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ACADEMIC  
INFORMATION

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## **ACADEMIC STANDARDS**

### **ASSOCIATE DEGREE, DIPLOMAS, AND CERTIFICATES**

Sampson Community College is authorized by the North Carolina State Board of Community Colleges to award the following degrees, diplomas, and certificates to students who have completed all program requirements consistent with the provisions of this catalog.

**ASSOCIATE IN APPLIED SCIENCE DEGREE:** The Associate in Applied Science degree is awarded upon completion of the course requirements for most two-year programs.

**ASSOCIATE IN ARTS DEGREE:** The Associate in Arts degree is awarded upon completion of the course requirements of the college transfer associate in arts program. This curriculum is designed for students desiring to pursue a four-year baccalaureate degree in the liberal arts at a senior college or university.

**ASSOCIATE IN SCIENCE DEGREE:** The Associate in Science degree is awarded upon completion of the course requirements for the college transfer associate in science program. This curriculum is designed for students desiring to pursue a four-year baccalaureate degree in the sciences at a senior college or university.

**ASSOCIATE IN GENERAL EDUCATION DEGREE:** The Associate in General Education Degree is awarded upon completion of the course requirements for the general education program. This curriculum is designed for students desiring post-secondary courses in the liberal arts or occupational fields but may not desire to follow specific professional requirements.

**DIPLOMAS AND CERTIFICATES:** Diploma and Certificate programs consist of a series of courses that are designed to prepare an individual for employment in a specific occupation. These programs consist of a sequence of courses that generally can be completed in one year or less by a full-time student. Successful completion of these curriculum programs leads to a diploma or certificate. In some programs students who successfully complete a minimum of 12 credit hours in a series of courses approved by the Department Chair may be issued a certificate.

## **SEMESTER SYSTEM AND CREDIT HOURS**

Beginning with the summer of 1997, all credits in the North Carolina Community College System are earned in semester hours. Students who have attended Sampson Community College or another North Carolina community college under the quarter system should have their transcript evaluated for conversion of quarter credits to the semester system under the most recent crosswalk. The latest revised quarter-to-semester crosswalk will be used for transcript evaluations. The college's academic year is comprised of two sixteen-week semesters and one ten-week summer session.

## **REGISTRATION**

One or more registration days are provided for students prior to the first day of classes for each semester. Pre-registration is generally scheduled for students already in attendance at the college. Students are requested to register at the specified times listed in the college's academic calendar.

## **COURSE AUDITS**

Students who wish to audit courses must follow regular registration procedures and indicate their intention to audit the class when registering. Students auditing a course receive no credit but are encouraged to attend classes regularly and participate in all class activities. Students auditing will be charged the same fee as students taking the course for credit.

Students with a recorded "Audit" for a course may repeat the course one time on an "Audit" basis. Students desiring to change from "Credit" to "Audit" or from "Audit" to "Credit" must do so during the drop/add period.

## **COURSE LOAD**

The normal student course load is 12-15 credit hours each semester. To be considered full-time, a student must register for 12 credit hours during the Fall and Spring semesters and for 9 hours during the Summer semester. The normal maximum course load is 18 semester hours.

Students may enroll in only those courses approved by the student's advisor. Students on academic probation may be required to register for a reduced course load according to limitations imposed by the student's advisor. The permission of the student's advisor and the Vice President of Academic Affairs must be obtained for a student to enroll in more than 18 semester hours during a semester.

A student attending more than one community college concurrently may not enroll in more than 18 credit hours per semester without prior approval of the student's advisor and the Vice President of Academic Affairs. Any student enrolled in two or more colleges concurrently during a semester will give each college complete enrollment information including the name of each college in which enrolled, the number of credit hours enrolled, the class schedules, and other relevant information.

### **GRADING SYSTEM**

Grading the performance of students in course work is the responsibility of individual faculty members. Departments have adopted standardized grading scales to provide uniformity within curriculum programs. Students should consult with their advisor or the chair of the department to receive copies of these scales.

