ACADEMIC POLICIES

ACADEMIC INFORMATION

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Academic Advising

Each student will be assigned an academic advisor as part of the application process. Advisors are faculty members who help students plan and complete their academic goals without unnecessary delay and expense. Advisors will assist with course selection and make sure the courses taken are in the proper sequence to meet the completion requirements for the program of study chosen.

In addition, academic advisors can offer students opportunities to enhance their education by making them aware of the various resources available to them throughout the college community.

Academic advisors also play an important role in the educational progress of their advisees by continually monitoring and evaluating their progression, as well as helping them to clarify...
List of Advisors for each academic program.

**Attendance Requirements**
All students are expected to be present and regular in attendance for scheduled classes and labs. Absences will be considered justified and excusable only in cases of emergencies, serious illness or death in the immediate family. At the discretion of instructors, students may make up work missed. When a student must be absent, it is vital that he/she remain in contact with his/her instructors.

**Change of Schedule**

**Add/Drop**
The drop/add period is defined in the academic calendar. Schedule changes are permitted during this time without grade penalty. Schedule changes are made on the "Add/Drop/Withdrawal Form". Courses dropped after this period will result in a grade of "W".

**Withdrawal Procedures**
To withdraw from a course(s) or the College, a student should contact his/her advisor and initiate the "Add/Drop/Withdrawal Form". This form must be signed by the advisor and the appropriate instructor(s) and returned to the Registrar's Office. 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 withdraws from all courses, they must follow the steps outlined above, in addition to meeting with the Student Development Counselor located in the Student Services division for an exit interview.

If a student seeks to withdraw from a course(s) after the official withdrawal date, this may be granted under extenuating circumstances such as 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. The withdrawal form requires the signature of the advisor, appropriate instructor(s), and the dean and then is processed in the Registrar’s Office.

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, 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. Students who receive financial aid should always consult the financial aid officer before withdrawing from a course.
COLLEGIATE CONNECTIONS
Collegiate Connections is a partnership between Southwestern and area public schools that supports a collection of programs, services and resources designed to enhance education and improve access to college for area young people. Collegiate Connections is comprised of four integrated initiatives that together present a continuum of services responsive to the community’s needs.

Concurrent Enrollment
The Concurrent Enrollment program can help young people make the most of their high school years by earning college credit while still in school—without the cost of tuition. These courses can be taken in a traditional classroom, over interactive television, through the Internet or via telecourses.

- take college-level courses on their high school campus through the Huskins Program
- take college-level courses at a Southwestern campus site through the Dual Enrollment Program
- take selected high school courses that, upon graduation, earn college credit through the Tech Prep Program.

College Tech Prep
The College Tech Prep program is a sequenced course of study that allows students, upon graduation from high school, to receive advanced placement or college credit for successfully completing selected high school courses. To earn Tech Prep credit, students must score a minimum of 70% on the VoCATS posttest or equivalent (If a score below 70% is achieved, a letter of recommendation from the teacher will be required); have a minimum grade of "B" in the course; and enroll in SCC coursework within two years of high school graduation or obtain approval of SCC instructor.

Huskins
Huskins courses are generally taught at the area high school campuses or on-line by Southwestern instructors. ACE (Accelerated College Education) offers students four (4) pathways of sequenced courses to give the maximum number of credits possible within the high school day. Though SCC encourages students to follow the sequences of courses, they may take courses in any combination. The four pathways are: College Prep, Internet Programming, Networking Technology and Criminal Justice. Credit is earned at both the high school and SCC (or other post-secondary schools based on transferability). The courses are tuition-free. Students must be in 9th grade or higher to participate and must have the academic and social maturity necessary to succeed in college-level work. Students must have placed into college-level classes on the College Placement Test or SAT and be recommended by their high school principal. Other programs offered at specific high schools include: Swain County High School - Carpentry and Masonry Certificate programs; Franklin...
and Smoky Mountain - EMT Basic Certificate program. Other programs may also be available at individual high schools.

**ACE College Prep Pathway**  
Upon successful completion of the College Prep suggested course sequence, a student will have earned 30 hours of college credit. To be eligible for transfer to another college or university, a grade of “C” or better is typically required.

