

POLICIES AND PROCEDURES

For easy reference, the policies and procedures described in this section are arranged in alphabetical order.

- A. **Attendance Policy** - All students are expected to be present and regular in attendance for scheduled classes and open labs. Absences will be considered justified and excusable only in cases of emergencies, serious illness, or death in the immediately family. Students may make up work missed at the discretion of instructors. When a student must be absent, it is vital that he remain in contact with you. If a student stops attending class and does not complete an official withdrawal, the student's final grade will be "F".
- B. **Auditing a Course** - A student should state his or her intent to audit at the point the student registers for the course or no later than the first week. An "AU" will be entered as the student's grade for that course when the student registers or the instructor will mark it on the NA and 10% rosters. Once class begins, a student may switch from a credit to an audit status, or from an audit to a credit status, only if the instructor agrees. Changes in status are not permitted after the 10% date of the semester unless initiated by the instructor with the student's permission in unusual circumstances. Tuition and fees for auditing are the same as the cost of courses taken for credit. The grade "AU" will not count as hours attempted or as hours earned. However, audited courses also do not count as successful completions for financial aid purposes. Students who receive financial aid should consult the financial aid officer before electing to audit a course.
- C. **Challenge Exam** - SCC recognizes students whose demonstrated ability qualifies them to accelerate their studies. Permission to take these exams must be given by the appropriate dean during the first 10 days of the semester. The exam may be written, oral, performance, or a combination of these. A copy of the Application for Credit by Exam is on pages 33-34 of this document.
- D. **Change of Curriculum** - Part-time students often begin as "special credit" students. When they continue to sign up for courses in a certain curriculum, they should change their special code to a curriculum code by completing a Change of Curriculum/Readmission form. These are available in Admissions and divisional offices.
- E. **Change of Grade** - If an instructor wishes to change a grade, a "Change of Grade" form should be initiated by the instructor of the course and signed by the dean. Forms are available in the division office. See sample form on page 35.
- F. **Course Outline** - This a baseline document that describes the core components of the course. The outline should be the same regardless of the number of faculty teaching the course. This can be described as an **institutional** document. This document is kept on file in the Dean's office. See your supervisor if you want to review the outline.

The components for an outline are as follows:

- ! Course Number and Title (the hours for course/lecture/lab/credit)
- ! Catalog Course – Description to include prerequisites and/or corequisites
- ! Textbook – Required
- ! Course Objective or Competencies
- ! Date
 - Original
 - Revised

- G. **Add/Drop/Withdrawal Form** - The student is responsible for initiating this form with her/his advisor and for completing the process. The last date to add, drop or withdraw for a term is in the College Calendar (see catalog, student handbook, or SCC website). During the add/drop period, students will be removed from class roster. After the official add/drop period, students

may withdraw and receive a “W” on their transcript (see section M). A sample copy of the Add/Drop/Withdrawal form is on page 37. Instructions for completion are at the top of the form.

- H. **Incompletes** - An "I", or incomplete, indicates that a student has been doing acceptable work in the course but has not completed all required work. A minimum of 80 percent of course requirements must have been completed for the student to be eligible for an "I" contract. It is the student's responsibility to have this deficiency removed within 10 class days after the beginning of the following semester or the grade will automatically be changed to an "F". An "I" does not count as hours attempted or as hours earned. An unresolved "I" will exclude students from the President's and Dean's List.
- I. **Registration** - Check to see each student's registration receipt when they enter your class for the first time. Students are not registered until they turn in registration forms and pay all fees. If a student is not on your class roll, but has been attending class, have that student see their advisor immediately.
- J. **Student Conduct** - If you have a problem in your class with cheating or academic dishonesty, please contact your supervisor immediately. The Standards of Student Conduct policy may be found in the Student Handbook.
- K. **Syllabus** - A detailed description of your classroom policies and activities, which should be distributed to students the first week of the semester.
- L. **Winter Weather Days** - The college will close or delay opening when weather conditions are such that driving is hazardous. If the college is open, no announcement will be made. Classes missed due to weather must be made up and the make-up work must be documented. See page 40 for **Instructional Time Make-up** form.

The following procedure will be observed for adverse/inclement weather; however, regardless of college announcements, commuters should exercise personal judgment concerning highway road conditions, particularly those from other counties or remote areas. If the college is open, no announcement will be made.

Announcements concerning college operation will be made by 6:30 a.m. on the local TV and radio stations listed below. However, if weather conditions worsen after the 6:30 a.m. announcement, an additional announcement closing the college for the day will be made no later than 8:30 a.m. Announcements concerning evening classes will be made no later than 3:00 p.m. The following types of announcements may be made:

Delayed Schedule indicates that classes will begin at 10:00 a.m. Everyone (faculty, staff, students) should report to work and class as scheduled at 10:00 a.m.

<u>Normal Class Starting Time</u>	<u>Delayed Class Starting Time</u>
8:00-8:50 a.m.	10:00 a.m.
9:00-9:50 a.m.	10:45 a.m.
10:00-10:50 a.m.	11:30 a.m.
11:00-11:50 a.m.	12:15 p.m.
12:00 Noon-12:50 p.m.	1:00 p.m.
1:00-1:50 p.m.	1:45 p.m.
2:00-2:50 p.m.	2:30 p.m.
3:00-3:15 p.m.	3:15 p.m.

After 3:30 p.m., resume normal class schedule. In regards to the times listed above note that if the class normally meets for 50 minutes, it will meet for 40 minutes. If the class normally meets for more than 50 minutes, it will meet for 80% of the total class meeting or no longer than 45

minutes.

Classes Canceled indicates that the college remains open and **staff** should report to work at 10:00 a.m. and use extreme caution.

College Closed means there are extremely hazardous conditions and no one should report to work or class.

Early Dismissal will be announced when weather conditions dictate the early dismissal of day or evening classes. This type of announcement will be made by telephone to a designee in each building on campus, who will communicate the early dismissal information to the occupants of the building.

Radio and Televisions Stations

Radio Stations		Television Stations
99.9 FM - WKSF, Asheville	1480 AM - WPFJ, Franklin	ABC -WLOS, Asheville
95.3 FM - WCQS, Asheville	104.5 FM - WHLC, Highlands	
1590 AM - WBHN, Bryson City	1320 AM - WKRK, Murphy	NBC - WYFF, Greenville, SC
1370 AM - WGHC, Clayton, GA	95.9 FM - WCVP, Robbinsville	
104.1 FM - WRBN, Clayton, GA	680 AM - WRGC, Sylva	CBS - WSPA, Spartanburg, SC
1050 AM - WFSC, Franklin	104.9 FM - WQNS, Waynesville	
96.7 FM - WRFR, Franklin		

M. **Withdrawal Procedure**

To withdraw from a course(s) or the college, a student should contact his or her advisor and initiate the Add/Drop/Withdrawal form. Instructions for completion are at the top of the form. If a student withdraws by the official withdrawal date for the semester (published in the College Calendar), the grade received will be a “W.”

If a student seeks to withdraw from a course(s) after the official withdrawal date, this may be granted under extenuating circumstances such as a serious illness or job transfer and will be considered on an individual basis by the instructor. It is the student’s responsibility to provide compelling documentation for this request and to attach the documentation to the withdrawal form.

It is the responsibility of the student to initiate the withdrawal process. If a student stops attending class and does not complete an official withdrawal process, the student’s final grade will be an “F.” An exception will be made for Developmental Education coursework.

The “W” will not influence the quality point ratio for the semester. However, withdrawing from courses **could** affect a student’s eligibility for financial aid. **A student who receives financial aid should always consult the financial aid officer before withdrawing from a course.**