The categories of institutional grades and the corresponding symbols for students who have met minimum course requirements are:

Superior superior academic performance	A
Good good academic performance	B
Average average academic performance	C
Passing below average academic performance	D
Satisfactory used in selected lab courses to indicate that the student has satisfactorily completed course requirements	S
Credit by Examination credit earned by examination procedures of the college	CE
Experiential Learning credit earned under the experiential learning policy of the college	EC
Transfer Credit credit earned from courses taken at other accredited educational institutions.	TR
Audit participation as an auditor of a course.	AU

Advanced Credit AC  
credit earned under the articulation agreement with public schools

Transfer Developmental TD  
used to indicate developmental courses taken at other accredited educational institutions

Credit Placement CP  
used to indicate developmental courses that students test out of

The categories of institutional grades and symbols for students who have not met minimum course requirements are:

Unsatisfactory U  
used in selected lab courses to indicate that student performance judged to require repetition of the course

Failure to Meet Course Requirements F  
student performance judged to require repetition of the course

Withdrawal W  
used to indicate a student withdrew from a course prior to the 70% date of the semester or withdrew or was withdrawn after the 70% date with a passing grade.

No Grade NG  
used to indicate a student failed to attend any classes.

Incomplete I  
used when the instructor determines that at least the minimum course requirements may be met by a student during the next consecutive semester without repeating the course.

### **Credit By Examination**

The College recognizes standardized and challenge examination programs through which students may receive credit in lieu of course work and earn course credits toward the completion of a certificate, diploma, or degree. These examination programs are subject to the following conditions:

- a. Credit will not be awarded when equivalent degree credit has been granted for regular course work.

- b. Credit by examination may not be attempted if the student has acceptable college credit for more advanced courses or for courses whose content includes material similar to a course for which college credit has already been received.
- c. No more than 25 percent of the required course work for completion of a selected curriculum may be earned by examinations.
- d. Students successfully completing a proficiency examination will have a grade of “CE” recorded on the official transcript. (The grade of “CE” earns credit hours toward graduation but does not earn grade points.)
- e. The course(s) must be a curriculum course listed in the Registrar’s Office as a challengeable course.

### **Standardized Examinations**

Sampson Community College participates in the advanced placement programs of the College Entrance Examination Board. An entering student who scores 3 or above on the Advanced Placement (AP) test will receive appropriate course credit. Students taking Advanced Placement tests should have the score reports sent to the Registrar’s Office for evaluation concerning placement and credit. Students who are talented and well prepared may also receive credit for a variety of courses by achieving a passing score on one of the College-Level Examination Program (CLEP) tests. Students interested in receiving further information concerning these examinations, required minimum scores, course equivalents, and credits awarded should contact the Director of Admissions.

### **Challenge Examinations**

The college recognizes that exceptional students, by means of special studies or experiences, may already have achieved the objectives of certain courses in a selected curriculum. Students may petition to receive credit in selected courses by special examinations referred to as challenge examinations developed by the faculty.

Students interested in this opportunity must submit a completed application request form to their department chair and schedule the examination. A student may challenge a course only once. Unsuccessful attempts are not recorded on the transcript.

## EXPERIENTIAL LEARNING POLICY

When a student has experienced learning through employment and training and/or has earned certifications provided by non-collegiate institutions such as public and/or military services that parallels course work included in the student's degree program of study, he/she may request experiential learning credit. SCC will evaluate and award credits toward degree completion for prior experiential learning in those instances where there is sufficient documentation which demonstrates that the student has achieved all outcomes for specific courses in a degree program. No more than 25 percent of credits toward graduation may be awarded for experiential learning. The Experiential Learning Policy is reviewed bi-annually and, therefore, is subject to change.