**Fall Semester**  
- ENG 111: Expository Writing  
- COM 110: Intro to Communications  
- HIS 111: World Civilization I  
- Humanities/fine arts or social/behavioral science course  
- MAT 175: Precalculus  

**Spring Semester**  
- ENG 113: Lit-Based Research  
- ENG 241: British Literature I  
- HIS 112: World Civilization II  
- Humanities/fine arts or social/behavioral science course  
- MAT 271: Calculus I  

**ACE Networking/Technology Pathway**  
Upon successful completion of the Networking/Technology pathway suggested course sequence, a student is eligible to take an external certification. In addition, a student will have earned 12 hours of college credit, which can apply toward a degree in Networking Administration and Support at SCC. Courses for this pathway are only offered at the Jackson Campus, the Macon Center and the Swain Center as they require specialized equipment.

**Spring Semester**  
- NET 110: Intro to Networking  

**Fall Semester**  
- NET 125: Routing & Switching I  
- NET 126: Routing & Switching II  

**Spring Semester**  

**ACE Criminal Justice Pathway**  
Upon successful completion of the Criminal Justice pathway suggested course sequence, a student will have earned 18 hours of college credit toward the Criminal Justice degree (SCC offers an AAS degree in Criminal Justice and WCU offers a BS in Criminal Justice).

**Fall Semester**  
- CJC 111: Intro to Criminal Justice  
- PSY 150: General Psychology  

**Second Semester**
• CJC 141: Corrections
• POL 120: American Government or
• SOC 210: Intro to Sociology

Notes:

• There are humanities and social/behavioral courses listed generically. Our typical humanities courses include: Literature, Art Appreciation, Music Appreciation, Technology and Society and World Religions. Our typical social/behavioral science courses include: General Psychology, Introduction to Sociology, General Anthropology or Cultural Anthropology. Other courses from our catalog may be offered.
• NET 125, 126, 235 and 226 are based on the Cisco System coursework. Cisco Systems is a world leader in Internet networking.

ACE Internet Programming Pathway
Upon successful completion of the Internet Programming pathway, a student will have earned the Certificate in Internet Programming, be able to test for the industry certification CIW Associate (one of the leading industry certifications for webmasters), and can apply those classes (18 credit hours) toward the Internet Technologies Degree at Southwestern Community College.

Fall Semester
• CIS 110*: Introduction to Computers
• CSC 160*: Introduction to Internet Programming
(Credit for these courses may be earned by taking equivalency high school courses through College Tech Prep Program)

Fall Semester
• ITN 150: Internet Protocols
• ITN 180: Active Server Programming

Spring Semester
• ITN 130: Website Management
• CSC 175: PHP Programming

Notes:
• Upon completion of Internet Programming pathway, a student will have earned the SCC Internet Programming Certificate.
• All classes are available on-line.

Dual Enrollment
Dual Enrollment courses are regularly scheduled courses generally taught at a Southwestern campus site or on-line, and credit is earned at SCC (or other post-secondary schools based on transferability). The courses are tuition-free. Students can attend any semester, including summer, as long as they will be
enrolled in high school. Students must be 16, enrolled in high school for at least two classes (unless attending summer semester), recommended by the chief administrative public school officer and approved by the community college president or his designee.

**New Century Scholars**
The New Century Scholars program provides guaranteed, last-dollar scholarship support to attend Southwestern Community College with the option of continuing to WCU. Rising seventh graders in Jackson, Macon and Swain counties are recommended by public school personnel and take part in intervention strategies, enrichment activities and college awareness activities through middle and high school.

**GEAR UP**
The Gaining Early Awareness and Readiness for Undergraduate Programs (GEAR UP UP) program is intended to significantly increase the number of low-income students who are prepared to enter and succeed in postsecondary education. The program is designed to impact all students from 7th – 12th grade in participating schools in Jackson, Macon and Swain counties and the Qualla Boundary. These students will receive supplemental instruction and remediation, enrichment experiences, cultural activities, career and college awareness, tutoring and mentoring.

