

ACADEMIC INFORMATION

DEGREES, DIPLOMAS, AND CERTIFICATES

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

1. Associate in Arts and Associate in Science: the 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. Associate in Applied Science: the degree is awarded to students majoring in one of the technical curricula and who plan to obtain full-time employment upon graduation from VGCC.
3. Associate in General Education: the degree is awarded to students majoring in courses designed for personal growth and development leading to variable employment opportunities.
4. Diploma: a diploma is awarded to students who complete a minimum of 36 credit hours and a maximum of 48 credit hours based on the requirements for diploma curricula.
5. Certificate: a certificate is awarded to students who complete approved programs less than one year in length with a minimum of 12 credit hours and a maximum of 18 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 certificate, diploma or degree or who is auditing a course. Special credit students are limited to a maximum of 12 credit hours at VGCC before choosing an academic program.

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 administered at VGCC (see Credit by Examination section for details);
2. Successful completion of College Level Examination Program (CLEP) exams with a score of 50 or higher;
3. Successful completion of College Board Advanced Placement Exams with a score of 3 or higher;
4. Successful completion of ACE (American Council on Education) Credit approved courses as reflected on an official military JST (Joint Services Transcript) or other ACE credit approved institutions;
5. Transfer credit from accredited, post-secondary institutions as outlined in the Admissions section, or pre-approved Continuing Education credit as outlined in the following section.

In cases of all standardized examinations, official score reports must be submitted to the Admissions/Records Office or Registrar's Office for evaluation. Specific AP and CLEP exams and their transfer equivalencies are available on the Registrar's page of the VGCC website at <http://www.vgcc.edu/ap-clep-military-credits>.

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 (CE).

They must first register and pay the standard tuition fee per credit hour for the course and then request a challenge exam from the instructor by the first day of the term. All CE exams must be completed by the last day to ADD a class for that term.

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.

The Credit by Examination form 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.

The College does not award credit for experiential learning.

CONTINUING EDUCATION-CURRICULUM AWARDED CREDIT

Students enrolled in pre-approved continuing education training courses may request awarded credit in corresponding curriculum programs. They must first register, pay, and pass the continuing education course with a grade of satisfactory. In order to request awarded credit, the student must be enrolled in the corresponding curriculum program.

The credit will be awarded by the appropriate department with a grade of "TR", Transfer Credit. The credit hours of the course will count toward graduation. Please note that most colleges do not accept a "TR" grade as transfer credit.

The Continuing Education – Curriculum Awarded Credit form and the list of pre-approved continuing education courses with corresponding curriculum programs may be obtained from the office of the Registrar.

Note: No federal financial aid or veteran's benefits are payable for Continuing Education - Curriculum Awarded Credit 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
Work-Based Learning:.....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 and described in the State Board of Community Colleges Code 1G SBCCC.100.1.

PREREQUISITES

Prerequisites are required 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/department chair and academic dean.

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. Based on placement test scores, a student will be placed directly into college English and math or into one of the developmental studies courses that are designed to prepare the student for entry into his or her chosen program of study. To support student success, students are required to take the course sequences in English/reading and mathematics. In addition to the course offerings, staff members of the Advising Center 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, all developmental courses require students to pass an exit test in order to complete the course.

Vance-Granville Community College offers eight Developmental Math (DMA) modules: DMA 010, 020, 030, 040, 050, 060, 070, and 080. Course descriptions of the DMA classes are printed in the Curriculum Course Description section of this catalog.

Section numbers for DMA courses consist of three numbers. The first number indicates which of the four weeks the course is offered and the next two numbers indicate the campus location and whether it is a day or night section. Most DMA modules will combine multiple module sections within the same classroom. All DMA modules are taught with a combination of online and face-to-face instruction.

VGCC offers three Developmental English/Reading (DRE) courses: DRE 096, DRE 097, and DRE 098. Course descriptions of the DRE classes are printed in the curriculum course description section of this catalog. Section numbers are the same as for DMA courses.

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

ATTENDANCE POLICY

Attendance is counted from the published first scheduled day of class. Students are expected to attend all classes, laboratories, clinical and shop sessions to attain the student learning outcomes of the courses for which they are registered.

When absences total more than fifteen percent (15%) of the total contact hours for a course, the student may be withdrawn from the class in accordance with the college's withdrawal procedures. With Dean approval, specific disciplines or programs with accrediting/licensing requirements may have more stringent attendance regulations, and in these cases, the discipline/program regulations shall be followed.

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
F#	Failure due to Plagiarism	0
AU	Audit	*
CE	Credit by Examination	*
G#	Grade Forgiven	*
I	Incomplete Grades	*
PA, PB, PC	Passing Grade - Developmental	*
RF	Reschedule - Developmental	*
TR	Transfer Credit	*
W	Official Withdrawal	*

**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 in the College catalog. Neither federal financial aid nor veterans' benefits are payable for Credit by Examination classes.