Enrolled associate degree seeking students may be awarded credits for prior experiential learning toward degree completion requirements, under the following conditions:

1. The student submits a written request for experiential credits to the appropriate Department Chair. The request must include the specific courses and sufficient justification for each course for which the student seeks experiential credit. The request must be supported by a portfolio of documentation that includes copies of certificates, licenses, job descriptions, letters from supervisors and/or former employers, and any other documentation deemed appropriate.
2. The department chair will review the student's request as well as all supporting documents and will meet with the student as needed to conduct the review and evaluation. Evaluation of supporting documents will include a comparison of submitted data with the course description and the courses' syllabus content and competencies. If the department chair recommends that credits be awarded, the student's request along with all supporting documents and the department chair's statement of rationale for awarding credits will be forwarded to the Division Chair (if applicable) and then to the Vice President of Academic Affairs for further review.
3. When approved by the Vice President of Academic Affairs, the student's request, all supporting documents, and department chair's rationale statement along with the Vice President's validation statement documenting the basis for awarding credit will be routed to the Registrar for filing and posting to the student's transcript record, with an assigned grade of "EC" (experiential credit). A copy of all data also will be sent to the student.

4. If the Vice President of Academic Affairs or the department chair disapproves the student's request, the student's written request along with an explanation of the reason(s) for disapproval will be routed to the Registrar for filing, and the supporting documents will be returned to the student.
5. Experiential credits "EC" awarded do not earn quality points. Grades of "EC" will count only toward meeting curriculum completion requirements for graduation. Grades of "EC" awarded in one curriculum may not be transferred to another curriculum, unless recommended by the department chair and approved by the Vice President of Academic Affairs, as per step 1-3 above.
6. Upon request from another institution, a copy of the Vice President's validation statement can be released to substantiate the "EC" grade. If necessary, copies of the documentation (with the student's permission) may be sent to the requesting institution.

### **REMOVAL OF INCOMPLETE GRADES**

Faculty members may assign a grade of "I" to students when, in the judgment of the faculty member, the student is making satisfactory progress at the end of the semester but, because of extenuating circumstances, is unable to complete the course requirements. To remove the incomplete, a student must satisfactorily complete all work by the end of the following semester. At that time, the incomplete will be changed to the appropriate letter grade by the instructor of record, or when necessary, by the faculty member's department chair. Students who fail to complete the work by the end of the following semester will be assigned the letter grade of "F" for the course. Students who receive an "I" during the Spring semester and are not enrolled during the following Summer term will have until the end of the next Fall semester to remove the incomplete.

### **COURSE PREREQUISITES**

Sampson Community College conforms to the provision of NCAC 2(E).204(1)(C). All courses, e.g. pre- and co-requisites, are consistent with the Common Course Library of the North Carolina Community College System.

**A. For All STATE prerequisites, the following stipulation applies:**

**1) ALL STATE prerequisites must be honored.**

**B. For LOCAL prerequisites, a memo requesting a waiver must be submitted to the Vice President of Academic Affairs for approval (see No. 9 below). The following stipulations apply.**

- 1) A student's acceptable SAT (Verbal 480; Math 440) or ACT (Verbal and Math 19) score can be used for placement in lieu of testing. Consequently, any developmental prerequisite can be satisfied based on the SAT or ACT scores.
- 2) A developmental prerequisite may be satisfied if the student meets the ASSET or COMPASS placement test cut-off scores.
- 3) Successful completion of a higher-level course in the same content area as the prerequisite may be used to satisfy the prerequisite. For example, a student who tests into MAT 070 but who has successfully completed a course such as MAT 115 or MAT 140 may have the MAT 070 prerequisite waived for this course only. This stipulation applies to all situations before or after approval of this policy.
- 4) "Credit by Exam" (CE) may be used to award credit for any prerequisite course. This applies to both transfer and native students and to both developmental and curriculum prerequisites. (Courses for which credit by exam is permitted must be approved by the Vice President of Academic Affairs and kept on file in the Registrar's office.)
- 5) "Consent of instructor (or department/division chair)" cannot be used to waive a **state** prerequisite. However, the statement may be used to waive an SCC-imposed prerequisite, and the statement may be added as an additional prerequisite to a state prerequisite (See No. 8).
- 6) When a student tests into a higher-level developmental course, a "CP" code (credit by placement test) will be assigned for all courses that are lower level in that developmental sequence.