**Upward Bound**
The Upward Bound program helps first-generation and income eligible high-school aged students in Swain, Macon and Jackson counties and the Qualla boundary develop the skills and motivation needed to succeed in high school and college. Students take part in weekly tutoring, academic advising and support, college touring, service learning opportunities, monthly campus experiences, outdoor adventures, cultural enrichment activities and a summer institute experience.

**See Collegiate Connection website**

**Commencement Application**
Commencement exercises are held at the end of the spring semester for all students who are candidates for degrees, diplomas or certificates. Beginning August 2005 a summer commencement will be held for those students who are candidates for degrees, diplomas or certificates at the end of summer term. Students should apply between the first and 50th class day of the semester in which they expect to complete their program. **Applications will not be accepted after the announced deadline.** Students wishing to submit commencement applications after the deadline must submit an appeal to the Dean of Student Services. Application steps are as follows:

1. For each major, obtain an Application for Commencement from the Registrar’s Office or academic advisor.
2. Complete the Candidates section of the application.
3. Take the application to your advisor.
4. Submit application to the Registrar’s Office for final approval by the announced deadline.
5. If applicant plans to participate in Commencement, purchase graduation materials (cap, gown, tassel, diploma cover) at the college bookstore and pay all debts owed to the College at the Business office.
6. All applicants must have completed all requirements by the end of the Spring Semester if they plan to participate in Spring Commencement.

Students completing requirements during the fall semester can apply for commencement and purchase graduation materials (cap, gown, tassel, diploma cover) at the end of the particular semester. If the student is qualified, the Registrar orders credentials and mails them to the student. Those completing degrees, diplomas and certificates at the end of the fall semester may participate in the next spring commencement exercises by denoting this on their commencement application. Those who apply and do not qualify must reapply after deficiencies are completed. Credentials will not be ordered and held for students to complete requirements in a subsequent semester.

A student must maintain an overall average of C (2.00 GPA) in order to graduate. Some health science programs have additional graduation requirements as defined by those programs.

Commencement Application form

DEGREES

Associate Degrees
Academic programs for which an Associate of Applied Science degree is awarded require the successful completion of 64 - 76 semester credit hours and are designed to provide entry-level employment training. An Associate of Arts degree requires the successful completion of 64 semester credit hours and is designed to facilitate transfer to one of the 16 public universities in North Carolina.

Diploma
A diploma is awarded after successful completion of 36 - 48 semester hours credit in an approved diploma-granting program. For a full-time student, it generally takes three semesters to finish a typical diploma program.

Certificate
A certificate is awarded after successful completion of 12 -18 semester hours credit in a particular certificate-granting program. Certificate programs are designed for specific skill
development.

Completion of General Core Requirements
College transfer students who choose to transfer after completion of the 44 hour general education core must contact their advisor and the Registrar’s office. Upon certification of completion, a notation appears on the student’s transcript.

Minimum Course Work Requirements (Credit in Residence)
In order for an associate’s degree to be awarded, (a) A minimum of 25 percent of total coursework, and (b) A minimum of 25 percent of required major courses in the degree program must be completed in residence at Southwestern Community College. Certain diploma and certificate programs require less credit to meet residency requirements. These programs will be determined on an individual basis by the Vice President for Instruction and Student Services.

Multiple Degrees/Diplomas/Certificates
A student may pursue multiple degrees, diplomas, and certificates concurrently or consecutively. Courses which apply appropriately to more than one degree, diploma or certificate may be counted toward the completion of each credential, but the specific requirements of each must be met.

DISTANCE LEARNING
Opportunities to Earn College Credit via Distance Learning

A course that is taken outside the traditional classroom is considered a distance learning course. Southwestern Community College offers distance learning opportunities in several ways: Telecourse, Instructional Websites, TeleWeb, North Carolina Information Highway (NCIH) and Community Link - Interactive Television (ITV). These distance learning options allow flexibility in course scheduling and often require less time on campus. Successful distance learners are highly motivated individuals, who are determined and confident of their academic abilities. Moreover, they are comfortable working in an independent learning environment while actively participating in the learning process by performing tasks and projects assigned by the instructor. Students interested in pursuing distance education courses should read the “Readiness Checklist” which is available on the Internet at: http://classroom.southwesterncc.edu/

Students enrolling in distance learning courses pay regular tuition and fees, have access to all student services, study under the College’s rules and regulations, and receive academic credit.

