

Note

Tuition refunds and student activity refunds will not be considered for amounts of \$5 or less, except when a course fails to materialize; then all the students' tuition shall be refunded.

POSTING OF OFFICE HOURS FOR INSTRUCTORS

All instructors, full-time and part-time, are required to post a schedule indicating class hours and office hours, if applicable. This schedule should be posted in the departmental office area on or before the first day of class. Instructors should also announce in class their availability for student appointments and distribute a handout on which these hours are listed.

CHANGE OF MAJOR PROCEDURE

A student who wishes to change his/her major should contact the Office of Counseling Services to complete a Change of Major form.

ATTENDANCE POLICY

Wayne Community College expects students to gain skills, competencies, and an awareness of a workplace ethic which emphasizes responsibility and commitment.

The College believes students demonstrate responsibility for and commitment to their educational goals through regular attendance; therefore, students must attend eighty percent of the total hours of any class to receive a passing grade. Instructors will excuse no absences under this policy.

Students must be present in at least one class during the first ten percent of the class in order to be considered enrolled in the class. Students who miss more than twenty percent of the class meetings before the last date for dropping a course will receive a grade of "W." After the last date to drop, instructors will assign the grade of "WF."

Less classes may be missed in developmental courses. Students must attend ninety percent of the total hours of developmental courses (ENG 080, ENG 090, ENG 090A and MAT 070) to receive a passing grade. Instructors will excuse no absences. Students who miss more than ten percent of the class meetings before that last date for dropping a course will receive a grade of "W." After the last date to drop, instructors will assign a grade of "WF."

Programs in Allied Health, Aviation, BLET, Cosmetology, and courses involving credentialing have stricter attendance policies than that stated here.

ACADEMIC PROGRESS

The policies governing academic progress at Wayne Community College are intended to assist students in successfully completing their programs of study. Procedures are designed to identify students experiencing academic difficulty and to ensure effective corrective action. These procedures are supported by both the staff and faculty, who are committed to:

- (1) informing all students of minimum academic standards and grading procedures;
- (2) identifying and alerting students displaying signs of academic difficulty as early in the semester as possible;
- (3) notifying all students of their grade point averages immediately following the semester grading term; and
- (4) providing opportunities for corrective action to such students.

Students enrolled in degree, diploma, or certificate programs are expected to maintain satisfactory academic progress toward the completion of the requirements for their program. Since a 2.0 minimum grade point average in the major is required for graduation from all programs, students are expected to regularly maintain at least a 2.0 GPA.

For purposes of determining academic progress, final grades on all courses within the student's program will be considered.

Satisfactory Academic Progress

Each student is expected to make satisfactory progress toward obtaining the degree or diploma he/she has declared. The program grade point average is reviewed at the end of each semester to determine whether the student has made the expected progress. **Students who have more than 20 semester hours must have a program GPA of 2.0.**

Academic Warning

Students whose program grade point average falls below 2.0 for any given semester will receive an academic warning. The notice of the warning will be sent to the students and their advisors. Students must see their advisors to discuss the warning.

Academic Probation

Students whose program grade point average falls below satisfactory academic progress will be placed on academic probation for the following semester. Counseling Services will notify students and their advisors of the academic probation. Counseling Services will notify the student in writing to the students as to the terms of the probation.

Academic Suspension

Students placed on academic probation for two consecutive semesters will be placed on academic suspension for one semester. Students on academic suspension shall not be allowed to register for academic classes during the period of suspension and will be notified of said action.

Students who are receiving financial aid should refer to the Satisfactory Academic Progress for Financial Aid section on the next page.

Financial Aid Satisfactory Academic Progress

Academic records will be reviewed at the end of each semester. Students must maintain the required cumulative grade point average of 2.0 in order to be eligible to receive assistance.

The cumulative number of hours completed will be evaluated at the end of each semester. Students must show progress toward completion of their degree requirements to continue financial aid eligibility. Every financial aid recipient must pass at least 67 percent of credit hours attempted by the end of each semester but may not exceed 150 percent of the hours required in their program. For example, if your degree requires 64 credit hours to graduate, you are eligible to receive financial assistance until you have attempted 98 credit hours. Additional time needed to complete the degree beyond the maximum stipulated must be entirely at the student's expense.

Course withdrawals, incompletes, and course failures count as hours attempted but not completed. Repeated courses and transfer credit hours received from another college will be counted in hours attempted.

At the end of each semester, the Financial Aid Office will determine whether students receiving financial aid have successfully completed a minimum percentage of work towards their degree or diploma. According to federal regulations, students attending fewer than full-time hours will be prorated. All remedial classes are counted if mandatory.

Financial aid recipients will be granted a two-semester probationary period following their first semester of failure to make satisfactory progress. During the probationary period, students can continue to receive financial aid provided they are otherwise eligible. Students have this period to re-establish satisfactory academic progress. If, at the end of the financial aid probation period, the student is able to re-establish satisfactory academic progress, the probation is lifted.

Students who fail to make satisfactory progress during the probationary semesters will become ineligible for aid until their academic progress is again satisfactory.

A student who does not meet the academic requirements for aid eligibility at the end of the semester may attend the next semester(s) without financial aid in order to make up the deficiencies (grade-point average and/or hours). This only applies if the student has not been placed on academic suspension.