If a student tests at another college and transfers placement scores in, the “CP” code will be assigned for each course for which the student tests out. If a student transfers developmental courses (with at least a grade of “C”) to Sampson Community College, the TD code (transfer developmental) will be assigned to each developmental course transferred.

- 7) Huskins and concurrently (dual) enrolled students are considered native students and must meet all course prerequisites.
- 8) A waiver of any prerequisite must be based on more than an opinion or a conversation with the student.
- 9) Appropriate documentation (*test scores, credit by exam form, transcript, transcript indicating the successful completion of a higher-level course, a copy of the “consent of instructor memo,” or any other comparable objective measure*) to support any acceptable waiver must be submitted to the Vice President of Academic Affairs’ office and filed in the student’s file in the Registrar’s office.

***These policies must be strictly and consistently enforced.  
Adopted July 2004***

## **COURSE WAIVERS AND SUBSTITUTIONS**

Waivers and substitutions of courses, other degree requirements, and academic regulations may be made only with adequate cause when such actions do not compromise the attainment of the educational objectives of a student’s program of study. Exemptions from, or substitutions for, requirements established for a program of study must be recommended by the department chair and have the approval of the appropriate division chair and the Vice President of Academic Affairs. All waiver and substitution approvals must be filed with the Registrar’s Office.

## INDEPENDENT STUDY

Under unusual circumstances a student may have a need to enroll in a course on an independent study basis under the guidance of an instructor. Students who wish to register for a course under this policy should contact their advisor and complete an application for independent study. All requests for independent study must be approved by the Vice President of Academic Affairs and filed with the Registrar's Office. Students receiving federal financial aid including veterans' benefits are not eligible for courses delivered under this policy.

## GRADE POINT AVERAGES (GPA)

Cumulative grade point averages and program grade point averages are computed for students enrolled in a degree, diploma, or certificate programs. A student's program grade point average is computed on only those courses included with their declared program of study. Program grade point averages are used for determining satisfactory academic progress and for graduation readiness. A student's cumulative grade point average includes all college-level courses attempted in which grades of A, B, C, D, and F are assigned. This average may be requested by employers or receiving institutions. Grades on developmental courses are not included in the computation of either average.

Grade point averages are based on quality points assigned as follows:

<u>Grade</u>	<u>Quality Points</u>
A	4
B	3
C	2
D	1
F	0

For students who repeat a course and receive a higher grade in accordance with the curriculum course repeat policy, only the higher grade will be counted in determining the hours earned and the grade point average. Credit hours and quality points earned under the quarter system will be converted to their semester equivalents in the calculation of student grade point averages.

## **COURSE REPETITION**

A student who has successfully completed a course and received credit may repeat the course one time in an effort to earn a higher grade or to add to their mastery of course content. A student who has not received credit for a course may repeat the course as many times as necessary in order to earn a passing grade. (A passing grade is defined as a grade of “C” or better for developmental courses and courses within the Associate Degree Nursing and Practical Nursing Education programs that require grades of “C” or better for passing.)

## **STANDARDS FOR ACADEMIC PROGRESS**

All curriculum students are expected to meet institutional standards of academic progress and show evidence that they are making satisfactory progress toward the completion of their program. In addition, students receiving financial aid are required to meet standards of progress established to comply with federal regulations. Students enrolled as special students are exempt from these policies.

### **Satisfactory Progress**

To remain in good academic standing, all students must maintain a cumulative GPA of 2.0 or higher within their program of study.

The total number of hours transferred from another institution or transferred within the college will be considered in determining the required GPA for meeting minimum standards to remain in good academic standing.