Students who have Internet access, e-mail, and are comfortable using a computer, may take advantage of SCC’s courses that use Instructional Websites.
1. "Web-enhanced" courses use websites to enhance traditional face-to-face classes. While most of the instruction is accomplished in the classroom, the web enhancement allows instructors and students to extend their discussions and exchange information throughout the week. When appropriate for course content and goals, a reduction of face-to-face class time may be permitted at the discretion of the instructor. It is most convenient for students if they have a working computer with internet access at home, but this is not required. Many students choose to work on their web-enhanced coursework on campus in open computer labs or the library.

2. The other type of instructional website is "web-centered." Instruction will be delivered using your computer over the World Wide Web. A "web-centered" course is actively led and monitored by your instructor on the Internet. These websites are interactive and may permit considerable reduction in physical attendance in a classroom. Because of the interactive nature of a "web-centered" course, access to a computer with Internet capability and active student participation are requirements for satisfactory course completion. Though lecture materials and course assignments are accessed and completed on the Internet, students may be required to report to the campus for occasional class meetings, exams, labs or review sessions as determined by the instructor. Some "web-centered" courses permit all class requirements, except for labs and examinations, to be completed on-line. These "web-centered" courses require no in-class lecture time and usually require a preliminary course orientation session with the instructor.

\[Students do not need to be computer experts to enroll in a "web-centered" course; however, they should be comfortable using e-mail, word processing and Internet browser. If students are not comfortable using these tools, they may want to consider enrolling in an introductory computer class to help upgrade their computer skills.\]

3. A "hybrid course" (HY) is one in which a substantial amount of the course requirements can be completed on-line via the class website and e-mail. Students may be required to come to campus on designated dates and times as required by instructor.

4. A teleweb course is a telecourse with a web-enhancement. Students enrolled in a teleweb course work independently, view televised programs and read printed materials at home with guidance from course instructors who use a variety of communication tools and instructional techniques. Lecture materials and course assignments may be accessed over the Internet. Additional materials (which may include professionally produced telecourses, or video materials produced "in-house" by the instructor and college media department) may be provided to the student by UNC-TV, local educational cable access, or
videocassette. **If students are unable to view the regularly scheduled telecourse broadcasts, SCC may provide a complete set of videotapes that can be used throughout the semester and returned to the College at the end of the term.** Students may be required to report to the campus for tests and/or review sessions as determined by the instructor.

Web-Centered, Hybrid and Teleweb students must meet an enrollment requirement to be considered enrolled in the class.

In a distance learning offering, such as a Web-Centered (WC), Hybrid (HY) or a TeleWeb (TW) course, student enrollment/census is verified by virtue of the student having responded to an instructor’s request for submission of classwork and the length of time (10%) in which that student was an officially registered student in the class. Instructors will verify this enrollment requirement.

Orientation details may also be available on the Internet at: [http://classroom.southwesterncc.edu/](http://classroom.southwesterncc.edu/)

**North Carolina Information Highway classes (NCIH)**
NCIH classes are both sent and received from an interactive classroom over a statewide broadband network. An NCIH course meets at a regularly scheduled time and place in an "electronic classroom" where students at SCC, the instructor and students at other community colleges interact in a two-way audio/video mode using television monitors, tabletop microphones and video cameras. NCIH classes enable an instructor at SCC to teach students at distant sites or students in the NCIH classroom to receive instruction from a remote site. This two-way interactive system allows the College to import courses, giving students access to courses that are not available locally.

**Community Link – Interactive Television (ITV)**
Community Link - Interactive Television (ITV) is an interactive television network that links 12 educational sites in western North Carolina through fiber-optic cable. Community Link provides fully interactive audio and video communication in real time using video cameras, monitors and microphones. The benefits of Community Link include increased course offerings while reducing drive-time for students and instructors. Though Community Link is primarily used for course offerings, community groups and organizations may also use the network. Community Link sites include: SCC Jackson Campus, Cherokee, Swain and Macon County Centers, Smoky Mountain High School, Cherokee High School, Swain County High School, Franklin High School, Blue Ridge School, Highlands School, Nantahala School and Western Carolina University.

