

degree, or diploma must be retaken. ALL grades will remain on the student's transcript; however, they will not be factored in the computation of the total GPA.

Students may submit only one academic grade forgiveness request.

### **Academic Probation**

*The Academic Probation and Suspension Policy applies only to students in curriculum programs.*

**Level 1 Probation (Warning):** Degree, diploma and certificate seeking students performing below a 2.0 grade point average in the previous semester will be placed on academic probation. A student on academic probation will work with his/her advisor to develop an academic plan and/or will be directed into specialized coursework. (Warning does NOT appear on the student's transcript.)

**Level 2 Probation:** Degree, diploma and certificate seeking students who have not attained a 2.0 grade point average for two consecutive terms will be required to review and modify their academic plans with their advisor. Additionally, they may be required to limit their semester course load and will be advised to register for ACA 118 if they have not already done so. (A "Probation" notation appears on the student's transcript.)

### **Academic Suspension**

Probationary students who have not attained a 2.0 grade point average for three consecutive terms and have a cumulative GPA below 2.0 will be suspended for one semester. (A "Suspension" notation appears on the student's transcript.)

### **Course Substitution**

When it is determined to be in the best interest of the student's declared educational objective, appropriate courses may be substituted for other courses for graduation purposes. Necessary course substitutions within the major field (courses reflecting the prefix of the student's major curriculum) require the approval of the student's program coordinator or advisor.

Course substitutions from curricula outside the student's major area, which have been made for the purpose of addressing the general education or related course requirements, must also be approved by the Dean of Arts and Sciences. The advisor must notify the Registrar in writing of all applicable course substitutions on an individual student basis.

### **Curriculum Course Prerequisites**

Students may not take a course until a course prerequisite has been met. There are occasions when exceptions may be deemed desirable and appropriate. The instructor and/or program coordinator and the dean/director must approve such exceptions. The documentation will be maintained on file in the dean/director's office.

### **Repeating Courses**

Curriculum courses with earned grades of "D" or "F" may be repeated. Courses with earned grades of "C" or higher may be repeated only by special permission from the appropriate dean. When courses are repeated, the grade and hours of the last course will be computed in the cumulative grade point average. The first course (grade and hours) will be shown on the transcript but will not be included in the cumulative grade point calculations. If a student receives three "F" grades for the same course, the student must wait at least two academic terms before repeating the course. Exceptions may be made by the instructor or dean.

### **Student Records**

Student records are maintained in accordance with the Family Educational Rights of Privacy Act of 1974, available for inspection in the Library and in Student Services. Questions concerning student records and requests for record inspection should be directed to the Registrar. Current or former students may secure a transcript of their grades by completing a "Transcript Release Form" and submitting it to the Registrar's Office. In

compliance with the Privacy Act, student transcripts will not be released to a third party without the signature of the student. Information deemed public or directory information may be released without student consent. Directory information is defined in the College Student Records Policy. The policy is published in the Student Handbook for review by students. Also, SCC complies with the USA Patriot's Act of 2001.

## WEATHER

The College will close when weather conditions make driving hazardous. The following procedures will be followed during inclement weather. If the College is open, no announcement will be made. If a delay, closing or cancellation is necessary, the following will take place:

1. Announcements concerning college operation will be made by 6:30 a.m. on the College's Internet home page [www.southwesterncc.edu](http://www.southwesterncc.edu) as well as local TV and radio stations listed below. The message will also be placed on SCC's automated switchboard - 586.4091 or 800.447.4091.
  - a. Delayed schedule - class schedule begins at 10 a.m. Everyone report to work and class at that time.
  - b. College closed - extremely hazardous conditions. No one reports to work or class.

**Radio:** (99.9-FM) ..... WKSF, Asheville (1590-AM) ..... WBHN, Bryson City (1370-AM) ..... WGHC, Clayton, Ga. (104.1-FM) ..... WQXI, Clayton, Ga. (96.7-FM) ..... WNCC, Franklin (1480-AM) ..... WPFJ, Franklin (104.5-FM) ..... WHLC, Highlands (1320 AM) ..... WKRK, Murphy (95.9-FM) ..... WCVP, Robbinsville (680-AM) ..... WRGC, Sylva (104.9-FM) ..... WQNS, Waynesville (1050-AM) ..... WFSC, Franklin

**TV:** (ABC) WLOS, Asheville... (CBS) WSPA, Spartanburg... (NBC) WYFF, Greenville

2. If it appears that ice or snow will be cleared by mid-morning, the schedule listed below will be followed.

<b>Regular Class Starts Between</b>	<b>Delayed Class Start</b>	
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.	After 3:30, resume normal schedule. For the times listed above, this schedule will be used: 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 minutes or no longer than 45 minutes.
11:00 - 11:50 a.m.	12:15 p.m.	
12:00 - 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.	

**IMPORTANT:** If weather conditions become worse 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.

3. Closing or delaying \day classes does not automatically close evening classes. A decision for evening classes will be made by 3 p.m.
4. When weather conditions dictate early dismissal of classes, this information will be given by phone to a designated faculty/staff member in each building and via e-mail to faculty and staff who will inform occupants of their respective buildings.
5. Commuters should exercise personal judgment concerning highway conditions regardless of college announcements.
6. SCC may have classes even when public schools are canceled.

## WEEKEND COLLEGE

SCC has responded to today's busy lifestyles with its Weekend College. The Weekend College presents students with flexible scheduling options by providing them accessible instruction/courses on Friday nights or Saturday. Please visit the SCC web site at [www.southwesterncc.edu/evening/index](http://www.southwesterncc.edu/evening/index) for weekend course scheduling.