### **Academic Warning**

Students who do not meet the required GPA may continue their enrollment at the college but will receive a notice of academic warning. This warning will indicate that the student is not making adequate academic progress and may be subject to further academic sanctions if the student fails to achieve a satisfactory GPA in the next term of enrollment.

### **Academic Probation**

If the required GPA is not attained by the end of the academic warning term, the student will be on academic probation and will be referred to Student Services to determine available alternatives. These alternatives may include a reduction in academic load, a change of program, withdrawal from the college, or a continuation of full-time status with approval of the department chair, the division chair, and the Vice President of Academic Affairs.

If a program change is determined to be the best alternative and the student is eligible, the student will enroll under academic warning and will be required to meet the minimum GPA at the end of the probationary term.

### **Suspension**

Students who fail to meet the cumulative grade point average requirements after one term of academic probation will be academically suspended. After one semester of suspension, students may apply for readmission and, if admitted, take courses approved by their counselor. Readmitted suspended students are placed on probation during the semester in which they re-enroll. Failure of readmitted suspended students to demonstrate substantial academic improvement in the semester in which they re-enroll will result in suspension from the curriculum.

### **Appeal**

Students not meeting the academic standards may appeal their standing to the Academic Affairs Committee. Students who have a legitimate reason for not meeting one or all the academic standards may appeal their status in writing to the Academic Affairs Committee. Waiver of academic standards may be granted for death of an immediate relative of the student, injury or illness of the student, or other special circumstances. Appropriate documentation must accompany the appeal. If a student's appeal is successful, then the student is still considered to be maintaining satisfactory progress. The student will be notified in writing of the committee's decision.

**STANDARDS OF ACADEMIC PROGRESS FOR  
FINANCIAL AID RECIPIENTS**

**Satisfactory Progress - Financial Aid**

Federal regulations require minimum standards of satisfactory progress that students must meet in order to receive financial assistance from Title IV programs. Title IV programs include Federal PELL Grant, Federal Work-Study, North Carolina Student Incentive Grant and Federal Family Educational Loans (subsidized and unsubsidized Stafford loans.) To be eligible to receive financial aid, a student must comply with the following conditions:

1. To remain in good academic standing, a student must maintain a cumulative 2.0 grade point average (GPA).
2. A minimum of 70 percent of the attempted credit hours must be completed each semester. Attempted hours will include all developmental courses, all withdrawals, incompletes, and repeated courses. See the following example:

Credit Hours Enrolled (After Drop/Add)	Minimum Credit Successfully Completed
15	11
11	7
6	4

3. Maximum time frame allowed to complete degree, diploma, and certificate requirements will be 150 percent of the required credit hours. See the following example:

Associate in Arts	64	96
Information Systems - Degree	57	86
Welding - Diploma	37	55
Horticulture Certificate	18	27

\*Students required to take developmental courses will have those hours added to their attempted hours allowed. However, students may not receive federal financial aid for more than 30 semester hours of developmental courses.

**Academic Warning - Financial Aid**

Students who do not meet the required GPA or who do not pass the required number of credit hours attempted in a semester may continue receiving their financial aid but will receive a notice of academic warning. This warning will indicate that the student is not making adequate academic progress and may be subject to further academic sanctions and loss of financial aid if the student fails to complete the required credit hours and achieve a satisfactory GPA in the next semester of enrollment.

### **Academic Probation - Financial Aid**

If the required GPA is not attained or if the required number of credit hours is not passed by the end of the academic warning term, the student will be placed on academic probation. Students are not eligible for federal financial assistance as long as they are on academic probation.

### **Appeal - Financial Aid**

A student may appeal their academic standing to the Academic Affairs Committee consistent with the provisions under “Appeal” in the previous section.

## **TRANSCRIPTS AND GRADE REPORTING**

Records of progress are maintained by the college on all students. These records are confidential and are released only upon written request from the student or for academic advising. All student obligations to the college must be completed before a transcript is released.

Grade reports will be mailed to the student’s most recent address of record at the end of each semester. Final grades will be withheld until all student obligations to the college are met.