**GRADES**

**Grading System**
Official grades are available online at the end of each semester. The college does not mail grades to students. Students enrolled in curriculum courses will be graded by the letter grade system.
and assigned a grade point average (GPA) for each semester. Instructors inform students about their specific grading scales. The College does not have a uniform grading scale.

The GPA is determined by dividing the total number of quality points by the number of credit hours attempted.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Definition</th>
<th>Grade Points per Semester Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>The student has, in a superior way, met the objectives established for the course.</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>The student has more than adequately met the objectives established for the course.</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>The student has adequately met the objectives established for the course.</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>The student has minimally met the objectives established for the course.</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>The student failed to meet the objectives established or the course.</td>
<td>0</td>
</tr>
<tr>
<td>I</td>
<td><strong>Incomplete.</strong> 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 &quot;I&quot; contract. It is the student's responsibility to have this deficiency removed during the first two weeks of the following semester or the grade will be automatically changed to an &quot;F.&quot; An &quot;I&quot; does not count as hours attempted or as hours earned.</td>
<td>0</td>
</tr>
<tr>
<td>CS</td>
<td><strong>Continued Study.</strong> Indicates that a student must continue study at his current level of Developmental Education coursework. This symbol does not count as hours attempted or as hours earned for purposes of calculating GPA. For financial aid purposes, these hours count as attempted but not completed.</td>
<td>0</td>
</tr>
<tr>
<td>NA</td>
<td><strong>Never Attended.</strong> Indicates the student registered but never attended.</td>
<td>0</td>
</tr>
<tr>
<td>AU</td>
<td><strong>Audit.</strong> This grade does not count as hours attempted or as hours earned.</td>
<td>0</td>
</tr>
<tr>
<td>W</td>
<td><strong>Withdraw.</strong> Indicates the student withdrew before the published withdrawal date that can be found in the college calendar. This symbol does not count as hours attempted or as hours earned for purposes of calculating GPA. For financial aid purposes, these hours count as attempted but not completed.</td>
<td>0</td>
</tr>
<tr>
<td>S</td>
<td><strong>Credit by Exam.</strong> The student received credit for the course through proficiency examination. This symbol counts as hours earned but not as hours attempted. No more than one-half of the required credit for a degree or a diploma may be earned through &quot;Credit by Exam&quot; unless otherwise approved by the Vice President for Instructional Services.</td>
<td>0</td>
</tr>
<tr>
<td>Symbol</td>
<td>Description</td>
<td>Credit Hours</td>
</tr>
<tr>
<td>--------</td>
<td>-----------------------------------------------------------------------------</td>
<td>--------------</td>
</tr>
<tr>
<td>P</td>
<td><strong>Passing.</strong> Awarded upon successful completion of certain continuing education courses. Eighty percent attendance is required.</td>
<td>0</td>
</tr>
<tr>
<td>AP</td>
<td><strong>Advanced Placement.</strong> This symbol counts as credit hours earned but does not count in GPA calculations.</td>
<td>0</td>
</tr>
<tr>
<td>SP</td>
<td><strong>Secondary Placement.</strong> This symbol counts as credit hours earned for certain eligible high school courses but does not count for purposes of calculating GPA.</td>
<td>0</td>
</tr>
</tbody>
</table>

**Auditing Courses**

Students who wish to audit a course must register through the regular registration procedures. Tuition and fees for auditing are the same as the cost of courses taken for credit. Audits are reported on grade reports and transcripts as "AU" and do not affect earned credits or influence the grade point average for the semester. However, audited courses do not count as successful completions for financial aid purposes. Therefore, students who receive financial aid should consult the financial aid officer before electing to audit a course.

To audit a course, a student should state his/her intent to audit no later than the first week of the course. An "AU" will be entered as the student's grade for that course. A student may not switch from a credit to an audit status, or from an audit to a credit status after the drop/add period. However, in consultation with the student, an instructor may switch student status from a credit to an audit through the withdrawal period. This is done utilizing drop/add procedures.

