 5 years old, and consist of "D" or "F" grades. The student must have completed at least 12 credit hours of coursework since that time at an accredited college or university and earned a cumulative GPA of 2.5 or higher. A student may be granted academic forgiveness only one time, and a maximum of 16 semester credit hours total may be forgiven.

Requests for academic forgiveness will be submitted to the Registrar's Office on the appropriate form and reviewed by a sub-committee of the Academic Affairs committee. All forgiven grades will be replaced on the transcript with a grade of "G#" to mark them as forgiven. A copy of the transcript reflecting the original grades will be kept in the student's permanent file with documentation of the forgiveness process.

**Note:** *Grades that are forgiven may not be exempt from academic progress relating to Financial Aid and Veterans benefits. Students should contact the Financial Aid office for more information. Students who plan to transfer to another college or university should contact that institution regarding the impact of forgiven grades on transferability.*

### Health Sciences Students Standards of Progress

A student will not be allowed to continue in specified health sciences programs with a grade of "C" in certain courses as noted in the Health Sciences Student Handbook.

## ACADEMIC GRIEVANCE/GRADE APPEALS PROCEDURE

Academic issues include, but are not limited to, the application of attendance policies, grades, classroom/lab or clinical/shop conduct, and admission to or dismissal from a class or program. Students should initiate the grievance/appeals process as soon as a concern develops rather than waiting until the end of the term, as some relevant faculty or staff may not be available between terms. Grade appeals must be on file no later than 20 working days (working days exclude weekends and holidays) after the end of the term in which the grade was awarded. Appeals related to dismissal from a course or program must be on file no later than 5 working days from the dismissal date. A student having an academic issue must discuss the problem in a calm and sincere manner. Most problems are resolved at the instructor level; however, the Appeals Procedure may involve the following levels of college faculty/staff in this order:

1. Instructor
2. Program Head/Coordinator
3. Academic Dean/Director
4. Vice President of Instruction or Vice President of Community and Economic Development

The procedure will occur in the following order:

1. The student will arrange a meeting with the instructor to discuss the problem as soon as it develops, preferably before the end of the course/term.

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2. If the problem is not resolved with the instructor, the student will contact the Coordinator or Program Head, who will arrange to meet with the student or the student and instructor.

3. If the problem is not resolved with the Coordinator/Program Head, the student will obtain an Academic Appeals Procedure Form from the Academic Dean, the Vice President of Instruction, Vice President of Community and Economic Development, or Student Affairs. The student will complete the form and *personally* deliver the form to the Academic Dean detailing his/her academic concerns.

4. For grievances related to Curriculum Programs, the Academic Dean will meet with the instructor and program head to discuss the concern. For grievances related to continuing education courses, the Director of the division will meet with all the parties involved in the conflict.

5. A written response from the Academic Dean (for CU Programs) and the Director (for CE Programs) will be delivered to the student within 10 working days of receipt of the student's form. Students must keep a copy of the Dean's or Director's response if they plan to pursue the procedure to the next level.

6. If not satisfied with the Dean's or Director's response, the student will have 5 working days to appeal to the Vice President of Instruction for Curriculum Programs of the Vice President of Community and Economic Development for Continuing Education courses. If the concerns are not resolved, the student may request a hearing of the Academic Affairs Committee. The Vice President of Instruction may summon the Academic Affairs Committee for a hearing within 10 working days from the receipt of the appeals request.

7. The Academic Affairs Committee will provide written recommendation of their decision to the President of the College within 5 working days. The President will make a decision and notify the student within five working days of receipt of committee's recommendation. *The decision of the President is final.*

## **CATALOG OF RECORD**

Beginning with the implementation of the semester system in the fall of 1997, the catalog that is current when the student enrolls at the institution is the "catalog of record." A student who is in continuous enrollment (except Summer Term or a break of less than one year) may graduate under the provision of his/her catalog of record or a subsequent issue. A student who is not in continuous enrollment or has a break in enrollment of one year or more must graduate under the provisions of the catalog in effect on his/her last re-entry date or a subsequent issue. Students may appeal to the academic dean to graduate from a previous catalog under extenuating circumstances.

## **STUDENT RESPONSIBILITIES**

All students are responsible for the proper completion of their academic program, for familiarity with all requirements of the Vance-Granville Community College catalog under which they intend to graduate, for maintaining the Grade Point Average required and knowing their academic standing, and for meeting all other degree requirements. Advisors and counselors are available to all students, but final responsibility for meeting program and graduation requirements remains with the students.

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## GRADUATION REQUIREMENTS

To be eligible for graduation, a student must:

1. Have all official high school and post-secondary transcripts on file with the Admissions/Records Office at VGCC.
2. Successfully complete his/her course of study.
3. Earn a cumulative quality point average of 2.0 on all work attempted that is applicable toward graduation.
4. Have no outstanding balance due to the Business Office. (No degree, diploma, certificate, or transcript of a record will be issued to a student who has not made satisfactory settlement with the Business Office for all indebtedness to the College.)
5. Have submitted an Application for Graduation form, signed by his or her academic advisor, to the Registrar's Office.
6. Pay a graduation fee at the Business Office.

**Note:** *Transfer students must complete a minimum of 25 percent of the course credit hours as required in their program of study at Vance-Granville Community College. Waiver of this requirement must be approved by the academic division dean and Vice President of Instruction.*

## APPLICATION FOR GRADUATION

Graduation exercises to award degrees and diplomas are held once a year in May for students who have met or will meet graduation requirements by the end of summer semester.