## **WITHDRAWAL FROM THE COLLEGE**

Students may withdraw from a course(s) or the college up to the 70 percent date without incurring a penalty grade. Students who quit attending a class will be administratively withdrawn when the student violates the attendance policy. Students whose last date of attendance is prior to the 70 percent will receive the letter grade of “W.” After this date, a student will receive a grade of “F” for courses with failing grades. For courses that do not meet for a sixteen-week period, the 70 percent date will be the class period in which the 70 percent point occurs.

For nontraditional courses, including but not limited to telecourses and web-based courses, the withdrawal date for the course will be the date the student last completed an academic-related activity verifiable by the instructor.

Students who register but fail to attend class(es) will receive a grade of “NG”; a student who registers and withdraws during the registration period will receive no grade indication. Students with documented medical or other emergency reasons may request approval to withdraw at any time through the Vice President of Academic Affairs. A student will receive a grade of “W” for course(s) withdrawn by the Vice President.

## GRADUATION REQUIREMENTS

Graduation exercises are conducted once a year usually at the conclusion of the Spring semester. Students who anticipate completing all requirements in their program of study prior to graduation must file an application for graduation with the Registrar's Office.

Students completing the requirements for a diploma or degree are eligible for award of the highest academic credential completed at that time. Separate certificates, diplomas, and/or degrees in one curriculum program will not be issued unless earned in a progressive manner (i.e. the student completes the requirements for a certificate, then diploma, then degree.)

Students in continuous enrollment in the same program (defined as enrolling Fall and Spring semesters) may elect to complete the requirements of that curriculum as stated in the catalog at the time of their admission. Students who interrupt their study or are suspended from a program or the college are required to complete the program requirements effective at the time of readmission.

The college attempts to ensure the relevance of each program through ongoing revision in course offerings and curriculum requirements. In addition, the college may alter its programs through actions taken by the North Carolina State Board of Community Colleges. In general, students in continuous enrollment in a program may elect to complete the course requirements of the curriculum as stated in the college's catalog at the time of their admission. Students who interrupt their studies will be required to complete the program requirements effective at the time of their readmission.

*Special Note: In the Summer of 1997 the North Carolina System of Community Colleges implemented revised programs of study for all curriculums along with a conversion to the semester system. Students who have not completed their degree requirements during this academic term should consult with their advisor to develop a revised plan of study. Students who complete their work after this date will be subject to the requirements of the revised programs. Students will not be permitted to graduate from programs listed in catalogs published prior to Summer 1997.*

When an educational program has been revised or replaced by a new curriculum or degree program, students may elect to complete the program requirements as stated in the catalog in effect at the time of admission. Students admitted after the adoption of a revised program are eligible for graduation from only the revised program.

The following institutional requirements for graduation must be met:

1. All course requirements for the student's selected curriculum must be successfully completed with at least 25 percent of the curriculum requirements completed through Sampson Community College.
2. No more than 25 percent of the curriculum course requirements may be gained through proficiency examinations or experiential learning credit.
3. A GPA of 2.00 ("C") has been attained for courses with the student's program of study.
4. All financial obligations and library obligations at the college must be met.

## ACADEMIC HONORS

### **Dean's List**

The Dean's List, issued each semester, is composed of students who attain a minimum grade point average of 3.50 with no letter grade below "C" while earning 12 or more credit hours in a degree or diploma program.

### **President's List**

The President's List, issued each semester, is composed of students who attain a grade point average of 4.00 while earning 12 or more credit hours in a degree or diploma program.

### **Graduation with Honors**

A graduating student who has earned a grade point average of 3.50 in a degree or diploma program with no letter grade below "C" will be graduated with Honors.

Graduates in a degree or diploma program who have earned a GPA of 4.00 will be graduated with High Honors. Recognition of these candidates will be made by attaching an Honors seal or High Honors seal as appropriate to the diploma or degree.