**Cooperative Education**

In keeping with its policy of offering new and enriching opportunities for students, the college awards academic credit for cooperative work experience in many of its curricula. Cooperative Education (Co-op) is an educational program of practical, supervised, paid work experience that is directly related to the student’s curriculum. The on-the-job training is a meaningful way for students to learn, to gain valuable work experience, to make educated career choices and to earn money while going to college. Interested students should contact their program advisor. Students are expected to have accident/medical insurance.

**Course Credit by Examination**

Credit by examination is offered to those students who, because of their demonstrated abilities, are qualified to accelerate their studies. To obtain credit, a student may take a proficiency examination in certain subjects when the student believes he already has mastery of the course material. Permission for such an examination must be obtained from the appropriate dean. The student must register for the course and pay tuition and fees. The examination may be written, oral, performance or all of these. Students failing such an examination may not request a second examination until evidence of further study in the subject is presented. The decision of the examining instructor is final.
Grades in Developmental Courses
Grades in all courses below the 100 level should be one of the following: A, B, C, CS or W and will not count as hours attempted or hours earned for the purpose of calculating a Grade Point Average (GPA).

Exception: Courses below the 100 level are counted as hours attempted for financial aid purposes.

Student Grade Appeal
The grade appeal process applies only to final course grades. In the event a student appeals a grade that prevents progression in a program, the student will be allowed to enroll and attend the following semester pending the outcome of the appeal. If the grade is upheld, the student will be withdrawn and refunded the tuition.

1. Student must appeal the grade to the instructor of record within the following semester. If not resolved;
2. Student may then appeal the grade to the appropriate dean. If not resolved;
3. (Final Step) Student may then appeal the grade to the Vice President for Instructional Services. The decision of the vice president is final.

HONORS/ACADEMIC ORGANIZATIONS

President’s List
1. Only full-time students are considered. (A full-time student is defined as a student in a curriculum program and enrolled in a minimum of 12 semester hours at the end of the semester.)
2. The student is to have a minimum 3.85 Grade Point Average (GPA) to qualify for the semester under consideration.
3. Unresolved “I” and “F” grades will automatically eliminate a student from this list for that particular semester. Credit for a course by examination or transfer does not affect eligibility.
4. Developmental courses do not count toward the 12 hours or the GPA.

Dean’s List
1. Only full-time students are considered. (A full-time student is defined as a student enrolled in a curriculum program and enrolled in a minimum of 12 semester hours at the end of the semester.)
2. The student is to have a 3.50 - 3.84 GPA to qualify for the semester under consideration.
3. Unresolved "I" and "F" grades will automatically eliminate a student from this list for that particular semester. Credit for a course by examination or transfer does not affect eligibility.

4. Developmental courses do not count toward the 12 hours or the GPA.

**Annual Academic Awards Ceremony**

Students will be eligible to participate in the Academic Awards Ceremony to be held during the spring semester if they meet the following criteria:

1. The student must have earned a minimum of 30 semester hours credit or 40 contact hours within the last four (4) years by the end of fall semester before the ceremony. The minimum hours must have been earned at SCC.

2. The student must be enrolled during the term in which the ceremony is held.

3. The student must have a cumulative average of 3.5 or above.

4. All eligible students will be honored at the Awards Ceremony during the spring semester. Students who maintain a perfect 4.0 cumulative shall receive “high honors” recognition.

**Graduating with Honors**

1. During the final week of the semester, the Registrar will rank the candidates for associate's degrees or diplomas according to their program cumulative GPA for the previous semesters of work. Each cumulative GPA will be rounded to two decimal places.

2. Each candidate with a cumulative GPA from 3.95 to 4.00 will graduate summa cum laude.

3. Each candidate with a cumulative GPA from 3.90 to 3.94 will graduate magna cum laude.

4. Each candidate with a cumulative GPA from 3.85 to 3.89 will graduate cum laude.

5. When the selections have been determined by the Registrar, the instructors of those selected will be contacted to determine whether the candidate is maintaining the same quality of work during the final semester as during the previous semesters.

6. Candidates who are failing or doing poor work in the final semester will be excluded from the list when the Registrar receives written notice from the instructors.