'F#' Grade (Plagiarism)

The F# is a plagiarism-specific grade that is assigned when a class is failed because of plagiarism.

'G#' Grade (Grade Forgiven)

(No Credit) The "G#" grade replaces a forgiven grade on the academic transcript. Students should apply for forgiveness of "D" or "F" grades on their transcript under specific conditions. See the Academic Forgiveness paragraph outlined later in this section for additional information.

'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 incomplete "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.

Note: An extension to the eight weeks may be granted under certain circumstances to Work-Based Learning students. All extensions must be approved by the Vice President of Academic Affairs and will be evaluated on a case-by-case basis.

The instructor will award a permanent grade by submitting a Change of Grade form to the academic dean when course objectives are successfully completed.

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

'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.

'W' Grade (Official Withdrawal from a Course)

(No Credit) The "W" grade indicates withdrawal from a course and takes place after the refund period or census date of the term and on or before the 75% point of the term. It will be recorded as a "W" on the student's permanent transcript. A withdrawal will only be processed if the student or faculty initiates and properly completes the withdrawal process by the required deadline. All withdrawals must be reviewed by the student's advisor, academic and career coach, program head, department chairperson or academic dean.

There is no academic penalty for a "W" grade; however, for federal financial aid purposes, "W" grades may count as hours attempted but not earned. Any student who receives Veterans' benefits should check with the Veterans' Officer prior to withdrawing from any course since benefits will not be paid for a "W" grade.

GRADING POLICY

Vance-Granville Community College employs a letter grading system to evaluate student performance in meeting the stated objectives of the classroom, laboratory, shop, clinical setting, or work experience. Faculty have the academic freedom and responsibility to determine grades according to a method that is professionally acceptable, consistent across the specific academic department at the institution, communicated to all students in the class, and applied to all students equally. In the absence of a department-specific grading scale, the grade assigned will be based upon a 10 point scale.

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 section.

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 should submit a Special Permission Registration form to take the class one more time to fulfill specific program requirements. This form should 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 "W," or "RF" grades without approval of the Vice President of Academic Affairs. To request a fourth attempt at a course, the student should complete a Special Permission Registration form.

Developmental classes completed more than five 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 GPA 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.

Students whose 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 written notification of academic warning from the Student Learning and Success Center. 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 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 will be notified in writing of their status by the Student Learning and Success Center.

Suspension

Students whose 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 will be notified in writing of their status by the Student Learning and Success Center.

Appeals

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

Enrollment after Suspension

Readmission decisions are based on the Academic Dean or Campus Dean 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 *Special Permission Registration* 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.*

ACADEMIC FORGIVENESS- "D," "F," "WP," and "WF" Grades

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. Former BLET students may request forgiveness of all the credit hours included in the CJC 100 class, up to 19 credit hours.

Requests for academic forgiveness for "D" and "F" grades will be submitted to the Registrar's Office on the appropriate form and reviewed by the current Chair of the Academic Affairs Committee and approved by the Vice President of Academic Affairs. All forgiven "D" and "F" 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.

Students may also request in writing to have previous grades of "WP" or "WF" changed to a "W" on their official transcript. While "WP" and "WF" grades are non-punitive at Vance-Granville Community College, they may be considered punitive at other colleges and could impact a transfer student's academic eligibility. Non-punitive grades do not have the same time frame and GPA requirement for forgiveness as punitive grades.

Requests for changes to withdrawal grades will be submitted to the Registrar's Office on the appropriate form and reviewed by the current Chair of the Academic Affairs Committee and approved by the Vice President of Academic Affairs. A copy of the transcript reflecting the original withdrawal grades will be kept in the student's permanent file.

***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 Science Students Standards of Progress

A student will not be allowed to continue in specified health science programs with a grade of "C" in certain courses. Refer to the handbook of the specific Health Science program. A grade of "C" or better is required for the general education classes and Radiography classes.

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 if applicable
3. Department Chair/Director/Coordinator
4. Academic Dean/Dean of Continuing Education
5. Vice President of Academic Affairs

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 term.

2. If the problem is not resolved with the instructor, the student will contact the Program Head (if applicable)/Department Chair/Director/Coordinator, who will arrange to meet with the student or the student and instructor.

3. If the problem is not resolved the student will obtain an Academic Appeals Procedure Form from the Program Head (if applicable)/Department Chair/Director/Coordinator or from the VGCC website. The student will complete the form and *personally, or electronically via the student's VGCC email address*, submit the form to the Dean detailing his/her academic concerns.