## CHANGE OF PROGRAM

Students are permitted to change curriculum programs in response to changes in their educational and career objectives. Students who wish to change programs are required to consult with a college counselor concerning their educational plans and to secure approval for the program change from the department chair of the receiving program.

Students may change from their initial program of study to a second program without restriction provided appropriate consultation with a counselor is completed. Students who seek subsequent changes in their program must have a minimum cumulative grade point average of 2.0 to be eligible for any further program changes.

All requests for changes in programs should be initiated at least four weeks prior to the date of registration. Curriculum courses previously passed are evaluated for purposes of transfer credit to the student's new program of study. Previously earned credit hours approved for transfer are granted toward completion of the graduation requirements for the new program of study.

## **TRANSFER CREDIT POLICY**

### **Transfer of Credits to Sampson Community College**

An applicant who previously enrolled in any other college, university, or post-secondary institution is considered a transfer student and must furnish the Director of Admissions official transcripts of all work previously earned or attempted.

Credits earned at other accredited institutions in comparable courses or programs may be credited toward graduation requirements in a certificate, diploma or degree program at Sampson Community College. Credits for all courses with a grade of "C" or better, applicable to the student's entering program at SCC, will be eligible for transfer. Credits from non-accredited institutions will not be accepted.

Credit for course work completed with a grade of "C" or better within ten (10) years prior to admission may be accepted after evaluation and approval of the chair of the program in which the applicant wishes to enroll and the Registrar. However, the acceptance of courses completed beyond the ten-year period must be approved by the Department Chair, the Vice President of Academic Affairs, and the Registrar.

Transfer credit courses are not used in the computation of the student's grade point average in the student's program at SCC. All transfer students are admitted in good academic standing. However, the total number of hours transferred from other institutions will be considered in determining the required GPA for meeting minimum required standards to remain in good academic standing. Transfer students admitted on provisional or conditional status must complete all admissions requirements within the first semester of attendance. At least 25 percent of the curriculum requirements must be completed through SCC.

### **Transfer of Credits within Sampson Community College**

When a student transfers from one curriculum program to another, all applicable courses with grades of “C” or better taken within ten (10) years may be transferred to the new program and included in the computation of the student’s grade point average. However, the acceptance of courses completed beyond the ten-year period must be approved by the Department Chair, the Vice President of Academic Affairs, and the Registrar.

### **Transfer of Credits from Sampson Community College**

Transfer counselors in Student Services and the student’s faculty advisor will provide assistance in course planning for the student who wishes to transfer to another institution. However, it is the student’s responsibility to indicate the intent to transfer and to initiate contact with the counselor and the faculty advisor. Students should obtain a current catalog and application form from their selected institution and use this information when selecting courses. Transfer counselors are available to assist in consultation with other institutions to determine the receiving institution’s policies on acceptance of SCC courses.

Credits earned at Sampson Community College may be transferred to other institutions in the North Carolina Community College System and most four-year colleges and universities. Students wishing to transfer these credits must complete a college transcript request form in Student Services for an official transcript to be forwarded to the receiving institution.

## **ATTENDANCE POLICY**

All students are expected to attend every scheduled class. Attendance is computed beginning with the first scheduled class meeting. If an emergency prevents a student from attending class, the student should notify the instructor as soon as possible.

In the event that a student does not attend at least 85 percent of all scheduled contact hours, the instructor may drop the student. If there are extenuating circumstances, the instructor has the authority to make an exception to the Attendance Policy.

Students are expected to report to class on time. Specific guidelines regarding attendance and tardiness are referenced in course outlines.

### **ACADEMIC FORGIVENESS POLICY**

Students may apply for the removal of grades earned (or transfer credit awarded) at Sampson Community College under the provision of the College's Academic Forgiveness Policy. Although the courses will not be removed from the student's cumulative record, the grades no longer will be calculated into the student's major or cumulative grade point average and no longer will apply toward the fulfillment of any College requirement. Students who would like specific information concerning the Academic Forgiveness Policy should contact their advisor.