It is the responsibility of the student to make application for graduation by established due dates (approximately two months prior to the ceremony). See "Student Calendar" or web site for dates to apply. The student should first see his/her Academic Advisor to determine completion status of academic requirement, and obtain an Application for Graduation.

When this form has been completed by the student and signed by the advisor, the student will meet with a counselor, who will certify the student for graduation. This process can be completed at any of the VGCC campuses. Final graduation checks are completed by the Registrar's Office once all final grades are received.

## AWARDING OF CURRICULUM CERTIFICATES

A certificate may be awarded with the approval of the Program Head and Academic Dean for completing 12 or more credit hours within an approved program of study. The Academic Dean must submit an Application for Curriculum certificate to the Registrar's Office so that it can be recorded on the student's transcript. There is no application or fee to receive a certificate and certificate completions are not recognized at the College graduation ceremony. However, certain graduation requirements must be met: all official high school and post-secondary transcripts that are relevant to the certificate must be on file with the Admissions/Records Office, the student must have a cumulative quality point average of at least 2.0 in all courses in the program, and the student must have no outstanding balance due to the College.

## DEAN'S LIST

At the close of each term, students who are carrying a full load (12 hours or more) in 100-level or higher courses leading to a diploma or degree will be included on the Academic Dean's List, provided they have no grade of "I" and no grade lower than a "B" and provided that the quality point average of all their grades for that term is 3.5 or better.

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## DISTANCE EDUCATION

Curriculum distance education courses are a way for students to take courses for college credit away from the college campus. Web, hybrid, web-enhanced, and VNET courses are all part of Vance-Granville's curriculum distance education program.

Web courses reach the student over the Internet. Reading assignments, research, study sessions, discussion groups, and tests take place via the computer. Web courses are ideal for working parents, people on swing shifts, and others who find it difficult to come to campus regularly to take courses. Successful students in Internet courses typically have done well in other college courses and are self-motivated individuals who can learn on their own and do not require a great deal of help from others.

Hybrid and web-enhanced courses meet part of their credit/contact hour requirements in face-to-face meetings between students and instructor, and complete the remaining requirements via the Internet. In hybrid classes, students complete most of their coursework online, but also have required meetings with their instructor and class throughout the semester. In web-enhanced classes, students complete most of their coursework in a traditional classroom, but satisfy some of their required hours and assignments online. Students in these classes get the benefit of meeting with their instructors regularly, while also having the convenience of completing some of their course hours and requirements at home.

VNET courses are broadcast from/to Vance-Granville's television studio/classroom on Main Campus, Franklin Campus, South Campus, or Warren Campus. These courses meet at regularly scheduled times. Students attending classes see their instructor on a television monitor and are able to converse with the instructor during class time using desktop microphones and after class via the telephone or the Internet. VNET allows the College to offer a broad range of courses that might otherwise not be offered at all campuses.

*Note: Students who wish to take a Distance Learning course using veterans' benefits should check with the Veterans' Officer concerning restrictions.*

## COOPERATIVE EDUCATION/WORK EXPERIENCE

Cooperative Education enables a student to receive college credit by combining an academic education with practical work experience. It provides students an opportunity to gain the professional experience that will make them a valuable asset to future employers and give them an edge in today's competitive job market. Students may or may not be paid for their work.

Emphasis is placed on parallel plans of school and work in business, industry, or government, and the program is structured by measurable learning objectives. Students who are interested in co-op should see their academic advisor. The co-op course is not available in all program areas. In applicable programs, students must have a major elective remaining in order to select co-op. Human Services Technology and Culinary Technology require co-op within their program of study.

Placement in co-op is determined by the student's advisor and the Cooperative Education Coordinator and is based upon selection criteria that includes, but is not limited to, the student's prior work experience, academic performance, attitude, health, and position availability.

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Every effort is made to place all eligible students, but placement cannot be guaranteed. (Most of these courses are ineligible for veterans' benefits. Check with the Veterans' Officer.)

### **SERVICE LEARNING**

Service Learning integrates community service with academic instruction. By relating the learning objectives with the service objectives, all parties involved benefit. The student has specific objectives that relate to a curriculum for which he or she receives academic credit. The learning objectives are dictated by community needs. Information about Service Learning activities on campus may be obtained through the Career Services Department located in Building 8 on Main Campus.

### **DEVELOPMENTAL STUDIES**

Courses in the Developmental Studies Program are designed to help students gain the basic academic skills necessary to succeed in the vocational, technical and college transfer curricula offered by the college. As part of the admissions process, a member of the counseling staff carefully reviews each student's placement test scores and academic records. When indicated by this review, the counselor or an academic advisor will develop with the student a program of study designed to help him or her remove deficiencies in academic skills.

The Developmental Studies Program offers course sequences in English, reading, mathematics, and the sciences. In addition to the course offerings, members of the staffs of Counseling Services and the Academic Skills Center provide special counseling and tutoring to students enrolled in developmental courses. To ensure that students have indeed mastered the skills necessary to succeed in curriculum programs, some developmental courses require students to pass an exit test in order to complete the course.

**Note:** *Students receiving federal financial aid are limited to 30 credit hours of developmental courses. Veterans Administration educational benefits are payable only when placement test scores indicate the developmental course is needed.*