4. For grievances related to Curriculum Programs, the Academic Dean will meet with the instructor and Program Head (if applicable) and/or Department Chair/Director/Coordinator to discuss the concern. For grievances related to continuing education courses, the Dean of Continuing Education will meet the instructor and/or Director/Coordinator to discuss the concern.

5. A written response from the Dean will be provided to the student within 10 working days of receipt of the student's form. It is the student's responsibility to follow up with the Dean during this time period.

6. If not satisfied with the Dean's response, the student will have 5 working days to appeal to the office of the Vice President of Academic Affairs. Students are responsible for submitting the original appeal form with the Dean's response. Students should keep a copy of all documentation related to the appeal for their records.

7. If the concerns are not resolved, the student may request a hearing of the Judicial Committee. The office of the Vice President of Academic Affairs will contact the Judicial Co-chairs to arrange a hearing. A hearing will be scheduled within 10 working days from the receipt of the appeals request. The student will be notified by the office of the Vice President of Academic Affairs of the date, and location of the hearing.

8. The Judicial 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 the 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 Academic and career success coaches are available to all students, but final responsibility for meeting program and graduation requirements remains with the students.

GRADUATION REQUIREMENTS

To be eligible for graduation from a diploma or degree program, a student must:

1. Have all official high school **and any required post-secondary transcripts** on file with the Admissions/Records Office at VGCC. (*See General Admissions Procedures section for details*)

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.

The Associate Degree Nursing, Practical Nursing, Medical Assisting, and Radiography Programs have additional grade point average requirements for 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. Complete WorkKeys Assessment. (**See note 2**)

6. Have submitted an Application for Graduation form, signed by his or her academic advisor, to the Registrar's Office.

7. Pay a graduation fee at the Business Office.

Note 1: *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.*

Note 2: *Beginning May 2013, all students will be **encouraged** to take this assessment before graduating from Vance-Granville Community College. WorkKeys is an assessment system used to measure job skills that are believed to be critical to success in the workplace. It provides students with a portable credential that is nationally recognized by business and industry, provides valuable feedback to curriculum programs, determines skills in need of improvement and offers participants opportunities for career exploration. Recipients can be awarded Career Readiness Certificates (CRC) of Gold, Silver or Bronze based on their skill levels in Applied Mathematics, Reading for Information and Locating Information. The cost of the assessment will be funded from a combination of grants, fees and institutional money. Please note that the required assessment results will not impact a student's GPA or program completion.*

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 complete the application for graduation by established due dates (approximately one month prior to completing course requirements.) The student should make an appointment with his/her advisor or the academic program head to determine the completion status of academic requirements, and obtain an Application for Graduation. The Curriculum Application for Graduation may also be found online at: <http://www.vgcc.edu/graduation/index>.

When this form has been completed by the student and signed by the advisor, it should be forwarded to the Registrar's Office with supporting documentation (a copy of the EVAL report or program checklist). The Registrar will certify the student for graduation once all final grades are received. This process can be completed at any of the VGCC campuses.

The \$20.00 diploma fee will be placed on the student's WebAdvisor account within 48 business hours from the receipt of the Application for Graduation and must be paid prior to the graduation ceremony, or by the end of the term for August and December graduates. For those students participating in the May graduation ceremony, a cap and gown must be purchased separately at the College bookstore by the first week in April.

AWARDING OF CURRICULUM CERTIFICATES

A certificate may be awarded with the approval of the Program Head for completing 12 or more credit hours within an approved program of study. The Program Head must submit an *Application for Curriculum Certificate* to the Registrar's Office so that it can be recorded on the student's transcript. An electronic copy of the certificate will be emailed to the student's college email address once eligibility is verified.

To be eligible to earn a certificate the following 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 indebtedness 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.

PRESIDENT'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 President's List for that term, provided they have no grade of "I" and that the quality point average of all their grades for that term is 4.0.

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.*

Students enrolled in distance education courses are not charged a fee for the verification of their identity.

WORK-BASED LEARNING

Work-Based Learning 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 Work-Based Learning should see their Department/Program Head. The Work-Based Learning course is not available in all program areas. In applicable programs, students must have a major elective remaining in order to select Work-Based Learning. Human Services Technology and Culinary Arts require Work-Based Learning within their program of study.

Placement in Work-Based Learning is determined by the student's Department/Program Head and the Work-Based Learning Coordinator and is based upon selection criteria that includes, but is not limited to, the student's prior work experience, academic performance, attitude, health, position requirements, and position availability. Every effort is made to place all eligible students, but placement cannot be guaranteed.

Note: *Most of these courses are ineligible for veterans' benefits. Students should check with the Veterans' Officer, located in Building 8, on Main Campus.*