A student who has become ineligible for financial aid has the opportunity to appeal. Generally, appeals given consideration involve students who have experienced: (a) extended illness or hospitalization of the student, (b) an accident which incapacitates the student for an extended period of time, and (c) death or extended illness of an immediate family member which results in greater family responsibilities for the student. **The appeal must be in writing and submitted along with proper documentation to the Financial Aid Committee.**

Readmission

Students who have withdrawn in good standing and/or who have not enrolled for a period of five years or more must request readmission status through the

Office of Admissions and Records. Students who have not been active for a period of two years will need to have a new or reassigned advisor. Normally, new copies of previous academic transcripts and placement tests are not required. Applicants for readmission to limited admission programs must follow regular readmissions procedures for those programs. Students who have been suspended for academic or disciplinary reasons may request readmission after the term of suspension has expired. These students will be required to consult with their academic advisor (for academic suspension) and the Associate Vice President for Student Development Services or the Director of Counseling Services (for disciplinary suspension prior to registration).

GRADE REPORTS

Grade reports are issued at mid semester if a student is either failing or in danger of failing. Final semester grades in all courses are issued as soon as these are processed at the end of each semester.

APPEAL OF GRADES

Purpose

The purpose of this policy is to set forth the process by which a student may appeal the final grade given by an instructor for completion of a curriculum course. Any review of grades given for assignments within a course is handled by the division head through procedures established within the division. A student who wishes to appeal a grade given for assignments, rather than for the completion of a course, should see the appropriate division director for a description of the division's procedure.

Procedure

A student has the right to appeal a course grade when he/she believes that his/her performance in a course has been incorrectly or inappropriately evaluated by the instructor. Any such appeal should be initiated no later than two weeks following the completion of the course.

The first level of appeal, in all cases, should be to the instructor involved. Only if the issue cannot be resolved between the instructor and student should further appeals be made or considered.

In that case, a student should make his/her appeal to the appropriate division director either verbally or in writing and should clearly set forth the basis for the student's belief that the evaluation is incorrect or unfounded. The division director will work with the instructor and, where appropriate, with the department head to review the student's work in the course. The division director will make a response to the student within one week of the date of appeal.

If the student is not satisfied with the division director's decision, the student has the right to appeal that decision, either in person or in writing, for review by the Vice President for Academic Affairs. The Vice President for Academic Affairs will

meet with the student in order to fully understand the student's basis for appeal, meet with the instructor and appropriate division head, and may appoint a peer review committee of curriculum faculty to act in an advisory capacity.

At the completion of this review and within one week of the student's appeal, the Vice President for Academic Affairs will make a decision and convey that decision to the student and to the instructor and division head involved. The decision of the Vice President for Academic Affairs is final.

STUDENT HEALTH SERVICES

Wayne Community College has a student health service that provides first aid and emergency care, health referrals, and health counseling for students. The health service also provides a place for students to rest should they become ill while at school.

Students must present a valid ID card and report to Student Activities for Vital Signs and then go to the care provided. Other appointment times may be arranged when necessary through the Student Activities Office. For information on a health insurance agency, stop by the Student Activities Office.

MISCELLANEOUS SERVICES AND ASSISTANCE

Identification Cards Information

All WCC curriculum students and employees are entitled to identification cards. Continuing Education students should retain their registration receipts for identification. *Every student on the WCC campus should have either a valid WCC ID or registration receipt.* Periodic ID checks are conducted by the campus security patrol.

Each student receives only one free ID. Damaged or lost IDs will be replaced at a cost of \$5.00 per ID. When a student fails to return for a semester, the ID should be returned to the Student Activities Office. Upon the student's re-enrollment, the ID will be reissued.

STUDENT ID CARDS MUST BE VALIDATED EACH SEMESTER IN THE BUSINESS OFFICE UPON PAYMENT OF FEES.

Students enrolled in the co-op program or in their work semester who work and live outside of Wayne County are exempted from paying activity fees. This, in turn, means that these students do not have the same privileges as students with validated identification cards. For more information, contact the Cooperative Education Office.

COLLEGE TRANSFER

All students who wish to transfer from Wayne Community College to a four-year institution can receive counseling and assistance by contacting the College

Transfer counselor at 735-5151, ext. 268. Catalogs, brochures, curriculum outlines, etc., are available from all colleges in North Carolina and many surrounding states for your review.

Wachovia Partnership East

East Carolina University College of Education with the support of Wachovia Bank has established consortium partnerships with community colleges and public schools within the university's service region. The Wachovia Partnership East South Central consortium is making it possible for students throughout eastern North Carolina to obtain a four-year degree from East Carolina University without traveling to the main campus.

Students graduate with a four-year degree from ECU by completing the first two years of the program at any one of the partnering community colleges: James Sprunt Community College, Johnston Community College, Lenoir Community College, Sampson Community College, and Wayne Community College; followed by taking ECU courses on-line or through face-to-face instruction at the consortium hub site, Wayne Community College. For more information, please contact Debbie Grady, Coordinator of the Wachovia Partnership East South Central Consortium at 919-735-5151, ext. 385 or by email at gradyde@waynecc.edu.

WCC CHILD CARE CENTER

Wayne Community College operates a state-licensed child care facility offering full-time care for children ages 6 weeks to 5 years. WCC Child Care Center is open to the public, but placement preference is given to WCC students, faculty, and staff. WCC Child Care Center is open Monday through Friday from 6:30 a.m. to 5:30 p.m. To enroll a child, students should contact the Child Care Center at 735-5151, ext. 330 to complete an application.

LOST AND FOUND

Lost and found articles are kept in the Security Office. Articles that are not reclaimed by the end of each semester are donated to charities.

NEWS RELEASES

Items for publication in area newspapers, radio, television, and website must be submitted for approval to the public information officer.

TELEPHONE

Pay telephones are conveniently located in various places for local and long distance calls. **Business telephones are not for student use.**