**National Technical Honor Society**

The National Technical Honor Society (NTHS) is an acknowledged leader in the recognition of outstanding student
achievement in workforce education. Over 1,500 schools and colleges throughout the United States and foreign countries are affiliated with NTHS.

The Southwestern Community College Chapter of the NTHS was chartered to recognize the achievement of full and part-time students.

Members are nominated by program faculty from the student population with a 3.5 or greater grade point average and who have completed 12 hours of academic course work above the 100 level. To be eligible for membership, a nominee must be enrolled as an active student in a degree, diploma or certificate program.

Nominees must:
• maintain the highest standard of personal and professional conduct;
• strive for excellence in all aspects of education and employment;
• refuse to engage in or condone activities for personal gain at the expense of their fellow students, school or employer;
• support the mission and purpose of NV-THS while working to achieve the objectives and goals of the society; and
• fulfill their obligations as a citizen of their community and country.

Phi Theta Kappa International Honor Society - Alpha Eta Nu Chapter
The purpose of Phi Theta Kappa is the recognition and encouragement of scholarship and leadership among Community and Junior College students. To achieve this purpose, Phi Theta Kappa provides opportunities for the development of leadership and service, an intellectual climate for exchange of ideas and ideals, lively fellowship of scholars and stimulation of interest in continuing academic excellence. To be considered for membership, a student must:
• be enrolled full-time at Southwestern Community College (12 credit hours), and have completed 24 hours on a full-time basis toward an associate’s degree at Southwestern Community College
• have a cumulative GPA at Southwestern Community College of 3.50 or better for the last two semesters enrolled
• possess both ethical standards and qualities of citizenship and leadership
• complete membership formalities as prescribed by the National organization
• pay national, regional and chapter dues
Licensing of Graduates
Southwestern Community College is an educational institution, which assumes no responsibility for the licensing of its graduates. Students convicted of a felony or any other crime involving moral turpitude may not be recognized by the desired licensing agency.

POLICIES / PROCEDURES

Academic Forgiveness Procedure
Any student who meets the following criteria may submit, in writing to the Office of the Vice President for Instruction and Student Services, a request for academic forgiveness.

- The student must have experienced a lapse in enrollment at SCC for a minimum of 24 months or two academic years.
- Upon returning, a minimum of twelve semester hours of curriculum courses must be completed with a GPA of 3.00 or greater.
- The request for forgiveness should be submitted during the subsequent semester (excluding summer) after the 12 semester hours have been completed.

If the request is approved, all grades within the requested review period/consecutive terms will be forgiven and cannot be used for GPA computation for credits earned toward graduation requirements. Any forgiven work, if needed for completion of a certificate, 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, which is available for inspection in the Learning Resources Center and in Student Services.
All questions concerning student records and all requests for record inspection should be directed to the Registrar. A current or former student may secure a transcript of his 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 identified as public or directory information may be released without the student's consent. Directory information is
defined in the College Student Records Policy. The policy is published in the Student Handbook and should be reviewed by all 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 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  (104.5-FM) WHLC, Highlands
   (95.3-FM) WCQS, Asheville  (1320 AM) WKRK, Murphy
   (1590-AM) WBHN, Bryson City (95.9-FM) WCVP, Robbinsville
   (1370-AM) WGHC, Clayton, Ga. (680-AM) WRGC, Sylva
   (104.1-FM) WQXI, Clayton, Ga.
   (96.7-FM) WNCC, Franklin  (1050-AM) WFSC, Franklin
   (1480-AM) WPFF, Franklin

   **Television:**
   (ABC) – WLOS, Asheville, NC
   (CBS) – WSPA, Spartanburg, SC
   (NBC) – WYFF, Greenville, SC

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

   **REGULAR Class Starts**
   **BETWEEN**
   **Delayed CLASS Start**
   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 - 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, 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.

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 the 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 the day or evening classes, the announcement will be made by telephone to a designated faculty or staff member in each building on campus. These officials will communicate information to occupants of their respective building.

5. Commuters particularly those commuting from other counties or remote areas, 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 for weekend course scheduling.

Weekend College Home Page